

*Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.*

*With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.*

*An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.*

**Director  
Library Services  
Regular Fulltime Position  
Position Number 332000**

**General Description**

The Director of Library Services reports to the Provost/Vice President for Academic Affairs and serves as the chief administrator of Woodward Library. The Director and serves on the Deans' Council. The Director provides vision, leadership, and resources for an experienced and knowledgeable Library faculty (11) and staff (14). Manages a budget of approximately \$2 million. Plans, oversees, and coordinates all library and media services. Leads the library forward while balancing the management and development of traditional materials and electronic information resources. Represents the Library to the university and the local community, and at professional organizations.

**Primary Duties and Responsibilities**

- Provide vision, leadership and resources for library faculty and staff.
- Manage a budget of approximately \$2 million.
- Plan, oversee and coordinate all library and media services.
- Lead the library forward while balancing the management and development of traditional materials and electronic information resources.
- Serve on the Dean's Council.
- Represent the Library to the University, the local community and at professional organizations.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to meet the University's tenure requirements at the Associate or Full Professor level.
- Demonstrated ability to develop, supervise and maintain productive and collaborative relationships within the library and to foster this ability in others.
- Ability to communicate library objectives to the broader community and to establish collaborative relationships within the university and beyond.
- Ability to make sound and effective decisions.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Demonstrated knowledge of and comprehensive experience in a range of academic library operations.
- Ability to provide commitment to the goals of a student-centered university.
- Ability to make the library a welcoming place and to keep the library central to the academic mission of the University.

### **Minimum Required Qualifications**

- MLS from an ALA-accredited school.
- Ten years of previous experience as a professional academic librarian, five of which must be at the department head level.
- Professional-level experience in at least two different major areas of library operations, such as reference, cataloging, acquisitions, circulation or systems.
- Proven understanding of emerging technologies and directions in academic library management.

### **Additional Preferred Qualifications**

- Experience with Dynix's Horizon integrated library system.
- Experience with library building projects.
- Experience and/or interest in library fundraising programs.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**