

Job Description of Chief Librarian

The Chief Librarian should provide a strategic direction and leadership in achieving the university's vision of creating a world-class Digital Library. Besides traditional knowledge of the library functions, the librarian should be well-versed with the latest technological developments in the digital library science and provide high-quality service to the user through digital resources. The librarian should work towards building positive and compelling workplace culture.

Major Duties and Responsibilities:

- Determine strategic directions for all library collections and ensure the accessibility of all resources, including the kinds of material and formats offered; the timely selection/de-selection of library material.
- Develop effective print and electronic resources, services, facility, manage budget and human resources.
- Perform professional library work in collection development, including acquisition, evaluation, selection, and weeding of digital and print library materials.
- Effectively manage the licensed digital resources and implement ways of making the existing software available on mobile applications.
- Manage a complex physical and virtual environment to deliver information services and preserve information in all formats.
- Develop a database of internal knowledge resources and have up-to-date information technology skills.
- Collaborate with the IT staff to develop information service strategies and initiatives that maintain a high level of patron satisfaction with on-site and digital technology resources.
- Create, develop and manage digital library and assist the faculty members in understanding the different aspects of Bibliometrics.
- Collect, maintain and report digital resources and services statistical data to Library Administration.
- Identify and implement emerging digital library technology both hardware and software.
- Manage the library's social media presence, maintains content on the library's website and identify other platforms of communicating.
- Negotiate, monitor and evaluate contracts with vendors, including pricing, licensing and other agreements with vendors.
- Build cooperative relationships with on and off-campus constituencies as an advocate for the library.
- Work cooperatively with librarians and staff to promote the use of digital tools and resources to serve the user.
- Provide information, readers advisory and reference services.
- Perform other assigned duties.