

## Director of Library Services

The American University in Dubai invites qualified applicants to apply for the position of **Director of Library Services**.

The fundamental responsibility of this position is to administer the Library and deliver service to students, faculty and other users in an efficient manner.

The director of Library Services provides leadership in planning, managing the budget, implementing and evaluating all services, reviewing the status of the physical facilities, and supervising the library staff of the American University in Dubai. Implements best practices and latest trends in librarianship and in technology and as appropriate to the library's mission.

### Principal Responsibilities:

- Directs library operations and manages and supervises library faculty and staff;
- Develops short- and long-term plans for the library and related goals and objectives consistent with the university's and library's mission;
- Consults with university faculty to determine library resources and service needs of academic programs and departments;
- Responsible for overall collection development and delegates specific areas of collection development to the librarians, and participates, when possible, in bibliographic instruction and reference service;
- Keeps up-to-date with the library and information product and services industry and meets regularly with publishers and library service providers;
- Prepares the library budget and manages expenditures in the Library's annual operating budget, in consultation with the Chief Financial Officer, and makes necessary decisions to effectively spend the budget in the face of competing needs;
- Serves as the chief advocate and spokesperson for the library
- Assesses quality and effectiveness of programs and services and supports accreditation and licensure processes;
- Prepares reports, survey information, and other documents necessary to meet the library's reporting obligation to the Library Advisory Committee, University Offices (Institutional Effectiveness, Provost, President) and other academic and administrative bodies;
- Serves on university committees for curriculum and research governance
- Works with Central Services to coordinate maintenance and modifications to the Library building.
- Build professional librarian networks appropriate to the academic mandate

### General Competencies and Skills:

- Leadership Skills - Displays effectiveness in communication, motivation, and directing others' work.
- Planning Skills - Plans and organizes work effectively by setting goals, prioritizing tasks, and evaluating progress.
- Fiscal Management - Demonstrates sound fiscal oversight through budgeting, managing accounts, and controlling expenses.
- Cooperation with individuals supervised - Listens to suggestions or complaints, displays sensitivity, and is approachable by subordinates.
- Conflict Resolution Skills - Exhibits skill in addressing and resolving workplace conflicts.
- Mentoring Skills - Encourages and coaches staff in a positive manner and fosters staff development.
- Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external customers.
- Teamwork - Works effectively with other employees, e.g., other managers or supervisors

### Library-specific Competencies and skills:

- Knowledge and experience of best practices in Cataloguing and Classification
- Knowledge and experience in Electronic Resource Management
- Knowledge and experience of library platform services and content hosting platforms
- Knowledge of library products, vendors and publishers
- Knowledge and experience in information and research services appropriate to an academic library environment

Essential Qualifications:

- Master's degree in Library Science
- Membership of professional library associations
- Five years of academic library experience at a middle management level or higher
- Leadership qualities
- Innovative, creative and flexible

Preferred Qualifications

- Experience as a library director
- Experience as a library director
- Additional discipline knowledge
- International experience
- Additional advanced degree
- Additional foreign language

Applications will be accepted and evaluated until this position is filled.

Interested applicants must submit the following requirements via email to [recruitment@aud.edu](mailto:recruitment@aud.edu).

(Please state the title of the position as the subject of the email)

- Cover letter
- Updated CV
- Contact information of three (3) academic/professional references

Alternatively, applicants can submit their application materials to the following postal address:

**Angele El Khoury**  
**Director of Human Resources**  
The American University in Dubai  
P. O. Box 28282, Dubai, U.A.E.

*No telephone calls please.*

*While we thank all applicants for their interest, only those under consideration will be contacted for a follow-up interview*