



Position: Assistant Director, Santa Barbara County Law Library

Schedule: 40 Hours/Week; Exempt

Starting Salary Range: \$58,000 - \$62,000

Position Summary: The Assistant Law Library Director works to promote the Law Library's mission of providing legal information, reference materials and research services to the legal community and self-represented litigants alike to ensure equal access to justice. The position reports to the Law Library Director.

Primary Responsibilities

- Provide reference assistance to patrons in the library, over the phone, or by e-mail; conduct reference interviews as necessary to determine patron information needs and identify appropriate print and electronic resources.
- Aid and instruct patrons in the use of the law library print and electronic resources, including Westlaw, LexisNexis, CEB OnLAW, Nolo EBSCO, the library website and authoritative legal and government websites.
- Provide circulation assistance to patrons; explain library policies and procedures; check materials in and out; monitor status of books in circulation and issue overdue notices when necessary; process invoices for overdue books and associated collection procedures; locate and reserve books and other materials for patrons on request.
- Maintain timeliness and accuracy of information on law library website.
- Monitor use of all library resources and maintain their security.
- Conduct collection analysis and participate in collection development; make recommendations for weeding, retention, repair, superseding and /or replacement of materials.
- Supervise law library staff regarding updating slip opinions, advance sheets pocket parts and loose-leaf publications.
- Develop reference guides, tools and pathfinders and maintain currency.
- Help create, update, and distribute print and electronic marketing materials (flyers, brochures) promoting library resources and services.
- Assist patrons with use of law library technology, including computers, copiers, and printers; monitor prints made by patrons and collect and record charges for same as appropriate; troubleshoot issues as needed.

- Maintain accurate petty cash records using Excel spreadsheet, recording collections, transfers, and removals of funds for deposits and/or small urgent purchases.
- Monitor and order law library supplies as needed.
- Ensure library is neat, orderly, and free of hazardous conditions.
- Create notices to patrons for display throughout law library as needed.
- Responsible for opening/closing procedures of law library.
- May include processing of accounts receivable and deposits.
- May include processing of accounts payable.
- Attend professional development programs, trainings, and classes.

Desired Knowledge, Skills & Abilities:

- Knowledge of principles and practices of professional library work.
- Knowledge of operations, services, and activities of a public law library
- Thorough knowledge of legal resources (print and electronic), legal terminology, and legal research.
- Professional level aptitude and practical experience using legal databases.
- Mastery of English usage, spelling, grammar, and punctuation.
- Proficiency with Microsoft Office Suite, Outlook, and social media platforms. Familiarity with Library World catalog software, Zoom, Adobe Creative Cloud, YouTube; web design and/or graphic design experience a plus.
- Ability to communicate effectively, orally and in writing, with colleagues and patrons of all backgrounds.
- Ability to establish and maintain cooperative relationships with library users, co-workers, supervisors, and others.
- Ability to maintain reliable and predictable attendance and punctuality.
- Ability to be flexible and willing to adapt to different conditions daily.
- Ability to lift and move books, materials, and other equipment as necessary, in accordance with all safety procedures.

Preferred Qualifications:

Education: MLS/MLIS from an ALA accredited program, JD or Paralegal Certificate is desirable.

Experience: Prefer minimum of three years' law library reference experience, public/customer service experience and management or supervisory experience.

Compensation & Benefits

Salary commensurate with qualifications, skills, and experience. Benefits include CalPERS retirement, Social Security, contribution toward monthly medical premium, paid holidays, generous sick leave and vacation accrual, and optional CalPERS 457 Plan.

To Apply:

Request job application form from info@countylawlibrary.org. Submit resume, cover letter, and completed job application form to info@countylawlibrary.org. Position will remain open until filled.