

## View A/P Faculty: Update and/or Fill a Position Summary

### Purpose of Request

Purpose of Request: Update a current job description- No Recruitment

### Job Description

#### Position Summary and Qualifications

About Virginia Tech

Position Summary: Reports to the Dean of the University Libraries. Provides leadership, sets priorities, assigns responsibilities and delivers services associated with making selective areas of unique Library and Virginia Tech content searchable locally and harvestable globally.

Required Qualifications:

- Master's degree in Library or Information Science from an ALA accredited program.
- Progressively responsible, professional experience in a mid- to large size academic or research library.
- Knowledge of digital library content and metadata standards.
- Demonstrated experience with current digital collection architectures and platforms.
- Knowledge of new technology, relevant national standards and best practices related to digitization and scholarship.
- Demonstrated ability to set priorities and work both individually and collaboratively within a diverse and changing environment at the local, consortial, and national level.
- Excellent communication skills and interpersonal skills.
- Demonstrated proficiency with office software applications.

Preferred Qualifications:

### Position Details

#### Position Identification Information

Request number:  
(Will be assigned upon first saving position)

011938

Position Number:

0FA161

Working Title:

Director of Digital Library and Archives

College / Sr. Management

University Libraries

Department:

Library

Department Number:

024100

Work Location:

Describe location, if other than Blacksburg:

Work Schedule: 8-5, M-F + As Needed, including Evenings/Weekends  
 Hours Per Week: 40  
 Academic or Calendar Year: Calendar Year  
 Employee Category: Administrative and Professional Faculty  
 Appointment Type: Regular  
 If restricted or temporary, enter end date:  
 Percent Employment: Full Time  
 If part time, enter Percent Time

**Funding**

Org Code: 024100 Fund Number: 121315 Percent: 100

Does the employee supervise 2 or more full time equivalent employees? Yes  
 Supervisor Name: Walters, Tyler  
 Supervisor's Title: Dean, University Libraries  
 Supervisor's Position Number: 0FA082  
 HR Staffing Specialist: Lowe, Christy  
 Contact Name: Cathy Pillow  
 Contact Email/Phone (e.g. pid@vt.edu): cathyp@vt.edu. 231-4407

**Proposed Job Duties**

Percent of Duty Total: 100

**10 Records**

Percent of total time:	Description of job responsibility/duty:
40	Provides leadership, sets priorities, assigns responsibilities and delivers services associated with making selective areas of unique Library and Virginia Tech content searchable locally and harvestable globally. Materials considered may originate in a digital format or be digitized from another format.
10	Collaborates with other university faculty, departments, and agencies to achieve unit, library, and university goals.
10	Seeks collaboration with and supports initiatives of other library Directors in providing services to deliver unique local digital content to university users.

- 10 In conjunction with staff plans the major unit activities of the year.
- 5 Employs benchmarking as a method as assessing best practices.
- 5 Uses appropriate data to analyze unit operations and to support recommendations and decisions.
- 5 Assumes overall responsibility for all personnel evaluations in the unit and assures that the unit operates in a timely manner and consistent with university policies and procedures.
- 5 Assures effective use of university fiscal resources.
- 5 Acts as an informed and positive spokesperson for the Library and the University.
- 5 Handles sensitive or confidential information with discretion.

**Physical & Employment Conditions**

**Physical Requirements**

**Employment Conditions:** Must have a criminal background check

Describe Other:

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