Position Announcement

Associate Dean for Collection Strategies

The University of Miami Libraries (UML) is seeking a qualified individual to provide vision and leadership for the Libraries’ collection development program. The Associate Dean for Collection Strategies will oversee the Libraries’ collection development and management operations, activities, and services, including the Acquisitions and Preservation Services departments. The Associate Dean will also oversee the Libraries’ distinctive collections programs including Special Collections, the Cuban Heritage Collection, and University Archives. The Associate Dean will provide leadership and advice on new and emerging modes of scholarly communications modes and their impact on library collection development and service programs in order to ensure that the UM Libraries support the resource needs of our vibrant University community.

Reporting to the Dean and University Librarian, the Associate Dean for Collection Strategies will develop collaborative relationships and cross-functional partnerships with University entities focused on constructing a sustainable and dynamic collections and scholarly communications support agenda. The Associate Dean will also collaborate with internal stakeholders to ensure that the Libraries’ general and distinctive collections development and management programs are well integrated, robust, and sustainable. The Associate Dean will participate as a member of the Libraries’ Administrative Leadership Team and Departmental and Staff Representatives Group.

Specific Duties and Responsibilities:

Collection Development. Provides direction for all general and distinctive collections development activities including policy creation, as well as the evaluation, promotion, and management of all print, electronic and media information resources. Ensures that the Libraries’ information resources support the teaching, learning and research needs of the University and align with University and Libraries’ strategic directions. Works with faculty and administration to facilitate the migration from print to electronic resources, encourages the transition to digital scholarship and open access, and evaluates the opportunities and risks of programmatic change. Builds a broad understanding of faculty collection development needs by effectively communicating with faculty and departments. Coordinates and monitors selection responsibilities of UM Libraries’ sixteen subject specialists and serves as mentor and coach for collection development activities. Contributes evaluative comments during the annual appraisal process for subject area specialists. Serves on liaison librarian council. Chairs the collection development committee and convenes selector subject affinity groups. Oversees collection management policies and practices, including policies related to gifts, exchange, accession/de-accession, and collection space management. Builds an innovative program to select and assess collections with an emphasis on growing digital resources and unique distinctive collections. Promotes shared infrastructure for general and special collections. Provides leadership in developing and maintaining preservation and reformatting policies for both print and digital resources. Negotiates major vendor licenses for electronic resources and assesses use of all electronic resources. Provides leadership in the selection of materials for digitization and development of initiatives to address born digital content. Chairs and convenes regular meetings of the distinctive collections group. Supervises five department heads (Acquisition; Preservation Services; Cuban Heritage Collections; Special Collections; University Archives).

Scholarly Communication. Tracks and reports on scholarly communications trends and issues to the Libraries and the University community. Advises and collaborates with the AD Digital Strategies in identifying priorities and needs for a library-based digital scholarship service program.
**Budget Oversight and Resource Development.** Makes decisions on collections budget allocation in alignment with the priorities of the University. Provides effective oversight of departmental budgets. Participates in fundraising and grant writing, and manage resources secured through these efforts. Works closely with Libraries Advancement to develop donor relations and promote fundraising efforts, provides input regarding potential collection donors, and assesses potential gift collections.

**Service.** Participates in planning and strategy development as a member of the UML Administrative Leadership Team and Department and Staff Representatives Group. May serve as Acting Dean and University Librarian in the absence of the Dean. Actively participates in related national and international organizations to keep abreast of current activities, identify best practices, and to promote and represent the Libraries. Represents the Libraries nationally and internationally through presentations at and participation in conferences, workshops and professional association events. Serves on/participates in library and university organizations, committees, task forces, and teams as appropriate.

**Required Qualifications:**

- Master’s degree in library and information science, computer science, or a closely related field.
- Minimum of five years’ experience working in academic research libraries.
- Comprehensive understanding of contemporary academic publishing issues and practices including trends in scholarly communications, copyright and rights management.
- Demonstrated record of leadership and effective engagement with faculty.
- Knowledge of historical and current trends and practices in scholarly communication within the academic disciplines.
- Experience/awareness of current trends in special collections and archives management.
- Understanding of processes and technologies for managing, providing access to, and preserving digitized and born digital materials
- Experience with current digital collection management practices.
- Experience with budget preparation and control; ability to develop innovative economic models.
- Ability to effectively supervise, evaluate motivate, and mentor faculty and staff.
- Demonstrated effective fiscal management.
- A strong commitment to diversity and inclusion in supporting a diverse workforce and serving the needs of a diverse population.
- Excellent interpersonal, written, and oral communication skills.
- Demonstrated ability to work collegially with faculty, staff, and students.
- Evidence of continued professional development.

**Preferred Qualifications:**

- Experience caring for archival and/or rare book collections, which may include physical and electronic formats
- Experience in the stewardship of donors
- Experience participating in and/or managing grant-funded projects.

**The University:** The University of Miami ([www.miami.edu](http://www.miami.edu)) is one of the nation’s leading research universities in a community of extraordinary diversity and international vitality. The University is a privately supported, non-sectarian institution located in Coral Gables, Florida, on a 260-acre subtropical campus with operations at three additional locations throughout the greater Miami region: Medical campus (downtown Miami); Marine and Atmospheric Science campus (Virginia Key); and South Campus (Richmond Facility). The University comprises
eleven degree granting schools and colleges, including Architecture, Arts and Sciences, Business Administration, Communication, Education, Engineering, Law, Medicine, Music, Nursing, and Marine and Atmospheric Science.

**UM Libraries:** The University of Miami Libraries (www.library.miami.edu) rank among the top 50 research libraries in North America with a collection of 3.6 million volumes including 771,000 ebooks, and 92,958 current serials titles including 90,550 electronic journals. The Otto G. Richter Library lies in the center of the Coral Gables campus and serves as the central library for the University. Other University of Miami Libraries include the Paul Buisson Architecture Library, the Judi Prokop Newman Business Information Resource Center, the Marta & Austin Weeks Music Library, and the Rosenstiel Marine and Atmospheric Science Library. The University also has independent medical and law libraries. The University of Miami Libraries provide support and services for approximately 10,370 undergraduates, 5,259 graduate students, and 13,058 full and part time faculty and staff. Excluding the independent libraries, the University Libraries employ 68 professional (including librarian faculty), 80 support staff and 58 FTE student staff. UML is a member of and contributor to the Association of Research Libraries, Association of Southeastern Research Libraries, Council on Library and Information Resources, OCLC Research Library Partners, International Federation of Library Associations, International Association of University Libraries, Digital Library Federation, Hathi Trust, Academic Preservation Trust, Digital Preservation Trust, and Southeast Florida Library and Information Network. UML participates in the Lyrasis and NorthEast Research Libraries consortia.

**Salary and Benefits:** Compensation will be competitive and will be commensurate with the experience and qualifications of the person selected. Appointments in the Librarian Professor series at the University of Miami are made on the basis of renewable annual or multi-year contracts; appointments at the Librarian Associate Professor rank and above are typically five-year, renewable contracts. The University of Miami offers a comprehensive benefits package including: paid pension plan; partially paid medical and dental insurance plans; life, disability, and long-term care insurance available; tuition remission; thirteen paid holidays; and twenty-two days annual vacation. Additional employment benefits available include credit union; Employee Assistance Program; bookstore and sporting event discounts; and optional fee-based membership in a state-of-the-art wellness center. Moving allowance is available. No state or local income taxes.

**Applications:** Review of applications will begin immediately and continue until the position is filled. Applications should be submitted electronically and must include a letter of interest, curriculum vitae and the names of three references. Send nominations and applications to:

Human Resources Manager  
University of Miami Libraries  
P.O. Box 248214  
Coral Gables, FL 33124-0320  
e-mail: richter.recruiting@miami.edu

The University of Miami is an Equal Opportunity Affirmative Action Employer. The University has a strong commitment to diversity and encourages applications from candidates of diverse cultural backgrounds.