Wartburg Theological Seminary

Title: Director of Reu Memorial Library

Classification: Exempt

Position Status: Full-time

Benefits: Health Insurance, 403(b) Retirement Plan, vacation, sick and holiday pay

Supervisor: Academic Dean

Position Summary:

The Director of Reu Memorial Library shares Wartburg Seminary's commitment to form leaders for public ministry in the church and world, a commitment that affirms and develops the gifts of the whole people of God. The Director is responsible for administering the Reu Memorial Library at Wartburg Seminary, including the implementation of educational technologies. This person should have demonstrated ability as an administrator.

Reu Memorial Library serves Wartburg Seminary's mission to form leaders for the church by serving as a space, both physically and digitally, to gather its community near and far to foster relationships, inspire and support learning, and enrich ongoing formation by:
- ❖ Creating access to resources for geographically dispersed, linguistically diverse, and differently abled community members, including students, staff, faculty, families, alumni, and congregational partners
- ❖ Providing a variety of flexible spaces for collaboration, connecting community members within and across modalities for work, play, and study, all in support of their continued development as leaders for the church
- ❖ Integrating technology in a way that is adaptable, evolving as our needs change

Major Responsibilities/Activities:

The Director is responsible for administering the Reu Memorial Library at Wartburg Seminary. Specific responsibilities are to:
- Provide leadership through communicating the vision for the library to various constituencies (students, professors, visitors, and others);

- Directly administer the development and preservation of the collections, including the acquisition of library resources in consultation with the faculty and the library staff;
- Recommend programs, policies, and procedures, and prepare an annual budget required to support them;
- Recruit, evaluate, organize, and supervise staff through clear patterns of delegated responsibility and accountability, according to the personnel policies of Wartburg Theological Seminary;
- Collaborate in the academic activities of the faculty (for example, consulting in research and publication);
- Serve as system administrator for the library catalog system, facilitating updates, and troubleshooting all catalog problems.
- Serve as system administrator for the DTL (Digital Theological Library) interface with our catalog, and create links between the two catalogs.
- Serve as liaison with DTL administrators, including:
  - ❖ Serve as representative to membership meetings and negotiate contracts.
  - ❖ Work with DTL on any catalog and purchasing issues.
- Oversee the library budget and work with Wartburg Theological Seminary's Vice President for Finance and Operations on budget creation for each year.
- Upkeep and manage all the other library databases we own or subscribe to.
- ATS & IPEDS statistics: fill out all the statistical forms for various agencies, including ATS (the Association of Theological Schools) and IPEDS (the Integrated Postsecondary Education Data System).
- Provide library orientation for all degree and TEEM students.
- Oversee the Region 5 Archives and liaison with the Candidacy & Leadership Manager for Region 5 on the Archives. Supervise the Wartburg Seminary Archivist.
- Oversee the Writing Center and supervise the staff person.
- Serve as liaison with the University of Dubuque Library, including with the Institutional Review Board.
- This position is a staff position, with voice in faculty meetings. In this role, the person will teach research-specific courses, to be determined by academic qualifications
- Care for Library and Rare Book Room
  - ❖ Maintain stacks and collections
  - ❖ Serve as liaison with maintenance staff
  - ❖ Maintain copier/printer
  - ❖ Maintain the Rare Book Room: monitor humidity

Supervisory Responsibilities:

- Supervision for the library staff and the Region 5 Archivist

Qualifications:

Education & Experience Required:

- Bachelor's degree or higher
- Master of library science degree (MLS)

- Prior experience in professional library work, preferably in an academic setting
- Theology degree preferred
- Experience in a theological library preferred

<u>**Skills Required:**</u>

- Provide leadership for and promote awareness of new and emerging technologies (especially AI) to improve the patron experience and library services, and support the ongoing learning of faculty
- Ability to leverage new technologies to develop a vision and new strategies to support changing student needs
- Demonstrated understanding of program and service trends that support academic success
- Ability to work well with students and support their research needs
- Ability to facilitate community using the physical space of the library, with attention to distance learners
- Ability to think analytically and to develop new or revised systems, procedures, and work flow
- Ability to curate theological resources that are up-to-date and reflect the DEI (Diversity, Equity, and Inclusion) commitments of Wartburg Theological Seminary
- Ability to communicate well both orally and in writing
- Strong collaborative working patterns
- Ability to develop a vision for the library and usage beyond the immediate seminary community
- Ability to employ management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operations
- Commitment to the mission of Wartburg Theological Seminary

Work Environment:

This position has frequent interaction with faculty, students, staff and other Wartburg constituents. This position operates in a professional office environment and given duties of the position will be exposed to dust. This position routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. Altered work schedules may occur as assigned and requested by supervisors. There may be some evening and weekend work as needed.

This position is based in Dubuque.

Physical and Mental Demands:

While performing the duties of this job, the employee is regularly required to talk, hear, move around, and work at distances close to the eyes. Arms, hands and fingers will be needed to handle and reach. Employee will occasionally need to lift boxes or materials up to 50 pounds, and be able to bend, squat, push/pull and kneel. Concentration and ability to work at one location standing or sitting for long periods of time. Ability to follow written or oral instructions, and ability to solve practical problems with little supervisory involvement.

Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Wartburg Theological Seminary recruits, employs, trains, compensates, and promotes regardless of race, religion, color, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, and other protected status as required by applicable law.