**University of Maine**

**Job Description**

**TITLE:** Department Head for Library Technologies **POSITION MANAGEMENT NUMBER:** 00012595

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

**DATE:**

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

**Purpose:** This leadership position is primarily responsible for advancing access to Fogler Library resources via technological means. The person in this position collaborates with Library leadership to identify, evaluate, and select technological initiatives that disseminate, preserve, and otherwise sustain library resources that provide support for teaching, learning, and research within the University community and to the general public. Collaboration and support may extend to other UMS libraries that share software or other technologies.

**Essential Duties & Responsibilities**

* Plans, implements, and maintains technology solutions for Fogler Library.
* Keeps current on all 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.
* Researches and recommends specialized equipment and software specific to library needs.
* Provides analysis and support services related to digitization infrastructure, new technologies, and other related systems.
* Maintains the operation of Library file servers, database servers, and domain controllers.
* Collaborates with the UMaine ITSS team to assess local library servers and migrate servers to the Data Center where appropriate.
* Works to ensure that Library technology resources are protected from cybersecurity threats.
* Collaborates with the ITSS team regarding Fogler Library technologies and ensures technical issues are addressed to minimize the impact on staff and patrons.
* Provides statistical and other reports required by the Library and IT.
* Works effectively and cooperatively with members of the Fogler Library, UMaine/UMM administration, Maine InfoNet, the campus community, and external entities.
* Participates as a member of the Fogler Library Department Heads group.
* Participates on or initiates library grants and other initiatives that require computing expertise.
* Provides best practice file management training for Library staff.
* 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 Computer Science, Information Technology, System Administration, or a closely related field, or equivalent experience required
* Experience in technology planning, implementations, and contingency planning.
* Demonstrated ability to act independently and exhibit considerable judgment, initiative, and creativity and to effectively troubleshoot technical problems, isolate causes, and implement solutions
* Demonstrated flexibility in a changing environment.
* Ability to engage in self-directed learning about emerging technologies.
* Significant management and supervisory skills.
* A record of timely responsiveness and communication with collaborators and stakeholders.
* Demonstrated exceptional written and oral communication.
* Demonstrated collaborative and teamwork experience and skills.
* Working knowledge of SQL server administration.
* Strong knowledge of implementing and effectively developing best practices about data storage and protection, and disaster recovery protocols

**Preferred Qualifications:**

* MLS (ALA accredited).
* Experience in an academic, library, and archives environment.
* Experience in supporting technology applications and end-users.
* Experience with ArchiveSpace, Archivematica, ARES, etc.
* Experience with Windows Server operating systems, Linux, and other network technologies.
* Working knowledge of Hyper-V virtualization, VMWare, or equivalent.
* Knowledge of Microsoft operating systems, networking software, and networking protocols; TCP/IP networking; working knowledge of Linux servers

**Supervisory Responsibility:**

* Responsible for direct and indirect supervision of student employees.
* Supervisory responsibilities include student employee hiring, scheduling, work assignments, training, performance evaluation, and initiation of disciplinary actions.

**Physical Requirements/Working Conditions:**

* The work is performed throughout the Library.
* Must possess a valid class III driver’s license for travel between campuses.
* 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:** 05

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.