

**JOB INFORMATION**

Effective Date	10/20/2021
Job Code:	2559
Job Title:	Executive Director, Library
Salary Grade/Structure:	080 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Library
Job Family:	Library
Job Summary	The Executive Director is responsible for the leadership and overall administration of the university libraries including strategic, operational and financial matters. The Executive Director has responsibility for the libraries' relationship with university administration, UH System libraries, UHCL shared governance, the university community, and local community partners.

**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	
Master's Degree	in Library Science from an ALA accredited institution	Required	
Master's Degree		Preferred	or
Doctoral Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Progressive	years of recent library experience	Required	
Considerable	years in an academic library administrative position	Required	
Less than 3 yrs	a record of successful implementation of digital technologies in academic library	Preferred	

## Licenses and Certifications

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

## Knowledge, Skills and Abilities

KSAs	Proficiency
------	-------------

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Provide effective leadership to library staff to collectively achieve and assess the library's strategic initiatives.	15%
• Ensure that the libraries stay up-to-date with changes in technology, communication, instruction, outreach and the storage and delivery of information.	15%
• Effectively plan and manage the financial resources of the libraries to meet evolving student and faculty needs.	15%
• Provide continuous improvement of library facilities and spaces.	10%
• Support intellectual inquiry by aligning library services with advances in research, instructional delivery, curriculum development and academic study.	10%
• Provide leadership that invites collaboration, encourages teamwork, promotes diverse perspectives and values transparency.	10%
• Effectively manage professional and support staff including hiring, motivating, training, developing and evaluating the job performance of employees.	10%
• Guide the continuing evolution of the libraries' physical and digital collections to support the scholarly pursuits of students and faculty.	10%
• Foster a productive, energetic and service-oriented workplace environment.	5%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

### Working Environment

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

### Travel Requirements

Estimated Amount	Brief Description