

# Manager, Acquisitions and Content Management

## Position Details

### Position Information

**Position Title** Manager, Acquisitions and Content Management

**Department/Unit** University Libraries

**Location** Halifax

**Posting Number** S196-22

**Employee Group** DPMG

**Position Type** Regular, On-Going

**Duration of Contract (if applicable)**

**Employment Type** Full Time

**Full-time Equivalency (FTE)** 1.0

**Salary** \$52,669 - \$71,260 per annum

**Classification** ADM-05

**Provisional Statement** This is a provisional classification. Formal classification procedures will be initiated by the Job Design Unit in approximately six months.

**About Dalhousie University** Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our more than 20,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

**Job Summary** Dalhousie University Libraries support and advance learning and research endeavors by providing collections, facilities and services that enable expedient access to the world's information and knowledge. Under the direction of the Associate Dean, Resources and the supervision of the Resource Management Librarian, the Manager is responsible for the day-to-day operations of the Resources unit. The Manager supervises the key Resources work functions of a large and diverse group of Resources staff across five different physical libraries, with specific responsibilities for collections and materials acquisitions, physical processing, payments, cataloguing and catalogue maintenance, serials management, as well as e-resources access and maintenance.

## **Key Responsibilities**

- Responsible for all technical services operations within the Resources unit, including acquisitions, cataloguing, physical processing, serials management, and e-resources management.
- Provides leadership in the management of acquisitions of collections materials of all formats. Ensures workflows are conducted in a timely and cost-effective manner.
- Works closely with the Collections & Metadata Librarian to ensure uniform application of standards for resource description and access of the Dal Libraries collections. Participates in the evaluation of the effectiveness of catalogue data and metadata for resource discovery.
- Ensures continuous access to electronic resources using a comprehensive suite of e-resources management tools including: Library Services Platform (LSP), link resolver, proxy server, knowledgebases and vendor systems.
- Represents the library's interests with a wide range of library resources vendors. Builds effective working relationships with external vendors to ensure optimal outcomes for the Dal Libraries with regard to acquisitions pricing and renewals.
- Coordinates and supervises the work of approximately twenty-three staff working across five physical library locations. Assigns tasks and manages performance and productivity.

## **Note**

Due to operational requirements, the successful applicant is required to work in-person on campus.

Dalhousie's vaccine mandate has been suspended at this time, and employees no longer need to provide proof of full vaccination. However, health and safety risks to our community will continue to be monitored and a vaccine mandate may be reinstated if necessary.

## **Qualifications**

Diploma in Library and Information Technology or equivalent educational qualification, plus seven years' experience in an academic library setting with increased levels of responsibility in the operational and fiscal management of resources (or equivalent combination of training and experience) is required. Undergraduate degree will be considered an asset. Demonstrated supervisory experience is required. Knowledge and experience in acquisitions, cataloguing, serials, e-resources standards, trends and best practices is key. Experience working with publishers and vendors of electronic resources and with subscription agents is required. The ability to perform duties through utilization of a variety of office software applications is vital to this position, such as the Microsoft Office suite of products, MarcEdit, bibliographic utility (e.g. OCLC), integrated library systems and web-based search engines and related resources. Experience with the Alma Library Services platform an asset. Evidence of ability to learn quickly, and to adapt to changing procedures and technologies. The ability to organize work, establish priorities, and meet deadlines is essential. Excellent communication skills orally and in writing, with an ability to give instructions and explain procedures clearly and succinctly.

## **Job Competencies**

The successful candidate is expected to demonstrate proficiency in Dalhousie's core and leadership competencies

(<https://www.dal.ca/dept/leaders.html>), in particular:

- Integrity
- Respect & Inclusion
- Adaptability
- Knowledge & Thinking Skills
- Communication

**Additional Information**

*Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.*

**Application Consideration**

Applications from current university employees and external candidates are assessed concurrently. Current university employees will be given special consideration.

We sincerely appreciate all applications and note that only candidates selected for an interview will be contacted directly by the hiring department or Human Resources.

**Diversity Statement**

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Indigenous persons (especially Mi'kmaq), persons with a disability, racialized persons, including persons of Black/African descent (especially African Nova Scotians), women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/hiringfordiversity](http://www.dal.ca/hiringfordiversity).

**Posting Detail Information**

**Open Date** 05/27/2022

**Close Date** 06/10/2022

**Quick Link for Direct Access to Posting** <https://dal.peopleadmin.ca/postings/10221>