

POSITION DESCRIPTION SUMMARY

Job Title:	Director, Drake University Archives and Special Collections
Department:	Cowles Library, University Archives and Special Collections
Reports To:	Dean, Cowles Library
Classification:	Library Faculty, Exempt
Supervises:	Digital Projects Librarian (1), Political Papers Archivist (1), Exempt Staff (1), Student Assistants

General Summary: Responsible for the oversight and management of the University Archives and Special Collections Unit. Coordinates and provides leadership in all aspects of collecting, processing, organizing, preserving, and making accessible the library's collections of archives, digital collections, photographs, and other rare and special materials. Responsible for personnel supervision, budgeting, resources management, and strategic planning within the Unit. Promotes, publicizes, and expands awareness of collections by maintaining productive faculty relationships, as well as creating and nurturing ties with the community and potential donors. Provides library instruction on the utilization of archival materials to students and faculty. Actively involved in grant writing, cultural programming and outreach. Represents the university at the regional and national level regarding issues related to archives and special collections. Participates in the ongoing evolution of the library's strategic plan, annual program planning and budget development.

Essential Functions:

- Manages, coordinates and provides leadership in all aspects of the University Archives and Special Collection's strategic plan and program
- Prioritizes and implements University Archives and Special Collections projects related to development, access, outreach, research, and preservation
- Provides leadership and assistance in developing and documenting internal workflows, policies and procedures for the processing, collecting, organizing and preserving of archival content
- Collaborates with Drake faculty/staff to integrate the University Archives and Special Collections into the educational mission of the University
- Coordinates with groups outside of Drake to develop collaborative collections that are consistent with the mission and strategic direction of the University Archives and Special Collections
- Provide library instruction to classes on the use of the materials in University Archives and Special Collections, encouraging students and faculty to utilize the primary resources in teaching and research activities
- Assists in developing grants and funding opportunities for the Library by working closely with the Office of Sponsored Programs and the Office of Institutional Advancement
- Communicates positively and effectively with unit colleagues, as well as with university contacts, in maintaining a focused, customer service orientation
- Assists in the development and selection of collection resources (print and digital) in the following area(s): English, Theatre; advances and promotes access, availability and awareness of material through subject portals and other awareness services
- Serves as Library Faculty Liaison to assigned academic department(s); maintains awareness of academic department activities and needs; communicates and promotes library resources, services to the department
- Serves on Library Management Council; assists in ongoing planning and policy development for the Library
- Serves on Library Faculty Council

Additional Duties:

- Serves on library and university committees
- Participates in the ongoing evolution of the library's strategic plan, annual program planning, and budget development
- Responsible for preparing departmental budget requests, as well as management and statistical reports
- Participates in appropriate library public service activities
- Assists with library instruction as appropriate (e.g., Library FYS sessions)

Principal Working Relationships:

- Supervises the Digital Projects Librarian in the planning and coordination of digital content, for both the Drake Heritage Collection and the eScholarShare@Drake collection
- Supervises the Political Papers Archivist in the planning and coordination of political paper collections
- Supervises the University Records Manager in the planning and procurement of university records from all administrative offices across campus
- Works closely with other Unit Heads and other librarians as necessary
- Works with other Cowles faculty and staff members on committees and cross-functional teams and working groups
- Works with Drake faculty, staff, and students on University-wide committees and/or state-wide collaborations

Knowledge, Skills And Abilities:

- Demonstrated working knowledge of current issues in digital librarianship
- Ability to plan, organize, motivate, and promote
- Appreciation for user needs and services, with public relations skills
- Effective supervisory management techniques
- Demonstrated leadership qualities and problem-solving skills
- Ability to work in an organization that is evolving, team-oriented, and focused on service enhancements and outcomes
- Ability to effectively express self orally and in written communications

Qualifications:

- Master's degree in Librarianship from an ALA accredited library school
- Three years of academic library technical services experience
- Demonstration of knowledge of emerging cataloging and metadata standards and of their application in an academic library setting
- Demonstration of experience with outreach and/or communications techniques such as publicizing events, services, or collections, as well as the creation of public programming events
- Working knowledge of current issues in digital librarianship
- Working knowledge of current national cataloging standards, experience with a national bibliographic utility and experience with a local automated system