



The law firm of Atkinson, Andelson, Loya, Ruud and Romo, has an immediate opening for an experienced Librarian/Information Services Manager. Location: Cerritos, CA.

Job Summary: The Librarian/Information Resources Manager reports to the Director of Administration, and is responsible for day to day operation and management of the library and information center, including monitoring the Firm's 9 regional libraries, and working with filing services for library maintenance.

The successful candidate will be fluent in Westlaw, Courthouse News, Court websites, Internet, PACER, and Lexis.

Duties:

Perform a wide variety of research questions, including retrieving court documents, corporate, public, criminal, and real property records.

Check in and process mail.

Monitor the Firm and its competitors.

Maintain Information Services webpage.

Manage and maintaining MCLE records.

Schedule webinars, seminars, and meetings as requested.

Order and cancel both print and online materials and services as needed.

Work and assist other departments as necessary.

Conduct library orientations for new employees.

Train new employees on using library services.

Education and prior work requirements:

MLS from an ALA accredited university.

Minimum 5 years managing a law library.

Preferred but not mandatory, JD other advanced degree.

Strong technical skills, including familiarity with SharePoint, MS Office, social media, graphic editors, and other related technology tools.

The successful candidate will demonstrate:

Excellent organizational skills

Excellent attention to detail

Good interpersonal communication skills

Ability to work harmoniously and effectively with others

Ability to work under pressure

To apply, please send resume to CSullivan@aalrr.com