

Official Title: Associate University Librarian
Pay Schedule: AD-09

Position Description: F0019
Non-Tenure Track

- A. Summary:** the Associate University Librarian administers Dudley Knox Library operations and is responsible for formulating and implementing library information policies, programs, services, manpower, and associated technologies that support the Naval Postgraduate School on-campus and distributed instructional and research programs.
- B. Duties:** the Associate University Librarian
- organizes, manages, and budgets the library programs, facilities, and operations;
 - assures the library complies with relevant policies and regulations and meets national and discipline-specific accreditation standards;
 - works with the University Librarian, Associate Deans, Faculty, and library staff to plan, conduct, and administer library 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 library-wide initiatives on assessment, benchmarking, and accreditation that promote continuous improvement in library operations that directly support NPS instructional and research programs;
 - provides academic library advice, service, or consultation to Naval and Defense libraries, and to others as required; and
 - performs other duties commonly understood to be Associate University Librarian duties, as required.
- C. Scope of Duties:** The Associate University Librarian supervises library staff and manages budgets, manpower, and physical facilities. The Associate University Librarian leads the assessment of the Library's contributions to student learning, including collecting evidence, documenting success, communicating results and overseeing continuous improvements to library services and programs. The Associate University Librarian solicits feedback from and provides information to Faculty at the program and department level. The Associate University Librarian may engage with students and faculty located at duty stations anywhere in the world and in Monterey.
- D. Qualifications:**
- An earned American Library Association accredited Masters' of Library and Information Science or business/management equivalent (such as Masters' of Business Administration, Management, Public Affairs, or Public Administration)
 - five or more years of progressively responsible experience at the department head level or above in an academic or research library or department setting; and
 - demonstrated evidence of expertise in resource management and ability to articulate how emerging technologies influence library budgets, services, and staffing necessary to support graduate-level scholarship, teaching and research.
- E. Special Requirements:** Position designated non-critical sensitive (requiring Secret eligibility) unless otherwise designated via the Position Designation Tool on the AD PD Addendum; incumbent required to file OGE 450, Confidential Financial Disclosure Report.