

**DATE:** April 27, 2018

## VACANCY ANNOUNCEMENT

The Hoover Institution at Stanford University is seeking qualified candidates for the full-time position of Digital Strategy and Services Manager for the Hoover Institution Library & Archives. To ensure your application information is captured in our official files for immediate access to your resume, you must apply to <http://stanfordcareers.stanford.edu> and in the key word search box, indicate Requisition#:78794.

**A cover letter and resume are required for full consideration.**

**WORKING TITLE:** Digital Strategy and Services Manager  
**JOB TITLE:** IT Technical Manager 3  
**JOB CODE:** 4807  
**GRADE:** M  
**EXEMPTION:** Exempt  
**SALARY RANGE:** Commensurate with Experience  
**TERM:** Continuing  
**END OF POSTING:** Until filled

**About Stanford University's Hoover Institution:** The Hoover Institution on War, Revolution, and Peace is a public policy research center devoted to the advanced study of economics, politics, history, and political economy—both domestic and foreign—as well as international affairs.

Founded in 1919 by Herbert Hoover before he became the thirty-first president of the United States, the Institution began as a repository of historical material gathered at the end of World War I. The library and archives have grown to be among the largest private repositories of documents on twentieth-century political and economic history. Over time the Institution expanded its mission from collecting archival material to conducting advanced research on contemporary history and economics and applying this scholarship to current public policy challenges.

With its eminent scholars and world-renowned library and archives, the Hoover Institution seeks to improve the human condition by advancing ideas that promote economic opportunity and prosperity while securing and safeguarding peace for America and all humanity.

**JOB PURPOSE:**

Reporting to the Director of the Hoover Institution Library & Archives, the Digital Strategy and Services Manager will develop, implement, and maintain a sustainable digital program for Hoover's cultural heritage materials in all formats (books, newspapers, manuscripts, photographs, posters, audio, film, microfilm, fine art, objects, born digital materials, and others) to support the use of collection for research and teaching, taking full advantage of the latest digital technologies for enhances access and long-term content preservation.

The Digital Strategy and Services Manager will execute substantial technical and managerial efforts within a large department or with university-wide focus. Exercise major programmatic impact on and/or manage very large research functions.

**CORE DUTIES\*:**

- Lead and manage technical experts responsible for the development, design, and systems integration for client engagement, from definition phase through implementation; provide technical direction for one or more technical areas. May manage managerial staff.
- Create and execute business and technical plans, and revise as appropriate to meet changing needs and requirements.
- Create procedures and guidelines to ensure compliance with university policy and federal and state regulations.
- Evaluate and assess metrics and program effectiveness; review trends and monitor proactively.
- Establish and manage financials for a program, organization, and/or facilities.
- Evaluate the effectiveness of the organizational structure and programs to ensure success, development of employees, and appropriate use of staff resources.
- Lead, hire, coach, and evaluate performance of staff.

*\* Other duties may also be assigned.*

**MINIMUM REQUIREMENTS:**

**Education & Experience:**

Bachelor's degree and eight years of increasingly technical work experience, or a combination of education and relevant experience. Relevant experience may include technical work in a library, archives, museum, or other cultural heritage institution.

**Knowledge, Skills, and Abilities:**

- Detailed understanding of relevant business and technical knowledge.
- Ability to resolve issues quickly and make decisions that meet university objectives, in a collaborative culture.
- Demonstrated ability to lead, motivate, and develop staff.
- Exceptional customer relationship skills, consensus building skills, and ability to establish effective working relationships in a diverse environment.

**STRONGLY PREFERRED QUALIFICATIONS:**

- Familiarity with best practices of cultural heritage institutions and materials.
- Demonstrated ability to adjust priorities and manage multiple projects/programs simultaneously.

**Certifications and Licenses:**

- None

**PHYSICAL REQUIREMENTS\*:**

- Constantly sit, perform desk-based computer tasks.
- Frequently twist/bend/stoop/squat, grasps lightly/fine manipulation, grasp forcefully, and sort/file paperwork or parts, lift/carry/push/pull objects that weigh up to 10 pounds.
- Occasionally stand/walk, reach/work above shoulders, writing by hand, kneel/crawl, and climb (ladders, scaffolds, or other).
- Occasionally use a telephone, operate hand controls, kneel, crawl, climb ladders, reach/work above shoulder, grasp forcefully.
- Must be able to push and maneuver a fully-loaded cart weighing up to 650 pounds with a push force up to 50 pounds. Ability to lift 40 pound boxes or bundles.

*\*Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.*

**WORKING CONDITIONS:**

- May work extended hours, evenings and weekends.

**WORK STANDARDS:**

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients as well as with external organizations.

- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu>.

*The Hoover Institution at Stanford University is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.*