Director of Library Services

General Statement
Montana State University Billings is a comprehensive public four-year higher education institution located in Montana’s largest population center, whose faculty is actively engaged in teaching, research, creative endeavors and public service. MSU Billings is unique in that it is one of a select few higher education institutions that also boasts an embedded two-year community college. The University opened in 1927 and was initially called Eastern Montana State Normal School at Billings and was established to prepare teachers for elementary schools in eastern Montana. MSU Billings has grown, with the city of Billings and Yellowstone County, into the major urban comprehensive higher education center of south central and eastern Montana. The University campus consists of four colleges: the College of Arts and Sciences, the College of Business, the College of Education and the College of Allied Health Professions. Seven miles west of the University campus sits City College at MSU Billings, which serves the comprehensive two-year mission of the university.

Duties and Responsibilities
The Director of Library Services is a dynamic and creative leader responsible for planning, implementing, directing, and evaluating all aspects of library services on both the University and City College campuses; articulating a vision for the future of MSU Billings Library Services; and providing strategic leadership to ensure supportive, student-focused services. The Director works collaboratively with departments on campus as well as other institutions throughout the state and region to provide access to excellent resources and services for MSU Billings students, faculty, and staff, as well as members of the Billings community. The Director plays an active role in the statewide TRAILS (Treasure State Academic Information & Library Services) consortium. The Director reports directly to the Provost and Vice-Chancellor for Academic Affairs.

As Director of Library Services, in coordination with deans, faculty, student affairs, and administrative services, this position will:

1. Plan and manage all aspects of library operations, including strategic planning, personnel and facilities management, budget development and management, program development, and ongoing assessment of library services and resources
2. Implement the university’s mission and vision through long-range strategic planning
3. Lead and manage a team of 5 professional librarians and 6 FTE staff members and foster an organizational culture of collaboration, open communication, flexibility, and collegiality
4. Identify and develop appropriate information technologies in providing high-quality, user-centered services
5. Manage and improve library space resources to meet the needs of diverse clientele
6. Represent and advocate for the library within the university community by serving on committees and advisory boards, including the Deans’ Council, the Library Advisory Committee, and other local, state, regional, and national groups
7. Provide collaborative opportunities for library personnel to engage with faculty, students, administrators, and others to enhance the work of the library and build partnerships across campus and within the community
8. Provide framework for the future role of the library in an academic setting
9. Serve on campus and statewide committees and task forces
10. Support the scholarship and professional development of library personnel
11. Develop policies, procedures, and assessment strategies for building and managing print and electronic collections
12. Foster information literacy instruction throughout the MSU Billings curriculum to enhance student learning
13. Serve as liaison to academic department(s), including library instruction sessions

**Required Qualifications - Experience, Education, Knowledge & Skills**
- MLS degree from an ALA accredited program
- Strong interpersonal skills, including verbal and written communications
- 5-7 years of increasingly responsible professional library experience
- Demonstrated knowledge and understanding of current issues in academic librarianship and higher education
- Record of professional engagement at the local, state, or national levels
- Demonstrated experience working within complex budgetary systems
- Commitment to supporting university curriculum through development of print and electronic collections
- Experience fostering a collegial working environment and building consensus

**Preferred Qualifications - Experience, Education, Knowledge & Skills**
- Additional graduate degree
- Proven ability to work collaboratively with library staff, faculty, students, and administrators
- Ability to support diverse populations and wide-ranging needs among many constituencies
- Strong background in planning and assessment of library services
- Experience with higher education accreditation methods and initiatives