

THE UNIVERSITY OF MANITOBA LIBRARIES

POSITION STATEMENT

POSITION INCUMBENT: vacant

POSITION TITLE: Head, Neil John Maclean Health Sciences Library

DEPARTMENT: Neil John Maclean Health Sciences Library

A. ROLES AND OBJECTIVES OF THE UNIT

The Neil John Maclean Health Sciences Library (NJMHSL) supports the teaching, research and patient care requirements of the faculty, staff and students of the Faculty of Health Sciences including the Colleges of Dentistry, Medicine, Pharmacy, and Rehabilitation Sciences, and the School of Dental Hygiene. The NJMHSL and the eight satellite libraries comprise the University of Manitoba Health Sciences Libraries. The Health Sciences Libraries offer a range of services, including circulation, document delivery, reference and research support. The Health Sciences Libraries act as an important component of professional, student and patient education as well as providing clinical information to support the hospital and health care facilities that they serve.

B. FUNCTIONS

1. Reporting to the Head, Health Sciences Libraries, the Head, Neil John Maclean Health Sciences Library is responsible for the overall operation and management of the Neil John Maclean Health Sciences Library in all its aspects, including planning, staffing, organization, and accomplishment of the workload.
2. Plans and sets goals for service provision to the University of Manitoba students, faculty and staff located at the Bannatyne Campus, working within the overall policies and priorities of the University of Manitoba Libraries.
3. As a member of the Health Sciences Libraries Leadership Team, participates in the creation of the overall vision and in the setting of priorities for the Health Sciences Libraries.
4. Determines and improves the products and services the Library offers through research, user surveys, focus groups, or benchmarking studies.
5. Promotes staff performance through teamwork, job training, and enrichment, encouragement of innovation and recognition for achievement.

6. Promotes the Library, the role of the librarian and the Library's services to the faculty, staff and students of the University of Manitoba Bannatyne Campus.
7. Coordinates collection development for the Neil John Maclean Health Sciences Library.
8. Manages expenditures for library materials, staff and supplies against the approved budget.
9. Engages in research and professional development activities.
10. Represents and serves the Neil John Maclean Health Sciences Library on committees/councils, including relevant national, regional, or local professional meetings and appropriate alumni occasions.
11. Maintains communication with other libraries and networks to promote cooperative arrangements that are mutually beneficial.

C. Evaluation Criteria:

The evaluation will be based on the incumbent's professional performance; research, scholarly activity and creative works; professional service; and professional development, in accordance with Academic Librarians Performance Review and Development Guidelines.

Incumbent

Date

Immediate Supervisor

Date