

Director of Medical Library Services – Healthcare

THE BEST CAREERS. RIGHT HERE @ BROOKLYN'S LEADING HOSPITAL.

MAIMONIDES: TOP TEN IN THE U.S. FOR CLINICAL OUTCOMES

Brooklyn, NY. We're Maimonides Medical Center, the largest hospital in Brooklyn and a major independent teaching hospital with a community hospital feel. At Maimonides, we're continuously expanding our services and remain at the forefront of innovative medicine. In fact, our Heart & Vascular Center ranks among the top 1% of hospitals in the US for heart attack/heart failure patient outcomes. We deliver more babies than any other hospital in New York State, have a Level I Trauma Center, and an accredited full-service Cancer Center with Joint Commission Gold Star designation along with the distinction of Brooklyn's only Children's Hospital.

Maimonides Medical Center is seeking a **Director of Medical Library Services** to be responsible for providing a state-of-the-art medical library with evidence-based informational resources and services to support customer focused, high quality patient care, research and graduate medical education. The professionally trained librarian will administer the operations of the library, develop policies and procedures as well as:

- Provide evidence-based healthcare instruction, and expert literature searching using Pubmed, Cochrane, Cinahl and other knowledge-based databases.
- Develop and monitor policies and procedures for the library's services, collections, technologies, data collection/analysis, and file management.
- Provide on-site and virtual library services including inter-library loan, document delivery, and circulation.
- Evaluate user needs and ensure adequate, accessible and up-to-date print and online collections through acquisition and cataloging of books and journals, and selection of databases.
- Supervise library staff, provide training and staff development. Coordinate staffing hours to ensure adequate library coverage.
- Develop annual budget and monitor expenditures.
- Interact/negotiate with vendors to ensure best pricing.
- Develop and maintain content and links for the Medical Library's intranet and internet websites.
- Prepare agenda and conduct the multidisciplinary Medical Library Committee meetings.
- Maintain memberships and participation in library consortia and library networking for resources sharing, cooperative and group services, and to stay current of developments in librarianship.
- Ensure library compliance with accrediting organizations.
- Perform other duties as required.

We require:

- Master's degree in library science from an American Library Association accredited program.

- At least 3 years of experience as a Library Director or Manager in a hospital, academic medical center or healthcare system.
- Experience with budget management and staff development/ supervision/ training.
- Professional level experience utilizing the National Library of Medicine's (NLM) databases including Pubmed, and other knowledge-based resources.
- Experience teaching the library's resources and services in a classroom or one-on-one setting.
- Working knowledge of Docline, NLM's "Outside Tools", and link resolvers.
- Outstanding written and verbal communication, interpersonal and collaborative skills as well as strong organizational skills.
- Membership in the Medical Library Association's "Academy of Health Information Professionals" (AHIP) or working toward AHIP.
- Experience with citation management software preferred.
- Experience with Libkey and Browzine, Libguides, Discovery Services preferred.

Must be flexible with work schedule to occasionally cover a night and weekend when needed.

Director of Medical Library Services, please email a resume to lfriedman@maimonidesmed.org. An EOE.

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