

Official Title: University Librarian
Pay Schedule: AD-9

Non-Tenure Track Position

- A. **Summary:** the University Librarian is the chief administrative officer of the Dudley Knox Library responsible for formulating and implementing library information policies, programs, services, and associated technologies that support the Naval Postgraduate School on-campus and distributed instructional and research programs.
- B. **Duties:** the University Librarian
- organizes, manages, budgets, and governs the library, its programs, facilities, and operations;
 - assures the library complies with relevant policies and regulations and meets national and discipline-specific accreditation standards;
 - works with the Provost and Academic Dean, Deans, Department Chairs and Faculty to plan, conduct, and administer library content, manpower, programs, and services that support the NPS mission;
 - understands and applies the standards, principles and best practices of information management in a graduate level, higher education environment;
 - promotes perpetual access to information resources, including planning for preservation and migration of legacy information archives and digital repositories;
 - leads campus-wide initiatives on open access to scholarly literature and data; development of digital libraries and scholarly repositories; copyright compliance; knowledge management; and other areas of importance to scholarship;
 - develops and expands relations with academic, alumni, library, and associated communities;
 - provides academic advice, service, or consultation to, and fosters collaboration with, Naval and Defense activities, and to others as required; and
 - performs other duties commonly understood to be University Librarian duties, as required.
- C. **Scope of duties:** the University Librarian supervises the Associate Librarian and other library supervisory staff and manages all assigned resources. The University Librarian articulates the Library's contributions to student learning, including collecting evidence, documenting success, communicating results and overseeing continuous improvements to library services and programs. The University Librarian provides expertise to the NPS program, department, school, and campus level, and provides significant external services to DoN activities, DoD activities, and professional organizations. The University Librarian may engage with students and faculty who are located at duty stations anywhere in the world as well as in Monterey.
- D. **Qualifications:**
- An earned American Library Association accredited Masters' of Library and Information Science or equivalent;
 - ten or more years of progressively more responsible library management experience, with five or more years at the Assistant Dean/Director level in an academic or research library; and
 - evidence of professional outreach and service as demonstrated by positions held with professional organizations or scholarly publications.