



## Associate Director for Collection Services

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Job #JPF10151

- School of Law / School of Law / UC Irvine

### POSITION OVERVIEW

**Salary range:** Salary commensurate with qualifications and experience based on the University of California pay scales. See the following table for the [salary scale](#) for this position. A reasonable full-time salary estimate for this position is \$174,481.00-\$265,000.

**Review timeline:** To ensure full consideration, application should be submitted by the initial review date.

### APPLICATION WINDOW

**Open date:** May 1, 2026

**Next review date:** Monday, Jun 1, 2026 at 11:59pm (Pacific Time)  
Apply by this date to ensure full consideration by the committee.

**Final date:** Wednesday, Sep 30, 2026 at 11:59pm (Pacific Time)  
Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

### POSITION DESCRIPTION

#### Associate Director for Collection Services

The University of California, Irvine School of Law seeks a strategic leader for the position of Associate Director for Collection Services. Reporting to the Associate Dean and Director of the Law Library and serving on the Law Library's management team, the Associate Director for Collection Services plays a critical role in developing strategies to shape a robust and sustainable environment for scholarly content that supports the academic and research needs of the law school and the broader campus community. The Associate Director's responsibilities include oversight of the library's collections budget and operations, strategic collection development, vendor negotiations, technology assessment, participation in library administration, and institutional representation.

As a core member of the library's management team, the Associate Director participates in Law Library-wide collaborative leadership, sharing responsibilities for decision-making, strategic planning, resource management, and development of policies for library operations and services. The Associate Director also serves as the Law Library's representative at various relevant consortial and collaborative forums to develop collective strategies for the efficient and progressive development of the Law Library.

Qualified candidates from diverse backgrounds and life experiences are encouraged to apply. The UCI Libraries are committed to recruiting a diverse workforce and advancing UCI's Commitment to Inclusive Excellence.

### **Key Responsibilities:**

#### **Library Administration and Management**

- Serves as a member of the library management team with the Associate Dean and the Associate Director for Public Services, contributing to strategic planning and decision-making.
- Participates in all aspects of library administration, including budget administration, facilities planning, and personnel management.
- Takes primary responsibility for the day-to-day operations of the Law Library, resolving all departmental personnel matters in consultation with Law School Human Resources as appropriate.
- Leads departmental meetings and facilitates communication across library teams to enhance coordination and workflow.
- Participates in all library recruitment and hiring and supervises all departmental librarians and staff.
- Provides training and professional development opportunities to improve staff effectiveness.

#### **Collection Services Leadership**

- In consultation with the Associate Dean, directs the activities of Collection Services, overseeing all aspects of acquisitions, cataloging, collection development, and preservation, and ensuring efficient and effective operations of the department, including budget management and staff supervision.
- Directs the Law Library's collaborative collection building, ensuring collection strategies align with institutional goals and evolving legal research and scholarship needs.
- Establishes and maintains relationships with vendors and electronic service providers, negotiating effectively to set resource performance expectations and ensure appropriate contract terms.
- Ensures all license agreements comply with University of California requirements and standards.
- Ensures the effectiveness of catalog data and metadata for resource discovery.

#### **Budget and Resource Management**

- In collaboration with the Associate Dean and the Associate Director for Public Services, manages the Law Library's operational budget, ensuring financial sustainability and effective allocation of resources.
- Manages the Law Library's collections budget, negotiating effectively with publishers and vendors to maintain financial sustainability while sustaining a robust research collection.
- In coordination with the Associate Dean and the Associate Director for Public Services, oversees the strategic use of Law Library spaces, ensuring they meet the needs of staff, students, and faculty.

#### **Emerging Technologies and Metadata**

- Advises on metadata creation, management, and optimization to enhance the discoverability of Law Library resources.
- Stays informed about emerging technologies, assessing their applicability to library operations and services.
- Evaluates new library technologies and systems, determining when and how to integrate them into existing workflows.
- Leads initiatives to adapt collection services and technical processes to evolving industry standards and digital transformation.

- Provides guidance on metadata standards and best practices to support cataloging, discovery, and interoperability.

#### **Reporting and Cross-Departmental Coordination**

- Develops reports and communications to convey the Law Library's contributions and budgetary needs.
- Oversees the tracking and reporting of collection-related statistics to support data-driven decision-making.
- Coordinates effectively with the Associate Director for Public Services to ensure seamless Law Library functions and resource accessibility.
- Fosters cross-departmental coordination and collaboration through project-based initiatives within the Law Library.

#### **Change Management and Innovation**

- Collaborates with individuals inside and outside the Law Library to advance the vision for the library's collection and operations.
- Stays informed about changes in collection services and library operations, recommending innovations that improve efficiency and effectiveness.
- Updates the Law Library administrative team on significant service developments, both locally and nationally, that impact law libraries and collections.

#### **Outreach, Procurement, and Representation**

- Participates in major library procurements, including vendor contracts and significant equipment purchases.
- Facilitates and supports the Law Library's relations with all law school units.
- Represents the Law Library on various Law School, campus-wide, and Library System committees and at relevant meetings and events.
- Works closely with law library personnel to coordinate services and collaborate on resource sharing with UCI Libraries.

#### **Communications and Publications**

- Supports the development and maintenance of collection-related content on the Law Library's website.
- Coordinates with the Associate Director of Public Services the library's publication program, including research guides, brochures, and other promotional materials.

#### *General Information*

Librarians are entitled to two days per month of annual leave, thirteen paid holidays, and one day per month of sick leave. The University has an excellent retirement system and offers a variety of group health, life, and disability insurance plans. Benefits are equal to approximately 45% of salary.

## **QUALIFICATIONS**

#### **Basic qualifications** (required at time of application)

J.D. degree from an ABA-approved law school and a Master of Library Science from an ALA-accredited institution.

Minimum ten years of experience in an academic law library.

Minimum five years of experience with law library collections and collection development.

Minimum five years of supervisory experience in an academic law library.

## **APPLICATION REQUIREMENTS**

### Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Misc. / Additional (Optional)

### Reference requirements

- 3-8 required (contact information only)

Apply link: <https://recruit.ap.uci.edu/JPF10151>

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As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct.

- “Misconduct” means any violation of the policies or laws governing conduct at the applicant’s previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment or discrimination, as defined by the employer.
- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy for Employees, Students and Third Parties](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#).

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

## JOB LOCATION

Irvine, CA

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