

National Weather Center Library Branch Manager

The University of Oklahoma Libraries seeks to recruit a National Weather Center Library Branch Manager. The position promotes use of library resources, services, and facilities by developing outreach programs, by partnering with units across campus, and through assessing the evolving needs of today's atmospheric and geographic sciences majors and faculty to implement new services as warranted. This position provides direct user services in areas of teaching, research, outreach, technology, programs, and events in a welcoming and intellectually engaging learning environment.

The branch manager also manages the day-to-day operations of the National Weather Center Library; hires, trains, and supervises staff, and student employees; develops policies and services; collaborates with other campus units; coordinates collection development; participates in library and university committees; compiles statistics and reports related to library operations; and remains current on library trends and developments.

Position Responsibilities:

Branch Management

- Responsible for the management of the National Weather Center Library, including daily management of library services and operations and supervision of branch staff.
- Participates in developing library and branch policy. Implements library policies and practices within the National Weather Center Library.
- Provides consultations for faculty and students and coordinates library-related public programming including events and exhibits.

Relationship Development

- Serves as the liaison librarian for the College of Atmospheric and Geographic Sciences.
- Develops and maintains positive working relationships outside the library with administrators, library representatives, faculty, and students in academic and affiliated units for assigned subject areas. Meets and/or communicates regularly with administrators and library representatives.
- Communicates regularly with department faculty and students through email, departmental websites or other channels as appropriate.
- Attends departmental meetings of academic departments, schools, and colleges and/or holds regular office hours in academic departments, schools, and colleges if applicable.
- Establishes and sustains positive working relationships with all levels of staff – administrators, faculty, staff, and student employees – within the library.

Scholarly Communication

- Develops and maintains working knowledge of scholarly communication and open access developments and trends as well as local, statewide, regional, and national initiatives in order to be able to consult with faculty and students and provide support for campus-level initiatives.
- Works with Open Initiatives and Scholarly Communications personnel to promote open resources supporting teaching and research.
- Manages special projects or initiatives related to academic units as assigned.

Collection Management

- Develops and manages print and electronic collections in assigned areas in accordance with current collection management policies.
- Manages and reviews approval plan profiles on a regular basis.
- Recommends the purchase of library materials for assigned subject areas.
- Works with disciplinary teams and collection management personnel to prioritize purchases and coordinate collection management projects as necessary.
- Participates in library collection review projects.
- Performs regular assessment to maintain sustainable and usable collections for faculty and students.

Research Support

- Works collaboratively with other library staff to support research data management and research impact initiatives that meet the needs of faculty and students, including developing and teaching workshops, creating online guides, and working on related projects in assigned disciplines.
- Provides research assistance to primary constituency on the use of library and related resources in person or remotely.
- Collaborates with scholars on advanced research projects or digital scholarship projects as appropriate.

Instruction, Information & Data Literacy

- Teaches instructional sessions within credit courses in assigned departments and/or works with individual students and small groups outside of credit courses as requested.
- Develops and provides specialized instruction on library and related resources and the literature of a field through classes, group training sessions, and workshops sponsored by the library or related organizations.
- Conducts tours and orientation sessions for new and prospective students, faculty, and other patrons.
- Develops and maintains subject and course guides and special topic guides for the library website and appropriate university websites and systems.
- Develops and maintains online tutorials and open educational resources for use within library and university online venues and in support of OU online learning initiatives.

Other Liaison Duties

- Contributes content for the library website.
- Compiles and submits activity reports and statistics for liaison activities related to research consultations, instructional activities, outreach programs, and other activities in a timely manner, ensuring accuracy and completeness. Creates reports related to activities as requested.
- Develops and maintains subject and interdisciplinary knowledge and knowledge of academic librarianship. Keeps abreast of new technologies/trends and how they may apply within academic libraries and to assigned disciplinary fields. Attends and participates in professional and scholarly conferences, workshops, and webinars.
- Performs special duties as assigned.

Professional, University & Administrative Involvement

- Participates in library and university committees and task forces related to primary job assignment as appropriate or assigned.
- Serves and participates at the local, state, regional, national and international level in professional and scholarly associations as appropriate to position and experience.
- Maintains up-to-date professional knowledge and skills in areas related to primary job assignment by participating in appropriate professional development and continuing education activities in the library, on campus, and within the library profession.
- Contributes to the profession through presentations and publications.

Required Qualifications

- Master's degree in any subject area.
- 24 months of related academic experience.
- Ability to work in a changing, collegial, collaborative, and inclusive environment that values the benefits of diverse perspectives.
- Demonstrated understanding of the academic library's role in research, teaching and learning, and of current and emerging trends related to scholarly communication, open scholarship information, data literacy, research data management, and impact metrics.
- Demonstrated understanding of the research and data life cycles, research trends/methodologies/processes within specific disciplines, and the ability to use this understanding to serve faculty and students in a research library setting.
- Demonstrated creative and innovative problem-solving skills, flexibility, and a strong commitment to service excellence.
- Ability to take initiative, be self-directed, and demonstrate a commitment to innovation and creativity.
- Strong organizational, project, and time management skills to lead or coordinate multiple projects and work with minimal supervision.
- Demonstrated technological proficiency and capabilities working with personal computers and software, the Web, social media, and library-relevant technologies.
- Strong oral and written communication skills.

Preferred Qualifications

- Experience establishing and managing relationships between the library and academic departments or research programs.
- Evidence of and/or interest in participating in professional development and continuing education activities, professional and scholarly associations, and presenting and publishing on work-related topics.
- Experience developing online subject guides, tutorials and/or web content for users.
- Experience in teaching students and faculty one-on-one and in classroom settings.

About University Libraries

University Libraries seeks to create an atmosphere in which diverse thought and experiences are valued and that promises opportunities to succeed and thrive. Named an "Education Futurist" and recipient of a Campus Technology Innovators Award, the University of Oklahoma Libraries' award-winning facilities and resources create opportunities for faculty and students to excel. We

invest in our organization by recruiting individuals committed to superior user experience and by actively strengthening and expanding our skills and capabilities.

The University of Oklahoma Libraries' team consists of 16 library faculty, 51 professional staff, and 35 classified staff, as well as graduate and undergraduate assistants. Facilities include the Bizzell Memorial Library located in the heart of campus, Monnet Hall, hosting the Western History Collections, and three branch libraries: Architecture Library, Youngblood Energy Library, and Fine Arts Library. Affiliated OU libraries, not within the administrative oversight of University Libraries, include: the Donald E. Pray Law Library on the Norman campus, Robert M. Bird Health Sciences Library on the Oklahoma City campus, and the Schusterman Library on the Tulsa campus.

The University of Oklahoma Libraries is the largest academic research library in the state of Oklahoma containing more than 5.4 million volumes (including 1.8 million eBooks), 3.6 million microform materials, over 300 databases, and 170,000 serials. Outstanding special collections include the History of Science Collections, with 100,000 volumes; the Western History Collections, with over 12,000 linear feet of manuscripts, 2 million photographs, 80,000 volumes, 2,700 sound recordings, 5,000 cartographic resources, and 580 works of art; the Harry W. Bass Business History Collections, with over 23,000 volumes; the John and Mary Nichols Rare Books and Special Collections, with over 12,000 volumes; and the Chinese Literature Translation Archive, which houses nearly 10,000 volumes and thousands of documents relating to translators of modern Chinese literature in the West.

University Libraries is a member of the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Greater Western Libraries Alliance, Scholarly Publishing and Academic Resources, Council on Library and Information Resources, Digital Public Library of America, HathiTrust, Western Storage Trust, Open Textbook Network, Library Publishing Coalition.

About the University

[The University of Oklahoma](#) serves the educational, cultural, economic, and healthcare needs of the state, region, and nation from three campuses: Norman, Health Sciences Center in Oklahoma City, and Tulsa Schusterman Center. The university is home to over 31,000 students, more than 3,500 faculty and 8,000 staff across all three campuses and is supported by a \$2 billion budget and an endowment of \$1.52 billion. In 2014, OU became the first public institution ever to rank #1 nationally in the recruitment of National Merit Scholars. The 277-acre Research Campus in Norman was named the No. 1 research campus in the nation by the Association of Research Parks in 2013.

The central campus and administrative offices of the University of Oklahoma are located in Norman, a city of more than 120,000 residents. Norman is often cited in “best places to live” rankings and is a culturally rich and vibrant community with outstanding schools, amenities, and a low cost of living. See [visitnorman.com](#) for more information about Norman. The state capital, Oklahoma City, is located 20 miles to the north. With over 1.35 million residents and a unique central plains heritage, the Oklahoma City metro is home to a diverse and lively array of arts, culture, dining, sports, and entertainment. For more information about Oklahoma City, see [visitokc.com](#)

Applications

All applications must include a cover letter, resume and list of three professional references. Hiring will be contingent upon submission of academic transcripts. Interested individuals may review the full position description at libraries.ou.edu/jobs. To apply for this position, go to <https://jobs.ou.edu> and search for [job number #232538](#).

Diversity Statement

The University of Oklahoma is committed to achieving a diverse, equitable, and inclusive university community by recognizing each person's unique contributions, background, and perspectives. The University of Oklahoma strives to cultivate a sense of belonging and emotional support for all, recognizing that fostering an inclusive environment for all is vital in the pursuit of academic and inclusive excellence in all aspects of our institutional mission.

Equal Employment Opportunity Statement

The University of Oklahoma, in compliance with all applicable federal and state laws and regulations, does not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, housing, services in educational programs or activities, and health care services that the University operates or provides.