CITY UNIVERSITY OF NEW YORK

CAREER OPPORTUNITY

**JOB TITLE** Library Manager – Center for Puerto Rican Studies

**JOB ID** 12615

**LOCATION** Hunter College

**FULL / PART TIME** Full-Time

**REGULAR / TEMPORARY** Regular

**GENERAL DUTIES**

Manages a Library unit or major service area.

Manages one or more services such as Circulation, Cataloguing, User Services, or Library Technology.

Working closely with the Chief Librarian and faculty, recommends and implements long- and short-term plans for library services. Evaluates requirements and creates long- and short-term plans for services and collections.

Evaluates innovative technologies, databases, and methodologies, makes recommendations related to same and participates in their acquisition.

Participates in acquiring materials in all formats and media.

Assists in developing and monitoring Library policies and user service standards.

Conducts outreach and training activities related to assigned area(s).

Supervises and/or trains staff, students, and others assigned to the Library.

May perform highly specialized work in one or more library disciplines, such as technology and systems.

May serve as Office Manager, managing financial operations and budgets, equipment, technology, security and building maintenance requirements.

Performs related duties as assigned.

**Contract Title** Higher Education Associate

**Job Code Title** Library Manager 400336

**FLSA** Exempt

**CAMPUS-SPECIFIC INFORMATION**

The Centro de Estudios Puertorriqueños, the only university-based institute dedicated to the interdisciplinary study of the Puerto Rican experience in the United States, seeks a Library Manager for the Centro Library and Archives.

**Specific Responsibilities:**

- Supervises library staff, operations and services.
- Create and design digital media resources targeting the Puerto Rican Studies community at the national level.
- Create, index, and catalog bibliographic multi-media and digital resources following professional standards.
- Compose bibliographic/digital objects data sets and make them readily available for uploading to the Centro web site.
- Provide research consultation and follow up requests in person, phone and email.
- Collaborate with Centro staff and participate in the evaluation, acquisition and organization of digital collections.
- Support and promote staff development.
- Participate in Centro-wide committees.

**MINIMUM QUALIFICATIONS**

Bachelor’s Degree and six years’ related experience required; and a MLS degree and/or Master’s in a related field may be substituted for a portion of the experience requirement.
OTHER QUALIFICATIONS
- Extensive knowledge of Puerto Rican history and culture with special emphasis on knowledge of digital humanities regarding Puerto Ricans in the United States and an excellent grasp on information in Puerto Rican studies including digital based resources desired.
- Strong and effective oral and written communication skills at a professional level in both Spanish and English are necessary.
- Experience within aspects of virtual/digital libraries initiatives, including digital objects, content, metadata, evaluation, design, user studies, and development.
- Experience and/or interest in working with Puerto Rican faculty, researchers and students as well as with Puerto Rican non-profit, community and governmental organizations.
- Must be able to work collaboratively within a team environment consisting of archivists, librarians and college assistants, in addition to Centro-wide teams, research and administrative staff.
- Must also be available on nights and weekends.

COMPENSATION
Commensurate with experience. ($55,602-$82,299)

BENEFITS
CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY
In order to be considered include the following in the application documents:
- A cover letter that includes a complete statement of the candidate’s qualifications
- A full resume outlining the candidate's education and relevant experience
- The names, addresses, and phone numbers of three references who are knowledgeable about the candidate's qualifications for this position

Applications must be submitted on-line by accessing the CUNY Portal on City University of New York job and navigating to Careers at CUNY First. Current users of the site should access their established accounts; new users should click on the appropriate link to register.
Instructions: http://cuny.edu/employment/cunyfirst/CUNYfirst-application.html

CLOSING DATE
Review of applications will start on April 1, 2015 and continue until an appropriate candidate is found.

EQUAL EMPLOYMENT OPPORTUNITY
We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.