

## **Position Description**

### **Wanett Clyde, Collections Management and Archives Librarian, Assistant Professor**

- Plan, coordinate, and evaluate procedures for the development of library materials collections in alignment with the needs of the City Tech community. Assess collections and inform decision-making based on data analysis and constituent feedback. Coordinate and oversee the collection activities of library subject specialists.
- Oversee library materials acquisitions and monitor expenditures. Prepare and maintain collections budget requests, and maintain relationships with college business office personnel, publishers, and vendors.
- Direct operations of the college archives, including physical and digital materials. Develop collection policies and procedures, and consult with the college community and others regarding archival collections.
- Supervise full-time support staff and occasional part-time staff.
- Working as subject specialist in African American Studies and the Business of Fashion, evaluate, select, and deselect library materials. Responsibilities include website content creation and updates in areas of specialization, and communication and consultation with subject faculty regarding resources and services, including information literacy-related functions and course proposals.
- Provide comprehensive, one-to-one reference consultation and instruction to members of the college community. To this end, develop and maintain broad knowledge of resources, regardless of format, in general reference areas as well as City Tech subject fields.