POSITION VACANCY ANNOUNCEMENT

POSITION: Chair, Libraries Information Technology

RANK: Chair and Associate University Librarian or Chair and University Librarian

REPORTS TO: Associate Dean, Discovery and Access and Fackler Director of the Health Science Center Libraries

SALARY: Actual salary will reflect selected professional’s experience and credentials

Minimum Salary at the Chair and Associate University Librarian rank is $99,375 (inclusive of administrative stipend)

Minimum Salary at the Chair and University Librarian rank is $111,187 (inclusive of administrative stipend)

JOB NO #: 492971

DEADLINE DATE: Position is open until filled. Selection begins September 8, 2015.

Please note that this posting has specific instructions for the submission of application materials - see our website at: http://web.uflib.ufl.edu/pers/careers.htm or the APPLICATION PROCESS section below for further details. Failure to submit the required documents may result in the application not being considered.

JOB SUMMARY

The Chair of the Libraries Information Technology (IT Chair) department is a tenure track library faculty position responsible for leading a service oriented department of approximately 20 staff members that research, develop, optimize and support advanced information systems and technology for the Smathers Libraries. The IT Chair leads the Libraries’ internal IT department, a service hub providing an array of services and support, including technical expertise for evaluating external service providers, application development, project management, risk management, and administration supporting collaborative and collegial ways of working across the Libraries to optimally deliver on program and project needs with minimal overhead. The IT Chair clearly establishes and communicates the vision and strategic directions of the department and partners with campus organizations to ensure library goals and objectives are met.

This position is a member of the administrative leadership team, providing vision and strategic planning to the Smathers Libraries as a whole, ensuring that resources, both human and capital, are appropriately managed to achieve stated goals and objectives.
To support all students and faculty and foster excellence in a diverse and global society, the IT Chair will be expected to include individuals of diverse backgrounds, experiences, races, ethnicities, genders, and perspectives in work activities. The IT Chair will pursue professional development opportunities, stay abreast of advances in the field of information technology, perform scholarly research, and provide service at the institutional and professional levels as related to assignment, and in accordance with the Libraries’ tenure and promotion criteria.

RESPONSIBILITIES
1. Through superior customer service, accountability and cost effectiveness, ensures that the IT department realizes its critical role in supporting the achievement of the Libraries’ strategic goals. Helps define the vision, strategic directions, and priorities of information technology in the Libraries, including partnerships with campus organizations that are critical to the success of the Smathers Libraries’ future innovation and direction.

2. Provides leadership and vision for the overall planning, development, coordination and operational support and maintenance of the Libraries’ information technology infrastructure. In consultation with the Libraries’ leadership and campus and statewide organizations, makes and recommends strategic information technology choices in support of the Libraries’ goals.

3. Initiates, develops, and facilitates the implementation and maintenance of advanced information systems for the Libraries. Plans for equipment upgrade and replacement life cycles, manages a hardware and software budget, and works with vendors to purchase and support networked computers used in a physically dispersed environment.

4. Leads a team of approximately 20 staff in a dynamic environment that values customer service, collaboration, problem solving, teamwork and innovation. Mentors and motivates staff. Creates learning opportunities and expectations for continuous improvement of all aspects of the IT department. Measures performance and makes continuous improvements to effectively work in an environment defined by interdependent projects requiring cross-functional teams.

5. Designs efficient and productive workflows; tracks progress of deliverables; ensures timeliness and quality of customer service to both library staff and the broader constituencies served by the Libraries. Monitors and maintains accurate information and data regarding end user issues, projects and other activities, including actions taken and time required to resolve those issues. Provides statistical data and reports, particularly capacity and business-model documentation, with an emphasis on productivity and operational efficiencies. Assists in the creation of performance metrics, as well as the application and reporting of those metrics. Conducts studies, surveys, and evaluation of services in support of user experience.

6. Provides leadership and oversight for:
   a. the team that develops, implements and maintains systems including server-based systems hosted by the University and other affiliates, such as the UF Digital Collections,
   b. the team that develops, implements and maintains desktop computing infrastructure, networking and computer security, and web programming support for the Libraries’ online services, effectively meeting the needs within the Libraries, UF, and beyond.

7. Contributes to the Libraries use of and interaction with the statewide consortial Integrated Library System, and related components (the library website, interlibrary loans and reserve systems, and digital content platforms).

8. Works closely with the University’s central IT (UFIT) and other relevant groups to coordinate library projects and services with campus-wide systems and goals. Represents Libraries’ leadership and constituents in working with UFIT and other university units that deliver services within the physical

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library spaces to ensure the IT and overall needs of Libraries' constituents are met. Ensures service delivery in the most cost-effective manner possible by reducing redundancy of infrastructure and leveraging shared services when possible. Investigates and advances innovative approaches for providing and maintaining departmental initiatives and services in collaboration with UFIT. Represents the Libraries on the CIO’s campus IT Directors Advisory Group.

9. Partners and consults with various library departments and grant project teams on IT initiatives ensuring that expectations are clearly articulated and objectives met.

10. Supports the development of training and resources on the most effective utilization of current and emerging technologies to increase relevant competencies.

11. To support all students, faculty and staff and foster excellence in a diverse and global society, the IT Chair will be expected to consider the perspectives of individuals with diverse backgrounds, experiences, races, ethnicities, genders, in work activities.

12. Pursues professional development opportunities, stays abreast of advances in the field of information technology, performs scholarly research, and provides service at the institutional and professional levels as related to assignment, and in accordance with the Libraries’ tenure and promotion criteria.

QUALIFICATIONS

Required:
1. Master of Library and Information Science or other relevant advanced degree

2. Appointment at the Associate University Librarian rank requires a minimum of 8 years of relevant experience; and appointment at the University Librarian rank requires 12 or more years of relevant experience at an advanced level

3. Demonstrated success in managing people including supervision, evaluation, goal setting, and mentoring of staff at various levels in order to deliver proactive and risk managed excellent customer service

4. Demonstrated knowledge and experience with technologies for research or higher education, including but not limited to software development, systems analysis, systems architecture and platforms, risk management procedures and documentation practices, and network configuration

5. Experience in managing information security in a networked enterprise environment

6. Demonstrated success in managing and directing the work of teams that require initiative, flexibility, and the ability to adapt and work creatively in a complex, rapidly changing academic environment

7. Demonstrated knowledge of current and emerging technologies and understanding of the needs of the academic research library, and know how to apply current technologies and available resources of the Libraries to the resolution of problems and identify and deliver new and improved services

8. Proven ability to analyze complex problems, identify critical elements and alternatives, organize existing resources and new information to implement the most appropriate solution

9. Superior verbal and written communication, interpersonal, collaboration and presentation skills with the ability to explain complex issues in concise terms to a broad range of constituents

10. Strong potential for meeting the requirements of tenure and promotion (outlined at http://cms.uflib.ufl.edu/cdh)
Preferred:
1. Experience evaluating, recommending, and implementing emerging technologies and appropriate tools to improve operations and services
2. Experience collaborating with interest groups, such as campus IT, consortia, and relevant local or national organizations
3. Knowledge of trends in digital libraries and library networks, systems and web applications
4. Experience managing large purchases and supporting networked computers used in a physically dispersed environment
5. Record of working collaboratively with, and including the perspectives of individuals of diverse backgrounds, experiences, races, ethnicities, genders, and perspectives in work product
6. Established research portfolio

THE UNIVERSITY OF FLORIDA
The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities. UF was ranked 9th among public universities in Forbes’ “America’s Best Employers 2015. UF has a long history of established programs in international education, research and service. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at http://www.ufl.edu.

GEORGE A. SMATHERS LIBRARIES
The libraries of the University of Florida form the largest information resource system in the state of Florida. The UF Libraries consist of seven libraries; six are in the system known as the George A. Smathers Libraries at the University of Florida. The libraries hold over 5,800,000 print volumes, 8,100,000 microfilms, 630,000 e-books, 121,016 full-text electronic journals, 889 electronic databases, 1,300,000 documents and 766,000 maps and images. The libraries have built a number of nationally significant research collections, including the Latin American, Judaica, Florida History, Children’s Literature, and Maps and Imagery Collections. The Smathers Libraries are a member of the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), the Association of Southeastern Research Libraries (ASERL), and Lyrasis. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. The organizational chart is available at http://www.uflib.ufl.edu/orgchart.pdf.

INFORMATION TECHNOLOGY
The Libraries’ Information Technology department at the George A. Smathers Libraries serves as the focal point for planning, managing and coordinating programming, development, and all computer based information technology and online resources that support library operations and services to the University community. The Libraries’ Information Technology department manages servers supporting programs and services used throughout the US and the world— including digital library programs, and internal application for the operations of the Libraries. The department, supports 400 workstations used by 270 staff with over 6 million on-site and virtual visitors a year, high-end technology classrooms for credit courses and workshops, and event and exhibit spaces with interactive technologies for virtual conferencing, and touch screen user support. The Libraries’ Information Technology department leads the planning and development of new ways to leverage technology in support of the mission and goals of the Libraries.

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COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 240,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2007, Gainesville was ranked as the “Best Place to Live and Work” by Frommer’s Cities Ranked and Rated and as one of the “Best Places to Live and Play” by National Geographic Adventure. Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the Gainesville Awards and Recognition link. A recent article in Florida Trend Magazine offers an in depth Community Portrait of Gainesville and the University of Florida. Gainesville was featured in the Top 100 Best Places to Love 2014 on Livability, America’s Best Places to Live & Visit. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two hour drive.

BENEFITS
Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment and benefits at UF available at http://hr.ufl.edu/benefits/.

APPLICATION PROCESS
To apply, submit 1) a cover letter detailing your interest in and qualifications for this position; 2) a written statement regarding "the future of information technology support in academic research libraries" (250-500 words); 3) your current resume or CV; and 4) a list of three references including their contact information (address, telephone number, and email). This position is opened until filled (selection begins September 8, 2015). Submit all application materials through the Careers at UF online application system at http://explore.jobs.ufl.edu/cw/en-us/job/492971/chair-libraries-information-technology. Incomplete applications will not be considered. If you have any questions or concerns about this process please contact Bonnie Smith, Smathers Libraries Human Resources Office, at bonniesmith@ufl.edu.

The University of Florida is an Affirmative Action, Equal Opportunity Employer and encourages applications from women and minority group members. We are dedicated to the goal of building a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: http://www.hr.ufl.edu/job/datacard.htm. This information is collected by the University of Florida's Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.

Final candidate will be required to provide official transcript to the hiring department upon hire. A transcript will not be considered “official” if a designation of “Issued to Student” is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by National Association of Credential Evaluation Services (NACES), which can be found at http://www.naces.org/.