



Pillsbury Winthrop Shaw Pittman LLP has an opening for a Research Operations Manager. This is an opportunity to join a smart, funny, collaborative group of colleagues at a firm where business professionals often stay for decades.

Apply at: https://pillsburylaw.wd5.myworkdayjobs.com/en-US/External/details/Manager--Research-Operations_R003200.

Job Description

Primary Responsibilities:

- Manages all Technical Services functions, including cataloging, acquisitions, renewals, and invoice processing.
- Leads, supervises, and develops technical services staff creating an environment of trust, accountability, and reliability.
- Assesses current workflows, expertise and institutional knowledge and identifies opportunities for improvement while maintaining continuity of service.
- Provides clear expectations, removes obstacles, and supports staff in performing their work effectively.
- Builds alignment across stakeholders—including staff, leadership, and vendors—through clear, practical communication and follow-through.
- Assists the Director with contract lifecycle management and preparation of the annual budget.
- Manages and maintains electronic resource lists and ensures accessibility for firm users.
- Oversees maintenance and development of physical and electronic collections, including data and usage.
- Reports to the Sr. Director of Research Services.

Qualifications:

- Master's degree in library science from an ALA-accredited college or university.
- Minimum of approximately 7 years of progressively responsible experience in a law firm or comparable fast-paced professional services environment.

- Demonstrated experience managing or supporting technical services functions, including library systems and resource management.
- Demonstrated success implementing process improvements or new approaches with minimal disruption to service delivery.
- Management style characterized by consistency, sound judgment, and the ability to provide clear direction and accountability.
- Strong interpersonal and communication skills.
- Ability to build trust and credibility across a talented, diverse, long-tenured team.
- Strong analytical and organizational skills.
- Proficiency with Microsoft Office required; familiarity with EOS Integrated Library System or similar platforms preferred.

While the ideal candidate will bring the experience outlined above, we welcome candidates who demonstrate comparable expertise through a combination of relevant experience and transferable skills.

Preferred candidate locations: Washington, DC; MacLean, Va., San Diego, San Francisco, Los Angeles.

Qualified applicants with arrest and conviction records will be considered for the position in accordance with the California Fair Chance Act. California, New York and Washington DC Pay range for this role, with final offer amount dependent on skillset and experience, is \$130,000-\$185,000.

Pillsbury Winthrop Shaw Pittman LLP is an Equal Opportunity Employer.

If you require an accommodation in order to apply for a position, please contact us at PillsburyWorkday@pillsburylaw.com.