



TITLE: Senior Librarian, Reference & Research

COMPANY: LA Law Library

FULL/PART TIME: Full Time

SALARY: \$82,000 - \$92,000

ABOUT LA LAW LIBRARY

LA Law Library is a vibrant community education center in Los Angeles County and a leader in providing public access to legal knowledge, putting national and international sources of law into the hands of those seeking legal information. In addition to acting as the curator and cultivator of a superior collection of legal resources comprised of nearly one million volume equivalents - - including one of the nation's largest foreign and international law collections, LA Law Library serves as a gateway to legal information and a navigator facilitating access to the legal system for those who do not have or cannot afford legal representation.

Our staff serves more than 100 thousand patrons annually, both nationally and globally, and the number continues to grow daily as new programs and workshops are developed with the assistance of our many partners to provide innovative legal research technology and services.

POSITION INFORMATION

LA Law Library is currently seeking an innovative and energetic Senior Librarian for Reference & Collection department, who will provide mentorship, training and supervision to reference librarians and other staff members responsible for research services, and who will oversee day-to-day operation of the Library's busy reference desk.

Responsibilities and Duties

Supervision and Leadership

- Oversees and supervises in-person and remote reference desk services, including workflows, procedures, and best practices utilized by staff, in accordance with Library policy.
- Oversees and supervises reference desk scheduling, in conjunction with the Director, Reference & Collections and other staff
- Coordinates and conducts internal training for librarians and other library staff on reference and research topics, including use of new or existing database products, print and other resources.

- Mentors newly hired reference librarians and associates, including orientation to procedures and best practices.
- Assists with job announcements, recruitment and hiring of staff. Oversees and participates in the hiring process for direct reports, in accordance with Library policy and under the direction of the Director, Reference & Collections.
- Evaluates staff performance through regularly scheduled and annual evaluation process, including recommendation of merit and promotional opportunities, and disciplinary measures up to and including termination of employment, in accordance with Library policy.
- Reports and acts on violations of Library policies including non-harassment.
- Monitors and advises on the effectiveness and efficiency of processes within the Reference & Collections department.
- Provides management, direction and guidance for specific assignments, projects and programs as needed.
- Takes on special projects related to the department, as required.

Reference Assistance to Library Users

- Conducts complete reference interviews to determine appropriate print and electronic resources to meet user requests.
- Performs both immediate reference and in-depth research searches; refers users to resources as appropriate.
- Directs users to requested publications; assists users with both print and electronic resources.
- Provides instruction and guidance for use of library catalog, legal databases, legal research methodology and procedures.
- Responds to in-library, phone, mail, email and live-chat reference questions.
- Develops and maintains pathfinders, bibliographic resources and research guides in print and on the self-help section of the library's website.

Training and Outreach

- Applies project management knowledge, skills, tools, and techniques to library-wide events including Pro Bono Week and Law Week.
- Serves as an instructor or panelist in Library programs on select Reference & Research-related topics.
- Participates in professional seminars, workshops, and lectures.
- Participates in orientation and training of new staff members and non-professional staff.
- Provides input on long range planning, identification and implementation of Library programming including classes and workshops for self-represented litigants.

Collection Development

- Collaborates with collection development group and recommends retention policies for materials in the collection.
- Monitors the California collection and resources; analyzes use and recommends additions or changes

Other Responsibilities

- Participates in library-wide projects and programs, including library displays, outreach events, staff development and budget planning.
- Monitors appropriate list-servs and reads professional publications; contributes to professional listservs and publications.
- Attends professional programs, activities and conferences.
- Other duties as required.

Position Qualifications

Required:

- Masters Degree in Library Science from an ALA-accredited institution.
- 5-7years of law library experience.
- Knowledge of professional law librarianship concepts, principles, and practices.
- Effective written and oral communication skills.
- Ability to work both independently and as part of a team.
- Ability to work at a busy reference desk with a professional and courteous demeanor.
- Ability to use computers and computer databases.

Preferred:

- Masters Degree in Library Science from an ALA-accredited institution and advanced degree in law, judicial administration, political science, or other relevant field.
- Supervisory experience in a library or other relevant professional setting.
- Experience teaching in a classroom setting or online equivalent.
- Public or government law library experience.
- Familiarity with a variety of legal databases.
- Ability to communicate the value of the Library's services via social media.

Work Environment

Will be working in an office environment and in reference public service counter areas.

Physical Abilities Required

- Lifting ability: Light, under 15 lbs. on a regular basis. Up to 50 lbs. on an occasional basis.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+min. may be required.

BENEFITS

LA Law Library currently offers a comprehensive benefits package including California Public Employees Retirement System (pension program), choice of 12 medical insurance plans, dental and vision insurance plans, paid leave accruals, 14 paid holidays, life and long-term disability insurance, 457 Deferred Compensation plan, Flexible Spending Account (FSA); as well as a transportation allowance/reimbursement program for using public transit or free parking if you drive.

EQUAL OPPORTUNITY EMPLOYER

LA Law Library is an equal opportunity employer. It does not discriminate against qualified employees or applicants based on race, color, religion, sex, gender identity, pregnancy, national origin, ancestry,

citizenship status, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information, or any other characteristic protected by applicable state or federal law. Equal employment opportunity will be extended to all persons in all terms and conditions of employment.

To apply for this position please submit your **resume and cover letter** to Indeed.com.