POSITION ANNOUNCEMENT

Director of Libraries Facilities

This position provides leadership for the constant change and modification of Libraries space, a critical and defining element of the Libraries' role in the university's learning, teaching, and research environment. Will play a major role in the combining of 6 campus libraries into the new Wilmeth Active Learning Center (WALC), to be completed in summer 2017, including the integration of services, collections, and staff. Will have oversight for safety and security in the WALC and work closely with onsite managers to address building-related issues.

The Director manages the Libraries facilities unit, which provides a range of functions related to the Libraries physical facilities, which include libraries in 13 buildings (decreasing to 8 when the WALC opens), Archives and Special Collections, the Scholarly Publishing division, University Copyright Office, and repositories for print materials. Under the direct supervision of a Facilities Coordinator reporting to the Director of Libraries Facilities, the staff of the unit provide and/or arrange maintenance and repairs for Libraries property, telecommunications coordination, shipping/receiving, coordination of office moves, space modifications (including preparation of space for the storage of archival and historical materials), as well as fulfilling building deputy responsibilities for Libraries space in Stewart Center and the Hicks Undergraduate Library.

The Director assesses programmatic needs for space and services in collaboration with Libraries leadership and campus officials, forecasts facility-related needs, and proposes projects to address the needs. Collaborates with Physical Facilities, Asset and Space Management, Police and Fire departments, Radiological and Environmental Management, Information Technology, ID Card Office, and other campus units with regard to renovations, safety and security, ergonomics, telecommunications, and major repairs to and upgrading of Libraries facilities. Oversees safety, security, and ergonomics within Libraries.

Required:

- Bachelor’s degree in Architecture, Engineering, Interior Design, Construction Management or related field;
- Five years of experience in facilities administration/operation, project management, renovation, or related experience;
- Consideration will be given to an equivalent combination of related education and required work experience;
- Strong customer service skills;
• Demonstrated ability to communicate effectively, in both verbal and written communication, with a diverse group of people in a wide variety of roles;
• Strong organizational skills;
• Sound judgment in prioritizing tasks, originating from numerous sources, in order to meet deadlines;
• Experience in using, or demonstrated ability to learn to use, MS Word and MS Outlook (email and calendar) software and other software associated with job-related responsibilities such as staff performance planning and evaluation, job ticket management, and purchasing.

Preferred:
• One year of supervisory experience;
• Experience leading project teams, and with project management methodologies, and software;
• Purdue University experience.

Environment: Purdue University Libraries (PUL), recipient of the 2015 Award for Excellence in University Libraries from the Association of College and Research Libraries (ACRL), is at the forefront of academic librarianship and redefining the role of the academic, research library in learning, discovery, and engagement activities of the University. Libraries faculty and staff are deeply involved in information literacy instruction and instructional design, redefining of learning spaces, scholarly communication, data management, and global outreach. PUL has embarked upon a comprehensive program to engage in campus learning initiatives, including the development of information literacy instruction, course-redesign initiatives advancing active learning on campus (IMPACT-Instruction Matters: Purdue Academic Course Transformation http://www.purdue.edu/impact/), and the design and implementation of dynamic new learning spaces. Purdue Libraries faculty have expanded their collaborative endeavors with disciplinary faculty in integrating information literacy into the curriculum, culminating in 2012 with a core campus curriculum that includes information literacy as a core requirement. PUL is also home to the first endowed chair in information literacy in the United States, established in 2008.

Purdue Libraries is committed to advancing diversity in all areas of faculty effort, including scholarship, instruction, and engagement.

A reconceptualization of spaces is taking place throughout PUL. The recently renovated Roland G. Parrish Library of Management and Economics is a natural extension of the classroom, re-designed with input from students. The renovation of the Hicks Undergraduate Library completed in 2014 includes three active learning classrooms in support of Purdue’s campus wide, innovative course-redesign initiative. Construction is now underway on the Thomas S. and Harvey D. Wilmeth Active Learning Center, which will bring together six science and engineering libraries into a building that will seamlessly integrate learning and classroom spaces in a $79M facility at the very heart of the campus. For a video introduction to the Wilmeth Active Learning Center, please see: https://www.youtube.com/watch?v=___D36R3t3Hc.
Libraries faculty and staff also collaborate with disciplinary faculty to develop new approaches for discovering, accessing, and sharing of research publications and data. Purdue Libraries are leaders in the areas of data curation and library publishing services. Accomplishments in data curation include the development of the Data Curation Profiles Toolkit, an instrument for assessing the data needs of faculty researchers. The Purdue University Research Repository (PURR), a Libraries initiative, provides an online, collaborative working space and data-sharing platform to support the data management needs of Purdue researchers and their collaborators. Since 2005, Purdue Libraries has collaborated in interdisciplinary sponsored research on campus with over 100 faculty, as well as partners at other libraries and institutions. The Purdue Libraries and University Press are a founding member of the Library Publishing Coalition (LPC), and are well-known for innovative approaches to partnering with faculty to better disseminate scholarly works created at Purdue and advance Open Access initiatives.

Purdue Libraries is an active member of state, regional, national, and international associations and consortia, including the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), the Coalition for Networked Information (CNI), SPARC, the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), the International Federation of Library Associations and Institutions (IFLA), the International Association of Scientific and Technological University Libraries (IATUL), and the Research Data Alliance (RDA). Purdue Libraries is a founding member of both HathiTrust and DataCite. Purdue was one of four universities that collaborated with Ex Libris, Inc., on its Alma library system, the next generation library management system. Collaboration and partnerships are hallmarks of Purdue Libraries both on and off campus, including partnership with ITaP (Information Technology at Purdue) and the Purdue Office of Research and Partnerships to provide assistance with funder data requirements.

Purdue University (http://www.purdue.edu/), located in West Lafayette, Indiana, in the historic Wabash River valley, is one hour from Indianapolis and two hours from Chicago. Renowned nationally and internationally for its programs in engineering, science, agriculture, and business, the University has over 39,400 students and 16,400 employees. Purdue is a member of the Association of American Universities (AAU), Association of Public and Land-grant Universities (APLU), and the Committee on Institutional Cooperation (CIC). Purdue has the second highest enrollment of international students among public U.S. universities, with 10,230 undergraduate, professional, and graduate students in 2014-2015.

“Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.” From Nondiscrimination Policy Statement, Purdue University http://www.purdue.edu/purdue/ea_eou_statement.html.

The greater Lafayette area (http://www.homeofpurdue.com/) provides diverse cultural, social, and recreational activities.
Salary and benefits:

Purdue provides a generous fringe benefit package that includes retirement benefits as well as health, disability and life insurance, 22 annual vacation days, and tuition support for employee, children, and spouse/same sex domestic partner. Purdue University is responsive to the needs of dual career couples.

A background check will be required for employment in this position.

Application process:

For consideration submit resume and apply online for this staff position at:  
http://purdue.taleo.net/careersection/wl/jobdetail.ftl?lang=en&job=1600603

The position announcement can also be found at:  www.lib.purdue.edu/about/employment

Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.