Position: Collection Development & Serials Librarian

Position Description
The J. Willard Marriott Library seeks an energetic, innovative, and productive professional for the position of Collection Development and Serials Librarian. This is an excellent opportunity to work with collaborative colleagues who are acquiring and making available scholarly resources for a thriving community of students, faculty, and researchers. Reporting to the Head of Collection Management, the Collection Development and Serials Librarian helps coordinate collection development activities and is responsible for overseeing serials resources, both electronic and print. The successful candidate will have a key leadership role in ensuring access to information for teaching and scholarship, and will:

Position Responsibilities:

- Use their knowledge to select, acquire and make accessible the journals, databases, books and other media needed by the community.
- Work collaboratively with others in Collection Management on implementation and management of acquisition programs and projects.
• Work collaboratively with others to monitor budgets, and to order, receive, and correctly process materials.
• Function as a steward of the entire collection and make general collection management decisions.
• Serve as a primary collection development contact for librarians, library staff, patrons, faculty, other libraries, and vendors.
• Prepare assessments, estimates and reports for selectors, faculty, and administrators.
• While this position focuses primarily on collection management, all faculty librarians serve the needs of University faculty, staff, and students. Work across organizational lines is encouraged to support and strengthen all services in the Marriott Library. This position may participate as a library liaison to one or more academic departments. The Collection Development and Serials Librarian will assist with implementing the Marriott Library’s Strategic Directions and will be expected to be professionally active through participation in appropriate professional societies and through research and publication.

• **Required Qualifications:**

  • ALA-accredited MLS/MLIS OR the equivalent combination of a relevant advanced degree and experience working in an academic library.
  • Demonstrated proficiency and capability with information technology systems in the context of an academic Library.
  • Excellent written and verbal skills and strong interpersonal skills.
  • Demonstrated ability in collection development and knowledge of scholarly publishing practices and trends.
  • Ability to manage budgets and projects.
  • Demonstrated analytical skills with proficiency in Microsoft Excel and experience using quantitative and/or qualitative data to inform rational decision-making.
  • Ability to work creatively, collaboratively, and effectively both as a team member and independently, and to promote teamwork among colleagues.
  • Ability to be proactive, flexible, and collaborative in order to accomplish departmental, library, and institutional goals.
  • Commitment to fostering a diverse educational environment and workplace and ability to work with a diverse student and faculty population.
  • Capacity to thrive in the fast-paced, future-oriented environment of a research institution and to respond effectively to changing needs and priorities.
  • Evidence of active participation and involvement in professional and scholarly associations and a record of scholarly engagement, typically demonstrated through publications and presentations, and commitment to professional issues and involvement.
  • Successful completion of a criminal background check, as required by Utah state law (http://www.regulations.utah.edu/humanResources/5-130.html).

**Preferred Qualifications:**
• Reading, writing, or speaking skills in a second language.
• Two years of experience working with serials collections.

Closing Date: 08/07/17

Special Instructions to Applicants:
Contact: Jordan Waite