



Research Manager

Contact Information:

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Currently assisting an Am Law 100 Firm in their search for a Research Manager in the Los Angeles office.

Description:

The position will be responsible for managing Library Services. Responsibilities include managing all aspects of library services for the region, including legal and business research, training and instruction of efficient research techniques and budget management. The librarian is expected to perform outreach, as well as be comfortable with emerging technologies and is responsible for improving access to online databases and Internet resources and providing training for such resources. This role requires candidates to have a progressive approach to Library Science, demonstrate initiative and work as part of a collaborative team on library-wide issues and projects.

Key Responsibilities Include:

- Perform a wide variety of legal and non-legal research projects for lawyers, clients, and staff in multiple offices
- Regularly conduct client development research as a part of the Library & Research Services team
- Explain and assist in use of reference sources; provide group and individual instruction on research techniques
- Administer the library to ensure the resources are easy to use and accessible
- Process invoices for payment and monitor expenditures against budget targets
- Receive and route library serials, both in print and online forms
- Identify collection strengths and weaknesses; target titles for cancellation; interface with attorneys to align collection with current and future needs
- Coordinate activities with research services team as well as participating in enhancing research services/firm technologies
- Provide and implement current awareness services
- Provide library orientation and training in print and electronic resources to attorneys and other professional staff
- Record and report research projects and time spent utilizing firm billing software and reference request database
- Commitment to strong service values with an ability to exhibit sound professional judgment, discretion and diplomacy
- Ability to supervise third-party filing service contractors
- Special projects and additional duties as assigned

Qualifications:

- Fundamental understanding of legal concepts
- Expert research and database skills, including proficiency with Lexis, Westlaw, Bloomberg/BNA, CCH IntelliConnect/Cheetah, HeinOnline and others
- 5+ years of law library experience required, preferably in a law firm setting
- Intermediate MS Office, particularly Excel
- Experience with fast-paced environment while balancing multiple projects simultaneously
- Must be physically capable of moving boxes and or furniture weighing as much as 35 lbs

Minimum Education:

Master's Degree in Library Science from an ALA accredited school required.