

UCLAS: Collection Building & Management (SAG 3) Portfolio Manager

Overview. As Portfolio Manager for Strategic Action Group 3, work with colleagues to develop strategies and implement projects and services for UC-wide shared collection building and management. The portfolio manager has the opportunity to enhance professional knowledge, skills, and collaborative relationships while supporting the priorities, appropriate resource allocation, and communication of activities within the UC Libraries Advisory Structure.

How to apply: You must first obtain approval from your supervisor. Send a short letter of interest to the UCLAS Coordinating Committee via ccc-l@listserv.ucop.edu

Deadline: November 14, 2014

Time Commitment: 20%

Term: 3 years

About SAG3: <http://libraries.universityofcalifornia.edu/sag3>

Detailed Tasks Description

1. Track timelines for major initiatives and ensure coordination with the CoUL agenda.
2. Support and coordinate SAG 3 Project Teams. Maintain open communications with Project Teams, monitor progress and provide expertise as needed.
3. Serve as liaison to the SAG 3 Operations Teams.
4. Work with the Chair to plan SAG3 agenda
 - a. Meet between meetings; review open issues, items for follow-up, and next steps
 - b. Maintain the meeting agenda pages for current and future meetings. Work with the Chair to determine meeting topics and outcomes.
 - c. Manage the meetings when the Chair is unavailable.
5. Work with the Chair to draft the UCLAS Bimonthly report.
6. Maintain the Confluence wiki, including tables to track the work of the SAG, internal minutes, documents, and audit trail for decisions and completed work.
7. Maintain current SAG 3 information on the UC Libraries website, including roster, public meeting notes, projects and groups, and documents.
8. Advise the Chair on issues, concerns, or observations to improve both the meetings and the work of the task groups and the SAG, including resource allocation.
9. Share best practices for SAG management with Chairs, Coordinating Committee Members, and Portfolio Managers of other SAGs.