Deputy Director - Bancroft Library

Position overview

Position title: Associate Librarian or Librarian, Career Status or Potential Career Status

Salary range: The UC academic salary scales set the minimum pay determined by rank and salary point at appointment. See the following table(s) for the current salary scale(s) for this position: https://www.ucop.edu/academic-personnel-programs/_files/2023-24/july-2023-acad-salary-scales/t26-a.pdf. A reasonable estimate for this position is $105,337-$152,955.

Percent time: 100%

Anticipated start: As soon as May 2024. Exact start date negotiable.

Position duration: This is a full-time potential career appointment.

Application Window

Open date: December 20, 2023

Next review date: Friday, Jan 19, 2024 at 11:59pm (Pacific Time)
Apply by this date to ensure full consideration by the committee.

Final date: Tuesday, Apr 30, 2024 at 11:59pm (Pacific Time)
Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

Position description

The University of California, Berkeley invites applications for the position of deputy director of The Bancroft Library. The Bancroft Library seeks an experienced, inclusive, and collaborative leader to serve as the deputy director of one of the largest and most actively used special collections libraries in the country. As a key member of Bancroft's leadership team and a senior manager in the UC Berkeley Library, the deputy director will help shape and implement the strategic and operational priorities and services related to Berkeley's world-renowned special collections.

The deputy director will report to and serve as a key thought partner to the director of The Bancroft Library. They will lead the creation and implementation of Bancroft and UC Berkeley Library-wide goals and initiatives; cultivate leadership and management skills in support of organizational advancement; and contribute to the development of a library culture that promotes diversity, equity, inclusion, accessibility, creativity, collaboration, and transparency.

There is a tremendous opportunity for the deputy director to make their mark at Bancroft, which is under the helm of a new director. The deputy director will be charged with increasing operational effectiveness, deepening collaboration across the
organization, and ensuring Bancroft collections and services are open, accessible, and discoverable. The deputy director will lead all aspects of special collections infrastructure and policies, including planning, implementation, and assessment.

The deputy director will oversee the critical operational teams of Technical Services and Public Services, with two direct reports and approximately 35 indirect reports. In collaboration with the Technical and Public Services unit heads, the deputy director will jointly develop strategies, policies, and procedures; implement frameworks for responsible stewardship; and identify and engage in opportunities for collaboration across the breadth of the UC Berkeley Library.

Responsibilities

• Supports the director of The Bancroft Library, in leading strategic planning, organizational development, and administrative oversight of The Bancroft Library. Serves as Bancroft's second-in-command and primary point of contact in the director's absence.
• Provides strategic leadership of technical and public services divisions, and works collaboratively with peers in special collections across the University Library and UC system to achieve shared goals.
• In collaboration with Bancroft staff and colleagues across the UC Berkeley Library (including Instruction Services, Digital Initiatives & Informational Technology, Scholarly Communications, Collections Services, and Preservation Services), explores, proposes, and coordinates the implementation of new services and technologies that facilitate discovery, access, and use of special collections.
• In partnership with the director, head of administration, and the Library Business Office, provides oversight for budget and financial management across the Technical Services and Public Services Divisions and develops strategies for budget setting (e.g., fiscal year budgeting, responses to funding challenges, budgets for major grant proposals, etc.). Ensures that resources and budgets are appropriately allocated to support the priorities and cross-functional work of the library.
• Employs a user-focused and data-driven approach to financial management and decision-making. Compiles and analyzes data that contribute to library understanding of trends in special collections use (including research, teaching, and learning) to inform improvements to Bancroft services and programs.
• Leads the development, review, and approval of grant proposals, in collaboration with library and campus units, and serves as a principal investigator as needed. Oversees and evaluates all grant proposals related to technical and public services.
• In partnership with the head of administration, oversees security and management of Bancroft facilities on- and off-site, including public spaces, work areas, and collections spaces.
• Promotes and oversees an integrated, cross-team approach to managing Bancroft operations and initiatives where staff are empowered to solve problems and support users.

Professional Responsibilities
• Serves on library and university committees.
• Participates in appropriate professional and scholarly associations and organizations.
• Maintains up-to-date professional knowledge of current trends and best practices in higher education, academic libraries, special collections, and information and educational technology, to encourage innovation and ensure the excellence of Bancroft services and operations.

The UC Berkeley Library is committed to supporting and encouraging a multicultural environment. It seeks candidates who can make positive and imaginative contributions in a context of ethnic and cultural diversity.

Librarians are entitled to appropriate professional development leave, vacation leave, sick leave, and all other benefits granted to non-faculty academic personnel. The university has an excellent retirement system and sponsors a variety of group health, dental, vision, and life insurance plans in addition to other benefits.

Qualifications
Basic qualifications (required at time of application)

• Advanced degree

Additional qualifications (required at time of start)

• Supervisory experience in a library setting

Preferred qualifications

• ALA-accredited master's degree in Library and Information Science
• Additional advanced degree (subject master's or doctorate) in a relevant discipline.
• Five or more years of supervisory experience in a library setting
• Five or more years in a special collections library or similar institution
• Progressively responsible experience leading programs and operations in a special collections library or similar institution.
• Demonstrated engagement with special collections bibliographic and archival principles; best practices for accessioning, cataloging, and/or archival processing of special collection materials; providing end-user access to special collections; and library and archival management and discovery systems.
• Ability to manage complex projects and deliver to deadlines.
• Demonstrated commitment to diversity, equity, inclusion, belonging, and anti-racism, and to serving the needs of a diverse population.
• Proven ability to manage, lead, and direct staff in accomplishing both individual and collective goals. Ability to train staff at all levels. Ability to prioritize effectively among competing demands. Ability to solve problems collaboratively and creatively.
• Demonstrated successful experience developing and maintaining complex budgets, particularly in libraries and archives or special collections.
• Evidence of experience in strategic planning and managing change in complex environments.
• Demonstrated initiative, flexibility, and ability to work collegially and creatively within and across organizations. Ability to build and maintain consensus and nurture collaboration and creativity in others.
• Commitment to positive, solution-driven responses to challenges.
• Demonstrated commitment to providing outstanding public service and a record of promoting archives or special collections. Knowledge of best practices in virtual and in-person reference in a special collection environment, familiarity with assessing public services and programs.
• Record of professional engagement and involvement in pertinent professional and scholarly organizations.

The Bancroft Library is interested in finding the best candidate for the job and recognizes that the successful candidate may be one from a less traditional background. We encourage you to apply, even if you don't meet all of the preferred qualifications or experiences listed above.

Application Requirements

Document requirements

• Curriculum Vitae - Your most recently updated C.V.
• Cover Letter
• Statement on Contributions to Advancing Diversity, Equity, and Inclusion - Statement on your contributions to diversity, equity, and inclusion, including information about your understanding of these topics, your record of activities to date, and your specific plans and goals for advancing equity and inclusion if hired at Berkeley. /shortcuts/ofew_contributions_diversity.

Reference requirements

• 3 required (contact information only)

Apply link: https://apptkr.com/4888216

Help contact: mailto:richard.brown@berkeley.edu

About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging. The excellence of the institution requires an environment in which the diverse community of faculty, students, and staff are welcome and included. Successful candidates will demonstrate
knowledge and skill related to ensuring equity and inclusion in the activities of their academic position (e.g., teaching, research, and service, as applicable).

The University of California, Berkeley is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the http://apo.berkeley.edu/ucb-confidentiality-policy prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

Job location
Berkeley, CA

To apply, visit https://apptrkr.com/4888216

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