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Date Posted: Not stated

Team Lead for Content Development

**International Monetary Fund
Washington, District of Columbia**

Salary: Not stated

Status: Full-time

Posted: Not stated

Deadline: Not stated

Position:

Team Lead for Content Development

Position Description:

The International Monetary Fund seeks a reliable, dynamic and collaborative information professional to join its headquarters-based Library. To apply for this vacancy, please visit www.imf.org/jobs (Job Title: Senior Librarian (CSFDGCD) - 1700879).

Under the supervision of the General Services' Section Chief or Division Chief in the Corporate Services and Facilities Department (CSF), the Senior Librarian is responsible for leading and managing the Content Development Team, one of three teams providing services to internal and external clients, including the World Bank Group. The Content Development (CD) Team licenses and supports electronic services procured by the Library, the World Bank Group Library, and IMF departments. The team facilitates access to a broad range of market data, content and analytical sources that give timely, current and deep insight into global financial markets as well as news and geopolitical data that are relevant to the business requirements of stakeholders.

Additional teams in the Library include the Library Operations and the Client Services teams. The Library Operations team is responsible for managing technical services provided by an onsite vendor company and technology support for delivering library services. The Client Services team is responsible for client interactions, including answering research and reference questions, training, document delivery, interlibrary loan and managing the physical space.

Position Responsibilities:

Specific responsibilities include:

- Lead a team of information professionals responsible for licensing and lifecycle management of a comprehensive portfolio of information services including: economic and financial data (real-time and historical); e-journals and e-books; news and analysis; and a variety of print publications. License sizes range from single user to enterprise-wide services.
- Responsible for coordinating renewals and negotiations for centrally and departmentally funded content by providing leadership in the management, evaluation and licensing of resources subscribed by the IMF. Work closely with the IMF Procurement Services Team to influence value and price based negotiations.
- Participate in the management of various information access budgets. Manage the commercial data budget on behalf of the Economic Data Team. Manage the information services budget on behalf of the Library. Ensure the timely preparation of monthly, quarterly, and annual budget reports projections, and ensure compliance with accounting practices.
- Support the work program of the IMF's Economic Data Team and Economic Data Governance Group by providing: oversight to the business case submission process; ad hoc status reports on requests for new services or issues with existing services; intelligence on economic and financial information services; and input required to validate business cases.
- Manage the day-to-day work of the CD Team and supervise staff including preparing performance reviews and providing feedback. Be proactive in managing workload issues and developing back-up procedures for core functions. Identify opportunities to improve and streamline procedures.
- Represent the Library on various organizational, departmental and Library Network committees and advisory groups.
- Lead the Content Development Evaluation Team, composed of WBG and IMF libraries staff. The team selects content made available to both organizations, conducts trials of new and existing services, and responds to requests from clients and management.
- Oversee management of book and periodical (print) vendor contracts and all associated payments for print and electronic materials.
- Manage relationships and develop partnerships with various internal and external stakeholders.
- Oversee the Library's copyright compliance services for print and electronic resources.
- Coordinate the CD team's use of the ILS Acquisitions system, including EDI and vendor account setup.
- Participate actively with the Division Chief or Deputy Division Chief to provide substantive input to division-wide planning and goal setting. Participate on various strategic planning initiatives to advance the library's mission and vision.

Required Qualifications:

Educational development, typically acquired by the completion of an advanced university degree, or equivalent, in library or information science, or a related field, supplemented by a minimum of six years of relevant work experience, including experience with complex information technology/services, is required.

In addition, the ideal candidate should possess:

- Relevant experience procuring and/or negotiating information services' contracts. Knowledge of information services' pricing models, trends, and intellectual property terms and conditions.
- Demonstrated leadership, change management ability and the ability to work collaboratively with a diverse group of staff across the Library, WBG, IMF, and the international development community.
- Strong analytical, organizational, and project management skills. Excellent communication and interpersonal skills, including the ability to interact effectively with clients at all levels. Must have the ability to handle a number of high profile, urgent tasks simultaneously and work well under pressure.
- Excellent command of English, both oral and written; excellent knowledge of Word and Excel.

Closing Date: Not stated