Position: Head of Systems and Digital Initiatives

Loyola Marymount University seeks an energetic, self-directed, experienced leader and manager with ample technical skills appropriate for the position of Head of Systems and Digital Initiatives.

Loyola Marymount, founded in 1911, is a comprehensive university in the mainstream of American Catholic higher education. Located on the west side of Los Angeles overlooking the Pacific Ocean, LMU is one of the nation's 28 Jesuit colleges and universities and five Marymount institutions. It serves 6,000 undergraduates and 2,200 graduate students in the Colleges/Schools of Liberal Arts, Science and Engineering, Business Administration, Communication and Fine Arts, Film and Television, Education, and Law. The William H. Hannon Library (http://library.lmu.edu) was opened in 2009 and serves as the intellectual and cultural hub of the university. Loyola Marymount seeks professionally outstanding applicants who value its mission and share its commitment to academic excellence, the education of the whole person, and the building of a just society. LMU is an equal opportunity institution actively working to promote an intercultural learning community.

Reporting to the Dean of Library, the Head of Systems and Digital Initiatives provides leadership, management, and supervision to staff working on library systems support and digital projects and services, including digital scholarship, institution repository, and digital collections. This individual will be responsible for developing and delivering library systems and services, maintaining the stability and integrity of all of the library's systems, and cultivating a forward-looking, collaborative environment that sets high user-centered standards with policies, advocacy, and training. The Head of Systems and Digital Initiatives investigates and implements new technologies and digital services to support the Library's mission. The library is commitment to achieving inclusive excellence and ethnic and racial diversity among our staff, including our librarians.

Responsibilities:

- Provide leadership in identifying, planning, budgeting, and developing library systems products and services according to the information needs of LMU faculty and students, and the operational needs of library staff. Perform technology systems analysis in library departments, providing workflow recommendations, and consultation. Supervise library staff training when introducing new technologies. Provide expertise and advice on technology issues in library grant proposals.

- Provide leadership and oversight for digital projects and programs, including the planning and coordinating of digital scholarship, institution repository, and digital collections.

- Plans and coordinates the introduction of new technologies to ensure a thoughtful and deliberate approach in selecting and integrating products.

- Serve as primary liaison to the library's integrated library system (ILS) vendor and have responsibility for administration of the system. Coordinate the monitoring and maintenance of the ILS, including system updates and batch processes. Perform system upgrades, new installations, monitor backup processes, and coordinate the distribution of computer technology assets. Ensure the smooth coordination of library systems with LMU's ITS department and the campus network.

- Monitor, maintain, and upgrade various library specific software and servers including CONTENTdm, EZproxy, AIMS, ILLiad, etc. Provide support for these systems within the library and coordinate communication with the vendors when issues arise.

- Supervise staff leading the technical planning, implementation, management and support of digital scholarship, collections, and projects.

- Maintain documentation regarding the unit's strategic plan, project plans, policies, procedures, workflow processes, and best practices. Provide regular reports on progress and status of projects and repository.

- Assess impact of digital strategies on Library's ability to advance its mission. Recommend and plan new digital strategies based on assessments and best practices across the profession.

Qualifications:

Required:

- ALA-accredited Master's degree in library or information science.
- Five years' experience working with integrated library systems in an academic library.
- Extensive technical expertise.
- Keen awareness and interest in current trends in scholarly communication.
- Experience supervising librarians and support staff in an academic setting.
- Broad knowledge of current trends in higher education, learning technologies, and digital library practices.
- Strong project management skills demonstrating curiosity about new technologies and collaborative possibilities.
- Exemplary written, oral, and presentation communication skills.
- Highly developed organizational and leadership skills.
- Capacity to thrive in an environment of change and to foster that capacity in others, including curiosity about new technologies.

Preferred:

- Experience implementing and managing Innovative Interfaces products.
- Software development or programming skills.
- Demonstrated computer competency and knowledge of XML, and Digital Commons or other IR systems.

The position will be available after June 30, 2017. Deliberations on the pool of candidates will begin as resumes are received.

Applicants should submit the following materials:

1. Letter of application, with a statement of professional goals;
2. Curriculum vitae or resume;
3. List of three professional references (names, titles, addresses, and telephone numbers);
4. Salary history

to: https://jobs.lmu.edu

Inquiries should be addressed to:
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