

Job Description

Job Title:	Head, Digital Initiatives
Department:	Library
Reports To:	Associate University Librarian, Collections, Technology, and Scholarly Communication (AUL, CTSC)
Jobs Reporting:	Digital Repositories Librarian, Library Assessment and Reporting Analyst, Senior Systems Administrator and Analyst, Library Information Technology Specialist/Developer
Salary Grade:	USG 13
Effective Date:	January 2019

Primary Purpose

The incumbent is responsible for the collaborative development of strategies, planning, implementation, and support of projects to advance the creation, integration and use of web based services that support discovery and access, digital curation and preservation, scholarly communication, and business analytics. The incumbent leads a team including web developers and analysts, systems administration, a digital repositories librarian and a library assessment and reporting analyst. The department provides support and administration of key enterprise library applications.

Key Accountabilities

As a member of the Library Managers Group:

- Provides leadership and guidance, and serves as a resource to the Library Executive Committee, other library managers, and committees
- Works closely with the Library Executive Committee and other library managers to develop policies, manage change, set future directions, and resolve problems
- Ensures timely communication to library managers, administration, staff, and patrons through appropriate media, about developments and projects; also communicates on any related events that have the potential to directly or indirectly impact normal services
- Leads and coordinates projects with the primary goal being to ensure that the best possible service is provided to library patrons
- Serves on University, and as appropriate, external committees and groups, fostering collaboration, information sharing, partnership and expertise across campus and the broader community as required
- Works with colleagues at other Tri-University Group of Libraries (TUG), Ontario Council of University Libraries (OCUL), Canadian Research Knowledge Network (CRKN), Canadian Association of Research Libraries (CARL) and Association of Research Libraries (ARL) member institutions in collaborative ventures

As Head of the Digital Initiatives department

- Provides leadership by creating an environment where departmental members work individually, collaboratively and collectively towards achieving individual, departmental and library goals
- Selects, trains and evaluates staff in the department, plans work and, in general, serves as a professional resource person to staff

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- Mentors individual staff by providing guidance, direction and coaching on goal setting, development, and encouraging initiatives
- Leads the creation and articulation of an evolving digital initiatives environment in alignment with the Library mission and Library strategic directions with ongoing input from throughout the Library and key stakeholders across campus
- Provides proactive leadership and oversight for the Library's locally developed and hosted web and digital services
- Leads library-wide digital projects, expedites their completion, and creates documentation for project-related activities using standard project management tools and techniques
- Works with other Library and University staff to develop digitization, digital asset, and data management strategies, policies, standards and procedures that support discovery, access, management, storage and preservation of the Library's digital assets and resources
- Works with the Head, Library Technology & Facilities Services to develop, review and recommend production and test computing environments and plans to meet library and departmental needs
- Provides proactive leadership and oversight for library assessment and reporting functions within the department
- Maintains current awareness of and applies relevant developments in area(s) of expertise

As the department head responsible for the library website

- Leads the library's cross-departmental web committee
- Provides forward-looking operational leadership for the Library's web presence and to its web team
- Provides proactive leadership on accessibility, usability and information architecture
- Ensures ongoing collaboration and communication with library staff on issues related to web work and strategy
- Works closely with the Associate University Librarians (AULs) to understand and respond effectively to the content and service needs for the web

Required Qualifications

Education

- ALA-accredited MLS/MLIS degree, or equivalent years of library experience plus advanced academic credentials

Experience

- Demonstrated progressive responsibility and experience in leadership and management with a proven track record of achievement and success in a library setting, including staff development and coaching
- Demonstrated ability to work effectively in a service oriented environment, which values collaboration and collegiality, including interacting in a respectful and sensitive manner
- Demonstrated ability to lead change, and to identify and evaluate new opportunities effectively and efficiently
- Demonstrated ability to plan, coordinate, and implement effective projects

Knowledge/Skills/Abilities

- Demonstrated knowledge of current information technology standards and developments in libraries and higher education
- Knowledge and understanding of emergent and best practices, standards, issues and trends relating to web technologies and digital initiatives in the library environment

- Knowledge of web information architecture and usability best practices
- Knowledge and understanding of library enterprise applications such as integrated library systems, discovery systems, and electronic resource management systems
- Knowledge of the principles and practices for digital preservation
- Familiarity with data and metadata standards prevalent in libraries
- Familiarity with scholarly communication and publishing, including research data curation and management, in academic libraries
- Excellent communication skills, both oral and written
- Evidence of professional contributions in the LIS community
- Asset: knowledge of business intelligence and analytics packages and their use in libraries

Nature and Scope

- **Contacts:** Internally, communicates with all employees in all groups and departments and at all levels to gather ideas, envision, articulate, update and inform on projects they are leading or otherwise accountable for. Externally, communicates with vendors and consortia partners in order to execute work.
- **Level of Responsibility:** The position is responsible and accountable for the overall results of the department and committees that they lead.
- **Decision-Making Authority:** Responsible and accountable for establishing the priorities for the department and addressing changes to strategic plans by consulting with the members of the Library Managers Group and Library Executive as appropriate.
- **Physical and Sensory Demands:** Minimal exposure to disagreeable conditions typical of a department head position.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a department head position exposed to stress and pressure associated with those responsibilities.