

Classification	Administrator
Original Date:	June 21, 2021
Pay Group:	15

JOB DESCRIPTION – (ACTING) UNIVERSITY LIBRARIAN

Reporting to the Vice President Academic & Provost, the University Librarian is the senior administrator leading the planning and implementation of library and learning commons services and facilities with the aim of aligning with the university's strategic, academic, and operational plans and demonstrably contributing to student success.

The University Librarian is responsible for the successful leadership of all aspects of the library's vision, collections, programs, facilities and services. The University Librarian is also the Copyright Officer and is responsible for guiding the creation and implementation of copyright policy, procedures, and faculty and staff copyright education.

The successful candidate will have experience in the following areas:

- Strategic planning for library services and learning commons
- Aligning library plans and operations with academic goals and programs as well as creative activity, research and scholarship
- Supporting the role of information literacy in curriculum development
- Working collaboratively within and outside of the university – with communities including the post- secondary library sector, government, school librarians, public library directors, potential donors, and Chambers of Commerce.
- Developing and managing budgets and projects
- Recruiting, inspiring and guiding librarians and staff effectively in unionized environments
- Providing innovative, entrepreneurial and forward thinking leadership
- Envisioning the connection between library services and student success
- Understanding the role of assessment in libraries and promoting evidence-based practice.
- Supporting professional development for librarians and library staff
- Tracking and understanding technology and educational trends and their relevance for library services
- Canadian Copyright legislation and practice.
- Manages all related assignments under the responsibility of the University Library

Successful applicants will have five years of library administrative experience, in addition to at least five years of experience as a practicing librarian. Applicants will possess a graduate degree from an accredited school of library, archival and information science, or equivalent.