**STATE uNIVERSITY OF NEW YORk**

**ONEONTA**

**Head of Bibliographic and Digital Services**

**(Associate Librarian)**

The James M. Milne Library at the State University of New York College at Oneonta invites applications for the position of Head of Bibliographic and Digital Services. The twelve-month, tenure-track librarian reports to the Library Director and holds the rank of Associate Librarian. The initial appointment will be for two years. The successful candidate will supervise one librarian, one professional and four classified staff members in a library employing 25.5 full-time staff members. Expectations include providing leadership, vision, and expertise to the Department of Bibliographic and Digital Services in a user-centered library that offers comprehensive scholarly collections, broad-based information services, and study and research facilities. To meet tenure-track requirements, the successful candidate will perform effectively as a librarian, serve on library and campus committees, make scholarly contributions to the field, and pursue ongoing professional development.

SUNY Oneonta is a public college in Central New York, enrolling about 6,500 students in bachelor’s, master’s and graduate certificate programs. Most of SUNY Oneonta’s main campus lies within the City of Oneonta, which is located in the northern foothills of the Catskill Mountains, about a four-hour drive from New York City, Boston and Philadelphia. With a population just shy of 14,000, the City of Oneonta is the largest municipality in a rural region dominated by agriculture and tourism.

Known as an exemplary residential campus that values inclusion, service and sustainability, SUNY Oneonta is a nurturing community where students grow intellectually, thrive socially and live purposefully. Employees give SUNY Oneonta high marks for work/life balance and culture. The college’s indeed.com and glassdoor.com ratings are 4.5 and 4.1, respectively.

Beyond campus, many residents enjoy the natural beauty of the Catskills. Outdoor activities such as hiking, biking and running are among the most popular. Several ski areas nearby typically operate for seasons lasting over 100 days beginning in late November or early December. During the summer, boating, swimming and other water sports are popular on lakes throughout the region.

To learn more about the College or the Department, please visit <https://suny.oneonta.edu> or <https://suny.oneonta.edu/milne-library>.

**Duties include but not limited to**: supervising and training academic, professional, and classified departmental staff; serving as an Alma administrator (library services platform) responsible for the configuration and maintenance of Alma and the support of all functional areas within the library; managing budgets and performing statistical analysis; overseeing all aspects of technical service, such as cataloging, acquisitions, e-resources, and technical processing; developing policy and assessing department and library services; evaluating and updating workflows and practices; working collaboratively in a user-centered environment; providing reference service as scheduled; serving as liaison to academic departments.

**Required Qualifications:** master’s degree in library or information sciences from an ALA-accredited program (or equivalent credential) at the time of application; minimum 5 years of professional library experience with 1-2 years of supervisory experience; experience with library management systems; experience with library technical services; experience with budget planning and expenditure analysis; demonstrated understanding of emerging trends and practices in librarianship; evidence of effective communication skills.

**Preferred:** Alma administration certification; experience in original cataloging; professional experience in an academic setting; knowledge of e-resource licensing; experience with vendor relations; experience working in a consortial environment; experience with collection development; experience working with diverse populations and/or teaching pedagogies and/or multicultural teaching experience.

**To apply online go to:** <http://oneonta.interviewexchange.com/candapply.jsp?JOBID=114141>. Please upload a letter of interest and curriculum vita. Contact information for three professional references is required.

For other employment and regional opportunities, please visit our website at: <https://suny.oneonta.edu/about-oneonta/employment>.

*Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor’s Office of Employee Relations at (518) 474-6988 or via email at* [*info@goer.ny.gov*](mailto:info@goer.ny.gov)*.*

*SUNY Oneonta values a diverse college community. Please visit our website on diversity at:* <https://suny.oneonta.edu/diversity>. *Moreover, the College is an Equal Opportunity/Affirmative Action employer. Women, persons of color, persons with disabilities, and protected veterans are encouraged to apply.*