Salary/Contract: $43,000 minimum. A two-year appointment, renewable, tenure track position. The professional obligation is for a calendar year with benefits determined by SUNY/UUP contract agreement.

Line of reporting: Reports to the library director and supervises a staff member.

Responsibilities: Provides leadership in promoting library services and resources to students and faculty at SUNY New Paltz, including planning and organizing outreach activities, coordinating the library liaison program, and developing and implementing assessment programs to ensure continuous improvements of library services. Assists the library director in overseeing library accounts and maintaining the library security system. Collaborates with library teams in dealing with library-wide priorities, issues, and concerns. Also participates in reference service, library instruction, and collection development.

Job Description:

1. Publicizes library services and resources regularly via various means (e.g., library newsletter, email messages, news releases, video presentations, etc.)
2. Fosters partnerships with academic departments through library liaison and other programs.
3. Plans, coordinates, and arranges special events, such as National Library Week, public lectures, and receptions of the Friends of the Library.
4. Develops and/or implements assessment programs to measure library effectiveness and makes recommendations for service improvements based on assessment results.
5. Oversees library accounts to ensure accuracy and balance of funds. This involves the supervision of the account clerk and working closely with the collection development librarian. Written and oral reports are given to the director on a regular basis and/or as requested.
6. Maintains the library security system and communicates any changes to library staff, University Police, and Facilities and Management Office.
7. Works closely with the Steering Committee of the Friends of the Library and the Development Office on fundraising activities.
8. Participates in reference and instructional services.
9. Serves as library liaison in assigned subject area(s).
10. Performs other duties and projects as assigned.
Qualifications:

1. ALA-accredited master's degree in library/information science, with three or more years of substantial professional experience in public services, preferably in academic libraries.
2. Demonstrated ability to communicate, both orally and in writing, to a variety of audiences.
3. Successful experience in working with outreach and marketing programs.
4. Must be self-directed, well organized, and able to meet deadlines and multiple demands.
5. Ability to coordinate projects and to exercise tact and good judgment.
7. Demonstrated ability to create promotional and instructional materials using HTML, graphics, and desktop publishing and presentation programs.
8. Experience with assessment tools and ability to use statistical packages to analyze data.
9. Proficiency in print and networked Internet resources and services.
10. Fundraising and grant writing experience highly desirable.
11. Subject expertise in the sciences and social sciences desirable.
12. Flexibility, creativity, energy, and ability to work in a changing environment and with colleagues in a goal-oriented library team.
13. Physical ability to move about through a three-floor building, and to handle the tools of the trade, such as keyboard and computers.

Contact:

Send letter of application, resume, and the names and contact information of three references to:

**Edward Springer**, STL Search Committee Chair
STL M47
SUNY New Paltz
75 S. Manheim Blvd.
New Paltz, NY 12561
Email: springer@newpaltz.edu

Note application for Search# F05-38 on all materials submitted