Southern California Association of Law Libraries

Job Title: Law Library Director/CEO
Location: San Bernardino, CA
Salary Range: $140k-$150k

The Director of the Law Library reports directly to the President of the Board of Trustees and operates under the authority of the Board. This role involves overseeing the administration, operations, human resources, library services, budgets, policies, and space planning of the law library. The Director is responsible for managing the Law Library and its two branch libraries, ensuring optimal resource allocation to enhance public access. The role includes planning, directing, and coordinating the library's activities to ensure operations are effective, efficient, and economical, as well as performing other related duties as needed.

As an executive leadership position, the Director also serves as the Law Librarian, overseeing library operations and collection maintenance. This role requires a commitment to developing innovative resources and services for all users. The Director provides leadership and guidance to law library staff, fostering a positive and engaging work environment that encourages outstanding public service and the development of innovative and efficient work practices.

To qualify for this position, candidates must have a Master's degree in Library Science from an American Library Association-accredited program or a related field, along with five (5) years of experience in a public law library, law firm library, or a similar setting. Additionally, candidates must have at least two (2) years of supervisory or leadership experience in a law library environment. A Juris Doctorate (JD) degree may substitute for one (1) year of the required experience. The role may require business-related travel both within the county, state, and nationally.

To streamline the application process, interested candidates should send their resumes to Belinda Beardt at bbeardt@aimusa.com as soon as possible. Resumes will be reviewed until the position is filled. For further information, please call or text (213) 489-9800.