Management & Senior Professionals Position Posting

Director of Library Special Collections

Department: UCLA Library

Title and Salary: Director / MSP Grade III ($80,400 – $155,000 / Midpoint = $117,700)
Salary based on experience and qualifications.

Position Availability: Immediately

The UCLA Library seeks an innovative, strategic, visionary, and collaborative leader for the position of Director of Library Special Collections (DLSC). A member of the Library's management team, the DLSC heads an enterprise-wide organization marshalling the Library's special collections resources, services, and operations around its mission to create a distinctive learning environment for the UCLA community and society at large, inspiring discovery, cultivating knowledge, advancing research, and preserving cultural heritage.

Description of UCLA, the UCLA Library, and Library Special Collections

One of 10 University of California campuses, the University of California, Los Angeles (UCLA) is located in Westwood Village, approximately five miles from the Pacific Ocean near Santa Monica. Comprised of the College of Letters and Science and 11 professional schools, the 419-acre campus features 163 buildings. UCLA has more than 4,000 faculty and academic staff and approximately 26,000 employees overall. Founded in 1919, UCLA offers 337 undergraduate and graduate degree programs and has more than 28,000 undergraduates and 12,000 graduate students. Academic excellence, faculty distinction, and a comprehensive curriculum are hallmarks of UCLA, which is a member of the Association of American Universities. Among the faculty are 14 Nobel Laureates, 12 Rhodes Scholars, 10 National Medal of Science winners, a Fields Medal Winner, 11 MacArthur Grant winners, and 78 Guggenheim Fellows. UCLA is California's largest university and in less than a century has distinguished itself for its outstanding record of achievements, innovations, and impact on society.

Consistently ranked among the top 10 research libraries in North America, the UCLA Library is comprised of 8 major libraries and 11 library-wide departments. In addition, there are 12 affiliated library units at UCLA that report to academic departments. The UCLA Library is recognized for its comprehensive collections, outstanding services, and innovative approaches to the changing landscape of scholarly communication. Its physical facilities function as dynamic, communal laboratories of ideas, experimentation, and breakthroughs, and the Library provides a robust infrastructure that supports digital research and scholarship. Its annual budget is more than $45 million, and it is a member of ARL, CNI, CRL, CLIR, IFLA, and SPARC. The organizational environment in the UCLA Library emphasizes creativity, excellence, collaboration, and experimentation with new approaches.

LSC’s staff of approximately forty are organized in four essential functional areas: Public Services, managing reader services, reference and instruction; Collection Management, coordinating acquisitions, rare book cataloging, archival processing, and digital initiatives; Administrative Services, managing planning, budget, human resources, and public programs; and Curatorial Services, carrying out collection development and outreach in the subject areas of performing arts, University archives, history of science and medicine, and the history of Los Angeles, and in formats including rare books, visual materials, manuscripts, oral history, and born-digital material. Applications and nominations for the position are actively sought.

Position Description and Duties

Reporting to the University Librarian, the Director of Library Special Collections (DLSC) provides leadership, oversight, and strategic vision to shape the future of special collections and archives at UCLA. A member of the Library's management team, the incumbent heads an enterprise-wide organization marshalling the Library's special collections resources, services, and operations around its mission to create a distinctive learning environment for the UCLA community and society at large, inspiring discovery, cultivating knowledge, advancing research, and preserving cultural heritage. Plans, organizes, and manages all aspects of LSC operations and budget. The DLSC fosters a flexible, collaborative work environment, and a strong team spirit, allowing personnel to move easily between sections and across the organization to establish and support creative initiatives and facilitate new partnerships and interdisciplinary projects. The DLSC collaborates with other departments and units throughout the Library and across the campus. Working closely with the
University Librarian, senior management team, the Executive Director of Library Development, and the Library Office of Research Administration (LORA), the DLSC develops fundraising strategies, stewards and cultivates donors, and writes proposals to support the goals and activities of the department and Library.

The DLSC supervises 42 career and project funded FTE directly and indirectly as well as more than 15 student assistants.

A. **Leadership and Management of Special Collections (50%)**

1. Provides leadership, strategic vision, and has direct administrative responsibility for all functions of Library Special Collections (LSC).
2. Provides leadership for, plans, organizes, administers, and manages staff for all LSC functions. Oversees a complex annual budget of approximately $4.7 million including state funds, Regental and UCLA Foundation gifts and endowments, contract and grant funds, and revenue-generating sales and service funds supporting the department’s salaries, operations, acquisitions, and services.
3. Fosters a flexible, collaborative team-oriented work environment that allows staff to move between sections and across the organization in order to facilitate the work of the department, promote innovation, and create and facilitate new initiatives, collaborations, and interdisciplinary projects.
4. Responsible for overall planning for LSC, including development of strategic plans and annual work plans.
5. Provides leadership for and works collaboratively with UCLA faculty and professionals as well as UCLA departments, academic and organized research centers, museums and other special collections entities in UC and other institutions to initiate and manage a variety of public programs and services such as symposia, lectures, exhibitions, and scholarly conferences that showcase special collections and the research use of such collections across the campus and in the academic community. Develops proposals for educational programs that enhance the curricular and scholarly use of UCLA’s unique special collections.
6. Oversees a program of research and instructional services which provides reference and consultation to faculty, students, and visiting researchers; collaborates with UCLA faculty and other Library staff to direct development of new pedagogical approaches for teaching with special collections; directs a robust program of exhibits and public programs including an endowed lecture series, author events, exhibit receptions, symposia, and development-related presentations.
7. Develops and refines the LSC collection development policy and oversees LSC collections and processing, working closely with special collections curators and other librarians and staff.
8. Oversees LSC’s Administrative Services, which include planning, budget, human resources, fundraising, assessment, technology, and events.
9. Works closely with preservation and conservation experts on handling, storing, protecting, and repairing the collections to preserve them and make them available for use.
10. Collaborates closely with other Library departments to continue the LSC digitization program.

B. **Communication and Collaboration (20%)**

1. Serves as the primary public contact and spokesperson for LSC.
2. Serves as a member of the UCLA Library Management Council, interacting extensively with the other department and unit heads and senior library administrators.
3. Facilitates and promotes collaboration on special collections initiatives, digitization projects, and other relevant programs across the Library. Ensures that LSC collaborates and works closely with Scholarly Communications and the Digital Library Program to enable staff to be aware of, inform the development of, and understand standards, policies, procedures, technical, and legal requirements including copyright for new projects.
4. Collaborates closely with UCLA faculty, librarians, and staff with area studies, language, and subject expertise in developing and managing the collections, providing services to patrons, and engaging in new initiatives and programs.
5. Collaborates actively with campus units outside the UCLA Library that maintain special collections, especially the William Andrews Clark Memorial Library, the four Ethnic Studies Center libraries (African-American, American Indian, Asian-American, Chicano), the Fowler Museum, the Ethnomusicology Archive, and the Grunwald Center for the Graphic Arts at the Hammer Museum.

C. **Development & Fundraising (20%)**

1. In collaboration with the University Librarian, senior Library administrators, special collections curators, and Library Development, identifies collection development and fundraising opportunities, initiates outreach to prospective donors to solicit monetary and gift-in-kind donations, and cultivates and stewards LSC donors on an ongoing basis.
2. Identifies funding priorities and opportunities and articulates them to donors.
3. Develops fundraising strategies for building endowments, acquiring and supporting collections, and funding projects.
4. Identifies sources of grants and contracts and works collaboratively to prepare proposals.
5. Provides careful stewardship for existing gifts and awards, including the preparation of annual reports to major donors, foundations, and government agencies.
6. Collaborating closely with Library Development, organizes, manages, and holds special events.

D. Outreach and Visibility (10%)

1. Actively engages in outreach to UCLA faculty and students, visiting researchers, the greater Los Angeles community, and others to promote awareness and use of LSC resources, services, programs, and initiatives.
2. Works closely with the Director of Communications to publicize LSC’s collections, services, exhibitions, events, programs, and other activities.
3. Leads and engages in scholarly pursuits that feature special collections.

Required Qualifications

- Minimum of seven years of professional experience leading special collections/archival services/operations and demonstrated evidence of progressively increasing scope of supervisory and management responsibility in a large academic or research library or similar institution.
- Graduate degree (master's or doctoral) in a relevant discipline such as archival studies or in an appropriate subject discipline and special collections or archival training.
- National reputation in the field of archives or rare books and manuscripts librarianship, including a significant record of participation in professional associations (such as the Rare Books and Manuscripts Section of the Association of College and Research Libraries, the Society of American Archivists, or the Society of California Archivists) and a record of scholarly engagement, demonstrated through publications and presentations.
- Knowledge and understanding of key issues and trends in special collections and archives in large academic research libraries. Knowledge of the rare book trade.
- Demonstrated experience working collaboratively with faculty and professionals to initiate and develop programs to showcase special collections, promote the research use of such collections, and enhance the curricular and scholarly use of special collections in the academic community.
- Demonstrated vision for the uses of emerging technologies in archival and special collections.
- Ability to lead and articulate a vision for special collections and to provide leadership to achieve organizational goals and priorities. Demonstrated leadership and analytical skills, creative and innovative problem-solving skills, and a strong commitment to service excellence. Evidence of success in strategic planning, introducing and managing change in complex environments, budget planning and allocation in large organizations.
- Ability to work independently, be proactive, flexible, and collaborate as a team leader to accomplish library and department goals.
- Ability to initiate and maintain cooperative working relationships, work harmoniously and as a team player, and provide skills in fostering teamwork among others.
- Experience and demonstrated skill in all aspects of supervision.
- Demonstrated success in fundraising, including grants and individual and corporate awards.
- Outstanding organizational and analytical skills to manage multiple projects and perform efficiently and courteously in a fast-paced environment with a fluctuating workload, conflicting and competing priorities, and frequent distractions and interruptions. Demonstrated sound judgment and ability to work independently, set priorities, and see projects through to completion.
- Excellent oral and written communication skills.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.

Preferred Qualifications

- Graduate degree (master's or doctoral) in library and information science.
- Evidence of active engagement in research and publication activities.

General Information

Directors are appointed in the Management and Senior Professional (MSP) series and are professional employees employed on 12-month basis. Candidates will have demonstrated skills and abilities in leadership, administration, strategic planning, analysis, innovation, creativity, collaboration and flexibility and should possess the ability to view issues from a broad library-wide perspective and to function effectively in a fast-paced, team-based environment.

MSP appointees are entitled to appropriate professional leave and earn vacation and sick leave monthly (hours vary based on length of service). The University of California has an excellent retirement system and sponsors a wide variety of group health, dental, vision, and life insurance plans in addition to other benefits. Relocation assistance provided.

Anyone wishing to be considered for this position must apply online through the UCLA Career Opportunities Website, https://hr.mycareer.ucla.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1412376873645, Requisition #: 21050.
Applications accepted until position is filled; first consideration will be given to applications received by Friday, November 7, 2014.

UCLA welcomes and encourages diversity and seeks applications and nominations from women and minorities. UCLA seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain the excellence of the university, and to offer our students richly varied disciplines, perspectives, and ways of knowing and learning.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability, or protected veteran status.

Employment is contingent upon completion of satisfactory background investigation.

Visit the UCLA Library Employment and Human Resources Website at:
http://www.library.ucla.edu/about/employment-human-resources