

December 6, 2023

University Librarian – position description

January 16, 2024

MG 04

Summary of Essential Job Functions and Duties

Reporting to the Vice-Provost, Academic and Research, and as a member of the senior leadership team, YukonU's first University Librarian will lead the growth and development of a Northern-based and Northern-focused library that is aligned with Yukon University's strategic and academic plans and supports growth in research intensity. We are looking for a skilled, intuitive leader who is committed to information and knowledge access for Canada's North, including indigenous-led research and data sovereignty.

The University Librarian will guide the library's visioning and planning processes, manage library resources, and oversee the library's services, programs and collections. The University Librarian will ensure the university library supports the learning experiences of students at all YukonU's campuses, and that the university provides high-quality library resources, learning opportunities and services in support of academic programming and activities and the research enterprise. Additionally, as a faculty member, the University Librarian will engage in scholarly activity at YukonU.

Importantly, the University Librarian will be a leader in Indigenization and equity, diversity and inclusion within their portfolio. Through their leadership, the University Librarian will inspire the sharing of information and knowledge in support of the university's programming and activities and will connect YukonU to the broader community through the development of collaborative relationships with other libraries and archives, communities, governments and partners.

Expected Duties of the University Librarian

- Responsible for leadership of all library services, including reference and information services for students, faculty and staff
- Lead regular planning for the library in alignment with academic and institutional priorities and in support of innovation in service delivery
- Ensure currency in library resources and services and with emerging technologies, trends, innovations and practices in higher education
- Serve as a champion for information literacy among students, faculty and staff at the university, and align library services and supports to promote and encourage information literacy
- Contribute to the development of a culture of research and scholarly activity through the provision of relevant supports, services and access to knowledge
- Lead the development of collections appropriate to the vision and mission of the university
- Lead and/or engage in integrated planning with key university units (e.g., academic faculties, Teaching & Learning, Research Services Office) to support alignment with university priorities

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- Work collaboratively to support Indigenization and decolonization, and equity, diversity and inclusion activities at the university, and lead these activities in the library
- Represent the library at the senior leadership level, and participate in academic governance and service at the university
- Advise the Provost and Vice-Provost as appropriate, including on opportunities for growth, resource allocations and the implementation of emerging technologies
- Manage the library's resources, including financial and non-financial resources, and lead annual reporting on finance and performance measures
- Serve as the university's Copyright Officer and be accountable for copyright policy, procedures and education
- Supervise library staff, including conducting evaluations, encouraging and supporting professional development, mentoring student employees, and addressing personnel issues including corrective measures
- Represent YukonU in library associations and consortia and participate in collaborative activities to improve library services internally and for the broader scholarly community
- Engage in research and scholarly activity

Education and Experience

- Master's in Library and Information Sciences (or equivalent) from an ALA-accredited program
- Minimum 5 years relevant experience, ideally with at least two years at a senior leadership level and experience in a post-secondary environment
- Supervisory experience, ideally in a unionized environment
- Demonstrated knowledge of library functions and service models
- Demonstrated knowledge of, and experience evaluating and implementing, new and emerging innovations, best practices and technologies relevant to library services
- Demonstrated experience championing information literacy through academic library resources and services
- Experience with resource management including budget responsibility
- Experience with service-oriented delivery approaches
- Project management experience that includes ensuring delivery of high-quality results in the context of competing projects and tight deadlines
- Experience with continuous improvement processes and process evaluation
- Prior experience developing and maintaining strong professional and personal relationships with diverse groups and individuals within and external to an organization
- Demonstrated experience fostering diversity, equity and inclusion

Skills, Aptitudes and Other Assets

- Experience and ability to lead and manage a team, particularly in an educational context
- Comfort making decisions within a collegial environment and ability to effectively implement decisions in a complex organization
- Ability to plan, organize, and develop a service model

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- Ability to provide sound financial planning and management
- Ability to establish and maintain positive and effective working relationships within and external to the university
- Ability to work collaboratively with senior management and staff across the institution in planning and developing services and resources
- Ability to communicate effectively, both orally and in writing, including to student learners and large groups
- Strong interpersonal skills
- Excellent organizational skills and strong attention to detail
- Ability to initiate, anticipate, shape and adapt to emerging opportunities
- Excellent computer skills