



<h1>MPP POSITION DESCRIPTION</h1>

Department: University Library
Working Title: Dean
Time Base: Full time
Class Code: 3300
Position Number: 00001533
MPP Job Code: L013

Position Reports To: Provost & VPAA
Classification: Administrator IV
Range Code: 1
Exempt or Non-Exempt: Exempt
Last Update: 5/17/2024

PURPOSE OF POSITION:

The Dean of the University Library reports to the Provost and Vice President for Academic Affairs and is the Chief Administrative Officer for the University Library, providing the leadership and direction of all administrative and educational programs within the library. The University Library Dean provides leadership in furthering the role of the library as an essential component of the University’s academic mission. As part of a comprehensive university the Dean leads the University Library in its support of the academic development of students into information literate, life-long learners, where students are active participants in the learning process. The Dean of the University Library is responsible for leadership, team building, strategic planning, and management within the library, and fosters collaboration and the creation of knowledge within the University community. In addition, the Dean of the University Library provides leadership in creating and sustaining a diverse and inclusive workforce, and services that develop students’ intercultural competence.

MAJOR RESPONSIBILITIES:

	<u>% of Time</u>
1. Leadership/Management	30%
2. Strategic Planning	20%
3. University/Community Partnership	30%
4. Functional Oversight Management	20%

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

1. LEADERSHIP/MANAGEMENT:

Acts as a change champion. Leads courageously by addressing difficult issues. Works to resolve issues at the peer level and takes measures to mitigate future issues. Supports and moves new initiatives forward. Identifies current and future challenges and proposes effective solutions. Understands what issues require a “sense of urgency” and handles accordingly. Ensures confidentiality around sensitive issues. Facilitates an environment that motivates, empowers, and inspires commitment from employees. Assumes good intent with one another and work on the premise of trust. Demonstrates commitment to creating and sustaining a diverse and inclusive workforce. Provides clear direction. Communicates effectively and with purpose. Creates and implements methods for improving individual and team performance. Builds effective teams committed to organizational goals. Works with a spirit of collaboration, inclusion, respect and collegiality. Takes ownership of issues and demonstrates accountability. Creates an environment in which employees are recognized for their accomplishments and contributions to the success of the team. Builds competence in others through effective coaching, performance management and mentoring. Supports and encourages professional and career development for employees. Fosters a culture of support and success for new hires by utilizing effective onboarding methods. Understand the university’s mission and vision and how the department/division work activities and goals support the mission. Ensures cross-divisional support and participation. Recognizes, understands, and appreciates different roles across the institution. Identifies and calls advocacy behavior. Speaks and advocates with one common voice. Determines, effectively allocates, and coordinates resources.

2. STRATEGIC PLANNING:

As a strategic partner, recommends, creates, and implements long and short-term strategic plan goals and operational plans for the University Library. Ensures the University Library’s goals align with and support the overall mission of the university. Motivates and encourages commitment to achievement of strategic plans. Effectively communicates the strategic initiatives. Accomplishes strategic goals for the University Library.

3. UNIVERSITY/COMMUNITY PARTNERSHIP:

As a member of the campus community, ensures a community focused strategy to support the university's mission. Identifies and anticipates community needs. Builds effective strategic alliances internally and externally. Collaborates with business partners in the achievement of university goals that support the university's mission. Initiates and develops strong working relationships with the community. Recognizes the importance of collective strength, knowledge, and information. Actively solicits and acts upon feedback. Develops and implements solutions. Successfully negotiates through persuasion. Gains support and commitment from others. Works to find common ground and group consensus. Takes the necessary measures to solicit and influence internal and external support. Demonstrates commitment to diversity.

4. FUNCTIONAL OVERSIGHT/MANAGEMENT:

Oversees the effective management of all activities, programs, and services within the University Library. Develops and implements department operating policies and procedures. Ensures fiscal stability and oversees the allocation of resources. Manages library public relations and development initiatives. Serves as an active campus leader by participating on various university committees and task forces as appropriate. Leads the University Library in its support of the academic mission of the University, where students are active participants in the learning process. Works with the librarians to establish partnerships across the University and within the community, as they contribute as faculty to the contemporary learning environment in higher education. Works collaboratively with University Advancement and Community Engagement staff to establish community partnerships, to pursue external funding opportunities, and to develop and maintain engaged fundraising and advisory councils. Leads the implementation of appropriate emerging trends in higher education and in university libraries, such as pedagogy of information literacy, scholarly communication, curriculum-driven collections, special collections, and teaching and learning technology. Supports professional development for faculty and staff. Evaluates University Library faculty for retention, tenure and promotion. Provides leadership in creating and sustaining a library that is committed to diversity, inclusive excellence, access, and educational equity in higher education.

SUPERVISION OF OTHERS:

- Associate Dean (Administrator III)
- Administrative Support Coordinator (ASC II)
- Public Affairs/Communication Specialist II
- University Library Faculty (tenure track and lecturer)

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

- Regular interaction with faculty, staff, campus leadership, HR, and the local community to gather/provide information, collaborate, consult and resolve problems.

REQUIREMENTS OF POSITION:

1. List education and experience required

- ALA accredited master's degree or its equivalent plus five years of progressively responsible administrative work experience in university libraries which includes a minimum of one year leading and/or supervising the work of others; or an equivalent combination of education and experience.
- Strong record of educational and scholarly achievement.
- Strong record of progressively responsible engagement in a professional association.

Preferences

- Demonstrated ability to provide leadership and experience in a collective bargaining environment and/or knowledge of the California State University policies and procedures.
- Demonstrated commitment and ability to advance the University's goals in the areas of diversity and inclusive excellence.
- Work experience in public higher education.

2. List knowledge, skills, and abilities required for this position.

- Leadership / Vision:
 - Commitment to CSUSM's mission and goals as a student-centered university dedicated to teaching excellence and active learning with a university first perspective and a customer focused strategy.
 - Ability to establish a clear and understandable vision for the library as an essential component of the University's academic mission.

- Engage the university community in the implementation of the vision and build the operational components to execute the vision.
- Ability to lead and enable groups of people to face challenges and achieve results in complex conditions.
- A commitment to diversity, inclusiveness and access in all areas of the university.
- Management / Conflict Resolution / Problem Resolution / Initiative / Continuous Improvement:
 - Successful experience managing a complex organization.
 - Experience building and managing an effective world-class team dedicated to organizational goals and high performance.
 - Experience with directing, supervising, motivating and inspiring others; measuring the performance of people, teams and organizations, and assessing performance and progress.
 - Familiarity with collective bargaining and administering corrective action as appropriate in a collective bargaining environment.
 - Ability to develop and support on-going learning and professional development for staff, managers and emerging leaders.
 - Ability to lead courageously by addressing difficult issues.
 - Ability to prioritize and handle issues based on sense of urgency and importance of the issues.
 - Ability to ensure confidentiality around sensitive issues.
 - Ability to initiate and support innovation with creativity, openness to change, flexibility, responsiveness, and future focus.
 - Ability to apply quality management techniques of continuous improvement and employee involvement to assess and improve services, promote campus culture and build teams.
 - Ability to identify current and future challenges and propose and implement effective solutions.
 - Experience making effective decisions with sound analytical ability, good judgment and strong operational focus.
- Communication:
 - Excellent oral and written communication skills.
 - Ability to communicate effectively and with purpose to a variety of audiences.
 - Successful negotiation and persuasion skills.
- Strategic planning / Goal Setting:
 - Experience in strategically supporting growth and/or change.
 - Experience creating and implementing long and short-term goals.
 - Experience in determining and coordinating resource allocations.
 - Ability to collaborate with multiple entities to plan and accomplish the objectives set forth in the university's strategic master plan, coordinating ongoing multiple large and complex projects from conception to completion in a centralized and highly regulated environment.
 - Ability to find solutions that result in prudent decisions, to promote mutual satisfaction and positive action, and to develop imaginative approaches to achieve individual, unit and institutional strategic initiatives.
 - Ability to apply forward-thinking and creative thought with high ethical standards to develop strategic vision.
- Teamwork / Collaboration:
 - The ability to work effectively and build strong alliances internally and externally with a broad range of individuals to bring the University community together around shared goals.
 - Ability to recognize, understand, and appreciate different roles across the institution.
- Functional Area Expertise:
 - Knowledge and understanding of emerging trends in higher education and in university libraries, including pedagogy of information literacy, scholarly communication, curriculum-driven collections, and the technology of teaching and learning.
 - Highly developed financial, strategic planning, and assessment skills, including the ability to evaluate and utilize data in planning and decision-making.
 - Substantial experience in planning, budgeting, management and evaluation of programs and personnel.
 - Strong understanding of the instructional role of librarians as faculty who contribute to the contemporary learning environment in higher education.
 - Supports professional development Library faculty and staff, and the tenure and promotion processes for Librarian faculty.
 - Be a strong advocate for student success.
 - Be able to work effectively with diverse populations.

- Have a strong commitment to access in library programs.
 - Be able to build effective strategic alliances internally and externally.
3. **List machines, tools, equipment, and motor vehicles used in the performance of the duties**
- Standard office and communication equipment.
4. **List unique working conditions**
- Occasional overnight travel.
 - Evenings and weekends may be required.
5. **Other Employment Requirements**
- The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
 - This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
 - This position is a “designated position” in the California State University’s Conflict of Interest Code. The incumbent in this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission. This position is required to file the Form 700 under disclosure category 2.
 - Must participate in required campus trainings including, but not limited to, Sexual Harassment Prevention training “EDU Supervisor: Anti-Harassment, Discrimination, Retaliation”; Information Security Awareness Training; and Sexual Violence Awareness and Prevention “EDU: Eliminate Campus Sexual Misconduct”.

REQUIRED UNIVERSITY COMPLIANCE TRAINING

This position will require adherence to university compliance training such as:

- Conflict of Interest & Ethics Training
- Sexual Harassment Prevention Training

PHYSICAL EFFORT, MENTAL EFFORT AND ENVIRONMENTAL FACTORS:

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

PHYSICAL EFFORT

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Sitting			X		
2. Standing		X			
3. Walking		X			
4. Bending (neck)	X				
1. Bending (waist)	X				
6. Twisting (neck)	X				
7. Twisting (waist)	X				
8. Crawling	X				
9. Climbing	X				
10. Reaching (above shoulder)	X				
11. Reaching (below shoulder)	X				
12. Walking on uneven ground	X				
13. Crouching					
14. Kneeling	X				
15. Balancing	X				
16. Pushing or pulling	X				

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
17. Fine manipulation	X				
18. Simple grasping	X				
19. Power grasping	X				
20. Lifting or carrying	X				
A. 10 lbs or less	X				
B. 11 to 25 lbs	X				
C. 26 to 50 lbs	X				
D. 51 to 75 lbs	X				
E. 76 to 100 lbs	X				
F. Over 100 lbs	X				
21. Keyboard use			X		
22. Mouse use			X		
23. Repetitive use of hands/arms	X				
24. Repetitive use of legs/feet	X				
25. Eye/hand coordination	X				

- 26. Driving cars, trucks, forklifts and other equipment
- 27. Being around scientific equipment and machinery

Yes	No
X	
	X

MENTAL EFFORT

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing others		X			
2. Writing		X			
3. Using math/calculations		X			
4. Talking		X			
5. Working at various tempos		X			
6. Concentrating amid distractions		X			
7. Remembering names		X			
8. Remembering details		X			
9. Making decisions		X			
10. Working rapidly		X			
11. Examining/observing details		X			
12. Discriminating colors	X				

ENVIRONMENTAL FACTORS

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside					X
2. Outside	X				
3. Humid	X				
4. Hazards	X				
5. High places	X				
6. Hot	X				
7. Cold	X				
8. Dry	X				
9. Wet	X				
10. Extreme change of temp	X				
11. Dirty/dusty	X				
12. Exposure to gas, fumes or chemicals	X				
13. Odors	X				
14. Noisy	X				
15. Working w/others			X		
16. Working around others		X			
17. Working alone		X			

SIGNATURES

The last sheet for any staff job description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

Employee

Print Name: _____

Signature: _____ Date: _____

Appropriate Administrator (MPP)

Print Name: _____

Signature: _____ Date: _____

Dean/Department Head/Director/AVP (optional)

Print Name: _____

Signature: _____ Date: _____