The Riverside County Law Library is dedicated to empowering its 2.4 million county residents to perform the highest quality of legal research and practice through free and open access to the law. Our fantastic team of information professionals enjoy a collegial work environment, opportunities for growth and innovation, and a culture that values diversity and inclusiveness.

The Riverside County Law Library seeks an energetic, forward-thinking, and collaborative Electronic Services Librarian to join its team. This is a Librarian I level position responsible for providing quality legal information services to the public by supporting access to electronic resources and digital media including password management, troubleshooting resource and connectivity issues, collecting eResources usage statistics, and maintaining the content of the library’s website and social media presence.

**Key responsibilities include:**

- Provide reference service in-house, by phone, email, or online service, using a variety of print and electronic resources.
- Lead and coordinate the library’s communications to the public including preparing blog posts, Social Media posts, quarterly reports, and other content initiatives.
- Lead and coordinate trainings with staff on a regular basis including, database usage, reference interviews, and other services.
- Participate in space planning and collection development activities such as evaluating and recommending titles for acquisition, retention, or withdrawal, and assist with maintaining and updating the collection.
- Recommend and integrate the application of new technologies.
- Interface with the library's IT Service Provider to develop, establish and oversee procedures and work standards for maintenance, troubleshooting, problem reporting and tracking, and coordinate for computer hardware and software upgrades.
- Update all documentation for electronic resources, including password instructions and troubleshooting information.
- Maintain the ILS which includes planning for and implementing upgrades, quality control, and developing customizations.
- Coordinate and maintain content of the library’s website and social media presence, as well as promote use of the library’s eResources to the community and contribute content for enewsletter, blog and social media posts.

**Education and Experience**

- ALA-accredited Master’s degree in library/information science and/or JD with significant law library work experience.
- Library or law library work experience, preferably in technical or electronic services.
- Experience with an integrated library system (ILS) and in providing library specific technology support.
- Computer experience and skills in networks, word processing, spreadsheets, and web content management system, as well as knowledge of current law library service, organization, procedures, equipment, and technologies.
Compensation & Benefits
Salary dependent upon qualifications and experience. Excellent benefits package including annual leave (vacation and sick leave) of 23 – 33 days per year depending upon years of employment; 12 paid holidays; health, vision, and dental insurance; life insurance, and retirement through CalPERS.

HOW TO APPLY
For more information and a full job description visit www.rclawlibrary.org Applicants should send a resumé and cover letter to victoria.williamson@rclawlibrary.org. Position open until filled.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.