

JOB INFORMATION

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| Effective Date | 10/11/2021 |
| Job Code: | 2535 |
| Job Title: | Associate Director, Tech and Res Mgt |
| Salary Grade/Structure: | 060 - Admin-Professional |
| Career Level Name: | |
| FLSA Name: | Exempt |
| EEO Code: | 10-Exec/Admin/Mgmt |
| Job Function: | Library |
| Job Family: | Assessment & Planning |
| Job Summary | The Associate Director-Digital Services is responsible for investigating and implementing new technologies and digital services to support the Library's mission and strategic directions. This position has primary responsibility for planning, coordination and administration of library systems and technology support for library operations. Responsible for fostering a positive team environment within the library to manage the web presence and to communicate information about the library's online resources and services to the academic community. Provides training and support for library staff in new technologies. Participates in library-wide planning and policy development as part of the library's senior administrative team and performs other duties typically assigned to library administrators (collection and analysis of statistics, outcomes assessment, etc.). |

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

| Education Level | Education Details | Required/ Preferred | |
|-------------------|---|------------------------|--|
| Bachelor's Degree | in Library/ Information Sciences from an ALA-accredited program | Required | |
| Master's Degree | in an academic subject area | Preferred | |

Work Experience

| Experience | Experience Details | Required/ Preferred | |
|-----------------|---|------------------------|--|
| Less than 3 yrs | of experience in library systems and web presence development | Required | |
| Considerable | years of administrative experience in an academic library | Preferred | |

Licenses and Certifications

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Preferred | |
|-------------------------|--------------------------------|------------|--------------------|--|
|-------------------------|--------------------------------|------------|--------------------|--|

Knowledge, Skills and Abilities

| KSAs | Proficiency |
|--|-------------|
| • Effective communication, interpersonal, organization, analytical, and problem-solving skills. | Skilled |
| • Evidence of skills in maintaining the library website and patron-facing web services, and experience in a variety of web scripting and programming languages and standards(e.g. JavaScript, AJAX, XML, XSLT, CSS, PHP, Python), and ability to learn more as standards change. | Skilled |
| • Evidence of substantial professional experience and proficiency with computer hardware and software, network operating systems, library services platforms, discovery technologies, digital repositories, library collection management, usage tools, and information standards and protocols. | Skilled |
| • Demonstrated experience in leading and managing complex projects, including developing proposals, timelines, budgets and staffing plans. | Skilled |
| • Demonstrated leadership experience, evidence of flexibility, initiative leadership, and the ability to incorporate academic library technology trends and best practices in a rapidly changing environment. | Proficient |
| • Proven ability to work both independently and collaboratively as part of a team. | Skilled |
| • Proven ability to develop and implement adapted strategy, policies, priorities, and procedures. | Skilled |

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

| Essential Function | % TIME |
|--|--------|
| • Provide leadership and vision for new and emerging technologies in the provision of library resources and services (e.g., federated searching, visualization, personalization, metadata schemes, virtual reference, and alternative delivery options for content). | 25% |
| • Collaborate with other librarians to communicate information about the Library's online resources and services to clients. | 10% |
| • Participate in library-wide planning and policy development as part of the library's senior administrative team and performs other duties typically assigned to library administrators (collection and analysis of statistics, outcomes assessment, etc.). | 10% |
| • Coordinate existing website and other web-based services including content, maintenance of website files and servers, and chair the library web committee. | 25% |
| • Serve as the principal liaison with University Computing, UH Main Campus Library and appropriate vendors involved in the operation of the UH system libraries shared ILS integrated library system (currently Innovative Interfaces). | 5% |
| • Provide leadership and training for librarians in use of technology-based services/resources. | 5% |
| • Assess impact of technology-based services on library users. | 5% |
| • Participate in collection development in designated subject area(s). | 5% |
| • Coordinate with UCT and supervise the library computer coordinator. | 5% |
| • Participate in library, university and shared governance committees as assigned. | 5% |
| • Perform other duties as assigned. | 0% |

PRE-EMPLOYMENT

| | |
|-------------------|-----|
| MVR: | Yes |
| Criminal History: | Yes |

| | |
|--------------------------|----|
| Physical Exam: | No |
| Hearing Exam: | No |
| Pulmonary Function Test: | No |

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

| Physical Demand | N/A | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-----|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | | X | | | | |
| Carrying | | X | | | | |
| Pushing | | X | | | | |
| Pulling | | X | | | | |
| Climbing | | X | | | | |
| Balancing | | X | | | | |
| Stooping | | X | | | | |
| Kneeling | | X | | | | |
| Crouching | | X | | | | |
| Crawling | | X | | | | |
| Reaching | | X | | | | |
| Handling | | | X | | | |
| Grasping | | | X | | | |
| Feeling | | X | | | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

Working Environment

| Working Condition | N/A | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-----|--------|--------------|------------|------------|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | | X | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Travel Requirements

| Estimated Amount | Brief Description |
|------------------|-------------------|
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