

Class No.:	Administrator
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Pay Grade:	15

JOB DESCRIPTION

UNIVERSITY LIBRARIAN

NATURE AND SCOPE OF WORK

Reporting to the Vice President, Academic & Provost, the University Librarian is the senior academic administrator responsible for the strategic leadership, planning, and overall administration of the University Library, including library services, collections, learning commons, archives, and copyright.

The University Librarian provides vision and direction to ensure that the Library advances the University's academic mission and strategic priorities, with a clear focus on student success, teaching and learning, research, and scholarly activity. The role ensures that library services, resources, and spaces – physical and virtual – respond to evolving academic, technological, and community needs.

As a member of the University's senior academic leadership, the University Librarian collaborates with faculty, academic leaders, and administrative units to align library priorities with institutional goals. The incumbent represents the University internally and externally, fostering partnerships across the post-secondary sector, professional associations, and community organizations.

The University Librarian is accountable for all aspects of library operations, including strategic and operational planning, budget development and management, human resources, facilities, collections, service delivery, and policy development. The role also provides institutional leadership in areas such as information literacy, scholarly communication, copyright, and emerging technologies.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Provides strategic leadership and direction for all library programs, services, collections, and facilities to support the University's academic and strategic priorities.
- Develops and implements long-term strategic and operational plans for the Library, ensuring alignment with institutional plans and goals.
- Leads and manages all library operations, including planning, policy development, service delivery, and assessment of outcomes.
- Provides leadership in the development and stewardship of library collections, including print, digital, and open educational resources.

- Supports the ethical stewardship, description, accessibility, and preservation of Indigenous knowledges and materials in accordance with principles of Indigenous data sovereignty and community-informed practices.
- Oversees library facilities and learning spaces, including planning for new or renovated spaces that support evolving learning needs.
- Leads the development, implementation, and evaluation of user-focused services, including information literacy, research support, and learning commons services.
- Develops, administers, and monitors the Library's operating and capital budgets, ensuring effective resource allocation and financial stewardship.
- Provides leadership in human resource management, including recruitment, supervision, evaluation, labour relations, and professional development of librarians and staff in a unionized environment.
- Fosters an inclusive, collaborative, and high-performing work environment that supports equity, diversity, inclusion, and Indigenization.
- Collaborates with academic and administrative units to integrate library services into curriculum, teaching, and research initiatives.
- Serves as a key advisor to the Provost on matters related to library services, scholarly resources, and academic support.
- Leads institutional policy development related to library services, collections, archives, and copyright, and serves as the University's Copyright Officer.
- Represents the University in external professional associations, consortia, and partnerships, and develops collaborative initiatives to enhance services and resources.
- Builds relationships with community partners, industry, and donors to enhance the Library's profile and support development opportunities.
- Promotes evidence-based practice and assessment to inform continuous improvement of services and operations.
- Monitors emerging trends in higher education, scholarly communication, and library technology, and leads innovation in response to these developments.
- Ensures equitable access to library resources and services and supports the University's commitment to accessibility and student success.
- Performs other related duties consistent with the scope and level of the position.

REQUIRED TRAINING AND EXPERIENCE

- Master's degree in Library and Information Science from an ALA-accredited institution (or equivalent).
- Minimum of five (5) years of progressive senior leadership experience in a library environment, preferably in a post-secondary setting, plus extensive experience as a practicing librarian.
- Demonstrated experience in strategic planning, resource allocation, and organizational leadership.
- Experience managing budgets, facilities, and complex operations.
- Experience leading and managing staff in a unionized environment.
- Demonstrated experience fostering collaboration across academic and administrative units.

- Experience supporting Indigenous initiatives, Indigenous scholarship, or culturally responsive library practices in a post-secondary environment is considered an asset.
- Experience in advancing equity, diversity, inclusion, and Indigenization initiatives.
- Or an equivalent combination of education, training, and experience.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Extensive knowledge of academic library operations, services, and emerging trends in higher education and scholarly communication.
- Demonstrated strategic leadership and change management capabilities, with the ability to articulate and implement a clear vision.
- Strong financial and resource management skills, including budgeting and long-term planning.
- Ability to build and sustain collaborative relationships with diverse internal and external parties and constituents.
- Excellent interpersonal, communication, and influencing skills.
- Demonstrated ability to lead, motivate, and develop high-performing teams.
- Strong analytical, problem-solving, and decision-making skills.
- Knowledge of information technology, digital library systems, and innovations supporting teaching, learning, and research.
- Understanding of copyright legislation, licensing, and scholarly publishing practices.
- Commitment to equity, diversity, inclusion, accessibility, and reconciliation.
- Ability to operate effectively in a complex, multi-union environment while balancing competing priorities.