University of Wisconsin-Superior
Associate Academic Librarian
Collection Development and Materials Management Librarian
Jim Dan Hill Library

Working Title: Collection Development and Materials Management Librarian
Hays Hill Title/Level: Academic Librarian, Associate level
Appointment: Annual (12 month), renewable, 100% appointment
Position Reports to: Director, Library

Position Summary:
The Collection Development and Materials Management Librarian will support the development and management of the library’s collections and resources; develop, analyze and maintain collections and resources supporting UW-Superior research and curricula; provide data and analysis to inform strategic collection decision making for the library; oversee the library’s Technical Services Unit; and collaborate across the organization and the UW System to create efficient processes. This position is responsible for coordinating the library’s liaison program, as well as participating in the library’s reference services and teaching in the library’s information literacy program. As professionals, librarians are expected to actively engage with peers in the library, campus, and the UW System; and be leaders in library, university and UW System committees as assigned.

Duties:
- Develop and manage the collections and resources of the Jim Dan Hill Library to support the research, teaching, and learning needs of the University.
- Provide leadership and support in the assessment, analysis, and review of the library’s collections activities; use statistics and data to inform decision making, provide reports, and any other collection updates.
- With the Library Director, oversee the management of the library materials budget.
- Oversee staff responsible for the timely and appropriate acquisition of, and access to, new materials.
- Coordinate and guide the selection activities of librarian and faculty selectors within library liaison program and the academic departments/programs to build a strong, balanced Library collection, with a focus on materials needed for curricular use.
- Keep current on new collection development and acquisitions technologies; maintain awareness of national trends and advances in resource sharing, collections management, eResources, and evaluate the potential application of these initiatives to the library’s services.
- Train librarians in the discovery and use of collection tools.
- Participate in UW System Collection Development Committee (CDC) and other committees as assigned.
- Provide reference services to the campus community.
- Teach instruction sessions across the curriculum that incorporate information literacy skills according to current and emerging standards.

Knowledge, Skills and Abilities:
- Knowledge of library collection development and collection management issues, practices, and current trends.
- Knowledge of acquisitions procedures and processes.
- Knowledge in providing reference services.
- Knowledge of library liaison programs and approaches.
• Strong analytical and problem-solving skills.
• Excellent oral and written communication skills.
• Skilled with completing statistical analysis, including producing reports, visualizing data, and communicating findings.
• Skilled with budget preparation and allocation.
• Excellent interpersonal skills, a positive attitude and enthusiasm for learning.
• Ability to use technical skills and a willingness to develop new competencies.
• Ability to work in a team-oriented environment.
• Ability to work with licenses and contract/vendor negotiations.
• Ability to provide library instruction.
• Ability to work with diverse cultures and learning styles.

**Required Qualifications Include:**
- ALA accredited master’s degree from an accredited institution completed by May 31, 2015.

**Desirable Qualifications Include:**
- Experience working in an academic library.
- Experience supervising employees.