



ANNOUNCEMENT OF POSITION VACANCY
Tomlinson Library
Head of Public Services

Colorado Mesa University is seeking a dynamic librarian to lead a talented and dedicated Public Services staff. CMU is a student-centered teaching institution committed to student success. Join a university that has cultivated a vibrant academy. We have experienced significant growth in our student population as well as our campus. The library is currently under renovation and is poised to provide superior facilities and services upon completion of the project. CMU librarians are well integrated in campus conversations, initiatives and committees. They collaborate as team members and are open to innovation.

Job Summary: Reporting to the Library Director, the Head of Public Services Librarian manages and provides leadership for the public services offered by the library including reference, circulation, reserves, inter-library loan and distance services. This position is for an experienced, discerning supervisor comfortable in an environment that changes rapidly. The Head of Public Services must cultivate and leverage a dynamic and innovative team of Public Services staff (including Reference, Instruction, Distance Services and Electronic Resources librarians as well as Circulation Supervisors, Reserves and Inter-Library Loan classified employees). This position requires a strong commitment to exceptional public services coupled with a practice of incorporating emerging technologies and evidence-based decision making to develop, implement and assess services.

Some of the Head of Public Services's **essential duties and responsibilities include:**

- Provides leadership in the development and implementation of exceptional public services to create a welcoming, helpful library environment and to contribute to student success.
- Continuously evaluates effectiveness of services and provides relevant benchmark data to the Library Director.
- Assesses, develops and implements public service policies. Ensures appropriate staffing for reference.
- Supervises public service staff and encourages best practices and professionalism in the provision of public services. Evaluates staff and sets standards of performance excellence.
- Provides quality reference assistance face-to-face and virtually through both CMU IM chat service and AskAcademic virtual reference cooperative. Requires some evening and weekend hours.
- Serves as liaison librarian for collection development and outreach to assigned academic departments.
- Participates in Library, University or consortium meetings related to areas of responsibility.
- Provides information literacy instruction if needed.

REQUIRED EDUCATION & QUALIFICATIONS:

- An ALA accredited Master's Degree in Library Science.
- Minimum of three years professional experience in public services with some supervisory experience.

Knowledge, Skills, and Attributes:

- Evidence of strong motivation to work with students, faculty and other Library constituents as well as a strong commitment to public services.
- Demonstrated ability to communicate effectively, persuasively and collegially with administrators, faculty, staff and general public.
- Demonstrated ability to work closely and cooperatively with administrators and faculty in campus team environments.
- Ability to thrive in a fast-paced environment.
- Excellent interpersonal skills.
- Thorough knowledge of library reference material, including electronic resources, and the interview process.
- Evidence of sound management and organizational skills.

- Evidence of strong supervisory skills, particularly team building and professional development.
- Demonstrated creativity to problem solve and initiative to tackle tasks and projects.
- Demonstrated ability to make effective and appropriate decisions in a timely and efficient manner.
Demonstrated ability to exercise good judgment setting priorities to ensure steady departmental operations.
- Grace under pressure and a sense of humor.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time, administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by October 28, 2015.

APPLICATION:

Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:

Head of Public Services Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.