MAINE MARITIME ACADEMY  
A College of Engineering, Management, Science, and Transportation  

Head Librarian

POSITION OVERVIEW
Reporting to the Vice President for Academic Affairs, the incumbent is Head Librarian of Nutting Memorial Library, and has overall responsibility for services and programs of the Academy library and archives. Incumbent is responsible for planning, implementation, management and evaluation of all library services within a small academic library. This position will handle issues ranging from strategic planning and budgeting to collection development and oversight of reference and instructional services. Incumbent must possess leadership qualities, a vision for the future of academic libraries and be able to work closely with departments across campus. Additionally, this individual understands emerging issues facing the libraries of today, and has a commitment to responsive and innovative services and outreach.

DUTIES

- Draft policies and procedures for library services and operations, and through the library staff communicates services and procedures to MMA and other library users.
- Prepare budget proposals for library operations and submits to VP.
- Develop and assess library collections, and identify and secure appropriate technology, equipment, and other resources to support the Academy's programs and mission.
- Investigate and analyze library trends for the purpose of improving services.
- Evaluate and assess effectiveness of library services.
- Serve as library representative on Academy committees as required, regularly attend Department Chair meetings, and monthly Faculty Senate meetings.
- May provide reference services and bibliographic instruction to patrons; may assist with operation of Integrated Library Systems.
- Supervise regular Academy and student employees.
- Perform other responsibilities as identified by the Vice President for Academic Affairs.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS
- Leadership skills, ability to supervise unionized staff and lead library strategically
- Possess a vision for the future of academic libraries
- Ability to work closely and congenially with departments across campus.
- Ability to embrace the school's mission;
- Excellent oral and written communications skills are required, with strong public speaking skills preferred.
- The ability to establish strong and effective personal and professional relationships;
• Strong planning and organizational skills, attention to detail, and ability to effectively manage multiple projects;
• The successful candidate will demonstrate flexibility, creativity and initiative.

REQUIREMENTS
• 5 years’ experience in an academic library (2-3 in supervisory role)
• ALA accredited Master’s in Library Science
• Demonstrated advanced proficiency in Microsoft Office Suite and excellent computer skills, knowledge in a variety of library software products
• Budget management experience
• Collection development experience, including electronic resources management
• A history of advocacy, outreach and promotion of library mission to the learning community
• Knowledge of current practices and emerging trends in higher education and libraries
• An understanding of emerging issues facing the libraries of today,
• Excellent interpersonal skills and a demonstrated ability to work with members of an academic community
• Ability to oversee multiple projects and quickly discern and prioritize complex and competing interests.
• Excellent oral and written communication skills.
• Outstanding interpersonal skills: diplomacy, professional demeanor, judgment, collegiality.

PHYSICAL/ENVIRONMENTAL FACTORS
• Contacts include Alumni, Parents, Students and various external and internal constituencies;
• Position is sedentary
• Will work occasional nights and weekends to support department and related College events
• Frequent use of keyboard and computer screen;
• Occasionally lift and move up to 30-50 pounds.
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