

## **Position Vacancy Announcement**

**Location:** University Libraries, University of Memphis

**Position:** Head, Collection Management

**Responsibilities:** Provides leadership and direction for the Collection Management department which includes Collection Development, Acquisitions (monographs, serials and all other formats), and Interlibrary Loan. The department head has managerial responsibility for all functions and activities involved in selecting, acquiring, evaluating, and deselecting materials and resources for the collections of the University Libraries. Serves on committees and task forces in the libraries, on campus, and throughout the region. As a member of the faculty, he/she participates in the University Libraries' Collection Development Program, serves as subject liaison to one or more assigned department(s), and participates in staffing the public service desk. He/she maintains a program of research, continual learning, and professional service that foster his/her own professional growth and development and that would support tenure and/or promotion. The Head of Collection Management is a member of the Libraries' Administrative Council.

**Reporting Structure:** Reports to the Dean of University Libraries

**Rank and Salary:** Tenure Track, 12 month appointment. Salary minimum \$50,000 per year. Rank Assistant or Associate Professor depending on qualifications.

**Benefits:** 24 days vacation/12 days sick leave per year; state paid retirement (State of Tennessee or TIAA-CREF); group health insurance; tuition remission.

**Required Qualifications:** ALA-accredited MLS degree. Second graduate degree is required to be eligible for tenure and promotion. At least one year of post-MLS work experience in a library. Expertise in at least one of the functional areas of the department. Knowledge of the principles, practices, and emerging trends in Collection Management. Must be able to assume responsibility and accomplish goals with little or no supervision. Must be able to work independently as well as a part of a team. Must have good oral and written communication skills. Ability to supervise the work of others. Must have good interpersonal skills and demonstrate a commitment to public service. Evidence of potential to maintain an ongoing program of professional involvement and development at a level that would merit tenure and promotion.

**Preferred Qualifications:**

Experience leading collection development and/or Acquisitions. Experience supervising the work of others. Experience in a public service position. Subject expertise in the sciences, technology, or engineering.

**Deadline:** Review of applications begins May 20, 2008, and may continue until the position is filled. Submit a letter of application that addresses the applicant's experience in relation to the position requirements, a current resume, and contact information for five (5) references who are knowledgeable of applicant's qualifications and experience to:

Ms. Nancy Massey, Personnel Associate  
University Libraries, University of Memphis  
126 Ned R. McWherter Library  
Memphis, TN 38152-3250

For more information on the University Libraries and this position see <http://exlibris.memphis.edu>.

The University of Memphis is an Equal Opportunity Affirmative Action Employer. All qualified applicants are urged to apply for this position. Appointment is based on qualifications as they relate to position requirements without regards to race, color, national origin, religion, age, sex, disability, or veteran status.

**April 2008**