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## Head, Discovery Services, UNLV University Libraries [R0143691]

University of Nevada, Las Vegas  
 Las Vegas, Nevada, United States    (On-Site)

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Job Category  
LIS Education Faculty

### Description

The University of Nevada, Las Vegas invites applications for **Head, Discovery Services (Librarian II/III), UNLV University Libraries [R0143691]**

### ROLE of the POSITION

UNLV University Libraries seeks nominations and applications for an innovative and collaborative tenure-track/tenured faculty member to serve as the Head, Discovery Services. The Head of Discovery Services Librarian is a leadership role in the Libraries ensuring timely, comprehensive and effective discovery and access to library collections in all formats. Reporting to the Director of Collections, Discovery and Scholarly Communication (CDSC), the incumbent oversees the work of the Discovery Services department bringing expertise, vision and strategic direction to all aspects of the department’s work which includes original and copy cataloging; authority control; management of the Libraries’ discovery layer, Primo; bibliographic database maintenance/data integrity; and development of standards and policies for bibliographic control.

### Key Responsibilities:

- Supervise, mentor and motivate Discovery Services staff, overseeing tasks and workloads and facilitating professional development, training and learning. Current department staffing: 3 academic faculty, 1 administrative faculty, 2 classified staff. 5 staff are direct reports of this position.
- Provide strategic leadership for cataloging and discovery of library collections in all formats, languages, and specializations acquired by UNLV Libraries. Plan, develop, implement and evaluate operations and workflows, establish policies and procedures and set priorities.
- Serve as the Chair of the Libraries’ Primo Product Team and lead the management and oversight of Primo for UNLV Libraries.
- Participate in the oversight and effective use of the Alma Library Services Platform. Lead efforts to fully leverage system capabilities for department processes including creation of description, batch loading, reporting and analysis, and database maintenance.
- Maintain current knowledge of national and international developments in search, discovery, cataloging, classification, metadata, and bibliographic and authority control. Integrate these evolving standards and practices into Libraries workflows and processes, as appropriate.
- Collaborate and partner with colleagues across the Libraries to establish workflows, determine priorities and understand needs. Key stakeholders include staff in Special Collections and Archives, Continuing Resources and Collections, Library Technologies, Research and Education and the School of Medicine Library.
- Foster innovative approaches to improve discovery of collections and maintain/improve data integrity, utilizing tools (e.g. MarcEdit), scripting languages (e.g. Python, XSLT, etc.) and system integrations as appropriate.
- Utilize knowledge and expertise to assist staff in developing Program for Cooperative Cataloging (PCC) NACO submissions and identify opportunities to participate in additional national programs.
- Represent the library in consortia and professional organizations.
- As a faculty member, the incumbent will be expected to engage in scholarly activities and to provide service to the university, community, and profession in accordance with UNLV and University Libraries standards for promotion and tenure.

*This position may be eligible for a flexible work arrangement in accordance with the [UNLV Flexible Work Policy](#) and is evaluated on a case by case basis.*

### PROFILE of the UNLV UNIVERSITY LIBRARIES

As a strong partner in research and student learning, UNLV Libraries fosters critical thinking and lifelong learning at one of the nation's fastest growing universities. University Libraries comprises Lied Library and four branch libraries and we are a gateway to more than 80,000 electronic journals, 1.2 million volumes, and 1.4 million e-books. We welcome individuals with diverse backgrounds to join our growing organization of over 120 experienced faculty librarians, professionals, and staff members.

The Collections, Discovery and Scholarly Communication (CDSC) Division comprises three departments (Discovery Services, Collections, Interlibrary Loan, & Acquisitions, and Scholarly Communication and Data Services (SCADS)). The division enables the UNLV community to discover and access needed and relevant scholarly resources and to create and share impactful scholarship globally. The Discovery Services department provides cataloging expertise for unique and complex materials, oversight of the catalog and cataloging, and special projects.

**\*REVISED\* MINIMUM QUALIFICATIONS**

This position requires an earned Master's Degree in library or information science from an American Library Association accredited program by the date of appointment.

- Competence and sensitivity in working with individuals who are highly diverse regarding many facets of identity, including but not limited to gender, ethnicity, nationality, sexual orientation, ability, income, level of educational attainment, and religion.
- Minimum of five years of professional experience
- Demonstrated ability to successfully supervise and mentor staff.
- Proven ability to lead and innovate in a collaborative and complex environment.
- Evidence of strong communication, organizational, project management, and problem-solving skills.
- Demonstrated ability to initiate, plan, coordinate, and implement projects and manage multiple priorities and competing deadlines.

**\*REVISED\* PREFERRED QUALIFICATIONS**

- Experience with Ex Libris Alma and Primo.
- Knowledge of cataloging standards such as RDA, MARC, and LC Subject Headings.
- Knowledge of metadata schemas, formats, standards, and protocols.
- Experience managing a discovery layer such as Primo.
- Knowledge of linked data and emerging and evolving standards, practices, and frameworks for bibliographic metadata, including BIBFRAME and the Official RDA Toolkit.
- Knowledge of critical issues in cataloging including standards and best practices for diversity, equity and inclusion in description.
- Experience contributing name authority records through NACO or submitting proposals through SACO.

**COMMITMENT to DIVERSITY and CAMPUS VALUES**

A successful candidate will support diversity, equity, and inclusiveness and contribute to a respectful, positive work environment. They will use our [Campus Values](#) to guide their decisions and actions and demonstrate our Rebel spirit.

**SALARY**

This is a full-time, 12-month, tenure-track position at the rank of Assistant Professor (Rank II, tenure-track) or Associate (Rank III, tenure-track/tenure). Minimum starting salary is \$75,000, or commensurate with the labor market. For more information on salary ranges please visit [UNLV Salary Range](#).

In addition, University Libraries is committed to and helps fund professional development opportunities: each position receives annual allotment for professional development activities. Benefits information is available here: <https://www.unlv.edu/hr/benefits>

Residents of Nevada enjoy no state income tax. Home to many major annual conventions, Las Vegas is one of the best-connected cities in America and the nearest major city to several of the nation's richest natural treasures. In addition to the world-renowned Las Vegas Strip providing a variety of culinary and entertainment opportunities, Las Vegas is home to five professional athletic organizations and continues to expand local cultural opportunities, including the internationally recognized Smith Center for the Performing Arts. To learn more about moving to Las Vegas visit our guide at <https://www.unlv.edu/jobs/moving-las-vegas>.

**BENEFITS OF WORKING AT UNLV**

- Competitive total rewards package including:
  - Paid time off, sick leave, and holidays
  - Excellent health insurance including medical, dental and vision
  - Comprehensive retirement plans and voluntary benefits programs
- No state income tax
- Tuition discounts at Nevada System of Higher Education (NSHE) schools
- Tuition discounts for spouses, domestic partners, and dependents

**PERKS**

- Employee recognition and appreciation programs
- [Connect with colleagues with shared interests](#)
- [Personal and professional development opportunities](#)
- UNLV athletics ticket discounts
- Statewide employee purchase program discounts
- [RebelCard](#) discounts on and off campus
- [Wellness programming](#) for all UNLV faculty and staff at no cost
- A comprehensive onboarding program, [Rebels: Onboard](#)
- Opportunity for career advancements to leadership roles

**\*REVISED\* HOW TO APPLY**

Submit a letter of interest, a detailed resume listing qualifications and experience, and the names, emails, addresses, and telephone numbers of at least three professional references who may be contacted. References will not be contacted until the search chair notifies you in advance.

Applicants should fully describe their qualifications and experience, with specific reference to each of the minimum and preferred qualifications because this is the information on which the initial review of materials will be based.

Although this position will remain open until filled, review of candidates’ materials will begin **immediately** and best consideration will be given for materials submitted as soon as possible.

Materials should be addressed to **Head, Discovery Services**, Search Committee Chair, and must be submitted through [Workday](#), as we do not accept emailed materials. For assistance with the application process, please contact UNLV Libraries Human Resources at (702) 895-2286 or [library.searches@unlv.edu](mailto:library.searches@unlv.edu).

**SPECIAL INSTRUCTIONS FOR INTERNAL NSHE CANDIDATES**

UNLV employees or employees within the Nevada System of Higher Education (NSHE) MUST use the “Find Jobs” process within [Workday](#) to find and apply for jobs at UNLV and other NSHE Institutions. Once you log into Workday, type "Find Jobs" in the search box which will navigate to the internal job posting site. Locate this specific job posting by typing the job requisition number, “**R0143691**” in the search box.

If you complete an application outside of the internal application process, **your application will be returned and you will have to reapply as an internal applicant which may delay your application.**

PROFILE of the UNIVERSITY

Founded in 1957, UNLV is a doctoral-degree-granting institution of approximately 30,000 students and more than 3,600 faculty and staff. To date, UNLV has conferred more than 152,000 degrees, producing more than 130,000 alumni around the world. UNLV is classified by the Carnegie Foundation for the Advancement of Teaching as an R1 research university with very high research activity. The university is committed to recruiting and retaining top students and faculty, educating the region's diversifying population and workforce, driving economic activity through increased research and community partnerships, and creating an academic health center for Southern Nevada that includes the launch of a new UNLV School of Medicine. UNLV is located on a 332-acre main campus and two satellite campuses in Southern Nevada.

Here at UNLV, we have come together and created one of the most affirmative and dynamic academic environments in the country. UNLV sits in the top spot in U.S. News & World Report’s annual listing of the nation’s most diverse universities for undergraduates. The university has ranked in the top ten since the rankings debuted more than a decade ago. We continue to show our commitment to serving our wonderfully diverse population and building the future for Las Vegas and Nevada.

For more information, visit us on line at: <http://www.unlv.edu>

EEO/AA STATEMENT

The University of Nevada - Las Vegas (UNLV) is committed to providing a place of work and learning free of discrimination on the basis of a person’s age (40 or older), disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion (protected classes). Discrimination on the basis of a protected class, including unlawful harassment, which is a form of discrimination, is illegal under federal and state law. Where unlawful discrimination is found to have occurred, UNLV will act to stop the unlawful discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible. Women, minorities, and veterans are encouraged to apply.

TITLE IX STATEMENT

The University of Nevada, Las Vegas, does not discriminate on the basis of sex in any education program or activity that it operates. Non-discrimination on the basis of sex is mandated by Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 et seq.) and the corresponding implementation regulations (34 C.F.R. Part 106). The University’s commitment to nondiscrimination in its education programs and activities extends to applicants for admission and employment. Inquiries concerning the application of these provisions may be referred to: Michelle Sposito, J.D., Title IX Coordinator, University of Nevada, Las Vegas, 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV 89154-1062, Frank and Estella Beam Hall (BEH) Room 553, Telephone: (702) 895-4055; Email: [titleixcoordinator@unlv.edu](mailto:titleixcoordinator@unlv.edu), or to The Assistant Secretary of the United States Department of Education, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100; Telephone: 1-800-421-3481 FAX: 202-453-6012; TDD: 1-800-877-8339; Email: [OCR@ed.gov](mailto:OCR@ed.gov); or to both.

Information pertaining to the University’s grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the University will respond can be found online at the [Office of Equal Employment & Title IX](#) webpage.

SAFETY AND SECURITY STATEMENT

UNLV is committed to assisting all members of the UNLV community in providing for their own safety and security. [The Annual Security Report and Annual Fire Safety Report compliance document](#) is available online.

Job ID: 77130372

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