HEAD OF COLLECTION DEVELOPMENT

The Graduate Theological Union (GTU) seeks an engaged, innovative, and user-centered professional Head of Collection Development to lead the development, maintenance, and assessment of the library’s collections.

Located in Berkeley, California, the Graduate Theological Union is the largest and most diverse partnership of graduate schools of religion in the United States, pursuing interreligious collaboration in teaching, research, ministry, and service. The GTU’s Flora Lamson Hewlett Library — the geographic and spiritual heart of the GTU — is one of the most comprehensive theological libraries in the country, providing service for future parish ministers, seminary educators, scholars, and community leaders.

Founded in 1969, the library holdings and services reflect the ecumenical and interreligious collaboration that occurs at the GTU.

PRIMARY POSITION PURPOSE

Under the supervision of the Director of Library Services, the incumbent leads the development, maintenance, and assessment of the library’s monographic, serials, and digital collections. The Head of Collection Development supervises Acquisitions, Serials, and Preservation staff, serves as an active member of the Library Management Team, monitors acquisitions budgets, and shares oversight of the Technical Services Office.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Develop the Library’s collections of materials in all formats in support of the Library’s mission within the GTU.

1. Provide effective stewardship of the materials budget, monitor acquisition, serials, and preservation budgets, assess budget allocations, establish target deadlines for ordering materials, and prioritize requests for end-of-year purchasing.
2. Provide appropriate oversight in collaboration/consultation with the Head of Access Services in matters pertaining to the shelving, use, and general maintenance of the collections.
3. In consultation with Reference Librarians, develop the reference collection of materials in all formats and oversee its maintenance.
4. Consult regularly with the Deans of the GTU member schools and Departmental Directors regarding academic programs or initiatives affecting Library collection priorities.
5. Maintain cordial relationships with GTU colleagues, faculty, and students.
6. Identify, negotiate, and maintain effective working relations with vendors, subscription agents, and other suppliers of materials and services.
7. Supervise the activities of the Acquisitions, Serials, and Conservation staff.
8. Work with the Director of Library Services in developing the acquisitions budget. Provide reports, analysis, or projections as needed.
9. Coordinate selection activities with the University of California, Berkeley in accordance with the Cooperative Collection Agreement (1999).
10. In conjunction with the Director of Library Services and relevant Library committees and staff, revise collection and preservation policies as needed to maintain currency.
11. Collaborate with the Archivist/Special Collections Librarian in the development and conservation of Special Collections and exhibitions of such materials.
12. Manage donor relations regarding gifts of materials for all Library Collections.
13. Serve on the Library Management Team; the Library Disaster Planning and Response Team, and participate in other Library and GTU committees as appropriate.
14. Other duties and special projects as assigned.

QUALIFICATIONS/EXPERIENCE NEEDED
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications Required
- ALA-accredited MLS/MLIS or the equivalent combination of a relevant advanced degree and experience working in an academic library.
- At least three years of professional experience performing Collection Development/Acquisitions in an academic library.
- Demonstrated ability to select subject-appropriate materials in German and at least one Romance language.
- Knowledge of religious and theological literature.
- Experience with bibliographic databases and library automation software, preferably OCLC and Innovative Interfaces Millennium, or Sierra.
- Experience in the development of a departmental budget, budget management, the use of quantitative and/or qualitative data to inform rational decision-making, and the production of periodic reports related to the department.
- Previous supervisory experience.
- 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.
- Excellent written and verbal skills and strong interpersonal skills.
- Commitment to fostering a diverse educational environment and workplace and ability to work with a diverse student and faculty population.

Preferred
- Two years supervisory and training experience of Acquisitions, Serials, or Conservation staff.
- Experience developing and maintaining strong vendor relationships, including the negotiation of license agreements.
- A degree in theology, religion or philosophy; or three years demonstrated library experience in the subject area.

Special Skills
- Strong interpersonal skills with demonstrated ability to work effectively with library staff, diverse faculty and student populations, donors, and vendors.
- Commitment to customer service excellence.
- Working understanding of the nature and functions of an academic research library, with a respect for the value of the book and primary resources; as well as the role of digital resources in theological education.
- Ability to thrive within a complex organization and to view the library within the context of the larger institution.
- Negotiating and problem solving skills.

Key Working Relationships
- Library Management Team
- Library Staff
- Faculty and Students
- Deans of the GTU member schools
Performance Criteria

1. Development of broad collections in support of the teaching and research needs of GTU faculty and students within the framework of the Collection Development Policy.
2. Effective management of Acquisitions, Serials, and Conservation staff.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hours of work: 37.5 hours per week, but can occasionally exceed 40 hours per week.
- 95 percent of the work is indoors, and 5 percent is outdoors (traveling to off-campus meetings).
- Indoor work environment is temperature controlled.
- Considerable amount of public contact with faculty, administrators, staff, students, and vendors is essential.
- Vision – ability to see items necessary to carry out essential job functions. Close vision required for reading and working with computer and library equipment.
- Hearing – ability to hear sounds of individuals and groups.
- Clear Speech – ability to communicate clearly to others is essential part of job.
- Sitting – ability to sit for long periods of time at computer and during meetings.
- Standing – ability to stand on frequent basis.
- Walking – ability to walk to various areas within the GTU library and to offsite meetings.
- Lifting/Carrying – ability to lift and carry books and files occasionally – up to 50 lbs.
- Standing/Squatting – ability to bend/stoop/squat sometimes to reach lower shelves.
- Reaching – ability to reach above and below shoulder, sometimes at arms’ length.
- Pushing/Pulling – ability to push/pull desk and filing cabinet drawers, book carts and hand trucks.
- Manual Dexterity – ability to grasp books and other items and to use a computer keyboard and mouse.
- Regular attendance – required to manage day to day operations of the position.
- Travel: ability to attend off-campus meetings.

TOOLS and EQUIPMENT USED

Including, but not limited to: Phones, computers, printers, copiers, shredders.

APPLICATION INSTRUCTIONS

Candidates should submit by email to cwoulfe@gtu.edu, a letter of application addressing qualifications, resume, and the names/contact information for three professional references. Please put “Apply-Head of Collection Development” in the subject line of your email.

Application Deadline: February 15, 2018 or until filled.

The Graduate Theological Union is an Equal Opportunity Employer