

## Library Assistant Dean of Public Services Position Description

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Faculty Member:	Blair Stapleton
Position Title:	Assistant Dean of Public Services
Rank:	Assistant Professor
Basic Function and Responsibility:	Responsible for the strategic delivery of public services through the management of all public service operations including library instruction, distance learning, reference and research, interlibrary loan, microforms, and circulation/reserves.
Library Responsibilities:	<ul style="list-style-type: none"> <li>▪ Supervise four library faculty and two Library Specialist Supervisors.</li> <li>▪ Directs all aspects of public services, including development of policies and procedures, recruiting, scheduling, training, mentoring and evaluating library faculty and support staff.</li> <li>▪ Responsible for supporting existing services, leading and supporting new initiatives, and performing administrative functions, including supervisory duties and establishing departmental priorities aligned with the library's mission.</li> <li>▪ Lead regular meetings to discuss and coordinate activities, solicit and guide initiatives</li> <li>Departmental librarian for selected areas, including instruction and collection development.</li> <li>▪ Periodic reference desk duty as part of the Reference team.</li> <li>▪ Develop and maintain working relationships and collaborative activities within the library and the University community.</li> </ul>
Research Responsibilities:	<ul style="list-style-type: none"> <li>▪ Conduct writing and research on scholarly topics.</li> <li>▪ Present or publish articles related to academic libraries, research or other academic topics.</li> <li>▪ Seek out avenues for funding through grants.</li> <li>▪ Participate in professional development activities</li> <li>▪ Establish a pattern of leadership on the regional and national level through committee work or organizations.</li> </ul>
Service Responsibilities:	<ul style="list-style-type: none"> <li>▪ Active participation on library and university committees, task forces, etc.</li> <li>▪ Professional memberships, holding office, or service on committees.</li> <li>▪ Attendance at conferences and professional meetings, presenting at conferences, developing programs or workshops, participating in panels, organizing conferences or providing consultation services.</li> <li>▪ Active participation in community service activities.</li> </ul>
Reports to:	Associate Dean of University Libraries