



## **Position Description for Dean of the Library and Research Services**

### **FLSA Classification:**

FT/exempt

### **Salary Grade/Level:**

A19

### **Position Title: Dean of the Library and Research Services**

**Reports to:** Academic Dean and VP of Academic Affairs

**Date Created/Revised:** August 2026

**Salary Range:** \$81,564 - \$95,838+

Phillips Theological Seminary offers theological education dedicated to learning the way of Jesus in order to cultivate vital congregations, communities, conversations, and the public good. The Seminary is affiliated with the Christian Church (Disciples of Christ). Located at the trifinium of the Creek, Osage, and Cherokee Nations, and just minutes east of the Greenwood District of Tulsa, OK, better known as Black Wall Street. Phillips is committed to justice initiatives and relational solidarity. We are committed to diversity, interculturality (e.g., Africana, Latinx, Asian, and Indigenous American communities), and justice with attention to the social realities of race, class, ethnicity, gender, and queer expressions of the human experience.

### **Summary/Objective:**

Provides direction to the library such that resources, services, and instruction provided are accessible, timely, appropriate for the publics served, and reflective of the dynamic alignment between the fields of information science and theological education.

### **Essential Functions:**

- **Library representation and policies**
  - Develops and directs library mission-related policies coordinated with institutional priorities.
  - Member of: Faculty Council (ex officio, non-voting), Seminary Cabinet, Library Committee (ex officio chair), Oklahoma State University (OSU) Library Consortium, Oklahoma Council for Academic Library Directors (OCALD).
  - Represents the library at appropriate Phillips events.

- Coordinates library communications with the appropriate departments of the seminary.
- Maintains professional memberships with Atla, American Academy of Religion (AAR), Association of College and Research Libraries (ACRL).
- **Library Personnel Administration**
  - In collaboration with People & Culture shapes the work cycle of each employee and implements Phillips personnel policies and procedures
  - Ensures staff understanding of and adherence to position mission and duties;
  - Facilitates staff competencies and professional development through training, conference attendance, and other continuing education of librarians.
  - Facilitates minimal disruption of library operations by conducting effective conflict management.
  - Meets annually with individual staff to set goals, and quarterly to evaluate/discuss annual progress toward and make adjustments to goals per institutional SMART Goals guidelines
  - Fills library position openings in conjunction with People & Culture and a selection committee.
  - Oversees circulation desk scheduling and absentee management.
- **Resource Management**
  - Coordinates with VP of Finance and Administration and VP of Academic Affairs to develop and implement an effective library budget
  - Ensures stewardship of materials in all formats according to professional guidelines and seminary policies.
  - Selects collection materials, manages gifts, conducts weeding according to the Collection Development Policy.
  - Directs the curation of materials in all formats according to library policy and best practices.
  - Coordinates with Advancement to communicate library projects requiring donor assistance.
  - Coordinates with VP of Finance and Administration, IT, and vendors to provide appropriate equipment for the performance of library operations.
  - Coordinates with Oklahoma State University and IT to provide library management software systems.
  - Assesses effectiveness of library resources usage.
  - Coordinates with VP of Finance and Maintenance Manager to develop and implement and facilities and maintenance plans and resolve library facilities issues.
- **Academic and Public Services Management –**
  - Leads library staff to implement effective research support to students and faculty.

- Directs the promotion of library services and materials.
  - Coordinates with the instruction librarian and faculty to implement an effective information literacy and writing skills development program.
  - Ensures coordination of Electronic Resources Librarian with IT to provide uninterrupted and license-compliant access of materials to students, faculty, alums, and other Phillips publics.
  - Communicates assessment results of instruction of information literacy and writing skills development programs to the faculty and library committee for analysis and discussion.
  - Directs assessment of effectiveness of library services: research assistance, course reserves, access services, fulfillment services.
- **DMin project and master's thesis Preservation**
    - Collaborates with the Access Services Librarian to provide discoverability, access, and curation of completed electronic projects and theses.

*(Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.)*

### **Competencies:**

- Budget development and management
- Ability to supervise, guide, and listen to professional librarians and para-professional library staff
- Strategic planning and project management
- LIS management
- High level of communication proficiency
- Ethical judgment and conduct
- Problem solving and analysis
- Fostering collaborative work environment
- Ability to engage in a learning work environment
- Strong editing skills
- Grant writing

### **Supervisory Responsibilities:**

Directly supervises the following team:

- Assistant Dean of the Library and Instruction and Writing Services Librarian
- Reserves, Electronic Resources, and Journals Librarian
- Special Collections and Archives Librarian
- Cataloging and Technical Services Librarian
- Library Assistants

### **Work Environment:**

This position requires a creative self-starter who can collaborate well with a variety of

department leaders in seminary and seminary library environments. The work environment requires self-management and must be conducive to productivity with timely response to Phillips employees and supervisor. This role routinely uses bookshelves, various computers, scanners, phones, photocopiers and filing cabinets.

**Physical Demands:**

This role requires mobility throughout the seminary; bending, sitting, and standing to assist students, faculty and visitors, giving tours of the library, lifting and retrieving books, and opening cabinets.

**Position Type/Expected Hours:**

This is a full-time position. Regular hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. Evening and weekend work may be required as job duties demand.

**Travel:**

Travel to meetings and conferences is required.

**Required Education/Experience:**

- Master's Degree in Library Science from an ALA accredited program.
- Two years post-MLIS/MLS leadership experience in an academic library.
- Ability to communicate effectively with internal and external constituencies.
- Ability to work collegially and collaboratively with internal and external constituencies.
- Demonstrated expertise in budgeting and planning.
- Understand the role of the academic library in support for learning, teaching, and research.

**Preferred education/Experience:Grea**

- Familiarity with mainline Christian denominations and organizations.
- Master's Degree in a theological discipline from an ATS accredited program.

**EEO Statement:**

Phillips is an ecumenical seminary of the Christian Church (Disciples of Christ). We are approved by the University Senate of the United Methodist Church. Phillips Theological Seminary is an equal employment opportunity employer who complies with all federal, state, and local equal employment opportunity laws, including Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. The Seminary does not discriminate against employees or applicants base on race, color, national or ethnic origin, alienage and citizenship status, marital status, age, sex, gender (including gender identity and expression), sexual orientation, genetic information, pregnancy, disability, military status, or religion. The Seminary's commitment to equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties, responsibilities, and activities may change at any time with or without notice.

**Signature:**

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

**Employee:**\_\_\_\_\_ **Date:**\_\_\_\_\_