UNIVERSITY OF SOUTHERN CALIFORNIA

Director, Library Interdisciplinary Center

Job Code: 141014

Grade: K
OT Eligible: No

JOB SUMMARY:
Directs operations, services, projects, and programs for an Interdisciplinary Center comprised of a large library or a cluster of library facilities. Develops and recommends short- and long-term strategic plans and ensures program quality in support of the USC mission and strategic plan. Promotes a leadership role for libraries in meeting the University's evolving research and instructional needs. Develops working partnerships with University schools and departments. Develops and recommends communication plans designed to build a sense of community, emphasizing communication across disciplines. Directly or indirectly manages all Center personnel.

JOB ACCOUNTABILITIES:

*E/M/NA   % TIME

- Directs operations, services, projects, and programs for an Interdisciplinary Center comprised of a large library or a cluster of library facilities. Collaborates with Interdisciplinary Center librarians in all areas of interaction. Links operations and services with other relevant departments as appropriate. Develops, recommends, and implements innovative and practical strategies that market, promote, and facilitate the use of library resources and services throughout the University.

- Researches and identifies emerging library trends and needs and establishes Center directions accordingly. Works directly with faculty, students, and librarians in developing short-term and long-term strategic plans and directions. Develops and articulates goals and objectives, and communicates goals and strategic directions to all staff. Develops, recommends, and implements long-range space plans designed to reflect current trends in academic libraries.

- Directly or indirectly manages all Center personnel usually through subordinate managers and supervisors. Determines organizational structure, reporting relationships and short-term and long-range staffing needs based on Center goals. Oversees recruitment, hiring, and training of staff. Oversees performance evaluation process. Oversees disciplinary procedures as necessary and termination procedures as required.

- Develops and administers budgets. Makes budgetary and resource allocation decisions. Oversees the planning and administration of Center budget as well as projects budgets. Provides financial status reports as needed.

- Ensures that excellent service is delivered to library patrons using electronic databases, electronic journals, and electronic reference materials within a tiered service environment.

- Develops, recommends and implements communication plans to build a sense of community, emphasizing communication across disciplines. Engages in the development of outreach and promotional strategies including personal networking, online and print publications, and special events planning. Represents the Center in Library and University committees and task forces.
Participates in national discussions and maintains an active network of contacts within the information services arena. Maintains currency with international developments in models for dissemination of scholarly content. Maintains current knowledge of developments in technology and technology trends in academic libraries worldwide.

Identifies fundraising and development opportunities. Seeks funds for targeted projects from private and public sources. Writes grant proposals or works with faculty and/or researchers to develop proposals. Interacts regularly with support groups.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
[ ] Yes  

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Master's Degree
Combined experience/education as substitute for minimum education

Minimum Experience:

5 Years

Minimum Field of Expertise:

Directly related library management experience. Thorough knowledge of library operations and practices.

Preferred Experience:

7 Years

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Conflict resolution
Counseling
Development/fundraising
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial Skills
Marketing
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Research
Staff development
Teaching/Training

Skills: Machine:
Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

Supervises: Level:
Manages through subordinate supervisors

Supervises: Nature of Work:
Administrative
Clerical/Secretarial
Managerial
Professional/Paraprofessional
Technical

SIGNATURES:
Employee: ________________________________ Date: ________________________________
Supervisor: ______________________________ Date: ________________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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