



**Associate Dean
for
Collections & Discovery**

University Library

Working Title: Associate Dean for Collections & Discovery

Classification Title: Administrator III

Posting Details

Priority Application Date (Posting will remain open until filled): Tuesday, June 14th @ 11:55pm PST

Hiring Preference

Not Applicable

Position Summary

The Associate Dean for Collections & Discovery reports to the Dean of the University Library and serves as a member of the library's senior leadership team which plans library-wide services, facilitates operations, and resolve issues. The Associate Dean is primarily responsible for developing strategic directions for managing access to physical and virtual collections and providing infrastructure support for our scholarly communications program in support of the research and teaching needs of the University. Programmatic responsibilities include user experience, accessibility, digitization programming, developing, interpreting, and implementing policies and procedures related to the acquisition, description, and discovery of scholarly and cultural heritage resources in a variety of formats. This position partners closely with IRT leadership – strategies and solutions are aligned with campus IT and CSU technology strategies.

This position participates as a member of library-wide groups, task forces, and project teams as appropriate and is expected to work comfortably and with a high degree of expertise in a shared decision-making environment. As a leader, the Associate Dean will foster an environment where strategic and well-informed risk taking is encouraged. As a senior member of Department Heads Council this position is responsible for library-wide planning and policy making, the incumbent works with other library leaders to shape strategic directions for the Libraries.

FLSA: Exempt

CSU Classification Salary Range: \$6,250 - \$18,750 per month

Hiring Range: Anticipated hiring range is \$6,250 - \$12,000 per month, commensurate with candidate's education, experience, skills, and training.

Salary Grade/Range: 1

Recruitment Type: Regular

Time Base: Full-Time

Pay Plan: 12 months

Work Hours: Work hours will vary depending on operational needs.

Department Information

As the center of campus intellectual discovery, the Sacramento State University Library promotes teaching, learning, research, and scholarly communication at the University by integrating the Library with campus student success programs and instruction. One of twenty-three libraries in the California State University System, the Sacramento State Library holds over 1.4 million volumes, comprised of print and electronic monographs and serials, and is a Federal Document Depository. The Library's mission is to inspire excellence in teaching, learning, and scholarly activities.

The University Library is undergoing rapid transformation with a forward-thinking vision and a deep commitment to improving the campus learning environment. Sacramento State is designated by the U.S. Department of Education as an Asian American, Native American, and Pacific Islander-Serving (AANAPI) and a Hispanic Serving Institutions (HSI). Therefore we welcome and encourage individuals from diverse backgrounds to join our growing organization of 28 Library faculty, 33 staff and approximately 40 FTE student assistants. We take pride in the collaborative nature in which our students, staff, and faculty work together in a professional and supportive environment to ensure one another's success.

For more information, please visit <https://library.csus.edu/>.

Required Qualifications

EDUCATION

1. Graduate degree in library science from an ALA-accredited institution or an equivalent combination of relevant advanced degree and library experience.

EXPERIENCE

2. Five (5) years significant IT/Technical Services/Collections management experience in an academic or research library.
3. Three (3) years of progressively responsible management and supervisory experience.
4. Record of accomplishment sufficient to achieve tenure at the rank of Associate/Full Librarian.
5. Experience with successfully developing, managing, and completing large complex projects in a library or similar environment.

KNOWLEDGE, SKILLS, ABILITIES

6. Ability to oversee technical services, systems experts, and collections management in the full range of subjects at Sacramento State University.
7. Professional experience including management of resources and personnel in an academic or research library setting.
8. Successful experience in budgeting and planning.

9. Demonstrated understanding of scholarly communications issues and new models that are shaping the future of academic publishing.
10. Knowledge of current issues and trends in collection strategies, collection management, vendor negotiations, copyright, and preservation facing academic and research libraries.
11. Demonstrated leadership, project management, and creative problem-solving skills.
12. Excellent interpersonal and communication skills (oral and written).
13. Commitment to fostering a diverse workplace and building a diverse workforce and to supporting professional development for librarians and staff at all levels.
14. Strong decision-making skills and the ability to work under pressure.
15. Proven expertise with current technologies, platforms, and products that support library information technology.
16. Strong commitment to equity and inclusion and the demonstrated ability to work effectively and collegially with students, faculty, and staff from diverse backgrounds and identities.

Preferred Qualifications

17. Second master's degree or doctorate.
18. Successful experience supervising librarians.
19. Successful experience in assessment and evaluation of research libraries' collections and/or services.
20. Experience assessing and negotiating licenses for online resources.
21. Experience with developing and incorporating library technology into a library environment.
22. Experience working in a collective bargaining environment.

About Sac State

[Sacramento State](#) is located in the heart of California's capital city, five miles from State Capitol. The lush, 300-acre campus is situated along the American River, close to numerous bike trails and other recreational areas. Sacramento, also known as the "Farm-to-Fork Capital," is one of the most ethnically diverse and livable cities in the country, with a population of half of a million. Sacramento State's 31,000 students come not only from the Greater Sacramento Region, but also from across the state, country, and world. Our 1800 faculty and 1,500 staff are committed to meeting our mission: *"As California's capital university, we transform lives by preparing students for leadership, service, and success. Sacramento State will be a recognized leader in education, innovation, and engagement."* As the regional hub of higher education, Sac State is dedicated

to [student success](#), [diversity, equity and inclusion](#), [community engagement](#), [philanthropy](#), and [campus safety](#).

As evidenced by the values embedded in our [Hornet Honor Code](#), Sacramento State is committed to creating an inclusive environment where all faculty, staff, students, and guests are welcome and valued. Our commitment is more than simply ensuring that our campus is free from bias and discrimination, but is one devoted to celebrating many diverse identities, life experiences, and perspectives that enrich our community, teaching and learning.

To learn more about why you should join the Hornet Family, please visit the [Why Sac State?](#) page.

Background Check Disclaimer

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with California State University, Sacramento. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current California State University, Sacramento employees who apply for the position. One variation of background check required could be a LiveScan screening, which involves submitting fingerprints at a certified LiveScan Service Center.

COVID-19 Vaccine Certification Information:

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/> and questions may be sent to hr-empservices@csus.edu

Out of State Employment Policy

Sacramento State University, as part of the CSU system, is a State of California Employer. As such, the University requires all employees (up)on date of hire to reside in the State of California.

As of January 1, 2022 the [CSU Out-of-State Employment Policy](#) prohibits the hiring of employees to perform CSU-related work outside the state of California.

Equal Employment Opportunity

California State University, Sacramento is an Affirmative Action/Equal Opportunity Employer and has a strong institutional commitment to the principle of diversity in all areas. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, sex, gender identity/expression, sexual orientation, pregnancy, genetic information, medical condition, marital status, veteran status, or disability. Sacramento State hires only those individuals who are lawfully authorized to accept employment in the United States.

It is the policy of California State University, Sacramento to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need a disability related

reasonable accommodation as part of the application and/or interviewing process, visit <https://www.csus.edu/administration-business-affairs/internal/your-hr/benefits/reasonable-accommodation.html>.

The University is committed to creating an education and working environment free from discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. For more information on mandatory training for new employees, visit <https://www.csus.edu/compliance/hr-compliance/mandatory-dhr-training.html>.

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and Campus Fire Safety Right-To-know Act Notification:

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the current Annual Security Report (ASR) is available for viewing at <https://www.csus.edu/clery>.

The ASR contains the current security and safety-related policy statements, emergency preparedness and evacuation information, crime prevention and sexual assault prevention information, and drug and alcohol prevention programming. The ASR also contains statistics of Clery Act crimes for Sacramento State for the last three (3) calendar years. Paper copies are available upon request at the Police Service Center located in the University Union.

Eligibility Verification

Selected candidate must furnish proof of eligibility to work in the U.S.. California State University, Sacramento is a sponsoring agency (i.e. H-1-B Visa).

Apply here: <https://careers.csus.edu/en-us/job/513534/associate-dean-for-collections-discovery>

University Leadership

Dr. Robert S. Nelsen became Sacramento State's eighth permanent president on July 1, 2015. Before coming to Sacramento State, he served for five years as president of the University of Texas-Pan American in Edinburg. His



experience in public higher education spans nearly three decades, including service as a professor, vice provost, and director of creative writing. He spent most of the past 25 years in the University of Texas system, most recently as a special advisor to the executive vice chancellor for Academic Affairs.

Nelsen earned his bachelor's and master's degrees in political science from Brigham Young University and his doctorate from the University of Chicago's Committee on Social Thought. [Read More](#)

Sarah Billingsley
Chief of Staff

The Chief of Staff supports the President in leading an effective management team. She facilitates communication and interaction among the President, the President's Office, and various internal and external constituencies, including members of the CSU Board of Trustees; city government leaders, state legislators and congressional representatives; and donors.



Kristen Tudor
Special Assistant to the President

The Special Assistant to the President acts as second in command in the President's office, they manage day-to-day operations and supervising Presidential Aides. They also serve as an advisor to the President and the Cabinet on presidential communications, and is responsible for the drafting, coordination, direction, and messaging of communications on behalf of the President, as well as presidential priorities.



James "Jim" Dragna
Executive Director of University Initiatives and Student Success

The Executive Director is charged with facilitation and program assessment, and making recommendations on campus graduation initiatives and student programs. He ensures that all University initiatives and student programs are in alignment with the University's Strategic Plan of enhancing student learning and success, and the system-wide Graduation Initiative.



Mia Settles-Tidwell
Vice President for Inclusive Excellence and University Diversity Officer

The Vice President for Inclusive Excellence, and University Diversity Officer provides leadership for the University's diversity and educational equity initiatives and advises the President on diversity and inclusiveness initiatives and issues across campus. They work with the Diversity Council to identify opportunities and practices to ensure a more inclusive University environment.



Senior Leadership

Academic Affairs

Carlos Nevarez

Interim Provost and Vice President



Academic Affairs is responsible for the academic success of all Sacramento State students. Its current mission includes reforming curriculum for the 21st century and adapting to new methods of delivering that curriculum.

Human Resources

Machelle Martin

Senior Associate Vice President, Human Resources



HR ensures that Sacramento State attracts, develops, engages, and retains a quality workforce that supports the University's mission.

University Advancement

Lisa Cardoza

Vice President



The office helps the University by fostering understanding, building public trust and support, and creating an atmosphere conducive to generating gifts from private sources. Its responsibilities include alumni affairs and charitable gifts, as well as the establishment and management of partnerships with a wide variety of regional groups.

Administration and Business Affairs

Jonathan Bowman

Vice President and Chief Financial Officer



The division's responsibilities include business, facilities, financial, logistical, and safety services for the campus, as well as construction oversight, the campus Master Plan, energy conservation, and campus-wide sustainability efforts.

Public Affairs and Advocacy

Nathan Dietrich

Associate Vice President



Public Affairs and Advocacy serves as the official voice of Sacramento State and is responsible for University-wide media relations, public relations and marketing, as well as government relations at the local, state, and federal levels.

University Communications

Jeannie Wong

Senior Vice President



The office works to raise awareness and tell the Sac State story on campus, in the region, and beyond. In support of the University's strategic priorities, they partner with campus colleagues to showcase academic success, inclusive excellence, and robust community engagement via a wide range of communication platforms. They oversee news and media relations, crisis communications, social media and multimedia, marketing and branding, and strategic publications.

Information Resources and Technology

Mark Hendricks

Interim Vice President and Chief Information Officer



IRT supports the University's strategic initiatives through the seamless integration of information technology into all appropriate campus functions. IRT is a customer service unit working to foster excellence in teaching and learning, and to improve campus communications.

Student Affairs

Ed Mills

Vice President

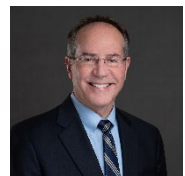


The division helps to plan and manage enrollment; recruit, retain, and graduate students; foster a lifelong affinity for Sacramento State; and maintain and enhance the University's commitment to access, diversity, and the success of its students.

University Enterprises Inc.

Jim Reinhart

Executive Director



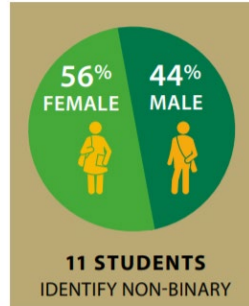
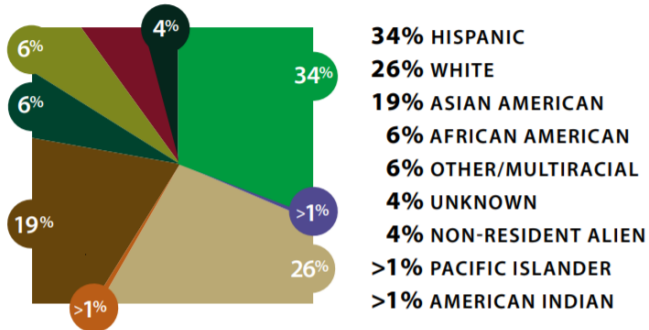
UEI is Sacramento State's commercial-services auxiliary. More than \$91 million in annual revenue comes from grants and contracts for such services as dining, student intern programs, off-campus student housing, and bookstore commissions.

Deans

Sheree Meyer	<u>College of Arts and Letters</u>
William P. Cordeiro	<u>College of Business Administration</u>
Jenni Murphy	<u>College of Continuing Education</u>
Alexander “Sasha” M. Sidorkin	<u>College of Education</u>
Kevan Shafizadeh	<u>College of Engineering and Computer Science</u>
Mary Maguire	<u>College of Health and Human Services</u>
Lisa Hammersley	<u>College of Natural Sciences and Mathematics</u>
Dianne Hyson	<u>College of Social Sciences and Interdisciplinary Studies</u>
Chevelle Newsome	<u>Office of Graduate Studies</u>
James German	<u>Office of Undergraduate Studies</u>
Amy Kautzman	<u>University Library</u>

Student Demographics

DEMOGRAPHICS ARE BASED ON FALL 2019 STUDENT ENROLLMENT DATA.



Degrees Earned



2018-19 ACADEMIC YEAR



Why Sacramento State?

Students choose Sacramento State because they want something special in a college experience. They come to receive an excellent education from top faculty at our seven colleges offering 58 undergraduate majors – all in a vibrant urban oasis just a few miles from [California's Capitol](#). They come to the state's political, economic, and cultural center to make a difference in their lives and the lives of others. They come to our 3,500-tree urban forest along the American River to find and develop their passions, and to live those passions beyond the classroom.

Dynamic. Innovative. Made at Sac State

Sacramento State graduates – more than 230,000 strong – are redefining the possible in every field imaginable. They are California's educators, nurses, construction managers, scientists and engineers, business and government leaders, and so much more. They are role models and leaders. They are a major force in the region's economy and culture: More than half of the University's graduates stay and work in the area, and one in 20 Sacramento residents are alums. From local leaders like event organizers Maritza and Roshaun Davis (pictured), who are reshaping Sacramento's identity in a time of change, to national figures like *NBC Nightly News* anchor Lester Holt and award-winning filmmaker Ryan Coogler, they are defining what it means to be *Made at Sac State*.

Looking to the Future

Over the next few years, more than \$250 million in new construction will transform the Sacramento State campus and provide new opportunities for students to live and learn. A state-of-the-art Science Complex will provide cutting-edge classroom and laboratory space for students and faculty. An extensive renovation and expansion of the University Union – Sacramento State's "living room" – and a new 416-bed residence hall will enhance and enrich campus life. A 1,750-space parking structure and visitors center will welcome the community to our vibrant campus.

Sacramento: It's the Dynamic Heart of California

From a pioneer Gold Rush town to today's bustling capital, Sacramento has never shied away from its role as the hub of the Golden State. It's a city with a wild and wooly past and a global future. It's where students come to live, work, and learn in one of the nation's most diverse, innovative, and fast-growing regions.

When they're not studying? Sac State students may be wandering through the oldest public art museum in the West, watching a basketball game or concert at the state-of-the-art Golden 1 Center, relaxing along the American River, or enjoying locally grown food at one of the many dining spots that have earned Sacramento its reputation as America's farm-to-fork capital.

Sacramento State: Come Redefine the Possible

We are California's capital university, providing world-class, affordable education in the political, cultural, and economic heart of the Golden State. We are a recognized leader in education, innovation, and engagement, dedicated to the belief that there are no limits to our students' potential for excellence and success. We are powering the capital region through groundbreaking partnerships and more than 230,000 proud Hornet alumni. We are a vibrant and diverse community, united by our shared intellectual curiosity, commitment to improving the world around us, and passion for redefining the possible.

Join the Hornet Family. Stingers Up!

Points of Pride

At Sacramento State, the goals and dreams that 29,000 students bring with them are realized, and even exceeded, through first-rate academic programs and the support of caring faculty members. Sac State offers a transformative educational experience enriched by the arts, culture, diversity, natural campus beauty, and a community committed to service and excellence.

Diversity and Inclusion



Sac State is committed to diversity and inclusion and ensuring that our campus is a welcoming and inclusive place for all our students, faculty, staff and community members.

[Explore ways we work towards a diverse and inclusive campus](#)

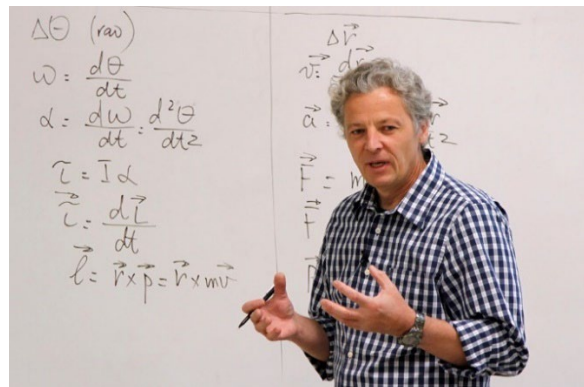
Engaged Campus



Service is at the core of Sac State's identity, and the University is a regional leader in community engagement.

[Learn how we serve the region](#)

Rankings & Distinctions



Sac State is home to top colleges, programs and people who set standards for excellence in the region and the nation.

[Learn what sets us apart](#)

Real World Education



Sac State prepares students for successful careers beyond the classroom.

[Discover how we shape the region's workforce](#)

University Strategic Plan

The students, faculty and staff on Sacramento State's Strategic Planning Committee are pleased to present the University's new Strategic Plan for 2014-2020. The committee wishes to thank the campus community for all the helpful feedback received during the planning process.



Mission

As California's capital university, we transform lives by preparing students for leadership, service, and success.

Vision

Sacramento State will be a recognized leader in education, innovation, and engagement.

Values

Student Success; Scholarship, Research, and Creative Activity; Diversity and Inclusion; Community Engagement; Innovation; Integrity; and Accountability

Sacramento State's Strategic Goals, 2014-2020

Enhance student learning and success

Excel as a place to learn, work, live, and visit

Foster innovative teaching, scholarship, and research

Engage students in a comprehensive university experience

Commit to engaging the community by building enduring partnerships that strength and enrich the region

Promote a strong University identity

A World-Class Education in a Vibrant Urban Oasis

Our beautiful campus is an urban oasis, nestled alongside the American River in the heart of California's dynamic capital city. You'll find plenty to do after classes and homework are done. Student life at Sac State is fun! You'll make new friends, and your experiences will be unforgettable.

You might play rugby. Go bass fishing. Scale [The WELL's](#) challenging rock wall. Learn Scottish country dancing. Meditate. Take up wakeboarding through the [Sac State Aquatic Center](#). [Join a club](#). Volunteer to [help others](#). Live [on campus](#) and get involved, cheer on [Hornet athletes](#) competing at the NCAA Division I level. Attend Sac State's top-notch [theater and dance](#) productions. Take in an art show. Play billiards. Get fit. Go skiing, backpacking, or snowboarding with [Peak Adventures](#). Read a book beneath one of our 3,500 shade trees. Jump on the 32-mile [American River Bike Trail](#) (aka the Jedediah Smith Memorial Trail) at the Guy West Bridge and take a long ride or a run through a unique riparian habitat.

Sac State is just minutes from the city's best restaurants, fast-food eateries, and shopping areas. Arden Fair Mall, home to JCPenney, Macy's and the Apple Store, is four miles away. The campus is less than eight miles from the State Capitol. The city of Sacramento offers a myriad of museums to explore and plenty of festivals to entertain you throughout the year. San Francisco, Northern California's wine country, the Sierra Nevada, and historic Gold Rush towns are popular weekend destinations.

At Sacramento State, you can *Redefine the Possible* every single day

Sacramento

If you are new to Sacramento (noted for its proximity to San Francisco, Lake Tahoe, and the Napa region), you may find the following sites of interest:

Sacramento Magazine produced by the Sacramento Visitor's Guide:

<http://viewer.zmags.com/publication/7edaf2e8#/7edaf2e8/1>

<http://viewer.zmags.com/publication/a108d278#/a108d278/1>

50 Things To Do in the Sacramento Region by Sacramento Magazine:

<https://www.sacmag.com/50-things-to-do-in-sacramento/>

City of Sacramento's Visitor's Tab:

<http://www.cityofsacramento.org/Visitors>

Metro Chamber Sacramento:

<https://metrochamber.org/news/recent-news/>