



Regional Manager, Library and Research Services

Job ID: 4006

Position: Manager

Location: Multiple Offices

Open Date: Thursday, March 7, 2024

Job Function: Staff

Job Description:

The Regional Manager, Library and Research Services is responsible for managing research services within assigned region(s). This position provides research as well as overseeing library research team members, ensuring the provision of high quality, accurate, and timely information for attorneys and clients. A hybrid work schedule is available for this position.

A career at Nixon Peabody is the opportunity to do work that matters. It's the chance to use your knowledge to shape what's ahead. To share, to innovate, to learn at a firm that taps the power of collective thinking.

We've created a dynamic, energizing environment that promotes success for our clients and each other. We offer fast growth, connectedness and training in business as well as law. And our rigorous standards assure you are part of a diverse team of top talent at every turn.

If you're someone who's looking toward the future, we'd love to hear from you.

Location: San Francisco, CA or Los Angeles, CA

Reporting Relationships:

This position reports to the Director, Library and Research Services.

This position directly supervises Research Librarians and Research Specialists.

Essential Job Responsibilities:

- Lead and manage the coordination and day-to-day delivery of research services. This includes intake, assignment and tracking of requests.
- Provide expert research and consultative assistance to attorneys and staff.
- Gather, analyze, synthesize, and present insightful, well-targeted research findings to attorneys and staff to facilitate decision-making and business planning. This includes pointing out key findings and suggesting additional avenues of research based on results.

- Maintain expert knowledge of complex research in multiple practice areas and jurisdictions.
- Coordinate research workflow with other managers to ensure balanced workload and prioritization of requests. This includes urgent after hours and weekend coverage on an as-needed basis.
- Develop and deliver research training programs for attorneys and staff. This includes in-person sessions at attorney meetings, and web enabled trainings.
- Guide and mentor junior level research staff on larger, more complex assignments.
- Regularly review research work for direct reports to ensure that service delivery meets department standards in terms of quality, responsiveness, timeliness and completeness.
- Supervise and evaluate staff performance in assigned region(s). This includes coaching, mentoring, and providing feedback.
- Manage processes for office orientations for new hires in assigned region. This includes scheduling regular visits to libraries for training and marketing of research services.
- Coordinate and take leadership role in the outreach activities of the library. This includes attending local practice group and attorney meetings and collaborating with other library managers on strategic direction.
- Maintain a strong working knowledge of library resources and actively participates in the evaluation of print and electronic resources with an eye toward improved service, research efficiencies and prudent cost management.
- Actively lead, engage and participate in special departmental projects and initiatives.
- Continue professional development through various firm and association sponsored activities.
- Perform other duties as assigned.

To perform this job successfully, you must be able to perform each essential job responsibility listed above, satisfactorily, with or without reasonable accommodation. Nixon Peabody retains the right to change or assign other duties to this position. The requirements listed below are representative of the skills and abilities required.

Job Requirements:

- 8-10 years of professional experience with 4 years of management experience, preferably within a law firm or professional services environment.
- Master's Degree in Library Science or Juris Doctor Degree required. Work experience in lieu of a degree will be considered.
- Deep professional library experience conducting highly complex research.
- Expert level of content knowledge and proficiency of library resources.
- Highly developed analytical and critical thinking skills.
- Demonstrated leadership skills and ability to work with personnel at all levels.
- Excellent interpersonal, communication, and presentation skills. Communicates clearly, confidently, and persuasively.
- Proven ability to meet tight deadlines and work productively in a fast paced environment.

- Strong customer service skills with the ability to set and maintain high service levels.
- Demonstrated ability to manage multiple projects.
- Strong administrative and organizational skills.
- Advanced technology skills.

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To comply with Federal law, Nixon Peabody participates in E-Verify. All newly-hired employees are verified through this electronic system established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to confirm their identity and employment eligibility. Please refer to the Notice of E-Verify Participation and the Right to Work posters on the Nixon Peabody Careers page for more information.

In accordance with applicable Federal and State laws, the anticipated annual salary range for this position, depending on location, is as follows: San Francisco, CA: \$99,780 to \$144,580; Los Angeles, CA: \$95,790 to \$138,800

In addition to a standard benefits package, this role may be eligible for additional contingent compensation based on an array of factors, including but not limited to: work performance, geographic location, work experience, education, and qualifications. Because such contingent compensation is not yet calculable or may be zero (\$0) in some circumstances, the above-listed salary range is Nixon Peabody's good faith estimate of the annual salary it reasonably expects to pay for the position at the time of this posting.

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