



TITLE: Senior Librarian, Collection Development

COMPANY: LA Law Library

FULL/PART TIME: Full Time

SALARY: \$82,000 - \$92,000

### **ABOUT LA LAW LIBRARY**

LA Law Library is a vibrant community education center in Los Angeles County and a leader in providing public access to legal knowledge, putting national and international sources of law into the hands of those seeking legal information. In addition to acting as the curator and cultivator of a superior collection of legal resources comprised of nearly one million volume equivalents - - including one of the nation's largest foreign and international law collections, LA Law Library serves as a gateway to legal information and a navigator facilitating access to the legal system for those who do not have or cannot afford legal representation.

Our staff serves more than 100 thousand patrons annually, both nationally and globally, and the number continues to grow daily as new programs and workshops are developed with the assistance of our many partners to provide innovative legal research technology and services.

### **POSITION INFORMATION**

LA Law Library is currently seeking an innovative and energetic Senior Librarian for Collection Development who will take the lead in developing and monitoring the Reference & Collections budget, oversees selection of print and electronic materials for our world-class collection, and manages collection-related data and statistics.

### **Responsibilities and Duties**

#### Core Responsibilities and Duties:

#### Collection Development and Management

- Provide recommendations for the selection of new materials in all formats to maintain a comprehensive and current collection in conformity with the Collection Development Policy and the approved budget.
- Provide recommendations in the selection, evaluation and maintenance of branch materials in all formats that support the Collection Development Policy.

- Provide recommendations for the development and maintenance of a preservation and retention policy.
- Coordinate Collection Development activities with other departments.
- Gather data and statistics to support Patron Services Department initiatives and Circulation Department activities;
- Analyze collected data and project impact of statistics on Patron Services Department budget, collection, and services
- Analyze Collection Development Policy and make recommendations for changes, additions or deletions as needed.
- Provide recommendations for format changes, additional copies, replacements and weeding of the collection.
- Analyzes subject areas of the collection and prepares comparative data.

#### Supervision & Leadership

- Supervises branch and partnership staff, Collection Development Staff. Coordinates required staff training, orientation and program activities; mentors newly hired staff
- Provides management, direction and guidance for specific assignments, projects and programs
- In conjunction with Human Resources, assists with job announcements, recruitment and hiring of needed staff
- Evaluates staff performance through regularly scheduled and annual evaluation process; recommends merit and promotional opportunities, discipline and termination.
- Participates in hiring, counseling, and discipline of direct reports.
- Reports and acts on violations of the Law Library's policies including its non-harassment policies.

#### Budget

- Under the direction of the Director, Reference & Collections, develops and recommends an annual budget for the Patron Services Department and library collection; produces and distributes budget documents.
- Monitors performance under and compliance with the annual budget; identifies and resolves variances between budget and actual expenditures.
- Assists with administration of the annual Patron Services budget as approved by the Board of Trustees
- Creates workflows to effectively track spending and project library collection budget forecasting.
- Works closely with Library Manager – Serials and Acquisitions to obtain and collate relevant data and prepare reports on current and projected collection spending.
- Creates tracking mechanisms and tools to streamline budget reporting process.
- Provides collection development budget analysis & reports, and ensures budget projections are achieved.

#### Reference Assistance to Library Users

- Conducts complete reference interviews to determine appropriate print and electronic resources to meet user requests.
- Performs both immediate reference and in-depth research searches; refers users to other resources as appropriate.

- Directs users to requested publications; assists users with both print and electronic resources.
- Provides instruction and guidance for use of library catalog, legal databases, legal research methodology and procedures.
- Responds to in-library, phone, mail, email and live-chat reference questions.
- Develops and maintains pathfinders, bibliographic resources and research guides.

#### Training and Outreach

- Participates in the development of training programs and new classes in remote locations
- Teaches classes and updates class materials for both legal and general public users.
- Participates in professional seminars, workshops, and lectures.
- Participates in orientation and training of new staff members and non-professional staff.
- Travels as assigned to a remote location to provide on-site supervision and oversight of services and programs,

#### Other Responsibilities

- Participates in library-wide projects and programs.
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.
- Attends professional programs, activities and conferences.
- Assists other reference and research services staff as required.
- Participate in speaking engagements; make presentations to large and small groups / organizations
- Other duties as required.

#### Position Qualifications

##### Required:

- MLS, JD or other advanced degree from an accredited institution
- Knowledge of professional law librarianship concepts, principles and practices
- At least 2 years demonstrated law library reference experience
- Strong analytical, interpersonal and organizational skills
- Ability to think and work strategically
- Ability to communicate clearly and concisely, both orally and in writing
- Experience with statistical data gathering using Microsoft Office environment; facility with Excel
- Online database research experience using Lexis, Westlaw, etc.
- Valid CA driver's license and willingness to drive personal vehicle on library related business.

##### Preferred:

- Administrative or project planning and implementation experience in a special library setting.
- Writing, speaking and teaching or training experience.

#### Work Environment

Will be working in an office environment and in reference public service counter areas.

**Physical Abilities Required**

- Lifting ability: Light, under 15 lbs. on a regular basis. Up to 50 lbs. on an occasional basis.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+min. may be required.

**BENEFITS**

LA Law Library currently offers a comprehensive benefits package including California Public Employees Retirement System (pension program), choice of 12 medical insurance plans, dental and vision insurance plans, paid leave accruals, 14 paid holidays, life and long-term disability insurance, 457 Deferred Compensation plan, Flexible Spending Account (FSA); as well as a transportation allowance/reimbursement program for using public transit or free parking if you drive.

**EQUAL OPPORTUNITY EMPLOYER**

LA Law Library is an equal opportunity employer. It does not discriminate against qualified employees or applicants based on race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information, or any other characteristic protected by applicable state or federal law. Equal employment opportunity will be extended to all persons in all terms and conditions of employment.

To apply for this position please submit your **resume and cover** letter to

[Ziprecruiter.com LA Law Library-SeniorLibrarian,CollectionDevelopment](#) OR

[Indeed.com Senior Librarian, Collection Development](#)

To view other job openings please visit our website at [www.lalawlibrary.org/CAREERS](http://www.lalawlibrary.org/CAREERS) .