

## Job Description

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| <b>Job Title:</b>      | Associate University Librarian, Administration and Strategic Initiatives                |
| <b>Department:</b>     | University Library  |
| <b>Reports To:</b>     | University Librarian  |
| <b>Jobs Reporting:</b> | Financial Officer, Office Administrator, Head, Library Technology & Facilities Services |
| <b>Salary Grade:</b>   | USG 16  |
| <b>Effective Date:</b> | April 2021  |

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### **Primary Purpose**

The Associate University Librarian, Administration and Strategic Initiatives (AUL-A & SI) is a strategic leader and advisor, ensuring that all areas of the Library are well-positioned to achieve a cohesive vision and strategy. As a member of the Library's senior administrative team, the AUL-A & SI is responsible for overall business operations and infrastructure, human resources and employee relations, and the design, planning, and advancement of strategic initiatives. Reporting directly to the University Librarian, the AUL-A & SI is accountable for executive duties, initiatives and special projects that have far-reaching impact on the future success of the Library as the University's information access partner, supporting instruction and research across the six Faculties, the Offices of the President, Provost, Research and International, employees of the University, and beyond. The AUL-A & SI works in close collaboration with the other two AULs to advance strategic initiatives in their respective portfolios, which include Learning, Research and User Services; and Collections, Technology, and Scholarly Communication.

### **Key Accountabilities**

#### **Establishes direction and priorities of the Library's administrative, physical, and policy infrastructure**

- Responsible for directing administrative infrastructure: business operations, human resources and employee relations, and technology, and their integration with Library academic support programs
- Aligns administrative resources (budget, staff, systems, and processes) with strategy
- Responsible for annual reporting on Library accomplishments, focusing on human resources, finance, and administrative infrastructure
- Develops, reviews, and continuously improves administrative and business systems/processes to enhance service quality while maintaining/improving cost efficiency
- Directs integration of systems and processes to enhance and support staff productivity

#### **Leadership on human resources and employee relations, finance, and budget**

- Fosters a nimble and cohesive staff working environment across the Library that embraces equity, diversity, inclusion, and access (EDIA) in both employee and user interactions
- Directs staff performance reviews, librarian and archivist professional advancement process and guidelines, goal-setting strategies, and compensation reviews
- Oversees financial administration and management of a \$22 million annual budget, including financial planning and budgeting, accounting, reporting and internal audits for personnel, operations, and collections
- Recommends structural adjustments as needed to align resources with strategy

#### **Responsible for advancing Library-wide planning and strategic initiatives**

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- Supports the University Librarian and senior leadership in developing short- to medium-term as well as long-term Library-wide vision, strategy, and implementation plans
- Translates vision and strategy into operational plans, working with the Library's senior and departmental leadership across Library programs, services, and units
- Provides strategic advice and insight to leadership and various committees and groups
- Ensures that advice is evidence-based, and data informed, and connects decision making with strategy/budgetary/financial impact
- Works closely with AULs and Library department Heads, either individually or as a group, to facilitate evidence-based decision-making on matters of strategic importance to the Library
- Works effectively with a wide variety of viewpoints and perspectives
- Builds consensus in a functionally diverse environment

### **Responsible for implementing and achieving long-term and short-term strategies and operational plans**

- Designs and implements organizational structure changes in response to strategic priorities
- Provides strategic and operational leadership for the design, implementation, and continuous improvement of Library staff functions, including finance, budget planning, human resources, governance, facilities management, capital construction, and renovations
- Ensures on-time and on-budget delivery of operational plans
- Integrates administrative functions to ensure effective and efficient delivery of services
- Provides advice and expertise to senior leadership on issues related to operational activities
- Resolves complex business operational issues, working with senior leadership and departmental managers

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures, and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

## **Required Qualifications**

### **Education**

- Master's degree in Library and Information Science or equivalent combination of education and experience required;
- Asset: Advanced research or professional degree, or equivalent combination of education and experience will be considered an asset

### **Experience**

- Five years of relevant experience in a university or comparable environment
- Demonstrated experience with organizational assessment
- Experience with project management and organization, including flexibility in meeting objectives, and implementing creative solutions
- Experience with budget planning and allocation, and with aligning resource allocation with strategic directions
- Demonstrated experience in taking a strategic approach, tracking key performance indicators, and communicating tangible, compelling outcomes aligned with strategy, to both internal and external audiences
- Experience in operational leadership, strategic thinking, and change management, with ability to identify issues and implement solutions to improve functions and programs

- Demonstrated commitment to promoting and sustaining equity, diversity, inclusion, and access (EDIA) among staff (both recruitment and retention) and user-facing programs and services
- Demonstrated commitment to and success in consultative and joint project management and teamwork
- Asset: Track record of professional accomplishments and increased responsibilities in academic libraries will be considered an asset
- Asset: Significant experience in building consensus and influencing decisions in a similar organizational setting will be considered an asset

### **Knowledge/Skills/Abilities**

- Exceptional interpersonal, cultural, and communication competency
- Proven strength in building relationships with stakeholders at all levels
- Proficiency in budget planning, analysis, and allocation
- Ability to maintain objectivity and focus in challenging situations, achieving consensus among differing viewpoints
- Deep knowledge of academic research library trends and developments within the higher education sector
- Excellent organization and time management skills with a proven commitment to quality assurance, accuracy, and fiscal responsibility
- Ability, commitment, and motivation to help create and sustain a transparent and collaborative organizational structure focused on agile user-centered services and operations, continuous improvement, and inclusivity
- Advanced proficiency with MS-Office productivity tools
- Familiarity with higher education, administrative, and human resources data management and visualization tools and systems

### **Nature and Scope**

- **Contacts:** Internally, communicates with senior leadership and senior colleagues within the Library and campus-wide to influence, motivate, and promote the vision and strategic planning for Library programs and services. Provides operational leadership, strategic advice and counsel to senior leadership committees and groups. Externally, communicates regularly with stakeholders, library, higher education, and industry partners to advance the goals of the Library and provide senior level support to strategic initiatives and projects.
- **Level of Responsibility:** The position is responsible and accountable for operational leadership within the Library supporting human resources, business operations, administrative infrastructure, and strategic initiatives. Included in this portfolio is risk mitigation, resource deployment and relationship management. The ideal candidate must be agile and creative with the ability to anticipate trends and lead change management initiatives, working consultatively with senior leadership, department heads, and staff groups.
- **Decision-Making Authority:** Responsible and accountable for all aspects of the role as outlined above with particular emphasis on strategic initiatives, human resources, operations, risk management, infrastructure.
- **Physical and Sensory Demands:** Position has ongoing deadline pressure with rapidly evolving priorities that may compete with each other; an unpredictable workload; frequent interruptions; exposure to emotionally charged situations
- **Working Environment:** May include exposure to disagreeable conditions. May be exposed to stressful situations consistent with senior level responsibilities in a complex academic environment. Position may include long hours and occasional travel.