



The Texas Medical Center Library Executive Director

Summary:

The Executive Director of The Texas Medical Center Library has the primary responsibility for envisioning and leading all activities to plan, direct and evaluate the services and resources of a private consortium library that serves a number of nationally and internationally prominent health related institutions including universities and hospitals in the world's largest medical center and the fourth largest city in the United States. The Executive Director functions collaboratively with a Board of Directors comprised of faculty and administrative leaders of member institutions to achieve the Library's mission to provide innovative support for the acquisition, management, and delivery of biomedical knowledge to the institutions of the Texas Medical Center.

Job Responsibilities:

- Ensures library services and resources are of the first order to support the educational, research, health care and service missions of its member institutions
- Provides professional expertise, administrative leadership, and overall direction for the Library including strategic, financial and space planning
- Actively collaborates with member institutions to identify opportunities, programs, and resources to maintain state-of-the-art services to Library users and identifies innovative technologies and solutions to address changing needs
- Provides primary administrative leadership for all operational areas of the Library including allocation of financial resources and personnel
- Provides direct supervision to department heads
- Represents the Library locally, regionally, and nationally

Required Skills and Abilities:

- Proven ability to lead a team of professionals, promote team growth and foster development of team members
- Successful planning, implementing and evaluating of library services and programs
- Demonstrated ability to obtain grant funding and successful fundraiser
- Proven ability to lead and implement strategic plans
- Excellent written and verbal communication skills
- Demonstrated capacity to work collegially and effectively with diverse groups of administrative leaders, faculty and professional staff of academic and healthcare institutions
- Demonstrated ability to foster local and regional collaborations with other libraries and participate in national programs

Education: A master's degree in library or information science from an ALA accredited program required.

Experience: A minimum of five years experience in a senior leadership role in a library or related institution is required. Experience obtained in a health sciences library preferred, but academic or special library experience will be considered.

Supervision Given: Department heads; Chief Financial Officer; Chief Development Officer

Supervision Received: This position reports to the Library Board of Directors