

Executive Director Library & Special Collections
Texas A&M San Antonio

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Posted May 3, 2018, expired Sep. 2, 2018

Job Title	Executive Director Library & Special Collections
Department	Library & Special Collections
Institution	Texas A&M San Antonio San Antonio, Texas
Date Posted	May 3, 2018
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Senior Executive Officer
Academic Field(s)	Library Services
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Job Description

Executive Director Library & Special Collections
Texas A&M San Antonio

Academic Career & Executive Search is pleased to assist Texas A&M San Antonio University in their search for an Executive Director Library & Special Collections.

A unique and exciting opportunity for an experienced, collaborative Executive Director to join a growing, innovative university and lead Texas A&M San Antonio's (A&M-SA) Library and Special Collections. The Executive Director is responsible for the strategic growth and guidance in the current day to day operations as well as planning for new library facilities.

A self-starter and initiator of change, the successful candidate is an advocate who understands and provides the strategic direction necessary to meet the evolving needs of a higher education library.

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They bring a proven track record of program and/or library growth along with a keen understanding of how to integrate new and emerging technologies with traditional library resources and services. They are an empowering leader and mentor committed to creating an environment fostering professional development.

The Executive Director reports directly to the Provost and is responsible for providing strong leadership to the A&M-SA library, special collections and team of seventeen including four managers.

Special Collections - Through an agreement between A&M-SA and Bexar County designating a 10,000-square-foot gallery and vault for the University's use, A&M-SA Library and Special Collections maintains thousands of historic manuscripts, maps, photographs, paintings and other artifacts in a vault, all located in the Bexar County Archives Building downtown. The University will host and showcase the historic Daughters of the Republic of Texas (DRT) Library Collection in the Presidio Gallery. Exhibits feature a broad range of archival collections, including items from the Robert Thonhoff Collection, the Harry Mazal Holocaust Book Collection and the La Prensa Archives. The collections are intended for professional scholars, amateur historians, secondary school teachers and students, media and the general public.

Leadership

1. Articulate the role of the library in meeting the changing needs and priorities of students, faculty, staff and community including the digital landscape.
2. Provide management, development, evaluation as well as recruitment of library personnel. Carry out supervisory responsibilities in accordance with university and The Texas A&M University System system policies and applicable laws.
3. Foster strong relationships, collaborate and support university stakeholders in the development of new programs, curriculum and resources related to library academic services.
4. Advocate for the library in institutional processes for planning, budget development, policy development, and decision making.
5. Support and facilitate a culture of shared governance within the library.

Administration

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1. Provide overall operational and administrative supervision to the Library and Special Collections.
2. Provide oversight, care and promotion of the archives and special collections.
3. Knowledge of higher education best practices and issues as they relate to long and short-term planning of library collections, services, and spaces. Develop long and short-term goals, strategic priorities and plans for the library.
4. Coordinate the development and implementation of library programs and services to meet the diverse needs of students and faculty. Coordinate services and collections that support academic programs delivered in a variety of methods and at a variety of on-and-off-site venues.
5. Develop strong relationships with deans of colleges, senior administration, students, faculty, staff, and community
6. Analyze, coordinate and administer departmental budget
7. Coordinate facilities planning to maximize space utilization, ensure compliance with governmental codes and provide optimal working and learning environments.
8. Develop, implement and manage library resources. Initiate a needs assessment and implement a plan for selection, acquisition, cataloging, classification, circulation of all library and media materials along with collaborative library agreements.
9. Develop and implement strategic plans for the Library. Evaluate library programs and services regularly using outcomes to improve services.
10. Perform other duties as assigned to include, but not limited to, seeking external funding and writing grant proposals for enhancing Library programs, facilities, reporting IPEDS data, writing any necessary accreditation reports and collections.

Collaboration and Partnership Development

1. Encourage and secure support for library initiatives through grants, partnerships, community development and other means.
2. Represent the Library on campus, locally and within statewide consortia. Conducts public relations

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programs to increase campus awareness and support of library programs and services.

Required qualifications and experience:

- Masters in Library Science
- At least three years of experience in university library administration
- Familiarity with latest technology and best practices in teaching, research and service to support faculty, staff and students
- Diverse background within higher education libraries
- Demonstrated ability to work collaboratively with faculty and academic leaders
- Ability to communicate with constituents at all levels including students, faculty and administration
- Experience working with and supporting a diverse, non-traditional student population and the role of the library in providing access to technology and educational resources
- Knowledge of organization and management of personnel
- Strong communication, interpersonal, and presentation skills

Desired Qualifications

- An earned doctorate degree
- Broad knowledge of special collections and archives
- Experience in strategic planning
- Knowledgeable about higher education policies and shared governance
- Knowledge of fund-raising techniques

About Texas A&M San Antonio:

Texas A&M University-San Antonio is a growing, dynamic university reflective of the diverse and heritage-rich community it serves. Founded as the first upper-division institution of higher education in South San Antonio, A&M-SA today is a comprehensive four-year university offering affordable, high-quality education.

From fall 2008, when the A&M-SA became a standalone university, to fall 2017, enrollment grew 340 percent. The University currently serves nearly 6,500 students and has graduated more than 8,000 alumni. The student body is 60 percent female and 72 percent Hispanic, and approximately 77 percent of students are the first in their family to attend college.

Through the University's 26 undergraduate degrees and 13 graduate degrees, students can pursue a wide variety of in-demand fields, such as education, business, information technology and cyber

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security, criminology and biology. A&M-SA prepares and empowers students with knowledge and marketable skills that prepare them for rewarding careers, responsible global citizenship and lifelong learning.

Living in San Antonio, TX

Described as the smallest big city, San Antonio is the nations 7th largest city and 3rd largest in Texas. Residents boast of the small-town atmosphere filling the streets. Travel + Leisure readers named it #5 on their "America's Friendliest City" list.

Ranked #14 on U.S. News & World Report's 2017 list of the 100 Best Places to Live (based on: job market, value, quality of life, desirability, and net migration), residents pay less for everyday expenses. The cost of living is over 36% less than New York.

The city delivers in every entertainment area including food, music, sports, theater, art and over 14,000-acres of scenic parks. San Antonio offers more than 50 major events and festivals throughout the year.

Though the city has a laid-back character, it offers a thriving job market with growing opportunities in biosciences, renewable energy and manufacturing industries including headquarters for SBC Communications (AT&T), Valero Energy, Tesoro Petroleum (oil and gas), Clear Channel Communications, Southwest Research Institute and a strong banking and financial presence. The South Texas Medical Center is one of the largest in the state, with a substantial medical and biotech research component. The unemployment rate is below the national average.

More than 100,000 students study at one of the city's 31 higher education institutions including Texas A&M University-San Antonio, University of Texas Health Science Center at San Antonio, University of Texas at San Antonio, University of the Incarnate Word, St. Mary's University, Alamo Community College District among others.

Application Information: You may apply directly at:
<https://acesrch.applicantstack.com/x/detail/a21esjy0rj1g>

If you have any questions, you may contact Jennifer Muller at Academic Career & Executive Search: 860-740-2600 or email Jennifer@acesrch.com



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Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to diversity.
Texas A&M-San Antonio is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to provide equal employment opportunity to all persons regardless of race, color, sex, religion, national origin, age, disability, or veteran status.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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