

Position Description Title	Associate Director for Digital Libraries
Library Faculty Name	James Tuttle
Date PD Applicable	May 2021 – April 2022
Faculty Type and Rank	AP Faculty, Lecturer
University Libraries Division	Information Technology Services

Position Summary:

Under the general direction of the Assistant Dean and Director of IT, the Associate Director for Digital Libraries provides managerial leadership and expertise in the development, deployment, and maintenance of digital library services and their underlying infrastructure. The Associate Director for Digital Libraries oversees all aspects of digital library project management, which includes setting deadlines, assigning responsibilities, and monitoring and reporting progress. S/he coordinates activities among a team of librarians, software engineers, system engineers, and web developers, and is responsible for hiring, managing, disciplining, and motivating professional staff and facilitating their professional development. The Associate Director provides managerial leadership and expertise in designing and planning the future development of digital library systems and services, taking into account newly available technologies to enhance the growth and effectiveness of the Libraries' digital services.

Reporting:

This position reports to Assistant Dean and Director of IT.

Job Duties (%):

50% - Digital Library Operations Management

- Provides operational support for digital libraries, repositories, and scholarly communication systems.
- Leads the development and implementation of digital library systems, technical architecture, and infrastructure.
- Consults with departments and units across the Libraries to gather requirements for new services and enhancements to existing services.
- Ensures that digital library services are reliable; responds to risk, audit, security, and compliance; and works to make digital library services more reliable over time.

- Ensures that digital library procedures, policies, and knowledge are documented and shared.
- Develops implementation plans and schedules for digital library projects. Provides operational support for digital libraries, repositories, and scholarly communication systems.
- Leads the development and implementation of digital library systems, technical architecture, and infrastructure.
- Consults with departments and units across the Libraries to gather requirements for new services and enhancements to existing services.
- Ensures that digital library services are reliable; responds to risk, audit, security, and compliance; and works to make digital library services more reliable over time.
- Ensures that digital library procedures, policies, and knowledge are documented and shared.
- Develops implementation plans and schedules for digital library projects

30% - Team and staff management

- Leads cross-cutting teams of librarians and information technology professionals toward the strategic priority of providing outstanding digital library service through the deployment of cutting edge technology supporting research, teaching, and learning.
- Ensures team members work well together and that everyone understands what is expected of them. This includes conducting team meetings, one-on-one meetings, and ensuring that job descriptions are up-to-date.
- Performance management, including the collaborative development of performance plans as well as regular performance check-ins to ensure that team members are developing their skill sets appropriately to take advantage of new IT opportunities.

20% - Professional Development and Service

- Attends job-related conferences, seminars, or courses to enhance professional development and strengthen ability to develop assigned staff.
- Serves on other library and university committees, working groups, and task forces

Required Qualifications:

- Proven record of success hiring, managing, disciplining, and motivating professional staff, and facilitating their professional development.
- Demonstrated ability to lead and manage diverse groups of software engineers, systems engineers, architects and web developers to accomplish both short and long-range digital library projects on time and on budget.
- Ability to conceptualize, articulate, and identify meaningful success measures for strategic and near-term goals.
- Ability to create and manage work processes, procedures, and projects at the departmental level.
- Must possess strong analytical, interpersonal and problem-solving skills as well as exceptionally strong oral and written communication skills.
- Proven record of customer service excellence, and the ability to inspire service excellence in staff.

Preferred Qualifications:

- Wide range of in-depth technical understanding and experience with library systems and digital library management, repository and scholarly communication systems, content or digital collections management systems, and other products typically used in university library settings.
- Strong knowledge of the life cycle management of digital content—how digital resources are acquired, described, preserved, and delivered to support learning, teaching and research.
- Advanced business analysis, project management, and/or planning skills or certification.
- Familiarity with ITIL concepts and best practices.

Employee Category: Administrative and Professional Faculty

Appointment Type: Regular

Work Location: Blacksburg

Work Schedule: M-F 7-4

Faculty Name

Date signed

Supervisor

Date signed

