



The Orange County Public Law Library solicits applications for a law library director to begin work August 17, 2018. The Law Library provides legal information resources to all residents of Orange County, California. Orange County is the third most populous county in California, with over 3 million residents, 42 miles of coastline and 34 cities. Orange County offers a multitude of activities, from the arts to sports and recreation.

The Library occupies a 47,000 square foot facility in the Orange County Civic Center in Santa Ana. The collection covers state and federal jurisdictions, in multiple formats (print, electronic and microfiche.)

The Director plans, organizes, directs, manages and oversees the activities and operation of the Library, including public and technical services, administration, collection acquisitions, and investments; coordinates law library activities with other county and outside agencies, and provides highly complex staff assistance to the Board of Trustees, which provides policy direction. The Director represents the Library to local, state and national agencies and associations.

Requirements:

Education: Both a Master's degree in Library/Information Science and graduation from an accredited school of law are strongly preferred, but substantial experience may be substituted for one of those graduate degrees.

Experience: Six years of increasingly responsible law library experience including three years of management and administrative responsibility.

Qualifications:

- Demonstrated record of leadership and excellence.
- Ability to integrate emerging technologies with traditional library resources
- In-depth knowledge of information policy and service trends impacting all types of libraries
- Demonstrated knowledge of operations, services and activities of a comprehensive public law library
- Ability to prepare and administer large and complex budgets, including investment and financial reporting requirements for public agencies
- Ability to communicate clearly and concisely, both orally and in writing, with all levels of employees and management, as well as with the public and outside vendors
- Ability to effectively represent the Library to the public, the legal profession, community organizations and government agencies

The position is compensated commensurate with candidate qualifications. Anticipated starting salary range is \$125,000 - \$150,000. Additional benefits include defined benefit retirement plan, annual leave accumulation based on years of service, and medical, dental, and life insurance (employee contributes to medical insurance.) The Library does not participate in Social Security.

Interested candidates should submit an application including resume and names/contact information of three professional references by **February 15, 2018**. Send to applications@ocpll.org. Following the closing date, applications and resumes will be reviewed for qualifications. Select candidates will advance to interviews; additional interviews may be conducted. Final selection is anticipated by May, following completion of a thorough background check.

For additional information or questions, please contact Maryruth Storer, mstorer@ocpll.org.