



Professional Position Posting

Head of Electronic & Continuing Resources (ECR)

Department:	Resource Services
Salary:	Commensurate with qualifications and experience
Position Availability:	Immediately

Position Summary

Reporting to the Director, Resource Services in the Access & Resource Services (ARS) Division and serving as an area leader for Electronic & Continuing Resources (ECR), the Librarian is responsible for management, policy, planning and advocacy for electronic and continuing resources support within the Emory Libraries. This includes acquisitions, receipt, and processing of electronic resources, print serials, and binding operations, implementation, maintenance and review of licensed electronic resources and vendor products. The Librarian assumes a leadership role in support of workflows committed to acquiring, describing, and providing access to serials and electronic resources in all mediums and languages. The Librarian will align all processes and practices within the framework of Emory Libraries organizational initiatives, foster innovation, and implement constructive change as a part of evolving staff roles in support of strategic directions.

Emory Libraries requires that our employees recognize diversity, equity, and inclusion as essential core values to achieving our mission to enrich the quality of life in an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and embrace our diverse identities of patrons within the Emory community.

Essential Responsibilities & Duties

- A. Electronic and Continuing Resources Team Responsibilities
1. Plan and coordinate e-resource lifecycle management efforts for databases, e-journals, e-books, datasets, and streaming video, including license review and record maintenance, invoicing and activation, access and authentication, discovery system and e-resource management system configuration and maintenance, and analysis and report creation for collection assessment purposes.
 2. Develops and maintains vendor and publisher relationships.
 3. Coordinate the acquisition, renewal, and maintenance of print serials, including binding.
 4. Manage staff engaged in serials cataloging, holdings and item maintenance.
 5. Manage staff engaged in subscription and renewal processes for print & microform serials, electronic resources, e-journals, and databases.
 6. Troubleshoots and resolves e-resource access problems. Works cooperatively with other library departments and university departments to resolve issues.
 7. Manage invoicing and payment procedures and practices to maintain accurate budgets.

8. Coordinate the collection and reporting of usage statistics, workflow metrics, and any other measures contributing to service assessment.
9. Contribute as a member of the Resource Services team to develop department goals, policies, procedures, priorities, and staffing decisions.
10. Collaborate with other departments, including Collection Management and Library Technology and Digital Strategies, and with subject liaisons to ensure access and collection needs are met.

B. Managerial Responsibilities

1. Serves as the department (or unit) head for Electronic and Continuing Resources (ECR) team with programmatic responsibility for functional areas and direct supervision of 6 FTE staff.
2. Works with direct reports to coordinate recruitment, hiring, orientation, training, supervision, and evaluation of staff and student employees. Coaches, mentors, and counsels both direct and indirect reports in order to develop staff in a positive and proactive manner ensuring individuals have opportunity to develop broad knowledge of library operations and services as well specialized skills. Works with LHR staff to develop specific training for staff based on need and participates in succession planning and management initiatives as appropriate.
3. Responsible for developing and maintaining up-to-date librarian position responsibilities statements and library staff job descriptions for staff within department. Reviews requests for new positions and reclassifications and submits to Director of Resource Services for consideration. Works with HR staff to facilitate reclassifications.
4. Conducts annual performance evaluations for direct reports and oversees annual process within the department/unit ensuring that annual evaluations are conducted promptly and submitted on time in accordance with campus and library policy.
5. Establishes and maintains communication with department/unit staff to facilitate the work of the library and ensure library staff is informed of library activities and initiatives.

C. Professional Responsibilities

1. Participates in appropriate professional and scholarly associations and organizations including maintaining membership and/or accreditation; attending meetings, conferences, workshops; and serving in appointed or elected positions.
2. Maintains up-to-date professional knowledge and skills in areas related to primary job assignment and general knowledge of current trends in higher education, academic libraries, and information and educational technology.
3. Provides reference assistance to Emory students and faculty, visiting scholars, and the public as needed and assigned.
4. Adheres to guidelines outlined in the *Handbook Governing the Librarian series for Faculty-Equivalent Librarians* to ensure appointment, appointment renewal and promotion-in-rank.
5. Participates in library and campus committees as appropriate for service purposes.

Required Qualifications

- ALA-accredited master's degree in library and information science OR equivalent education and relevant library experience.
- Minimum of 3-5 years of experience in an academic or research library.
- Experience with e-resource and serials management, including strong familiarity with subscription agents, serials vendor products and services, and electronic resource providers.
- Knowledge of trends and practices in e-resource management, including developments in e-content acquisition/licensing, workflow, access, and delivery.

- Experience reviewing and negotiating license agreements for electronic resources in an academic library.
- Ability to build and sustain effective interpersonal relationships with library staff, faculty, and students, off campus faculty and administrators, campus administrators, etc.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint, or other productivity software.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.
- Demonstrated knowledge of current trends and issues in academic libraries, higher education, and relevant subject disciplines.
- Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

REQUIRED for Supervisory & Managerial Positions

- Experience and demonstrated skill in supervision, including hiring, orienting, training and development, organizing workloads, delegating responsibility, providing guidance and direction, monitoring, and evaluating performance, coaching and counseling, and taking disciplinary action as necessary. Ability to be proactive, flexible, and collaborative as a supervisor to accomplish departmental, library, and institutional goals.

Preferred Qualifications

- Experience with Ex Libris' Alma and the Springshare suite of apps.
- Experience in supervising and managing librarians and staff including coaching, motivating, and mentoring.
- Experience providing and managing library services with evidence of progressively increasing scope of responsibility in a large academic or research institution library and evidence of successful record of leadership and ability to foster an organization-wide perspective that ensures effective stewardship of available resources.

Application Procedures

Interested candidates should review the applications requirements and apply online at {Link to iCIMS posting}, <http://apply.interfolio.com/147484>

Applications may be submitted as Word or PDF attachments and must include:

- 1) Current resume/vita detailing education and relevant experience;
- 2) Cover letter of application describing qualifications and experience; and
- 3) Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We commit to equitable access to information and building collections that align with Emory's teaching and research needs, as well as representing and respecting our ever-changing communities' diverse and multiple experiences. Please share your professional and leadership philosophy, including how you would foster diversity, equity, and inclusion at Emory University Libraries. Please limit your response to no more than 3 paragraphs.
- 4) On a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

Candidates applying by July 5th will receive priority consideration. Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women, minorities, people with disabilities and veterans.

General Information

Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master's OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to <http://www.hr.emory.edu/eu/benefits/>.

Description of Institution and Library

Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South's leading health care systems. Emory's beautiful, leafy main campus is located in Atlanta's historic Druid Hills suburb and is home to 8,079 undergraduates and 7,372 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 37,716 and an annual operating budget of \$5.6 billion. Emory University received \$1 billion in research funding in 2023.

Ranked among the top 20 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia is the interdisciplinary intellectual commons for Emory University. The collections at the nine Emory Libraries include more than 5.6 million volumes, 400,970 electronic journals, over 1.6 million electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to over 133,976 print titles, 201,134 volumes and over 2,200 collections measuring over 21,815 linear feet of manuscript material. Rose Library's collections span more than 800 years of history, with particular depth in modern literature and poetry, African American history and culture, political, social and cultural movements, rare books and the University's archives.

Emory Libraries staff, including student workers, number approximately 350 with an overall library budget of approximately \$42 million. Emory University Libraries is a member of the Association of Research Libraries (ARL), the Association of College and Research Libraries (ACRL), the Atlanta Regional Council for Higher Education (ARCHE), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL) and Georgia Library Learning Online (GALILEO).

The Emory University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other library spaces include the Science Commons, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Center Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

Diversity Statement

Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We champion an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and diverse recruitment and retention. We offer exhibits, collections, programming, and research assistance that speaks to the rich needs and identities of patrons from the Emory community and beyond. We encompass opportunities that strengthen these values. We invite you to bring your true self to the library and feel welcomed when you arrive.

– *December 2020*

Emory University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Georgia State Laws, regulations, and executive orders regarding nondiscrimination and affirmative action in its programs and activities. Emory University does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.