

## **Deputy University Librarian and Chief of Staff**

**University Library of the University of California, Davis**

### **Position Overview**

The University Library of the University of California, Davis, seeks a senior leader to serve as its [Deputy University Librarian and Chief of Staff](#), a key member of a new executive leadership team that includes the University Librarian and four Associate Directors with responsibilities for collections, academic services, administration, and the Library's evolving online platform.

The UC Davis University Library has recently completed a new [Strategic Plan](#) re-envisioning the role of the library in public universities, and is revitalizing its organizational design and service priorities, and undertaking a significant fundraising campaign to enhance programs and facilities.

The Deputy University Librarian will be the senior director of Library operations and coordinator of the senior staff – the Associate Directors and other library administrators, program managers, consultants, and others – and has overall responsibility for Library staff and activities. S/he will coordinate and oversee all Library operations, and will have Library-wide program and management authority. The Deputy UL will be the University Librarian's principal adviser regarding operational and staff issues and the establishment and development of priorities and policies. The Deputy UL will assume responsibility for the Library and its activities and operations in the UL's absence.

The Deputy UL will contribute to strategic and other long- and short-term planning for the Library's services, programs, facilities, and capital projects. S/he will develop, manage, and evaluate the Library's assessment programs, including the generation and interpretation of data to inform the Library's service, collection, and investment decisions, and to demonstrate the Library's value to the UC Davis community and beyond. S/he will oversee the Library's communication strategy for both internal and external audiences, interpreting the Library's contributions and needs to constituencies within the Library, on campus, throughout the University of California system, and to the community at large.

The Deputy UL will be key to the Library's engagement with the UC Davis administration and academic community. S/he will work with campus leaders and administrators to contribute to university-wide and UC systemwide initiatives. The Deputy UL will often represent the Library within UC Davis, UC system-wide groups, and regional, national, and international research library organizations. S/he will create, manage, and participate in strategic initiatives that

promote the Library's resources and goals, and advance collaborations with faculty, students, other clients, and libraries.

### **UC Davis and University Library**

The University of California, Davis, is located in the picturesque town of Davis, California, about twenty miles west of the state capital of Sacramento and seventy miles east of San Francisco, and is easily accessible by interstate and train from the Bay Area and the Sierra Mountains. UC Davis is ranked the 8<sup>th</sup> best public research university in the country and first among Sierra magazine's "[America's Coolest Schools](#)" for its commitment to environmental sustainability. It is top ranked in many fields, particularly in agriculture and environmental studies, and is highly interdisciplinary in its research portfolio.

The UC Davis University Library is ranked among the top 100 research libraries in the U.S., and serves the University's diverse and interdisciplinary programs of study and research. The Library consists of the main research library – Shields Library – and three branch libraries – the Physical Sciences and Engineering Library, the Carlson Health Sciences Library, and the Blaisdell Medical Library. These four library facilities serve the University's four Colleges (Agriculture and Environmental Sciences, Biological Sciences, Engineering, and Letters and Science) and five of the six professional Schools (Education, Management, Medicine, Nursing, and Veterinary Medicine). The Library's collections include more than 4 million volumes and a wide variety of other formats and archives. The Library also manages a growing collection of digital resources and is leading campus efforts in Big Data and e-Science data curation. UC Davis also participates actively in UC system-wide library activities, including the digital services provided by the California Digital Library and UC's collective resource negotiation.

### **Position Responsibilities**

- Serves as the Deputy and senior adviser to the University Librarian and as Chief of Staff for the University Library, serving as the acting University Librarian in the absence of the University Librarian. Assists the University Librarian with the overall administration of the Library and has primary responsibility for coordination of library operations and staff activities, including day-to-day oversight and long-term planning for staff-related issues, of more than 150 librarians and other staff and an additional 100 student employees across both the Davis and Sacramento campuses. Operations oversight includes workflow review and redesign to achieve Business Process Improvements and Organizational Excellence, and staff-related policy development, management, and compliance monitoring.
- Links staff activities and operations to the Library's strategic goals and assessment plans, and develops communication strategies and oversees communications from the Library's leadership team to various constituencies, including Library staff, university faculty and administration, and external audiences.

- Responsible for overall coordination of long-term capital space planning for the four Library buildings in Davis and Sacramento (Shields Library, Physical Sciences and Engineering Library, Carlson Health Sciences Library, and the Blaisdell Medical Library) comprising approximately 400,000 assignable square feet. Coordinates with the campus administration on long-term space planning and capital improvements. Collaborates closely with the UL and Director of Development to coordinate the Library's fundraising efforts for capital space projects.
- Coordinates ongoing strategic planning processes for the University Library in collaboration with the executive leadership team, and monitors progress toward accomplishment of strategic goals and initiatives. Oversees development of Library and departmental annual strategic plans, goals, and objectives and related budget documents for the Library, and monitors progress toward accomplishment of annual goals and objectives. Ensures alignment of annual goals with the Library's and the campus's strategic plans.
- Develops, directs, and evaluates the Library's overall assessment program and ongoing user needs/service quality assessments and surveys. Relates assessment plans to the Library's Strategic Plan and Organizational Excellence initiatives.
- Represents the Library on various University of California committees and ad hoc groups, and in local, regional, university, and national arenas as appropriate.

### **Required Qualifications**

- Master's degree in Library and/or Information Science, Business Administration, or equivalent, and a minimum of 10 years of professional experience in a large academic or research library with a successful record of exercising progressively more demanding leadership and management and supervisory skills and abilities in academic or research libraries. Ability to maintain effective working relationships with colleagues, faculty, and staff in a complex and rapidly changing environment, work within a matrix environment, and promote teamwork.
- Demonstrated experience with successfully developing, managing, and completing large, complex projects and programs in a library or similar environment, strong management skills, proven planning and organizational skills, and ability to deliver desired results and outcomes. Broad, in-depth knowledge of and proven experience with strategic planning, introducing and managing change, budget planning and allocation, facilities and space planning and management in complex organizations. Demonstrated experience in assessment planning and implementation related to strategic direction of large, complex, and rapidly changing organizations.
- Extensive experience in supervising and managing librarians and library staff, including all aspects of performance management. Ability to mentor and motivate managers and

supervisors. Demonstrated skill in supervising staff with varied and complex duties, including organizing workflow to accomplish established objectives, delegating responsibility and training. Commitment to fostering a diverse workplace and building a diverse workforce and to supporting professional development for staff at all levels.

- Demonstrated leadership ability, analytical skills, creative and innovative problem-solving skills, and a strong commitment to service excellence. Knowledge and understanding of key issues and trends in public higher education and academic research libraries. Ability to view issues from a campus- and library-wide perspectives and lead organizational development to achieve high-level goals.
- Capacity to succeed in a rapidly changing environment and to develop and foster a learning organization. Outstanding written and oral communication and interpersonal skills, superior organizational ability, initiative, and an entrepreneurial approach.
- Commitment to service-oriented library organizations and solid knowledge of the research and instructional needs of faculty and students; understanding of technology as it impacts libraries and higher education;
- Evidence of ongoing professional development, participation, and contributions (preferred).

This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation including criminal history and identity checks.

### **Salary and Benefits**

Career appointment at \$111,449 - \$250,759

### **Application information**

Applications must be submitted via the UC Davis online Career Opportunities website [www.employment.ucdavis.edu/applicants/Central?quickFind=65963](http://www.employment.ucdavis.edu/applicants/Central?quickFind=65963)

Please also include a letter of interest addressing qualifications and experience related to the position, a resume, and names and contact information for at least three references.

*The University of California is an affirmative action/equal opportunity employer.*