

MLA '07 Job Opportunity Form

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4-10-2007

Date

Associate Director, Information Services

Job title

65,000 - 75,000

Salary (minimum required, range preferred)

Job Classification

Please check the appropriate category. Visit www.mlanet.org/am/am2007/placement.html for descriptions.

- Administration Technical services
 Public services Other _____

Duties/Responsibilities

Responsible for the overall operations of the information services. Investigates reviews, and recommends databases and other electronic resources for acquisition and provides educational training support. Oversees the development of education activities. Initiates development of the Clinical Informationist program offer svc

Educational Requirements

Include necessary degree(s) and discipline(s) (e.g., MS in library science).
ALA Accredited or equivalent degree

Experience or Additional Requirements

5 Years or more progressively responsible experience in an academic health center environment and with health sciences resources, tools, vocabulary and research methods; fund-raising exp., successful grant writing, ability to lead in areas of education

Billing

HAM-Texas Medical Center Library

Employer's name (institution/library)

1133 John Freeman Blvd.

Address

Houston, TEXas 77030-2809

City, State/Province, Zip/Postal code

(713) 799-7111

Daytime telephone (include area code)

Alice Richardson

Contact person

human.resources@exch.library.tmc.edu

Email

Same as above

Job location (institution/library, if different from above)

JOB #
For MLA office
use only

24

4-10-2007

Starting date

N/A - until filled

Closing date (for applications)

Type of Institution

- Academic Government
 Hospital/Health agency Social service
 Information industry Other _____

MLA Academy Membership Preferred?

- Yes, required Yes, preferred No

Experience Required

Please check the required number of years of experience in a library setting.

- Entry-level position 5-7 years
 1-3 years 7+ years
 3-5 years Other _____

Will a representative be available to interview applicants during the meeting?

If no, please include instructions for applicants to contact you.

- Yes No

Check all dates that a representative will be available:

- May 19 May 20 May 21 May 22

We are an MLA Institutional Member.

Our MLA ID# is _____

Check made payable to MLA for \$100.00 enclosed.

We are NOT an MLA Institutional Member.

Check made payable to MLA for \$150.00 enclosed.

Yes! Post this job opportunity to the MLA '07 Website at www.mlanet.org/am/am2007/placement.html

Check made payable to MLA for \$100.00 is enclosed.

Please bill us. Our P.O.# is _____ (required).

Return completed form by May 1 to: Medical Library Association •
MLA '07 Job Placement Center • 65 East Wacker Place • Suite 1900 •
Chicago, IL 60601-7246 • 312.419.9094 • Fax, 312.419.8950

The Houston Academy of Medicine-Texas Medical Center Library
Associate Director, Information Services

The Houston Academy of Medicine-Texas Medical Center (HAM-TMC) Library seeks a dynamic and service-oriented professional to lead and provide direction for a team of biomedical librarians engaged in education, outreach, and reference and other information services to the Texas Medical Center (TMC) institutions. Reporting to the Executive Director, this position participates as a member of the overall executive team. In our team-oriented environment, the Associate Director will gain experience with all levels of decision-making, both as a team participant and team leader, including working with the National Network of Libraries of Medicine, NN/LM, South Central Region of the National Library of Medicine.

Responsibilities

- Responsible for the overall operations of the Information Services Department
- Recruits, trains, supervises and evaluates all Information Services staff and librarians
- Oversees and strengthens the print and electronic reference collection
- Investigates, reviews, and recommends databases and other electronic resources for acquisition and provides educational and training support for them
- Oversees the development of education activities, including orientations, workshops, classes, Grand Rounds, and presentations on a variety of topics for a variety of audiences
- Oversees the Consumer Health and Public Relations Programs
- Consults with and educates clients about access to and use of information
- Leads biomedical librarians and other staff to ensure continuing excellence in the reference program and to explore new ways of delivering reference services
- Investigates and implements new technologies to promote effective reference services
- Maintains close working relationship with Collections Management Department regarding use, access and support of electronic resources
- Serves on the Library's Web Team and other appropriate committees
- Initiates development of the Clinical Informationist program, providing services to the Library's users in clinical settings
- Participates in strategic planning, program development, outreach, and setting the course for the Library's future

Required Qualifications

ALA-accredited or equivalent degree; 5 years or more progressively responsible experience in an academic health center environment and with health sciences resources, tools, vocabulary and research methods; fund-raising experience, evidence of successful grant writing; ability to lead in the areas of education,

scholarship and service; demonstrated management experience and abilities including supervisory, planning and budget experience; superb communication and interpersonal skills; strong analytical, organizational and strategic planning skills.

The HAM-TMC Library

The HAM-TMC Library founded in 1949 is one of the largest academic health sciences libraries with a staff of over 60 persons and a budget exceeding 8 million dollars. The Library serves the TMC Texas Medical Center's more than 40 member institutions including two medical schools, four schools of nursing, 13 renowned hospitals and two specialty institutions. The library has an active outreach program both at the TMC and in the community. The Executive Director reports to a Board of Directors. A Friends group is active in fund raising working closely with the Library's Director of Development. The Library serves as Regional Medical Library of the NN/LM SCR. The NN/LM SCR office is one of eight regional offices under contract to the National Library of Medicine serving five states: Arkansas, Louisiana, New Mexico, Oklahoma and Texas.

The HAM-TMC Library offers a complete benefits package which includes health, dental, life and long-term disability insurance. In addition to a comprehensive benefits package, the Library provides paid holidays, vacation accrual, a retirement plan and a monthly transportation subsidy.

The HAM-TMC Library is an equal employment opportunity and affirmative action institution, providing access to employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation, or disability.

Salary Range: \$65,000 - \$75,000.

Position Open Until Filled.

Please fax, mail or email CV or Resume to:

Houston Academy of Medicine – Texas Medical Center Library
Attention: Human Resources Department
1133 John Freeman Boulevard
Houston, Texas 77030
Fax #: 713 799-7129
Email: human.resources@exch.library.tmc.edu