



Associate Director for Public Services

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Job #JPF10152

- School of Law / School of Law / UC Irvine

POSITION OVERVIEW

Salary range: Salary commensurate with qualifications and experience based on the University of California pay scales. See the following table for the [salary scale](#) for this position. A reasonable full-time salary estimate for this position is \$174,481.00-\$265,000.

Review timeline: To ensure full consideration, application should be submitted by the initial review date.

APPLICATION WINDOW

Open date: May 1, 2026

Next review date: Monday, Jun 1, 2026 at 11:59pm (Pacific Time)
Apply by this date to ensure full consideration by the committee.

Final date: Wednesday, Sep 30, 2026 at 11:59pm (Pacific Time)
Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

POSITION DESCRIPTION

Associate Director for Public Services

The University of California, Irvine School of Law Library seeks a strategic leader for the position of Associate Director for Public Services. Reporting to the Associate Dean and Director of the Law Library and serving on the Law Library's management team, the Associate Director for Public Services plays a critical role in developing strategies to support the research, teaching, and clinical activities of the Law School's faculty, students, and staff. The position provides comprehensive oversight of the Law Library's Public Services Department, including front-line management of daily library operations and oversight of reference and access services. Additional responsibilities encompass instruction coordination, personnel management, technology assessment, participation in library administration, and institutional representation.

As a core member of the library's management team, the Associate Director participates in Law Library-wide collaborative leadership, sharing responsibilities for decision-making, strategic planning, resource management, and the development of policies for library operations and services. The Associate Director also serves as the Law Library's representative at relevant consortial and collaborative forums to develop collective strategies for the efficient and progressive advancement of the Law Library.

Qualified candidates from diverse backgrounds and life experiences are encouraged to apply. The UCI Libraries are committed to recruiting a diverse workforce and advancing UCI's Commitment to Inclusive Excellence.

Key Responsibilities:

Library Administration and Management

- Serves as a member of the library management team alongside the Associate Dean and the Associate Director for Collection Services, contributing to strategic planning and decision-making.
- Participates in all aspects of library administration, including budget administration, facilities planning, and personnel management.
- Assumes front-line responsibility for the day-to-day operations of the Law Library, resolving departmental personnel matters in consultation with Law School Human Resources as appropriate.
- Leads departmental meetings and facilitates communication across library teams to enhance coordination and workflow.
- Participates in all library recruitment and hiring and supervises all department librarians and staff.
- Provides training and professional development opportunities to improve staff effectiveness.

Public Services Leadership

- In consultation with the Associate Dean, directs the activities of the Law Library's public services units, including reference and access services, ensuring efficient and effective departmental operations.
- Provides leadership and coordination for the development, assessment, and evaluation of Law Library services to support the research, teaching, and clinical activities of the Law School's faculty, students, and staff.
- Promotes library research, reference, and access services and resources to the Law School community.
- Oversees all formal and informal instruction offered by the Law Library, including teaching the first-year Legal Research Program course and upper-division Advanced Legal Research courses as needed.
- Develops, reports, and analyzes quantitative and qualitative measures of library operations and activities to improve performance and effectiveness.

Budget and Resource Management

- In collaboration with the Associate Dean and the Associate Director for Collection Services, manages the Law Library's operational budget, ensuring financial sustainability and effective allocation of resources.
- In coordination with the Associate Dean and the Associate Director for Collection Services, oversees the strategic use of Law Library spaces to ensure they meet the needs of staff, students, and faculty.

Emerging Technologies

- Stays informed on emerging technologies, assessing their applicability to library public services.
- Evaluates new library technologies and systems, determining when and how to integrate them into existing workflows.
- Leads initiatives to adapt public services processes to evolving industry standards and digital transformation.

Reporting and Cross-Departmental Coordination

- Develops reports and communications to convey the Law Library's contributions and budgetary needs.
- Manages the recording and reporting of public services-related statistics to support data-driven decision-making.
- Coordinates with the Associate Director for Collection Services to ensure seamless Law Library functions and resource accessibility.
- Promotes and facilitates cross-departmental coordination and collaboration through project-based initiatives within the Law Library.

Change Management and Innovation

- Collaborates with stakeholders inside and outside the Law Library to advance the vision for library public services and operations.
- Monitors developments in public services and library operations, recommending innovations that improve efficiency and effectiveness.
- Keeps the Law Library administrative team informed of significant service developments, locally and nationally, that impact law libraries and public services.

Outreach, Procurement, and Representation

- Participates in substantial library procurements, including large vendor contracts and significant equipment purchases.
- Facilitates and supports the Law Library's relations with all law school units.
- Represents the Law Library on Law School, campus-wide, and Library System committees and at relevant meetings and functions.
- Works closely with law library personnel to coordinate services and collaborate on resource sharing with UCI Libraries.

Communications and Publications

- Oversees the library's web presence and supports the development and maintenance of public services-related content on the Law Library's website.
- Coordinates with the Associate Director of Collection Services the library's publication program, including research guides, brochures, annual reports, and other promotional materials.

General Information

Librarians are entitled to two days per month of annual leave, thirteen paid holidays, and one day per month of sick leave. The University has an excellent retirement system and offers a variety of group health, life, and disability insurance plans. Benefits are equal to approximately 45% of salary.

QUALIFICATIONS

Basic qualifications (required at time of application)

J.D. degree from an ABA-approved law school and a Master of Library Science from an ALA-accredited institution.

Minimum ten years of experience in an academic law library.

Minimum five years of experience in law library public services.

Minimum five years of supervisory experience in an academic law library.

APPLICATION REQUIREMENTS

Document requirements

- Curriculum Vitae - Your most recently updated C.V.

- Cover Letter
- Misc. / Additional (Optional)

Reference requirements

- 3-8 required (contact information only)

Apply link: <https://recruit.ap.uci.edu/JPF10152>

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As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct.

- “Misconduct” means any violation of the policies or laws governing conduct at the applicant’s previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment or discrimination, as defined by the employer.
- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy for Employees, Students and Third Parties](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#).

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

JOB LOCATION

Irvine, CA

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