



Riverside County Law Library Director

The Riverside County Board of Law Library Trustees seeks a strategic-thinking, value-driven, accessible, and communicative Director to advance and build upon the library's vital role as the legal information services hub for its 2.4 million county residents. This is a highly responsible position involving planning, coordinating, directing and evaluating a broad range of public library functions, working in accordance with policies of the Board of Law Library Trustees and the California Business & Professions Code Sec. 6300-6365. The position reports to, and serves at the pleasure of the Board of Trustees.

Examples of duties include, but not limited to:

- Working with the Board of Trustees and staff to plan and develop law library collections, services and programs to meet the informational and educational needs of Riverside County.
- Drafting and recommending policies to the Board in keeping with the Library's mission statement and plans for implementation of public law library short- and long-term goals and objectives.
- Preparing the annual budget and report for consideration by the Board of Trustees and administering the budget as approved by the Board.
- Approving and controlling expenditure of all funds within the constraints of an approved budget.
- Overseeing investment and placement of library funds and the collection and accounting of fees and charges.
- Preparing and distributing monthly financial and activity reports for Trustee meetings.
- Planning and directing the development, repair and maintenance of all library buildings, property, systems, print and electronic research materials.
- Interviewing, hiring and evaluating professional and paraprofessional employees; reviewing staffing positions and schedules.
- Administering personnel regulations and collective bargaining agreements for employees.
- Conducting staff meetings, encouraging continuing education and professional growth of all employees, and maintaining a harmonious team environment.
- Maintaining active involvement in job related professional associations.
- Performing related work as required.

Education and Experience

- Require ALA-accredited master's degree in library/information science, a law degree, or a master's degree in business/public administration or a related field.
- Prefer experience as Director or Assistant Director of a comparable county or university law library. The selected candidate will ideally have strong supervisory and computer skills, as well as knowledge of facility management and development, and intergovernmental relations.
- Familiarity with proper and responsible use of AI technology in a public law library setting.
- California experience is preferred, although candidates from all geographic areas will be considered. A stable employment history is important.
- The Director will represent the Law Library as an active member of law library professional organizations and local legal and community activities.
- Should have, or be able to obtain, a valid California Driver's License.

Knowledge, Skills and Abilities

The ideal candidate will have strong interpersonal, negotiating and communication skills (oral and written), as well as good organizational and administrative skills. He/She will also have knowledge of:

- Library principles, practice materials and technology in the field of library management and administration.
- California library and human resources law.

In addition, this person should be able to:

- Meet, communicate and work effectively with staff, Trustees, government and court representatives, professional and community organizations, as well as the public in planning for library development and support.
- Analyze complex professional, technical and administrative problems to develop appropriate solutions.

Management Style and Personal Traits

The selected candidate should be comfortable operating independently and dealing with diverse personalities on the Board of Trustees. This person will be fiscally conservative, detail oriented, appreciate protocol, have a customer service orientation, and not be a micro-manager.

In addition, the Board of Trustees seeks someone who is a proactive leader, politically aware, has a professional presence, and is honest and straightforward. The new Library Director should also be a people person, outgoing, a quick learner and discreet. Ideally, the Director will be an active member of the community and will interact with various community agencies and participate in appropriate local events.

Compensation & Benefits

Salary: \$105,000 - \$165,000

Benefits: annual leave (vacation and sick leave) of 28 days per year for years one to three of employment, 34 days per year for years four to nine of employment, and 39 days per year for ten or more years of employment; 17 paid holidays per year, health insurance coverage (up to \$2100 per month); vision and dental insurance; \$50,000 life insurance policy after six months of employment, social security; and retirement through CalPERS including voluntary participation in a 457 Plan benefit program.

HOW TO APPLY

Applicants should send cover letter, resumé and completed [Supplemental Information Form](#) to: victoria.williamson@rclawlibrary.org by **June 5, 2026**.

Additional information about the Riverside County Law Library can be found at www.rclawlibrary.org.

Riverside County Law Library is an Equal Opportunity/ADA employer.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

**RIVERSIDE COUNTY LAW LIBRARY
DIRECTOR**

APPLICANT SUPPLEMENTAL INFORMATION FORM

NAME:

POSITION TITLE:

ORGANIZATION:

REPORT TO (title):

**CURRENT (OR MOST RECENT)
ANNUAL BASE SALARY:**

NUMBER OF VOLUMES:

Current Organization:
Largest Number of Volumes
Overseen (and Where):

STAFF:

Total Organization Staff:
Total Number You Oversee
(Direct and Indirect):
Largest Number of Staff
Overseen (and Where):

ORGANIZATION'S ANNUAL BUDGET:

Current Budget:
Largest Budget for Which You Have
Been Responsible (and Where):

UTILIZING ADDITIONAL SHEET:

1. **Very briefly describe your experiences and/or accomplishments in each of the following areas from any position which you have held:**
 - A. *Budget management and controlling operating costs.*
 - B. *Providing informational and educational programs.*
 - C. *Facility management*
2. ***Please share your reasons for interest in this position, and any barriers to your accepting the position if it is offered to you.***