**University of Maine**

**Job Description**

**TITLE:** Head, Library Technologies and Innovation **POSITION MANAGEMENT NUMBER:** 00012595

**DEPARTMENT:** Information Technologies **LOCATION:** Raymond H. Fogler Library

**DATE:** October 2021

**REPORTS TO:** Jointly to the UMaine/UMM Campus IT Officer and to the Dean of University Libraries

**Purpose:**

The primary responsibility of this leadership position is to monitor best practices and trends in emerging technologies and proactively research, recommend, develop, adapt, and/or implement technologically innovative solutions to enhance library services. The position collaborates with library and IT staff on service development and innovation. This position is a Department Head position in the library.

**Essential Duties & Responsibilities**

Provides innovative technology solutions by recommending, planning, implementing, and maintaining technological solutions for the Library.

Participates in the Library Department Heads group, sharing responsibility to successfully advance our strategic objectives, support our users, maintain our infrastructure, and allocate our resources.

Keeps current on trends related to library technologies. Understands their impact on the operation of the library and uses this knowledge to define and refine policies, procedures, and workflow.

Recommends or develops, adapts, and implements technologically innovative solutions to ensure the library provides the best possible user experience.

Evaluate and assess technology products and/or services to ensure the library provides the best possible user experience.

Collaborates with the UMaine IT Support Services (ITSS) team to assess and develop a strategy for applications supported by local library servers.

Collaborates with the ITSS team regarding Fogler Library technologies and ensures technical issues are addressed to minimize the impact on staff and patrons.

Works effectively and cooperatively with the staff of the Fogler Library, UMaine/UMM administration, Maine InfoNet, the campus community, and external entities.

Maintains the operation of Library file servers, database servers, and domain controllers and provides best practice file management training for Library staff.

Provides statistical and other reports required by the Library and IT.

Participates in maintaining a safe, welcoming, and productive environment for fellow staff and library users.

Contributes to a positive, creative, and energetic workforce; demonstrates skills in collaboration especially working with staff members whose interests and needs differ.

**Required Qualifications:**

Bachelor's degree in Information Science or a closely related field, or equivalent experience required.

Demonstrated experience in technology planning, implementation, and contingency planning.

Demonstrated ability to act independently and exhibit considerable judgment, initiative, Innovation, and creativity and to effectively troubleshoot technical problems, isolate causes, and implement solutions

Demonstrated ability to initiate, guide, and manage a project from inception to completion or as an ongoing process.

A record of timely responsiveness and communication with collaborators and stakeholders.

Collaborative leadership skills with proven success in developing and sustaining deep partnerships with colleagues across multiple departments, both internally and externally.

Demonstrated exceptional written and oral communication, including the ability to include, listen to, communicate, and translate information effectively with diverse audiences.

Demonstrated collaborative and teamwork experience and skills.

Lead library technology-related teams and/or actively participate as a library representative on campus committees and teams when required.

**Preferred Qualifications:**

MLS (ALA accredited).

Experience in an academic library or archives environment.

Experience in supporting technology applications and end-users.

Experience with library-specific applications such as ArchiveSpace, Archivematica, ARES, etc.

Knowledge of Windows Server operating systems, Linux, and other network technologies.

Knowledge of Hyper-V virtualization, VMWare, or equivalent.

**Supervisory Responsibility:**

Responsible for direct and indirect supervision of student employees, including hiring, scheduling, work assignments, training, performance evaluation, and initiation of disciplinary actions.

**Physical Requirements/Working Conditions:**

* The work is performed throughout the Library.
* Must be able to lift and carry 50 pounds.

**Work Year:** Full-time, fiscal year.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Due to the nature of the position, some work beyond regular hours (including evenings and weekends) will be necessary to meet the requirements of the position. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate.

**Position Type:** (E&G funded) On-going, full-time, base budgeted

**Schedule for Evaluation**: In the initial six months of employment and annually thereafter. Evaluations will be the responsibility of IT and the Dean of the Library jointly.

**Job Family/Salary Grade:**

 All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace-related screenings, and required employee training, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment.