# Assistant Director for Resource Management and Repository Services, Tisch Library

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Tufts University
in Medford, MA

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**Type:** Full-Time
**Salary:** $96,500 - $144,800 per year
**Category:** Libraries

**What You'll Do**

Tisch Library seeks an experienced, strategic, creative, and forward-thinking leader to serve as Assistant Director, Resource Management and Repository Services.

Reporting to the Library Director, the Assistant Director, Resource Management and Repository Services (RMRS) provides overall strategic vision and leadership for the division, which is made up of the Acquisitions, Digital Initiatives, and Metadata Services departments, including e-resource management. The Assistant Director contributes collaborative, cross-campus leadership as well as technical expertise for Tufts' institutional and data repositories digital content management, digitization, and digital preservation services.

- As a member of the library's senior leadership team, develops strategic plans, establishes goals, and sets priorities for RMRS services.
- Ensures excellence in service delivery and guides the evolution of emerging services, based on assessment data and an understanding of campus needs and priorities.
- Engages with library and university partners who provide and support digital and open scholarship infrastructure and services.
- Oversees organizational effectiveness and growth of the division and encourages professional development for all RMRS staff. Provides direct supervision for the three department Heads.
- Maintains effective, results-driven partnerships with other Tisch departments, divisions, and Tufts libraries; Library Technology Services; and the Tufts Archival Research Center.
- Continues to foster the strong RMRS culture of effectiveness and efficiency, forward thinking, open communication, supportive teamwork, and trust.

**What We're Looking For**

**Basic Requirements:**

- Master's degree in Library and Information Science from an accredited institution
- At least 7 years' progressively responsible experience in one or more of RMRS core areas, in a research library or research-focused organization
- Experience with current and emerging issues, trends, models, workflows, and best practices in repository services; engagement with the wider community in this area
- Experience with library enterprise applications such as integrated library systems, discovery systems, and electronic resource management systems
- Experience working with metadata formats and standards such as MARC, Dublin Core, PREMIS, LCSH and common data formats such as XML and JSON
- Contributions to the profession in areas relevant to the work of the division
- Familiarity with open source software development and communities
- Successful planning, project management and problem-solving experience involving stakeholders with diverse interests
- Supervisory experience

**Preferred Qualifications:**

- Experience with Fedora/Hyrax repository software environment
- Experience with AI tools for metadata creation and management
- Demonstrated knowledge of current and emerging digital preservation practices and programming or scripting languages (e.g. Python, SQL)
- Proficiency with OCLC WorldCat and integrated library systems (Ex Libris Alma/Primo experience preferred)

**Pay Range**

Minimum $96,500.00, Midpoint $120,600.00, Maximum $144,800.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.
Tufts is an Affirmative Action/Equal Opportunity Employer and actively seeks candidates from diverse backgrounds.

## Related Searches:

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