

## ASSISTANT UNIVERSITY LIBRARIAN

This is professional library administrative work in planning, developing, implementing and evaluating the University's library information technology and automation program. Work involves providing leadership and coordination in the planning, development, implementation and evaluation of the library information technology program and services; maintaining an integrated library on-line system which serves all campus libraries of the UH system, public and staff computers, networks and academic information systems; researching and developing policies for information technology; developing an overall program including long and short range goals, studies and program requirements to effectively support informational instructional services and to assist users to readily obtain and effectively use research materials from the library system; exercising control over information technology systems and equipment, and facilities; maintaining and promoting communication across library departments to facilitate functional problem solving processes; developing and maintaining effective working relationships between the university and users; and participating in the overall library administrative functions of budgetary formulation and control and human resources management. The work requires knowledge and expertise in academic library administration with emphasis on computerized on-line search/retrieval systems. Supervision is exercised over a staff of library faculty and non-faculty professional and clerical personnel. Work is performed under the general supervision of the University Librarian who reviews work through written and oral reports, observation of results obtained, and users' evaluations of services.

The reinstatement of the class, Assistant University Librarian, is effective January 21, 2011.

  
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President, University of Hawai'i

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02/08/11

Date