

University of Wisconsin-Milwaukee Libraries

Department Head - Acquisitions and Bibliographic Access

Senior Academic Librarian – Position #6522

Responsibilities:

This position supports the UWM research and teaching mission through the effective and efficient management of one of two departments within the Collections & Technical Services Division of the UWM Libraries, as well as providing support to the Assistant Director for collection development activities. The UWM Libraries supports the University of Wisconsin – Milwaukee, a rapidly growing urban research university. This management position reports to the Assistant Director for the division. The incumbent manages the acquisition, cataloging, and processing of 25,000+ new monograph titles added annually. S/he ensures that resources are acquired and access to them is provided promptly, thereby enhancing the teaching and learning for the students, faculty, and staff of the University community. S/he supervises the staff in the department and provides support for the corresponding services throughout the Libraries. The department head is responsible for identifying current and future acquisitions, cataloging, and metadata needs, as well as implementing procedures to meet these needs efficiently given the University's heightened focus on research.

We are seeking someone who is able to assist the division and the Libraries in moving forward within the rapidly changing areas of collections development, acquisitions, and access. Candidates should have a capacity to thrive in an exciting, future-oriented environment and to respond effectively to changing needs and priorities. This position is responsible for providing excellent customer service in a professional manner and serving as a model representative of UWM and the Libraries.

Qualifications:

Required:

MLS from an ALA-accredited program; five years post-MLS relevant and increasingly responsible professional experience in an acquisitions or cataloging environment; ongoing record of professional involvement.

Knowledge and understanding of best practices, current issues, and trends in acquisitions and cataloging, including metadata and authority control; knowledge and understanding of how new technologies are changing methods of resource delivery and scholarly communication; knowledge of and experience with bibliographic utility and automated library system; knowledge of cataloging principles and practices including the application of cataloging tools, such as AACR2, LCSH, LC classification, and MARC21 formats.

Demonstrated ability to manage personnel, budgets, and multiple projects; ability to provide effective leadership; ability to work independently, exercise individual initiative,

and demonstrate flexibility; excellent oral and written communication skills, interpersonal skills; ability to work collaboratively and promote teamwork among colleagues.

Minimum one-year relevant supervisory experience; excellent analytical, problem-solving, customer service and organizational skills; commitment to fostering and building a diverse environment and workplace.

Preferred:

Experience in an academic library; experience with acquisitions and cataloging operations in an integrated library system, Voyager preferred; knowledge and experience with publishers and vendors of scholarly research materials and with procuring resources in a consortial as well as an individual environment; understanding of how new technologies are changing methods of resource delivery and scholarly communication; experience with the application of metadata schemes to organize and provide access to digital collections; experience with collection assessment; ability to gather and analyze statistical and bibliographic data; reading knowledge of one foreign language; second advanced degree in relevant field.

Terms of Appointment:

This is a full-time probationary academic staff appointment, annual (12-month basis). Salary range 6, \$51,688(A) minimum, commensurate with experience and qualifications. Excellent fringe benefits included – health insurance, pension, and more.

Application Procedure:

Applicants must submit a letter of application, a current resume, transcripts, and names/addresses of three current professional references. Please submit applications to:

Craig Wesley
Head of Personnel
UWM Libraries
PO Box 604
Milwaukee, WI 53201
414-229-6201
wesleyc@uwm.edu

Applications must be received or postmarked on or before August 10th, 2007.

UWM is an Affirmative Action, Equal Employment Opportunity employer. For the UWM Campus Security Report see www.cleryact.uwm.edu, or call the Office of Student Life at 414-229-4632 for a paper copy. The names of nominees and applicants who have not requested that their identities be withheld and the names of all finalists will be released upon request.