

R UNIVERSITY OF **Redlands**



POSITION PROFILE **DIRECTOR OF ARMACOST LIBRARY** 2023

This search is managed in partnership with Summit Search Solutions, Inc.



**University of Redlands seeks
an experienced, innovative, and dynamic leader
to serve as Director of Armacost Library**

The Director is a critical partner and facilitator of relationships with faculty, staff, students and external stakeholders, and ensures the library meets the educational, research, and informational needs of the university community. The Director defines, articulates, plans, and promotes Armacost Library in service to all areas of the University.





ABOUT University of Redlands

MISSION, VISION, AND VALUES

OUR MISSION

We welcome, educate, and empower a diverse community of learners for lives of meaning, impact, and joy.

OUR VISION

By 2032, the University of Redlands will lead California in providing a student-focused, personalized education that drives student success.

OUR VALUES

- **Service:** Through selfless acts, we contribute to the health and wellness of others as we strive to create a better society and world.
- **Excellence:** We strive to do our best in all that we pursue while empowering our students through scholarship and the skills needed to develop professional, civic, and interpersonal expertise.
- **Exploration:** We pursue a better understanding and appreciation of ourselves and the world through academic inquiry, research, experiential learning, and collegial discourse.
- **Inclusivity:** We seek the different perspectives, experiences, cultures, backgrounds, abilities, talents, and contributions that comprise a global society and we work to build a strong multi-dimensional, and sustainable community.
- **Justice:** We promote fairness, integrity, liberty, and equity in our thoughts, service, and actions to lead our local communities and the world.
- **Kindness:** We foster a community that is friendly, considerate, respectful, and empathetic as we care for and shape citizens who understand that their actions and words impact others.

Established in 1907, the **University of Redlands** is a private, nonprofit liberal arts university that connects students to a world of opportunity geared toward their passions and potential. Centrally located near the beaches, mountains, and desert in the heart of Southern California, the University serves over 3000 undergraduate and graduate students on its main campus in Redlands, its new campus in Marin County and regional campuses throughout Southern California.

THE REDLANDS EXPERIENCE

The University provides a welcoming environment where access and opportunity come together to equip individuals to build a better future for themselves and those around them by offering more than 40 undergraduate programs, as well as 30 graduate programs in business, communication sciences and disorders, education, geographic information systems, and music – blending liberal arts and professional programs, applied and theoretical study, traditional majors and self-designed curricula with a 13:1 student-to-faculty ratio. In addition to an award-winning 160-acre campus in Redlands featuring orange groves, architectural landmarks and more than 1,700 trees, the University includes three regional locations, providing innovative programs at convenient places and times for working professionals. Surveys show that generations of alumni have found that the University prepared them well for career success and lifelong learning.

AT A GLANCE

- 48% of college undergraduates study abroad
- 30 languages spoken by student body
- 28 Fulbright students since 2008
- 43 countries represented by the student body
- 120,000+ hours of community service
- 100+ student organizations
- 90% of students receive financial aid

RECENT ACCOLADES

- *U.S. News & World Report* ranks Redlands as #5 Regional Universities West.
- *Money*: 2023 one of the best colleges with 4.5/5 stars.
- *Washington Monthly* lists Redlands in the top 4% of colleges, ranked by contribution to the public good.
- *Arbor Day Foundation* named Redlands a Tree Campus USA for 13 consecutive years.
- *Princeton Review* 2023 lists Redlands in Best 385 Colleges & Best Western Colleges.
- *College of Distinction* for being well equipped to provide personalized education in line with four overarching distinctions in student engagement, teaching, community, and outcomes. Particular recognition in equity and inclusion, business programs, career development, education programs, and military support (2022-23).



ABOUT Armacost Library

THE ARMACOST LIBRARY

The Armacost Library plays an integral role in the intellectual and cultural life of the University of Redlands by facilitating the transformation of information into knowledge. Faculty and staff of the Library aspire to provide equitable access to information and support for academic success, promote reflective scholarship and engagement with the diversity of knowledge, foster lifelong learning, and collaborate to leverage the work and collections for social good in the surrounding communities.

The Library is a medium-sized library with a talented staff. The Library provides both open and cozy spaces for quiet study, tutoring, and group work. Exhibits showcase student work, campus history, cultural events, and more. In addition to serving as a federal repository library, housing a significant collection of U.S. government publications and maps, Armacost Library's curriculum-focused collections include more than 800,000 books, periodicals, CDs, videos, DVDs, music scores, archival documents, microforms, e-books, streaming video, and open access resources. Special collections housed in the Library include the Farquhar Collection of California and the Greater Southwest, the MacNair Far Eastern Collection, the Irvine Map Library, the Hawaii-Pacific Collection, and the Barney Childs Collection.

Since 2009 the Library has been awarding the [Armacost Library Undergraduate Research Award](#). In 2013 it established a publishing platform, [InSPIRe@Redlands](#), to preserve and share scholarship produced by the University of Redlands community. This effort also led to the publication of the peer-reviewed *Journal of Computer Science Integration*. Since 2017 the Library has partnered with [Campus Diversity and Inclusion](#) to facilitate a textbook-lending program for students with demonstrated financial need. In 2017 Library personnel successfully migrated the [ILS](#) from Millennium to ExLibris Alma/Primo, after more than 20 years with Innovative. The migration project was [truly a team effort](#), with every person in the Library involved in planning and implementation. Migrations of interlibrary loan, repository and publishing platforms soon followed. In 2022 the Library [expanded tech lending to include laptops and accessible peripherals](#).

The Library's current priority is to draft and implement an action plan informed by the University's newly launched strategic plan – [Forward Together](#), and the new mission statement: *We welcome, educate, and empower a diverse community of learners for lives of meaning, impact, and joy*. The action plan will also be informed by external reviewer feedback, the University's 2019 merger with the San Francisco Theological Seminary, and the pending merger with [Presidio Graduate School](#) and planned launch of the Presidio Center for Sustainable Solutions.



ABOUT the Opportunity

THE ROLE OF THE DIRECTOR OF ARMACOST LIBRARY

The University of Redlands invites applications and nominations for the position of Director of Armacost Library. The Director reports to the Provost and provides leadership and vision in fulfilling the mission and goals of the Library and University. The Director exercises responsibility for the Library's faculty and staff, academic support, finances, facilities, and partnerships.

DUTIES & RESPONSIBILITIES

- Works within a participatory faculty governance structure and fosters close working relationships with and among all constituents of the Library, the University, and the broader community.
- Collaboratively defines and implements planning for the development and continuous improvement of Library and information programs and services.
- Manages, advocates for, and supports all library employees (faculty, staff, student workers).
- Actively contributes to University-wide conversations about student learning and student success.
- Raises attention to, interest in, and funding and support for Library initiatives.
- Fosters transparency, inclusivity, and collaborative work at all levels, including Library vision, goals and objectives, policies, and workflows.
- Shares responsibility for initiating, planning, coordinating, and evaluating library and information policies and programs for the achievement of the Library and University's missions and visions.
- Manages Library budgets, overseeing collaborative processes to inform decision-making and monitor Library expenses.
- Guides efforts to appraise, describe, and integrate into curriculum special collections and government publications.

- Serves as a contributing member of the Academic Affairs leadership team, meeting routinely with deans and other academic leaders.
- Serves on a variety of University-wide governance committees, including as ex-officio member of the University Senate Committee on Academic Planning and Standards (CAPS).
- Contributes to the development of fundraising initiatives in partnership with the University Advancement and Development offices.
- Provides forward-thinking leadership to increase utilization of the Library for the purpose of engaging and educating students, encouraging a strong sense of community, and promoting student success.
- Actively participates in internal and external groups and consortia, to improve regional access and services and broaden support for University of Redlands constituents.
- Engages in professional, research, and scholarly activity.

REQUIRED QUALIFICATIONS

- An ALA-accredited MLIS degree or equivalent.
- A minimum of three years of progressive library leadership as a unit head or higher to include strategic planning, program assessment, project leadership, team building, fiscal management, and supervision of full-time personnel.
- Knowledge of emerging trends in higher education and academic libraries.
- Demonstrated ability to work with diverse stakeholders including faculty, students, administrators, and staff.
- Demonstrated commitment to the educational role of academic libraries in serving diverse learners.
- Understanding of online and multi-campus student learning needs and challenges.
- Demonstrated experience managing complex projects involving library personnel, faculty, cross-unit stakeholders, and involving competing values and priorities.
- Demonstrated experience with collaborative leadership that creates and sustains a diverse, equitable, welcoming, and inclusive working and learning environment.
- A record of professional and scholarly activity commensurate with appointment at the rank of associate or full librarian.

PREFERRED QUALIFICATIONS

- Demonstrated commitment to the educational role of academic libraries in serving diverse learners in the context of a Hispanic-Serving Institution.
- Demonstrated engagement with critical perspectives on library practices.
- Experience with donor engagement, fundraising, or grant writing.
- Record of supporting faculty development in teaching, research, scholarship, and service.
- Record of supporting staff professional development.

LEADERSHIP AGENDA

The Director will engage with a wide range of stakeholders on- and off-campus as a champion for the Library as well as the University community. The Director will be well-positioned to address the following:

Organizational Culture and Morale – Continue to support a culture of openness, integrity, and accountability among those who work in the Library and cultivate an environment in which joy and meaning are evident. In their 2023 report, external reviewers commended Armacost Library for: “Good relationships throughout the library personnel,” and noted that, despite nearly two years under interim leadership, “Library employees universally conveyed their appreciation for each other and for library leadership.”

Strategic Planning – In partnership with academic and co-curricular units, work to expand, improve, and promote use of Library facilities. Address issues of space management, renovation, and repurposing to accommodate new uses and needs of students and for faculty teaching practices. Establish coordination of

library instruction and resource management with the Marin campus. Ensure Library expense aligns with campus planning for a structurally healthy budget.

Repositioning the Library – Lead collaborative discussions and new ways of thinking about libraries and the role of the Library within the University and the community. Play a key role in guiding the University and community stakeholders in understanding the expanding roles of those who work in libraries (negotiating and managing licenses for e-resources; developing and managing publishing platforms; advocating for and educating on new scholarly communication practices; supporting instructional design; writing and implementing code and scripts; etc.) in order to translate ideas into actions, set achievable goals, and maintain accountability for reaching or revising them.

Equity and Inclusivity – Lead the Library in its role of fulfilling the educational mission of the University, including its mission as an HSI, and provide educational and cultural opportunities for the surrounding community. The Director will lead efforts in addressing the needs of on-campus as well as off-campus students and faculty. They will commit to enhancing outreach, programming, and resources for all, with a particular emphasis on welcoming and providing equitable services to members of groups who are currently and/or historically marginalized.

Library Advocacy – Advocate on behalf of the Library, those who work in the Library, and those the Library serves. The Director will be a visible leader within the University community, engaging stakeholders and showcasing existing programs and resources while soliciting input on new programmatic opportunities.

Fundraising – Partner with University Advancement professionals to increase philanthropic support from foundations and individual donors. Support and/or lead grant proposals that may expand the Library's ability to support Library curricular development, programming, resources, services, technology and new initiatives.





HOW TO APPLY



Applicants should submit: (a) a curriculum vitae; and (b) a letter that addresses the position criteria as well as the candidate’s philosophy of librarianship and leadership, evidence of successful practice, and the values and priorities that underpin their work.

Acceptance of inquiries, nominations, and applications will begin immediately and continue until the completion of the search. Interested parties are encouraged to apply by August 29, 2023.

All applications and nominations will be held in confidence.

Salary Range: \$130,000 - \$150,000 annually, pro-rated

To apply online, go to:

<https://theapplicantmanager.com/jobs?pos=su362>

The Summit team managing this search includes:



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In compliance with The Americans with Disabilities Act, if selected for the interview process and accommodations are needed, please call (909) 748-8040.

Submission of a CV or application indicates agreement that the university may verify any and all information contained therein.

Members of underrepresented groups are encouraged to apply.

University of Redlands is an equal-opportunity employer.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, Maryland, New York, and North Carolina.

DISCOVER Redlands, California



Redlands, CA, “A Big Town with a Small Town Feel”

The 160-acre Redlands campus is located between Los Angeles and Palm Springs at the base of the beautiful San Bernardino mountains in the city of Redlands. The University’s close ties to nonprofit organizations and local businesses make it a great place to get involved with community service.

Redlands is a **one-of-a-kind gem** in the Southern California region known as the Inland Empire. Named a “Great So Cal College Town” by AAA *Westways Magazine*, Redlands is recognized for its historic homes, easy access to beautiful parks, hiking and biking trails, thriving downtown, many innovative restaurants, eclectic locally-owned shops and boutiques, as well as America’s longest continuously running free summer music festival. For much of its history Redlands was the “Washington Navel Orange Growing Capital of the World” with the citrus industry as the main focus of its economy.

If you want to get away, you are just an hour or less to Los Angeles, the beach, the desert, or the mountains.

All in all, Redlands is a great place to call home!

To learn more about this beautiful region:

Redlands Visitors Center
<https://redlandsvisorcenter.com/>

Redlands Chamber of Commerce
<https://redlandschamber.org/visitredlands/>

City of Redlands
<https://www.cityofredlands.org/>



