The Flora Lamson Hewlett Library of the Graduate Theological Union seeks an engaged, innovative, and user-centered professional for the position of Head of Collection Development.

This is an excellent opportunity to work with collaborative colleagues who acquire and provide timely access to scholarly resources for an energetic and diverse community of students, faculty, and researchers. Reporting to the Director of Library Services, the Head of Collection Development is responsible for overseeing acquisitions, serials, and conservation of resources, in electronic and print formats. The successful candidate will exercise a key leadership role in ensuring access to information for teaching and scholarship, and will:

- Select, acquire, and make accessible the books, journals, databases, and other media for the both GTU main library and our branch at the SFTS campus
- Work with the director and other departments to monitor budgets, and to order, receive, and correctly process materials
- Exercise responsible stewardship of the entire collection including making decisions about shelf management, gifts, withdrawals, and off-site storage
- Prepare assessments, estimates, and reports about the collection, its use, and the acquisitions budget
- Work with librarians and staff on acquisitions projects and long-term collection planning
- Serve as the contact person for the GTU community, other libraries, and vendors regarding collection development

While this position focuses primarily on collection management, all GTU librarians serve the needs of the students, faculty, and staff, of the entire consortium. The Head of Collection Development will assist with implementing the Library’s Strategic Directions and will be expected to be professionally active through participation in appropriate regional or national professional associations.

Minimum Qualifications Required:

- ALA-accredited MLS/MLIS or the equivalent combination of a relevant advanced degree and experience working in an academic library.
- At least three years of professional experience performing Collection Development/Acquisitions in an academic library.
- Demonstrated ability to select subject-appropriate materials in German and at least one Romance language.
- Knowledge of religious and theological literature.
- Experience with bibliographic databases and library automation software, preferably OCLC and Innovative Interfaces Millennium, or Sierra.
- Experience in the development of a departmental budget, budget management, the use of quantitative and/or qualitative data to inform rational decision-making, and the production of periodic reports related to the department.
- Previous supervisory experience.
• Demonstrated analytical skills with proficiency in Microsoft Excel and experience using quantitative and/or qualitative data to inform rational decision-making.
• Ability to work creatively, collaboratively, and effectively both as a team member and independently, and to promote teamwork among colleagues.
• Ability to be proactive, flexible, and collaborative in order to accomplish departmental, library, and institutional goals.
• Excellent written and verbal skills and strong interpersonal skills.
• Commitment to fostering a diverse educational environment and workplace and ability to work with a diverse student and faculty population.

Preferred:
• Two years supervisory and training experience of Acquisitions, Serials, or Conservation staff.
• Experience developing and maintaining strong vendor relationships, including the negotiation of license agreements.
• A degree in theology, religion or philosophy; or three years demonstrated library experience in the subject area.

Special Skills:
• Strong interpersonal skills and demonstrated ability to work effectively with library staff, diverse faculty and student populations, donors, and vendors.
• Commitment to customer service excellence.
• Working understanding of the nature and functions of an academic research library, with a respect for the value of the book and primary resources; as well as the role of digital resources in theological education.
• Ability to thrive within a complex organization and to view the library within the context of the larger institution.
• Negotiating and problem solving skills.

Compensation: $60,000-$70,000 dependent on qualifications, plus excellent benefits including a 7% employer retirement contribution to TIAA; medical and dental coverage; and generous paid sick and vacation time.

For a full job description and application process, visit https://www.gtu.edu/about/employment

The Graduate Theological Union is an Equal Opportunity Employer