Job Description: Dean of Libraries

The Dean leads the Libraries in its mission to meet the needs of a preeminent metropolitan research university, articulates a strategic vision, and serves as advocate for the Libraries within the university and larger community.

The Dean of the University Libraries is the chief administrator for the University Libraries, which includes Ekstrom Library, the Komhauser Health Sciences Library, the Dwight Anderson Memorial Music Library, the Margaret Bridwell Art Library, and the University Archives and Records Center and works with the Law Library as appropriate. The Dean of University Libraries reports directly to the Executive Vice President and University Provost and is responsible for the successful administration of the Libraries in accordance with The Redbook and all other properly authorized policies and procedures of the University of Louisville.

Strategic Leadership

- Facilitates the continuing transformation of the University Libraries into a knowledge commons that integrates diverse resources, seeks new opportunities, engages with the community, collaborates with university units, and sustains a vibrant research and learning community.
- Creates an environment that facilitates research and scholarly activity with an understanding of innovative and traditional methods of information dissemination.
- Establishes a shared vision that promotes the University’s and the University Libraries’ missions.
- Implements a clear and concise strategic plan to advance that vision.
- Supports a culture of collegial governance.
- Fosters an organizational and educational climate that promotes and celebrates diversity.
- Communicates internally and externally regarding the University Libraries.
- Serves on the Provost’s Council of Academic Officers and on the Board of Library Associates.
- Develops strong relationships with Deans of other units, the Provost, President and other University administrators.
- Develops and maintains good relationships with students, faculty, staff and community.
- Promotes and advocates for library programs that address the needs of students, staff, faculty, and the community.
Operational Leadership

- Works with library and department heads, as well as external sources, to identify, evaluate and implement programs that improve services and facilities, enhance the quality of resources and increase operational efficiency within the libraries.
- Functions as chief fiscal officer and provides clear communication about the budget.
- Delegates authority to others for specific administrative tasks.
- Recruits, retains, and leads high-quality faculty and staff.
- Creates an environment which supports professional advancement.
- Acts as an advocate for the libraries and its faculty and staff.
- Fosters professionalism, diversity and a positive work/learning environment in the University Libraries.
- Recommends personnel and annual salary increase actions in accordance with the provisions of *The Redbook*.
- Enforces policies and regulations adopted by the Board of Trustees, the offices of the President and University Provost, the Faculty Senate, and the University Libraries Faculty.

External Representation

- Cultivates external relations and fundraising opportunities with public and private sectors in support of the University Libraries’ programs.
- Represents and promotes the University Libraries, formally and informally, to the University, community and the world.
- Participates actively in local, state and national library organizations.