

**Position 6565** – Associate Director Library Specialized Collections

**Brief Summary of Work** – Serves as a member of Randall Library’s senior leadership team, providing high-level leadership, vision, and strategic direction for Library Special Collections, University Archives and the Curriculum Materials Center.

**Special Collections**

William Madison Randall Library Special Collections contains rare and special books, manuscript collections, artwork, maps and other materials that have special historical significance for the Lower Cape Fear Region. Special Collections include 340 manuscript collections and book collections emphasizing Southeast North Carolina (SENC), History of Science, and History of Medicine.  
[http://library.uncw.edu/archives\\_special/special](http://library.uncw.edu/archives_special/special)

**University Archives**

University Archives is the repository for records of long-term historical value pertaining to the heritage of the University of North Carolina Wilmington, from 1947 to the present. The collection includes books, theses, newspapers, correspondence, multi-media, art, maps, objects, posters, and more.  
[http://library.uncw.edu/archives\\_special/archives](http://library.uncw.edu/archives_special/archives)

**Curriculum Materials Center**

The Curriculum Materials Center (CMC), Randall Library, is located in the Watson College of Education, adjacent to the Betty Holden Stike Educational Lab. The CMC collection includes Pre K-12 instructional resources including North Carolina textbooks, audiovisual kits, manipulatives, art prints, CDs, DVDs, musical instruments, models, and more. Additionally the CMC hosts a makerspace including stations for 3D printing/modeling, book binding, prototyping, and more, and coordinates community events and outreach initiatives.  
<http://library.uncw.edu/cmc/>

**Divisional Responsibilities**

- Provides leadership and direction for the strategic planning, initiatives and operations of Special Collections, University Archives, and the Curriculum Materials Center.
- Supervises the University Archivist, Coordinator Library Special Collections , Coordinator Library Curriculum Materials Center
- Working closely with the University Librarian, senior leadership team, and Advancement colleagues, develops fundraising strategies, stewards and cultivates donors, and writes proposals to support the goals and activities of Special Collections, the University Archives and the Curriculum Materials Center.
- Directs the development and implementation of collection development policies and practices for areas of responsibility, prioritizing areas of collection development, and ensuring acquisitions are in line with Libraries' collections priorities and the University's needs. Identifies opportunities to develop new areas of collection strength and to build upon existing holdings.

- Directs the development and implementation of an instructional and outreach program to increase engagement with special collections, archives and curriculum materials center and to meet the needs of students, faculty, and researchers.
- Directs the planning and development of exhibits, publications, and special events that promote specialized collections and expand their use in research and teaching, as well as in the region.
- Facilitates the education of library liaisons and staff on the resources in Special Collections, University Archives and the Curriculum Materials Center to enhance collection development, reference and outreach, and library instruction.
- Serves as one of the primary spokespeople at campus, UNC system, state, and national levels for issues and policies relating to specialized collections.  
Collaborates with colleagues to advance digital initiatives and implements innovative technologies including programs to build and preserve digital specialized collections

### **Senior Leadership Team Responsibilities**

- Provides strong leadership, visible and active support, and demonstrated commitment to the mission, vision, values and strategic objectives of Randall Library.
- Contributes to the creation, articulation, and implementation of a transformative long-range vision for the Library.
- Participates in the Library's senior leadership team with other Associate Directors, identified colleagues, group leaders, and University Librarian in clear decision making processes regarding budget, policy, planning, and strategic directions.
- Collaborates with Associate Directors and other colleagues to ensure consistency and efficiency of user services across Library divisions/departments.
- Fosters clear communication between the senior leadership team and the staff.
- Empowers staff to act on their own to achieve objectives.
- Generates a feeling of meaning in work, its value and importance.
- Acts as a role model in the visible promulgation of individual, organizational and institutional values.
- Fosters a flexible, collaborative work environment and a strong team spirit, encouraging staff to establish and support creative initiatives and facilitate new partnerships and interdisciplinary projects by working across sections and departments and across the organization.
- Actively participates in grant development, writing, and administration for programs from private foundations and federal agencies.
- Ensures that the Library participates in collaborative programs and services regionally and nationally.
- Participates in state, regional, library and campus committees and outreach activities to further the mission of the library.

### **Library Faculty Responsibilities**

- Serves at the Research Help Desk during scheduled weekly shifts, providing individual research assistance in person, by phone, email and chat.
- As a faculty member, participates in university and professional activities, including research, conference presentation, publication, service, and other evidence of scholarly activity.

- Participates in professional library and scholarly organizations.
- Keeps current with developments in librarianship, particularly in areas of responsibility.

### **Supervisory Responsibilities**

- Supervises three (3) EHRA Library Faculty -- the University Archivist, Coordinator of Library Special Collections, and the Coordinator Library Curriculum Materials Center & Education/Lecturer.

**Explain the variety and purpose of internal and external working relationships** -- The Library is a highly collaborative and team based organization. In addition to working closely with the University Librarian as the supervisor of this position, this librarian serves on the library's Senior Leadership Team. As the supervisor of the Specialized Collections division, this position works closely with all staff in the division, and collaborates with other library faculty, library staff and UNCW staff and faculty

**Minimum Requirements** - - ALA-accredited Master's degree in library and information science, and/or an advanced degree in a specialized area directly relevant to the position. Demonstrated knowledge of and experience with archives and special collections. Three to five years supervisory experience, including supervision of librarians and/or professional staff in any kind of library/institution. Ability to provide leadership to achieve organizational goals.

**Preferred Requirements** - - Minimum five years of increasingly responsible, professional, relevant work experience in an academic library, to include experience in the design, delivery and assessment of user-centered services, as well as supervision. Minimum three years archival or special collections' experience. Knowledge of instructional and research needs of students and faculty in programs preparing educators for P-12 schools.

Strong leadership skills, including keen analytical and conceptual abilities; strong interpersonal and public communication skills; and the ability to serve as an advocate for Randall Library's specialized collections. Ability to work creatively, collaboratively, and effectively and to play a leadership role in promoting teamwork, diversity, equality, and inclusiveness within Randall Library and the campus. Ability to build successful partnerships at the local, regional, and national level. Experience with human resources (supervision, staff development, mentoring, etc.).

Ability to articulate a vision for specialized collections and experience in planning and implementing strategic plans and projects. Experience in writing and managing successful grant proposals.

Demonstrated commitment to service excellence; progressive, innovative library programs and services; and engaging diverse constituencies, including undergraduate and graduate students, faculty and researchers, and the general public. Knowledge of emerging trends in higher education and new developments in the management and promotion of specialized collections in support of a library's mission.

Record of scholarly and creative engagement and involvement in appropriate professional organizations.