

# Notice of Vacancy

Washington State University Libraries, Pullman, Washington

## Head, Collections and Acquisitions

The Washington State University Libraries in Pullman seek excellent candidates for the position of Head, Collections and Acquisitions.

### **SPECIFIC RESPONSIBILITIES:**

Administer the collections budget of more than \$5 million. Collaborate with unit collection managers, 20-some selectors, and representatives of WSU's regional campus libraries. Oversee serials selection and cancellation projects. Review and approve licenses for electronic resources. Serve as liaison to consortial partners. Administer the procurement of monograph library materials. Supervise a staff of five FTE classified staff. Create a positive work environment and a respect for diversity. Participate in professional organizations and serve the profession by conducting research, writing, and speaking. Share in faculty governance. This is a full time faculty position reporting to the Assistant Director for Collections and Technical Services.

### **GENERAL RESPONSIBILITIES:**

Librarians are appointed as members of the Washington State University faculty and are expected to participate actively in the University's instructional, research, and service programs. All privileges, obligations, and research responsibilities of faculty are inherent in such membership. Librarians are ranked in grades 2, 3, and 4, equivalent to the academic ranks of Assistant Professor, Associate Professor, and Professor. A progressive record of professional/scholarly achievement is expected of all librarians.

### **ENVIRONMENT:**

Washington State University is a land-grant university founded in 1890 with an overall enrollment of approximately 21,000 students. The main campus is located in Pullman, a town of 26,000 in the Palouse region of southeastern Washington. There are also three regional campuses located in Spokane, Vancouver, and Tri-Cities. The Washington State University Libraries belong to the Association of Research Libraries and the Greater Western Library Alliance. The Libraries have holdings of over two million volumes and access to a wide range of electronic resources. In addition, the Libraries belong to the Orbis Cascade Alliance which provides a cooperative catalog and lending service.

**QUALIFICATIONS:**

**REQUIRED:** ALA accredited degree in Library/Information Science. Five years of professional experience in a large academic library. Professional experience with collection development or acquisitions in a large academic library. Organizational, project management, analytical, and decision-making skills. Excellent interpersonal and communication skills, both oral and written. Demonstrated ability to work effectively as a team member in a rapidly changing environment. Demonstrated ability to work effectively and cooperatively within a diverse university community. Record of professional and scholarly achievement warranted for a faculty appointment.

**PREFERRED:** Administrative experience in collection development in an academic library. Administrative experience in acquisitions in an academic library. Experience negotiating licenses for electronic resources. Experience working and negotiating with publishers, library vendors, and library consortia. Successful managerial and supervisory experience and evidence of leadership qualities to be an effective unit head. Reading knowledge of at least one foreign language.

**SALARY:** Commensurate with experience.

**RANK:** Tenure-track faculty status, commensurate with qualifications and experience.

**BENEFITS:** Generous benefits package including TIAA/Cref retirement, medical/dental, and paid leave program.

**TO APPLY:**

Please submit a detailed letter of application addressing all stated qualifications, a complete resume, and complete contact information for three references to:

Bonny L. Boyan, by email attachment to: [boyan@wsu.edu](mailto:boyan@wsu.edu)

or by regular mail to: Washington State University Libraries  
PO Box 645610  
Pullman, WA 99164-5610

**Screening of application materials will begin on July 24, 2006.**

*WASHINGTON STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER. Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam-era, recently separated veterans, and other protected veterans, persons of disability and/or persons age 40 and over are encouraged to apply.*

*WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.*

*Washington State University is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521(v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or [hrs@wsu.edu](mailto:hrs@wsu.edu).*