



## **Job description**

**TITLE: Library Associate – Branches**

**COMPANY:** LA Law Library

**FULL/PART TIME:** Part Time

**SCHEDULE:** Monday-Friday, Hours TBD for PT

**SALARY:** \$22/hour

## **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 collection, 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 currently seeks an energetic, flexible, and team-oriented part-time Library Associate. The successful candidates should demonstrate excitement about outreach, education and serving the public, possesses experience and the aptitude for excellent customer service, preferably within a public library setting, and has a willingness to learn. They will provide qualified assistance and referrals to users in navigating law-related library resources and websites while also possessing the ability to work independently and exercise sound judgment in a busy library environment with a minimum of supervision.

## **RESPONSIBILITIES:**

The Library Associate responsibilities are divided into four (4) primary categories: Program Development; Outreach; Administrative; and, Direct Patron Services and other responsibilities. These activities are performed under limited supervision and employ proactive thinking, sound judgment and diplomacy.

### Program Development and Support

- Participates in the identification, planning and implementation of programs and instructional services provided to specific patron groups
- Assists in the design, development and enhancement of educational programs and events that serve specific patron groups and also attract new public interest partners and engage and retain existing partners
- Assists in the execution and delivery of programs and services Coordinates preparation of promotional collateral including flyers and website postings
- Assists in event planning and execution, including registration, logistics, set-up, day-of support and staffing

### Outreach and Development

- Participates in the development of library partnerships and opportunities for joint collaboration
- Supports partnerships with outside organizations to enhance services for specific audiences.
- Assists in coordination and implementation of outreach related activities aimed at current and potential speakers and partnering organizations

### Administrative

- Compiles and archives statistics and assists with the development of special reports
- Coordinates support staffing to ensure seamless coverage of services provided to patrons participating in library programs
- Maintains and updates designated program-related administrative documents and records
- Conducts administrative-related communications with specific patron constituents, program providers and partners
- Participates in development and implementation of strategic plans and documentation of objectives and projects
- Participates in the tracking of best practices for the administrative operations of specific Patron

Services units and recommends solutions to issues arising from unit operations

### Direct Patron Services

- When requested, provides public counter service at a level appropriate to the Associate's skills and experience, including locating materials, directing patrons to resources, supporting branch and partnership locations or providing circulation services
- Refers users to Reference Librarians for additional help in locating and using needed resources
- Responds to patron inquiries and prioritizes requests, consulting with the designated Managing Librarian as needed
- Assists with the development and preparation of materials and programs for Spanish and other non-English language speakers

#### Other Responsibilities as assigned

- Participates in orientation and training of new staff members.
- Participates in library-wide projects and programs.
- Provides public counter support and services

#### Other related duties as required

### **REQUIRED QUALIFICATIONS:**

#### Required:

- BA with course work emphasis in Libraries or related field; any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities associated with coordinating and supporting library administrative work
- Computer literacy required (MS Office, including Excel, and Google Docs)
- Aptitude for complex, analytical, detailed work and schedule management
- Interest in outreach and promotion of new and innovative program ideas
- Ability to work independently, exercising independent judgment
- Effective written and oral communication skills
- Experience working directly with the public
- Ability to work as part of a team, across divisional lines

#### Preferred

- Experience working in a public library
- Proficiency in Spanish
- Library or law degree
- Demonstrated work in a public office setting
- Demonstrated commitment to service and social justice

## **BENEFITS**

LA Law Library currently offers a comprehensive benefits package including paid leave accruals, 14 paid holidays, life and long-term disability insurance, Aflac Insurance; 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** via Indeed.com or ZipRecruiter.