

**Sul Ross State University**  
**Position Description**

**Official Title:** Dean of Library and Research Technologies  
**Salary Group:** Unclassified

**Job Code:** 1230

**Summary**

Function: Chief Administrator of the Division of the Library and Research Technologies.

Scope: Responsible for the administration of personnel, resources, services, and information technologies within the Division components: Public Services, Technical Services, Archives of the Big Bend and Special Collections.

**Duties**

Includes planning, implementing, evaluating, and policy direction in budgeting, personnel, facilities management, collections, cooperative ventures, and grant acquisitions and administration; plays a university-wide leadership role in the development and implementation of information access and in integrating emerging technologies and electronic resources with traditional library collections and services. Participates in university policy development as a member of the Academic Committee. Promotes perpetual access to information resources including planning for preservation of materials held by the Archives of the Big Bend. Responsible for content and maintenance of library web pages. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times. Serves as building manager during evening duty assignments in Public Services which includes providing reference service, supervising evening shift employees, troubleshooting electronic equipment and securing the building at closing time.

**Supervision**

Received: Executive Vice President and Provost.

Given: Directly supervises the Library Department Directors, Archivist of the Big Bend and the Library Support Specialist.

**Education**

Required: Master's degree from an ALA accredited library/information sciences program with an emphasis in academic libraries.

Preferred: Additional subject Master's degree or Ph.D.

**Experience**

Required: Five years progressively responsible administrative experience in an academic library which includes personnel, budget and resource planning, and management experience. Demonstrated knowledge and understanding of resource sharing/networking, library automation, and standard and emerging information technologies.

**Equipment/Skills**

Required: Effective oral and written communication skills; excellent interpersonal skills; proficiency with technological applications.

**Working Conditions**

Usual: Office conditions; normal weekday work hours with some evening and/or weekend work as necessary. Exempt from overtime provisions. Position is security sensitive.

Special: Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: April 2015