



## **Assistant Director, San Francisco Law Library, San Francisco, CA**

Location: San Francisco, CA | Full-Time | On-site position

Salary Range: \$120,000-145,000, generous salary and benefits package including retirement, medical, vacation, and sick leave.

Founded in 1870, the San Francisco Law Library is the public law library of the City and County of San Francisco and the first County Law Library in California. It is our mission to provide the judiciary, the public, the bar, and city, county, and state officials free access and use of legal reference materials in order that they may conduct their legal affairs and preserve their legal rights.

The library offers robust legal information resources and services, in a variety of formats and delivery options, to meet the needs of our varied patrons. Our expansive collections, cutting edge technologies, and renowned reference team combine to provide dynamic legal information resources and services to our community.

### **Position Summary**

Reporting to and working closely with the Director, the Assistant Director assists with the day-to-day operations of the library and team of three reference librarians, one reference assistant, two library assistants, and two technical service staff.

Responsibilities include: coordination and supervision of the work of Public Services and Technical Services; collection and resource development; staff development; marketing, outreach and training. Administrative and management duties include collaborating with the Director on strategic planning, policy development, budgeting, project management, technology, initiating and monitoring library services, and vendor liaison.

### **Key Responsibilities:**

### **Deliver High-Quality Library Services**

- Lead public services and technical services teams to ensure timely, accurate, and accessible legal information.
- Oversee reference, circulation, and print and electronic resources to meet the needs of diverse patrons—from self-represented litigants to attorneys and court personnel.
- Uphold research best-practices and high-level customer service skills.

### **Guide Collections Strategy and Access**

- Shape a responsive, user-centered collection in print and digital formats.
- Negotiate contracts, manage acquisitions, and ensure legal research tools remain current, cost-effective, and equitably accessible.

### **Strengthen Community Outreach and Public Programming**

- Drive engaging, mission-aligned programs and partnerships that position the library as a trusted resource in the legal and broader civic community.
- Collaborate on educational programming, digital content, and community outreach.

### **Support and Develop Staff**

- Assist with day-to-day supervision, staff performance, and internal team operations.
- Foster a collaborative and accountable work environment with clear goals, coaching, and professional development opportunities.

### **Manage Facilities and Operational Logistics**

- Ensure smooth functioning of library operations, including building systems, technology infrastructure, vendor relationships, client satisfaction, and daily problem-solving.

### **Partner on Strategy and Innovation**

- Collaborate closely with the Director to implement organizational goals, evaluate services, and introduce improvements.
- Serve as acting leader in the Director's absence.
- Participate in Board of Trustees and City departmental meetings as required. Board meetings take place after hours.

### **Mandatory Requirements**

- MLS or JD from an accredited library or law school
- Minimum 10 years professional law librarian experience, including at least 7 years advanced legal reference/research experience
- Knowledge of law library administration, management, budgeting and finance
- Demonstrated success in staff supervision and development
- Experience in creating and managing legal research training, public programming, and outreach

### **Knowledge, Abilities, and Skills**

- Demonstrated leadership and interpersonal communication skills
- Deep understanding of legal information resources, systems, and emerging technologies
- Skilled in project management and organizational change
- Demonstrated ability to create user-friendly legal research tools and guides
- Enthusiastic about public service, community engagement, and access to justice
- Strategic thinker with the ability to manage multiple priorities
- Positive outlook, sense of humor

### **How to Apply and Required Documents**

Interested applicants can learn more about the San Francisco Law Library by visiting our website at <https://www.sf.gov/departments--san-francisco-law-library>. Please submit a single PDF file including a cover letter, a detailed statement of qualifications, and resume to [sflawlibrary@sfgov.org](mailto:sflawlibrary@sfgov.org). Priority given to applications received by July 11, 2025 (extended date).  
Position open until filled.