

Associate University Librarian for Administrative Services
and Organizational Development - Library
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268170>

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Posted Nov. 11, 2025, set to expire Feb. 28, 2026

Job Title	Associate University Librarian for Administrative Services and Organizational Development - Library
Department	Berkeley Library
Institution	University of California Berkeley Berkeley, California
Date Posted	Nov. 11, 2025
Application Deadline	02/28/2026
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library Sciences (all categories)
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Job Description

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Position overview

Salary range: Salary commensurate with qualifications and experience based on the University of California academic salary scales. The UC academic salary scales list the minimum to maximum salary. See the following table(s) for the current salary scale(s) for this position:

<https://www.ucop.edu/academic-personnel-programs/files/2025-26/policy-covered-july-2025-scales/t27.pdf>. A reasonable estimate for this position is \$180,000-\$205,000.

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Percent time: 100%

Anticipated start: As soon as Spring 2026. Exact start date negotiable.

Review timeline: This recruitment will remain open until filled.

Position duration: This is a full-time career appointment.

Application Window

Open date: November 10, 2025

Next review date: Wednesday, Dec 10, 2025 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

Final date: Saturday, Feb 28, 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

Reporting to the University Librarian, the AUL for Administrative Services and Organizational Development is the senior administrator responsible for ensuring effective and efficient utilization of the financial, facilities, security, and human resources of the UC Berkeley Library. The incumbent oversees and manages the Library Human Resources Department, Library Business Services, Library Capital Projects & Facilities Management, and Library Security. The AUL has full oversight of staff in these units, including management of the workload through multiple managers and team leads. In close partnership with the University Librarian, the AUL coordinates the Library's strategic planning and will create an organizational development program to ensure a workplace that encourages learning for all employees and that the workplace is equitable and inclusive.

The AUL provides leadership within the Library for human resources management, employee relations, staff development; space planning and facilities utilization; and for financial services and budget allocation. The AUL oversees recruitment, hiring, performance evaluation, and training of staff at all levels; promotes excellent management skills throughout the Library, and works to develop a positive, inclusive, and equitable work environment. The AUL leads the Libraries' strategic planning and analysis for the effective allocation of new resources and the reallocation of existing resources including budgets, staffing, and space, to meet current needs, and to anticipate future priorities. In this role, the AUL works closely with an array of people and unites across the Libraries and the University

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on a wide variety of issues.

The AUL serves as a member of the University Librarian's leadership team, known as The Cabinet. The Cabinet participates in decision making for library wide policies and the development of long- and short-term strategic plans for the Library. The AUL also represents the UC Berkeley Library on campus leadership groups and on library committees and councils for the entire University of California system.

Key Responsibilities

Strategic Management, Leadership & Resource

The Associate University Librarian (AUL) at the Berkeley campus is tasked with a diverse array of responsibilities aimed at enhancing the operational efficiency and strategic vision of the University Library. A substantial amount of the AUL's time is dedicated to strategic management, leadership, and resource allocation, which involves overseeing the administrative organization and general functions of the library. This encompasses managerial leadership, strategic planning, budget and finance management, HR, labor relations, capital projects, and security. As a member of the library leadership team, also known as the Library Cabinet, the AUL acts as a Subject Matter Expert, providing high-level analysis and recommendations on various issues and collaborating closely with other leaders to make informed, strategic decisions. This role requires interaction with key campus leadership, ensuring that the library's operational objectives align with broader university goals. The AUL participates in campus and UC wide committees and councils, most notably the UC Berkeley Council of Chief Administrative Officers and the UC Libraries' Administrative Services Advisory Group.

Culture Building and Organizational Development

The AUL actively cultivates a respectful, cohesive, supportive, and welcoming work culture across all Library units. Develops and implements strategies to foster psychological safety, cross-departmental collaboration and a sense of shared purpose among diverse teams. Works closely with the Director of Human Resources to design and execute initiatives that promote fairness, belonging, and professional development for all staff. Establishes clear communication channels and feedback mechanisms to ensure all voices are heard and valued. Proactively addresses cultural challenges, facilitates conflict resolution, and creates opportunities for team building and knowledge sharing across departments. Oversees the development and implementation of mentorship programs, professional development opportunities, and recognition systems that support staff growth and engagement. Regularly assesses organizational climate through surveys, focus groups, and one-on-one conversations to identify areas for improvement and measure progress toward cultural goals.

Fiscal Management

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The AUL coordinates fiscal operations (including revenue- generating activities) for the University Library, and supervises, oversees, and works directly with the Library's Director of Finance & Business Services on issues that affect all areas of the University Library. Oversees budget planning, management and expenditures of approximately \$62M annually. Makes policy and process suggestions, which are typically followed with little variance. Serves as a primary liaison between the University Library and the campus' Central Budget Office, the office of the EVCP, and others as needed.

Human Resources & Labor Relations

The AUL supervises, oversees, and works directly with the Library's Director of Human Resources, on the full range of HR and personnel actions (including recruitment, hiring, assessing, performance management, reclassification, promotions, retentions, and grievances), for contract-covered, PPSM, student employees, and Academic employees of the Library.

Library Capital Projects & Facilities Management

The AUL oversees the Library Capital Projects & Facilities Management and Facilities staff of the University Library. Critical infrastructure is the focus of this unit, which inspects and oversees more than 1M square feet of roofs, and more than 20 general interest and specialty libraries on the Berkeley campus. This unit is also responsible for Risk Assessment and Risk Management when prioritizing renovation and maintenance of Library space.

Security

The AUL supervises and oversees the Security personnel of the Library. Library security services are responsible for maintaining a safe environment for the public, academic community, and staff, as well as collections with Doe Library, the Doe Annex, Main (Gardner) Stacks, and Moffitt Library.

Other Duties

Must complete mandatory trainings annually; may coordinate and oversee activities for other UC locations or external universities; perform managerial actions including performance reviews, time approvals, etc.; other duties as assigned.

THE ENVIRONMENT

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic, and social value in California, the United States, and the world.

Berkeley's culture of openness, freedom, and acceptance - academic and artistic, political and

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cultural - make it a very special place for students, faculty, and staff. Berkeley is committed to hiring and developing staff who want to work in a high-performing culture that supports the outstanding work of our faculty and students. Candidates are encouraged to read more about the UC Berkeley culture at UC Berkeley Jobs "Why Berkeley" page.

In a highly diverse and intellectually rich environment, Berkeley serves a campus community of more than 33,000 undergraduate students and more than 12,000 graduate students as well as approximately 1,500 ladder-rank faculty across 15 schools and colleges. The Library also serves the people of California, and the world through lending to over several countries a year, and making available a rapidly-growing archive of digitized materials and collections from its various collections across all the libraries. The UC Berkeley Library has also contributed hundreds of thousands of digitized books to HathiTrust, through in-house digitization and partnering with Google Books Project.

The Library comprises nearly 20 campus libraries, with a collection of more than 14 million volumes, including more than 3 million e-books, and a collections budget of over \$15 million, the Library offers extensive collections in all formats and robust services to connect users with those collections and build their related research skills. UC Berkeley Library's digital collections platform hosts over two hundred thousand records and 2 million files and manages digital preservation of about 600 TB of items (through Merritt repository and HathiTrust Digital Library).

The UC Berkeley Library is committed to supporting and encouraging respect and empathy, and nurturing a culture where all employees thrive. The Library seeks candidates who recognize and appreciate one another's contributions, expertise, and accomplishments, and who will strive to provide equitable access to a diverse set of collections and services. For more information, please see the UC Berkeley Library Statement of Values.

This associate university librarian position is covered by the UC Academic Personnel Manual (APM).

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The university reserves the right to make employment contingent upon successful completion of the background check.

Why Berkeley: <http://jobs.berkeley.edu/why-berkeley.html>.

Library's Statement of Values: <https://www.lib.berkeley.edu/about/statement-of-values>

UC Berkeley Library Website: <https://www.lib.berkeley.edu/>

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Qualifications

Basic qualifications (required at time of application)

Advanced degree (such as Masters, PhD, or equivalent international degree) by application date

Additional qualifications (required at time of start)

- Three or more years of experience leading a team, including leading, mentoring, supervising, and/or directing people.
- Two or more years of experience leading and/or being responsible for a budget.
- Five or more years of experience in libraries or archives.

Preferred qualifications

Ideal candidates may not need to possess all of the below:

- MLS/MSI from an ALA accredited institution or equivalent international degree.
- Two or more years of experience utilizing knowledge of the principles of accounting, budgeting, and cost analysis; effectively managing complex budgets and expenditures; providing budget oversight and fiscal analysis; and using enterprise financial systems.
- Strong understanding of a library organization and its cultures, challenges/opportunities, and/or operations.
- Demonstrated ability to navigate a highly complex, matrixed organization.
- Demonstrated capability to function as a collaborative leader and partner.
- Demonstrated strong commitment to user-centered services for all constituencies.
- Experience overseeing diverse functions and/or teams.
- Superior analytical, problem solving, interpersonal, and communication skills.
- Demonstrated project management and organizational skills, including change management skills for an adaptive learning organization, as well as flexibility in meeting objectives and implementing creative solutions.
- Demonstrated effective fiscal management.
- Experience with long-range planning, evaluation, and assessment.
- Demonstrated effective personnel management and team building skills, including goal-setting, talent development, and constructive performance analysis and feedback. Ability to contribute to and build a positive team culture.
- Demonstrated experience building effective partnerships and working collaboratively with key stakeholders internally and externally.
- Knowledge of facilities management, space planning and the construction process.
- Knowledge of collection storage management, resource sharing, and shared print programs.

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- Knowledge of continuous improvement concepts and process improvement techniques.
- Demonstrated ability to work effectively with staff and other constituents of diverse backgrounds including sensitivity to their needs and concerns.
- Experience working with a unionized workforce.
- Demonstrated commitment to the [Library's Values](#).

Application Requirements

Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter

Apply link: <https://aprecruit.berkeley.edu/JPF05180>

Help contact: richard.brown@berkeley.edu

About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging in our public mission of research, teaching, and service, consistent with [UC Regents Policy 4400](#) and University of California Academic Personnel policy ([APM 210 1-d](#)). These values are embedded in our [Principles of Community](#), which reflect our passion for critical inquiry, debate, discovery and innovation, and our deep commitment to contributing to a better world. Every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive.

The University of California, Berkeley is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

For more information, please refer to the [University of California's Affirmative Action and Nondiscrimination in Employment Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#)

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prior to submitting their letter.

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.

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](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

Job location

Berkeley, CA

To apply, visit <https://aprecruit.berkeley.edu/JPF05180>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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