



Riverside County Law Library

Temporary Librarian - Riverside

The Riverside County Law Library is dedicated to empowering its 2.5 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 Librarian to join its team. This is a Librarian II level position responsible for providing quality legal information services to the public and works collaboratively with other librarians in developing and delivering innovative educational and public service programs. This is a five-month temporary position that will start in September 2025.

Key responsibilities include:

- Provide reference service using a variety of print and electronic resources, as well as perform all patron access service-related functions in the main library.
- Supervise user service functions and personnel: reference, circulation, fee-based services, library tours, and bibliographic instruction.
- Interpret, communicate, and explain library policies and procedures to library users and staff and determine best course of action to resolve issues.
- Lead and coordinate information desk staff work schedules and trainings.
- Collaborate with other librarians and entities involved in community outreach, public access to legal information, legal research instruction, and related public service programs.
- Utilize user input to collaborate and contribute to the creation, development, implementation of innovative programs and services available through the library website.
- Lead and coordinate the production and maintenance of reference publications such as e-newsletter, research pathfinders, user guides, and online tutorials.
- Maintain in-house library usage statistics, MCLE records, and files.
- Provide monthly reports on library usage, class attendance, program participation, and patron incidents.
- Participate in collection development activities, CCCLL LibChat service, and user engagement activities including social media posts and web content development and maintenance.

Education and Experience

- ALA-accredited MLIS Degree and/or J.D with significant library work experience.
- Five years of highly responsible or professional level library work experience, preferably in a law library.
- Demonstrated leadership and supervisory experience.

Salary Range: \$28.99 – \$42.28 hourly

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.

LIBRARIAN I, II/III

DEFINITION

Under general supervision (Librarian I) or direction (Librarian II/III), to provide a variety of professional library services; to provide reference services and respond to reference requests; to assist with library programs; to provide assistance to Library users; and to do related work as required.

The Librarian classification describes work involving the application of the principles and practices of library science to organize and provide access to library materials.

SUPERVISION EXERCISED

LIBRARIAN I

Exercises no supervision.

LIBRARIAN II/III

May exercise technical and functional supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS

Librarian I – This is the entry level in the professional Librarian class series. Positions at this level usually perform most of the duties required at the Librarian II/III level, but are not expected to function at the same skills level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only a limited or no directly related work experience.

Librarian II/III – These are journey level positions in the professional Librarian class series. Incumbents may have responsibility for an assigned area of library functions such as public services or technical services. In addition, they may provide some training and supervision to other staff. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Librarian II/III are normally filled by advancement from the Librarian I/II level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards.

Victor Miceli Law Library
3989 Lemon Street
Riverside, CA 92501
t: (951) 368-0368
f: (951) 368-0185

Indio Branch
46-900A Monroe Street
Indio, CA 92201
t: (760) 848-7151
f: (760) 347-4500

Temecula Law Resource Center
Temecula Public Library
30600 Pauba Road
Temecula, CA 92592
t: (951) 693-8900

www.rclawlibrary.org

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide library reference services and respond to requests from library patrons; utilizes a variety of resources, both print and electronic, to research and provide answers and resources for patron information requests; works with patrons to determine their specific reference needs; suggests appropriate reading material for patrons; assists with updates, and the selection of materials for the library reference collection; may have book selection responsibilities for the general collection; works with

representatives of other library systems or vendors in the development and utilization of reference resources; assists with planning, organizing, publicizing, and implementing community engagement and outreach programs; organizes and conducts educational and public service programs; prepares and distributes publicity information; organizes and carries out a calendar of library events; assists with training in library procedures; performs reference and legal information services for library users; assists with development of recommendations for the purchase of materials for the collection; provides work direction and training for other library staff; compiles statistical information; checks the proper cataloging and shelving of material; assists with technical services including physical processing, cataloging, mending, and discarding of library materials; provides training and assistance for library users; coordinates the maintenance of the on-line computer operating system; attends workshops and conferences for the development and updating of library knowledge and skills; and represents the library in contacts with citizens, community groups, other government agencies, and professional associations.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Librarian I

Knowledge, Skills & Abilities

- Solid knowledge of library reference materials, sources, and techniques.
- Knowledge of library principles, practices, and methods.
- Extensive knowledge of California and Federal legal materials
- Professional level aptitude and practical experience using legal databases, Internet search engines and standard computer/software applications.
- Knowledge of issues, emerging trends and technologies in patron access services including legal research instruction.
- Knowledge and experience working with SirsiDynix, OCLC or similar integrated library systems.
- Demonstrated ability to teach traditional and online legal research methods.
- Strong oral and written communication and interpersonal skills.
- Demonstrated ability to organize and maintain responsibility for an assigned area of library functions such as reference, access services or technical services.
- Ability to work independently and function effectively in a team environment.
- Excellent customer service skills and ability to effectively, work or deal with people of diverse backgrounds.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

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Experience:

II Level: One year of increasingly responsible professional library work experience comparable to that of a Librarian with Riverside County Law Library.

III Level: One year of increasingly responsible professional library work experience comparable to that of a Librarian II with Riverside County Law Library.

Training:

Possession of an ALA-accredited Master's degree in Library/Information Science or J.D. with significant prior library work experience, preferably law library.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including the ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift up to 15 lbs.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus associated with the constant use of computer monitors and pages of numbers and written texts.