

# COUNCIL OF ONTARIO UNIVERSITIES

## POSITION DESCRIPTION

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<b>Position Title</b>	Assistant Director, Information Resources & Collections
<b>Department</b>	OCUL (Ontario Council of University Libraries)
<b>Immediate Supervisor's Title</b>	OCUL Executive Director
<b>Reports to</b>	OCUL Executive Director

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### Position Summary

Reporting to the Executive Director and guided by the Ontario Council of University Libraries (OCUL's) mission and priority outcomes for collaboration, the Assistant Director, Information Resources & Collections works closely with librarians and staff across the consortia to provide leadership for OCUL's collaborative collection development, information resource licensing and resource sharing activities in a complex multi-institutional environment.

This position provides proactive leadership for the development, implementation, and ongoing assessment of OCUL's collection development and licensing strategy, applying a highly collaborative, consultative, and evidence-based approach to the selection, negotiation, renewal, and de-acquisition of information resources.

This position works with librarians and staff across the consortia to share information and build collective knowledge and expertise within OCUL needed to strategically manage existing information resources and pursue new opportunities within a rapidly changing global information resources landscape.

### Duties and Responsibilities

#### Strategic Planning and Assessment

- Work closely with the Executive Director and OCUL members responsible for collection development to define principles for OCUL's collaborative collection development, information resource licensing and resource sharing activities.
- Based on these principles, provide leadership in the development, implementation, and ongoing assessment of collaborative collection development, information resource licensing and resource sharing strategies for OCUL.
- Assess and meet the needs of the OCUL community by maintaining an awareness of emerging trends and issues in academic library collection development, information resource licensing and resource sharing via ongoing market research and analysis.
- Provide policy-level analysis and recommendations to the Executive Director, OCUL Directors, the OCUL Information Resources Committee and other group as appropriate.

## **License Development Processes and Information Management**

- Lead the strategic procurement of information resources for OCUL members, working closely with OCUL leadership, the OCUL Information Resources Committee and other groups as appropriate to develop and follow effective and sustainable information resource licensing practices.
- Lead and provide oversight for information resource contract negotiations processes to meet OCUL's annual financial and strategic objectives.
- Working closely with the Executive Director, provide daily management and support to the Information Resources & Collections Specialist in developing and following best practices for the strategic procurement, renewal, troubleshooting and de-acquisition of information resources.
- Work closely with the Executive Director and Business Officer, and COU as needed, to ensure financial and legal processes, including invoicing, deposit reconciliation, and license signing are handled in a timely and accurate manner.
- Play a key role in the development of policies and procedures to guide the collaborative collection development and resource sharing activities of OCUL members.
- Work with the Executive Director to ensure that OCUL's collaborative collection development, information resources licensing and resource sharing activities are carried out in a manner supporting full accountability and transparency to members.
- Provide written reports to OCUL on a regular basis, analysing and summarizing OCUL information resources activities, drawing attention to key developments in the field and providing recommendations for action.

## **Member Support and External Relations**

- Provide leadership and ongoing support to the OCUL Information Resources Committee.
- Work with OCUL leadership and the OCUL Information Resources Committee to provide opportunities to develop the expertise of OCUL members in the areas of collaborative collection development, information resource licensing and resource sharing.
- Provide support to the Administration and Communications Coordinator to ensure that OCUL members are informed of activities in a timely and effective manner and to develop outreach materials for members.
- Participate in regional, national, and international consortia discussions and licensing initiatives on behalf of OCUL members.
- Collaborate with other regional, national, and international consortia and related organizations to effectively situate OCUL's collaborative information resources activities within a rapidly changing global information resources landscape, seeking and pursuing opportunities for collaboration with organizations beyond OCUL.
- Effectively represent and meet OCUL's needs by maintaining effective relationships with vendors, publishers, and other information resource service providers.
- Provide OCUL IR and Directors with semi-annual strategic reports on the trends and status of consortia licensing and negotiation for OCUL members.

- Participate in OCUL and Scholars Portal committees, as needed, to provide licensing and negotiation expertise.

## **Qualifications Required**

### **Formal Education**

- A Master's degree in Library Science (M.L.S.) or equivalent from an ALA-accredited institution or a combination of appropriate coursework and experience.
- University degree in another field of specialization.

### **Experience/skills**

- Minimum 2 of years' experience acquiring, licensing and managing information resource lifecycle activities.
- Demonstrated ability to manage a portfolio of scholarly information resource in complex publishing environment.
- Demonstrated ability to successfully negotiate the acquisition and licensing of scholarly resources.
- Knowledge of current issues in acquiring, licensing and managing scholarly information resource.
- Knowledge of academic libraries and their users, and a well-developed understanding of library consortia.
- Team player with demonstrated ability to adapt to changing environments and multiple deadlines, and to work well under pressure with discretion, tact and good judgement.
- Proficient computer and numeracy skills.
- Proficient in at using office productivity and web publishing tools.
- Confident, clear and articulate English-language communication skills with excellent writing and presentation skills.
- Demonstrated ability to adapt to changing environments and multiple deadlines, and to work well under pressure with discretion, tact and good judgment.
- High level of initiative. Demonstrated ability to recognize and anticipate what needs to be done.
- Demonstrated strong analytical skills; especially ability to analyze data and synthesize recommendations.
- Superior customer relationship management skills. Ability to maintain effective working relationships across multiple and diverse organizations, and across levels within organizations from specialist to executive level.
- Ability to travel on occasion when required.