



Director

Ventura County Law Library

The Ventura County Law Library is seeking a Director. Under the supervision of the Board of Trustees, the Director oversees all aspects of Law Library operations, including public services, administration, collection development and acquisitions, and technical services.

The Ventura County Law Library occupies a 14,000 square foot facility at the Ventura County Government Center, in the Hall of Justice. The collection of federal and California materials numbers 70,000 volumes and includes additional resources in electronic and microfiche formats. The Law Library is open 49 hours a week: Monday-Thursday 8am-6pm, and Friday 8am-5pm.

Duties

May include, but are not limited to:

- Plans and directs the operation of the County Law Library in accordance with policies and procedures authorized by the Board of Law Library Trustees and the Business and Professions Code, Division 3, Chapter 5.
- Prepares annual report as required in Business and Professions Code Section 6349 and any other report of interest to and necessary for the operation of the library.
- Serves as Secretary to the Board of Trustees and all standing and/or special committees of the Board.
- Recommends to the Board of Trustees proposals for modifying, improving and expanding services and library materials.
- Prepares budget and financial statements.
- Supervises and maintains accounting processes and recordkeeping to include accounts payable, accounts receivable, banking, personnel, payroll, tax reports, fund reconciliation and ledgers.
- Maintains facility and equipment, manages library equipment repair and replacement and maintains inventory records including furniture and equipment.
- Exercises direct supervision over law library personnel, currently two full time and four part time staff members. Manages personnel selection, training, work assignments, scheduling, performance evaluation, discipline and promotion of the law library staff.

- Contract management including agreements with library materials vendors, technology purchases and maintenance and building maintenance.
- Maintains library collection by seeing those books and other legal materials are current, properly classified, and necessary binding and repair work are completed.
- Participates in the activities of professional library organizations including attendance at meetings, conferences and seminars held in the furtherance of professional development and law library interests.
- Builds and maintains positive working relationships with Board of Law Library Trustees, law library patrons, professional organizations and other community partners.
- Provides reference services to law library patrons including selection of books and explanation of text access and updating. Reference assistance includes the use of electronic formats.
- Perform related duties as assigned.

Position Requirements

- Education and experience: Sufficient to demonstrate competency in the knowledge and skills specified and acceptable to the Board of Law Library Trustees. This would usually be obtained by:
 - JD or MLS degree or the equivalent from ABA/ALA accredited schools.
 - Two years of recent progressively responsible law library experience including administrative duties.
- Knowledge of:
 - Legal resource materials and documents; basic legal terminology, general practices, procedures and jurisdictions of State and Federal courts.
 - Theory and practice of library science in both reader and technical service fields; library purpose, organization and administration. Ability to anticipate and recommend needed change; public relation principles and practices; principles and techniques of administrative and personnel management and ability to apply those principles.
 - Computers, their operations and applicable software, including legal research applications.
- Ability to:
 - Speak and write effectively; analyze situations accurately and to adopt an effective course of action.
- Willingness to:
 - Work overtime and evenings; travel; maintain a clean, neat appearance; attend meetings and training sessions.

Salary range: \$60,000 to \$80,000, DOE. The Law Library contracts with CalPERS to provide retirement and health benefits.

To apply, please send resume and cover letter addressed to the Board of Trustees, along with the names of three professional references, to: jobs@vencolawlib.org.

Please no calls to the library.

More information is also available online: <http://www.vencolawlib.org/2018/02/02/job-posting-library-director/>