

**ASSISTANT UNIVERSITY LIBRARIAN FOR  
LIBRARY INFORMATION TECHNOLOGY  
UNIVERSITY OF HAWAII AT MANOA LIBRARY**

Managerial (exempt) position as Assistant University Librarian, rank of M-04, full-time, annually renewable, general funds, available August 2002. **Closing Date:** For fullest consideration apply by August 30, 2002. Recruitment will remain open until position is filled.

**Responsibilities:** Under the general direction of the University Librarian, the Assistant University Librarian for Library Information Technology provides professional leadership and creative direction for information technology efforts and for Library computing, networks and academic information systems. Leads and exercises administrative responsibility for the Library Information Technology Division which is comprised of the Systems Department and the Desktop Network Services Department. The division has 8 permanent and 5 temporary FTE and an additional 8 FTE in student assistants and interns.

Serves as a member of the Library's administrative team, which includes Heads of Public Services and Collection Services Divisions, the Associate University Librarian for Planning, Administration and Personnel and the Head of the Department Heads Group. Advises University Librarian on technology issues. With the Head of Collection Services co-chairs the Electronic Collections Committee

Assumes library-wide responsibility for planning and advancing digital library initiatives, advanced WWW-based services, and network-based multimedia resources and services. Shapes continued research and development of applicable information technologies within the Library. Provides leadership in developing external grant and private funding resources to support technological initiatives.

Serves as the Library's representative to the university regarding library information systems and technology, as well as to state, regional and national associations. Attends regional and national meetings of library and information technology associations (such as EDUCAUSE and CNI) to maintain knowledge of trends and services.

**Minimum Qualifications:**

- Master's Degree in Library Science, Information Science, Computer Science or related field.
- Eight years of experience in large research or academic libraries, or academic or research libraries information technology provider; at least five of which have been in an administrative capacity in library systems and technology management.
- Demonstrated successful leadership/management experience and ability to provide direction to a diverse staff.

**Minimum Technical Qualifications Required:**

- Strong technical knowledge and experience working with library systems, distributed networked information technologies, and digital applications.
- Knowledge of and experience with telecommunications issues, TCP/IP networking and emerging technologies.
- Experience working with integrated library system application software, research collections, multimedia, hypermedia and conversion of traditional collections into digital formats.
- Record of professional development.
- Commitment to excellence in service.

**Minimum Interpersonal Qualifications Required:**

- Strong collegial skills necessary for developing collaborative projects.
- Excellent interpersonal and communication abilities as evidenced by positive recommendations from supervisors and colleagues.
- Willingness to work in complex, dynamic environment.

**Desired Qualifications:**

- Successful experience working with vendors and external funding constituents and ability to build cooperative relationships with partner organizations.
- Previous experience working with Endeavor Voyager library management system.
- Previous experience working in a multi-campus university environment.
- At least ten years of experience in leading a large research library information technology division.
- Evidence of ability to write computer programs in at least one programming language.
- Additional master's degree in a field relevant to the work of this position

**MINIMUM ANNUAL SALARY:** \$70,000

**BENEFITS:** Include vacation and sick leave accumulated at 14 hours per month each, 13 paid holidays, choice of group medical insurance, and state retirement benefits which are vested after ten years of service.

**THE UNIVERSITY:** The University of Hawaii at Manoa is the major research campus of the University of Hawaii system. It is a land, sea and space grant institution with an enrollment of 17,000 students. Doctorates are granted in 55 fields. The University of Hawaii Library has a staff of 143 full time employees and a collection of 3.1 million volumes. It is a member of ARL and RLG. It uses OCLC and RLIN as bibliographic resources. Its integrated library management system is the Endeavor Voyager system.

**To Apply:** Submit letter of application, which addresses the applicant's ability to fulfill responsibilities for the position, minimum and desired qualifications, resume, and names of three references to Personnel Officer, University of Hawaii at Manoa Library, 2550 McCarthy Mall, Honolulu, HI 96822. Interviewees will be expected to make a presentation to library faculty and staff as part of the screening process.

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**Inquires:** 808-956-7207. The University of Hawaii is an Equal Opportunity Employer.