



## Position Description

Position Title: Director, Research Center

Reports to: Executive Vice President/COO

Exempt or Non-Exempt: Exempt – does not qualify for overtime

*Summary:* The role of the Director of the Research Center is to lead, plan, manage, and oversee a private library and archival collection and to ensure the provision of high-quality reference services to patrons. The Director of the Research Center works closely with the Executive Vice President and the President to ensure that the work in the library and archives is in keeping with the strategic goals and objectives of the institution.

### Job duties and responsibilities:

Serve as the team leader for library and archives and is the primary contact and expert for the institution in these areas. Ensure high quality reference and information services and donor relations and acquisitions management. Oversee events, temporary loans, equipment repair, and facilities management. This responsibility includes activities like establishing goals, developing work plans, monitoring statistics, managing facilities, and supervising on a day-to-day basis.

Working closely with senior staff, plan and set goals and objectives for the future of the Research Center which are responsive to and conforms to the institution's mission, goals, and objectives. Determine the services needed, the most effective way to provide them, and the resources necessary to support them. Develop system improvements as needed.

Make recommendations for the annual departmental budget and present and defend budget requests. Administer and control the expenditure of departmental fund allocations within the constraints of approved budgets. Oversee the collection of fees and charges.

Lead in the communication of Research Center needs to senior management. Draft and recommend policy and fees to the Executive Vice President and plan for the implementation of library and archives goals and objectives. Develop, revise, implement, maintain, and oversee the institution's acquisition and deaccessioning policies and procedures. Direct the development and maintenance of archival collections, books, microfilm, artifacts, and other library materials. Provide leadership with regard to creation and implementation of "best practices" in library and archives management and administration, consulting others in the field as appropriate. This responsibility includes oversight of all technical service activities such as acquiring, processing, cataloging, and maintaining resources.

Oversee administration of copyright compliance and contractual commitments.

Administer personnel regulations and conduct performance evaluation of staff members. Direct the training of Research Center staff in technical and administrative library and archives skills. Direct and participate in personnel actions such as hiring, training, retention, motivation, termination, and evaluation. Handle difficult personnel issues in consultation with the Associate Director of Administration. Plan and conduct Research Center staff meetings. Ensure report deadlines are being met. Relay developments in the Research Center division to senior management on a regular basis.

Prepare narrative and statistical reports for the Board of Curators, President, and funding agencies. Provide staff support to the Board of Curators by assisting with meetings, preparing reports, and implementing policy decided by the Board.

Present special programs and instructional activities to extend library services and facilities across the State. Attend night meetings as required by position.

Work with others to direct in the development, repair, and maintenance of the facilities. In coordination with the Associate Director of Administration, keep the Executive Vice President apprised of the condition of the building. Make recommendations as to the priority of maintenance projects.

Develop strategic facility goals with senior management. Monitor construction and renovation projects which support the strategic goals. Draft or review proposals, solicitations, fundraising promotional materials, grant reports, etc., related to funds for the Research Center as needed.

Participate in professional archival or library associations, and other professional organizations to remain current on developments and advancements in archival studies, preservation, conservation, library science, public administration, and training.

Supervise the utilization and maintenance of technology to deliver, monitor, and enhance Research Center service. Oversee the continual development of the Research Center's web page so that it is an instrument for service delivery, information exchange, and public awareness.

Perform other related duties and tasks as assigned by senior management.

Supervisory responsibilities: This position directly supervises two Archivists and a Reference and Cataloging Librarian. There are also two Reference Assistants as part of the Research Center team. The position works closely with consultants including conservators and appraisers as needed.

Qualifications: *Knowledge, skills and abilities:* Thorough knowledge of the principles and practices of archival and library functions. Demonstrated ability to administer the activities of a library and archives, to supervise the work of others, and to make decisions in an environment of limited resources and competing claims. Proven ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public. Must have demonstrated exceptional personal and communication skills that indicate an ability to communicate effectively with a wide range of people. Knowledge of current archival arrangement and description standards and relevant descriptive standards as well as knowledge of computer standards and applications in archives and libraries. Ability to work independently and manage highly sensitive material in a confidential and secure manner. Must possess initiative, good judgment, discretion, and foresight and be able to perform well under pressure.

*Education:* Master's Degree in Library Science from an accredited college or university with archival concentration preferred.

*Experience:* Eight to ten years of progressively responsible library and/or archival administration experience including at least six years in a supervisory capacity and five years in the supervision of a major department in a large library or as a director of a smaller library. Education and experience with archival collections is highly preferred. Experience working in a historical society or special collections library is preferred.

*Physical Demands:* Lifting up to 50 lbs., extensive computer use, reading of typewritten, handwritten, and digital documents. Phone use and in person interaction with researchers. Position works closely with material that may cause allergic reactions, particularly to dust, and in areas with little ventilation.

#### To Apply

Send cover letter and resume to:

Research Center Director

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: [jobs@georgiahistory.com](mailto:jobs@georgiahistory.com)

*No phone calls please*