LIBRARY DIRECTOR

Pittsburgh Theological Seminary, a graduate institution of the Presbyterian Church (U.S.A.), seeks a Director of the Barbour Library, a research library which contains the largest theological collection in the three-state region and is among the largest of stand-alone seminary libraries in the country. The building housing the collection was built in 1964, and will undergo an extensive renovation shortly after the appointment of a new Director.

The Director will administer the daily operation of the library, selecting and supervising staff; developing, implementing, and interpreting policies and procedures; and selecting and purchasing library materials to maintain and improve the permanent collection. A full position description is provided below.

This is a joint administrative-faculty appointment, reporting to the Vice President for Academic Affairs and Dean of Faculty. Qualifications include graduate degree(s) in theological studies from an accredited school, as well as M.L.S. or equivalent from an ALA accredited program and demonstrated competence as a librarian in a position with significant administrative responsibilities. A commitment to disciplines of bibliography and theological education in the context of the Christian faith and church and the ability to work in a collegial fashion with staff, faculty, administration, student and the larger community are essential. Women and members of historically underrepresented racial and ethnic groups are especially encouraged to apply. Apply by sending a cover letter that includes your vision of the future of theological libraries, CV, and three letters of reference to the Dean of Faculty at librarysearch@pts.edu. Applications will be reviewed until the position is filled.

I. QUALIFICATIONS

A. Essential

1. Graduate degree(s) in theological studies from an accredited school(s), as well as M.L.S. or equivalent from ALA accredited program.

2. Demonstrated competence as a librarian in a position with significant administrative responsibilities.

3. Experience with the application of information technology to library operations and services, including networking and online systems.

5. Ability to work in collegial fashion with staff, faculty, administration, students and larger community.

6. Demonstrated ability to communicate effectively in a timely manner, both in oral and written form, and to hear what others are saying.

B. Desirable

1. Experience as an academic theological librarian.

2. Working knowledge of the major languages of theological disciplines.


4. Ph.D. or equivalent.

II. RESPONSIBILITIES

A. Administration

1. Administer daily operation of the Barbour Library

2. Select and supervise the library staff in consultation with the administration. Provide opportunities for team building and staff development, including regular performance reviews with constructive assessment.

3. Develop, implement and interpret the library’s policies and procedures.

4. Select and authorize purchases of library materials; acquire books, papers, documents, visual and audio materials and necessary equipment which may be desirable to maintain and improve the permanent library collection as a theological library for the use of the seminary community.

5. Supervise and manage the physical library facility, in cooperation with the Facilities Director, to ensure that the library is safe, accessible, effective, efficient, and inviting.

6. Prepare the library’s annual budget in consultation with the President, Dean, and Vice President for Finance and Administration, and manage the same. Participate in the accreditation process.

7. Communicate with staff, faculty, administration, and students on a regular basis, providing updates and advocating with regard to library issues and services.

8. Prepare periodic reports to the Dean and to the meetings of the Board of Directors of the Seminary.
B. Planning and Development

1. Plan, implement, and assess goals and priorities for development of the library’s resources and collections, including special collections, in support of instruction and research.

2. Remain informed on current technologies and trends in academic libraries and implement them appropriately to support the seminary’s mission.

3. Provide instructional programs and resources for all library users on an ongoing basis.

4. Maintain systematic approaches to library operations to assure faculty and student access to needed information.

C. Professional Associations

1. Cooperate with librarians at other educational institutions to facilitate reciprocal borrowing and specialized acquisitions.

2. Participate actively in appropriate professional academic and library societies.

D. Librarian (as defined in By-Laws of Pittsburgh Theological Seminary, Article V, Section 4H [November 12, 2013]):

The Librarian shall hold a joint administrative-Faculty appointment and shall have charge of the operation of the Library and make available to the Faculty, students and others, the facilities and research and study materials contained therein for their use in accordance with generally accepted library procedures. The Librarian shall, within budget limitations, acquire books, papers, documents, visual and audio materials and equipment necessary for the use thereof, as determines to be desirable to maintain and improve the permanent Library collection as a theological library; catalog and index all library materials under the Library of Congress system; and promulgate and enforce reasonable rules and regulations for the use of the library facilities and of the materials contained therein. As a Faculty member, the Librarian shall report to the Vice President for Academic Affairs and Dean.

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