



**TITLE: Managing Librarian, Serials & Acquisitions**  
COMPANY: LA Law Library  
FULL/PART TIME: Full Time  
SCHEDULE: 8AM – 4:45PM, Monday-Friday  
SALARY: Commensurate with experience plus excellent benefits.

### **ABOUT LA LAW LIBRARY**

LA Law Library is a vibrant community education center in Los Angeles County and a leader in providing public access to legal knowledge, putting national and international sources of law into the hands of those seeking legal information. In addition to acting as the curator and cultivator of a superior collection of legal resources comprised of nearly one million volume equivalents -- including one of the nation's largest foreign and international law collections, LA Law Library serves a gateway to legal information and a navigator facilitating access to the legal system for those who do not have or cannot afford legal representation.

Our staff serves more than 50 thousand patrons annually, both nationally and globally, and the number continues to grow daily as new programs and workshops are developed with the assistance of our many partners to provide innovative legal research technology and services.

### **POSITION INFORMATION**

The LA Law Library is currently seeking an innovative and energetic librarian to manage all resource acquisitions operations for the Library's world class collection. Under the general supervision of the Director of Collection Management Services, the Managing Librarian, Serials & Acquisitions is responsible for overseeing the acquisitions, receipt, invoicing, and claiming of materials across the library, and maintains responsibility for fiscal integrity of acquisition and payment processes. This position has overall responsibility for the oversight and disbursement of the Library's \$2.5 million acquisitions budget, working closely with the Senior Librarian of Collection & Branches on budget forecasting, administration and analysis, and assists with collection development decisions. The Managing Librarian will oversee a work unit of 3 staff. The Managing Librarian initiates, negotiates and maintains relations with booksellers, subscription agents and content providers, and evaluates their performance. This position requires a dynamic, self-motivated individual who is committed to process improvement and is flexible and forward-thinking.

### **RESPONSIBILITIES:**

Supervises Acquisitions and Serials staff who order and record materials that are received on the basis of firm orders, subscriptions, standing orders, and depository programs in all formats, including electronic resources and global materials in numerous languages.

- Oversees workflow in the Acquisitions and Serials group and makes appropriate task assignments with regard to acquiring and receiving in the local Integrated Library System (ILS)
- Monitors quality of activities and provides training as needed and determines appropriate corrective measures
- Analyzes and evaluates workload to ensure appropriate staffing levels
- Develops written instructions and keeps them current

- Initiates, negotiates and maintains relations with booksellers, subscription agents, and content providers, and evaluates their performance. Monitors vendor statements and resolves complex vendor problems
- Participates in hiring, evaluation, counseling, and disciplining of direct reports

Maintains integrity of financial tracking, decision-making and approval regarding acquisitions of library materials

- Proposes, supports, and monitors the budget for library materials
- Oversees approval of payment process pursuant to policy and budget
- Provides budget analysis & reports, and ensures budget projections are achieved

Manages Claim procedures

- Coordinates and distributes claim notices produced by the local ILS
- Handles complex claims
- Monitors staff to ensure claiming process is completed and material is received in a timely manner.

Coordinates major cancellation projects

- Identifies required steps for each project; plans, organizes and executes process and assigns tasks
- Trains staff on how to create and/or update the local ILS records when appropriate
- Assures that all purchase order and check-in component information is updated when changes occur
- Assures that correct MARC holding records are updated with bound volume information, new components, or other related information

Coordinates the Federal Depository program

- Oversees receipt, claiming and weeding of government documents
- Completes survey forms, updates depository selections in coordination with Director, Collection Management Services and Reference staff

Participates in achieving divisional and departmental goals

- Collects and maintains statistics for library collection.
- Coordinates activities with other Collection Management Supervisors
- Assists in problem solving by analyzing and evaluating information found in library catalogs, web sites and other tools
- Provides input for departmental and divisional policies and procedures
- Provides reports, statistics and data analysis with recommendations as required
- Participates in contract negotiations as one of the members of the team
- Provides collection development recommendations
- Coordinates used book sales and their pricing
- Participates in library's materials preservation policies and procedures
- Participates in staff meetings, group activities or committee assignments
- Reports and acts on violations of the Law Library's policies including its non-harassment policies
- Other duties as assigned.

**REQUIRED QUALIFICATIONS:**

- A graduate degree in librarianship from a school or accredited institution by the American Library Association or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.
- 4+ years experience as a professional Law Librarian, demonstrated supervisory experience, demonstrated knowledge and understanding of acquisitions and serials processes and procedures in all formats, including electronic resources.
- Ability to perform mathematical calculations and manage complex spreadsheets as they relate to the position.
- Specific knowledge of an integrated library system and experience with managing G/L , budget, and forecasting.
- Previous supervisory or lead experience.
- Excellent verbal and written communication skills.
- Knowledge of principles, practices, and trends of professional library work.
- Knowledge of legal materials, publishers, and vendors and overall operation of the Library.
- Participation in library related local and national professional organizations.

## **BENEFITS**

LA Law Library currently offers a comprehensive benefits package including California Public Employees Retirement System (pension program), choice of 10 medical insurance plans, dental and vision insurance plans, paid leave accruals, 13 paid holidays, life and long-term disability insurance, 457 Deferred Compensation plan, Flexible Spending Account (FSA); as well as a transportation allowance/reimbursement program for using public transit or free parking if you drive.

## **EQUAL OPPORTUNITY EMPLOYER**

LA Law Library is an equal opportunity employer. It does not discriminate against qualified employees or applicants based on race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information, or any other characteristic protected by applicable state or federal law. Equal employment opportunity will be extended to all persons in all terms and conditions of employment.

To apply for this position, please visit our website at [www.lalawlibrary.org/CAREERS](http://www.lalawlibrary.org/CAREERS) to view the complete job description and directions on how to apply.