



## UNIVERSITY LIBRARIAN

University Library

**Alfaisal University** is a private non-profit research intensive university for both men and women located in Riyadh, Saudi Arabia. The University was founded by the highly reputed King Faisal Foundation in 2003. The University began instructional operations in 2008 offering international standard undergraduate and graduate programs in Business, Engineering, Medicine and Science and General Studies. The teaching language of Alfaisal University is English. Situated in the palace grounds of the late King Faisal Al Saud, the University is located in the heart of Riyadh, a center of government, industry, commerce, research and an ever growing student population.

Alfaisal University invites nominations and applications for the position of University Librarian (start date September 1, 2012). The librarian leads the advancement of the library through its quality services provided to undergraduates, graduates and researchers and should guarantee the library's continued success and growth. Alfaisal University seeks an individual with a record of visionary, optimistic leadership who can extend the library's positive trajectory in advancing its excellence in supporting learning, teaching and research. The librarian serves as an executive officer of the library with responsibilities for the effective management of the Library and its collections, services, projects, staff development, personnel oversight, budget planning and management of library systems, library policies and procedures, short and long term strategic planning and accreditation requirements.

### Job Qualifications:

- 1) MLS or equivalent (PhD is preferred) with prior record of university-level faculty appointment at senior rank.
- 2) Minimum 15 years experience in a university environment of which at least 5 years as librarian/library director.
- 3) Proven record of leadership at the department chair level or above within a university library organizational structure.

### Duties and Responsibilities will include:

- 1) Provide vision, mission and strategic directions for library services in alignment with the University's vision, mission and strategic directions. Develop and implement long and short range plans and goals, interpret objectives and plan activities.
- 2) Coordinate collection development and acquisitions. Follow up on all accreditation requirements of the library.
- 3) Establish and implement library and information policies, priorities, and procedures which include collection policy, items borrowing policy, plagiarism policy etc.... Develop and manage convenient, accessible library and information services.

- 4) Develop and manage the budget for the library and ensure the provision of cost-effective library and information services, technology and media. Order materials and maintain records for payment of invoices through proper channels.
- 5) Analyze and evaluate library and information services, technology and media service requirements. Prepare periodic reports related to the usage of library and information services, technology and media services, resources and activities, which should be considered in any renewal or retention for any of these services.
- 6) Perform original cataloguing and classification of print, audio-visual and electronic resources. Develop and maintain special indexing systems and files for special collections. Provide effective access to library collections and resources & ensure efficient retrieval by users. Maintain inventories, compile statistics and generate reports as required. Respond to daily on-site requests for information.
- 7) Supervise subordinate Library administrators; assigns special projects; evaluates performance and provides direction in the development of departmental goals, objectives, programs and services. Develop training programs to train library users to effectively search the Library catalogue, Internet and other electronic resources. Maintain circulation files, records and statistics.
- 8) Plan, organize, coordinate and direct the Library's services to all members and stockholders with a level of satisfaction that meet the Library's goals and objectives. Handle the selection process in coordination with the related stakeholders to purchase library materials, equipment, software, and electronic resources. Design and conduct satisfaction surveys of the library services.
- 9) Establish and maintain effective working relationships with other agencies and officials, community leaders and groups, other library leaders and the general public. Research and introduce new technology and formats into library operations. Collaborate with faculty colleagues to address issues related to library research. Familiarity with library needs for Medicine, Engineering Business and Science programs.
- 10) Represent library presence to other organizations in the community. Arrange special training activities. Prepare publicity; conduct tours, speeches, and programs for local groups and classes. Develop interesting displays, flyers, brochures, and other PR materials.
- 11) Serve on academic and/or administrative committees that deal with institutional policies, departmental matters, and academic issues. Communicating with colleagues, and participating in professional meetings and workshops. Provide library services in response to the information needs of library users.
- 12) Perform ad hoc special assignments related to the Library Studies or other University matters as deemed appropriate by the Provost or the President.
- 13) Provide guidance, support, leadership and management to the Library employees to ensure effective and efficient flow of work, and ensure that all employees recognize their fundamental roles to achieve Alfaisal University's overall organizational objectives with a strong commitment to affirmative action.

- 14) Conduct annual performance appraisal to review employee's performance, carries out disciplinary meetings when needed, recommends salary adjustments, rewards and promotions based on employee performance result.

**Please send letter of application and current CV, and have 3 referees send letters --all via e-mail to: [librarian.position@alfaisal.edu](mailto:librarian.position@alfaisal.edu)**

For best consideration, please apply before March 1, 2012.