



Job Description

Position Title: Dean of Library

Department: The Fisk University John Hope and Aurelia E. Franklin Library

Reports To: Provost and Vice President for Academic Affairs

FLSA Designation: Exempt

Bargaining Unit Position: No

Date Written/Revised: December 1, 2016

POSITION SUMMARY: The Dean of the Library leads the library in the university's mission to provide students and faculty bibliographical, physical and intellectual entries to knowledge and information recorded in a variety of formats and consistent with the continuing and anticipated instructional, research, and cultural roles of a historically black university. With demonstrated administrative skills and experience, s/he will be engaged and motivated by a clear commitment to students and faculty. The Dean should have the managerial, organizational and interpersonal skills to navigate an academic setting and to build strong relationships with senior leadership across the university.

ESSENTIAL FUNCTIONS:

- Administers, supervises, and plans for the library by creating a shared vision that promotes the university's mission
- Collaborates with faculty to actively promote infusion of information literacy concepts and skills into the curriculum
- Develops and promotes new initiatives, equipment, emerging technologies and programs for the library
- Develops and maintains collaborative agreements with area libraries and beyond
- Maintains and is responsible for the library's budget, facilities, space planning and the implementation of technology and its infrastructure
- Enhances existing programs through proposal writing and solicitation of external funding
- Leads, supervises, and evaluates library faculty and staff, as specified by the university
- Maintains commitment to the preservation and promotion of African American resources in Special Collections
- Sustains personal professional development and supports staff continuing education opportunities through workshops, conferences, and online educational programs
- Demonstrates ability to work comfortably in a culturally-diverse environment

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES:

- Understanding of innovative and traditional methods of information dissemination
- Ability to exercise sound judgment in applying and interpreting library policy and procedures
- Ability to select, train and supervise qualified subordinates
- S/he must have good organizational and problem solving skills
- Clear communication related to the library budget by providing input in formulating the annual library budget

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES cont.:

- Excellent entrepreneurial, presentation and instruction skills
- Ability to work both cooperatively and independently and to maintain effective working relationships
- Maintains positive public relations

ORGANIZATIONAL RESPONSIBILITY:

- Acquires and organizes information in various forms that support the overall curriculum and mission of Fisk University
- Delegates authority to others for specific administrative tasks
- Recruits, retains, and leads high-quality faculty and staff
- Creates an environment which supports professional advancement
- Collaborates with Fisk's art galleries
- Develops cooperative relationships with other institutions and networks with other librarians in similar collegiate libraries
- Attends faculty meetings and other required meetings

QUALIFICATIONS:

Education & Experience: Candidates must demonstrate a combination of at least five years of administrative experience and expertise in an academic library, an ALA-accredited MLS or MLIS degree, a doctoral degree, and an established record of professional achievement. S/he must have expert knowledge of traditional library functions, emerging technologies, and trends in higher education and their impact on library services. S/he will also have a proven track record of effective resource management (i.e. collections, budget, personnel, etc.) and experience with library planning and renovation

Licenses or Certificates: N/A

Additional Requirements: A background and/or credit check will be required of the successful applicant. An official transcript (if applicable) and names, addresses and phone numbers of three (3) references will be required of the successful applicant