



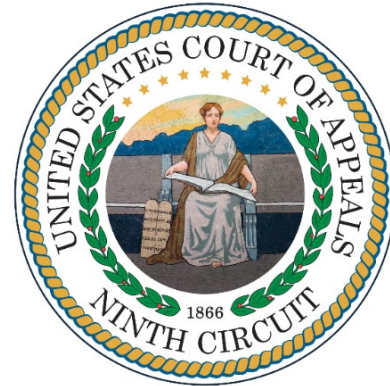
Branch Librarian and Archives Coordinator

\$89,488 - \$145,507 (CL 28)

San Francisco, CA

Position Overview

The Ninth Circuit Court Libraries are currently accepting applications for the position of Branch Librarian and Archives Coordinator at our San Francisco Headquarters location. This unique position combines branch library leadership, collection management, and archives coordination in one of the nation's largest court library systems.



The Ninth Circuit Library system serves all the federal courts within the jurisdiction of the Ninth Circuit, including more than 400 judges in the Circuit, district, and bankruptcy courts. The Library system includes a Headquarters Library in San Francisco and approximately 20 staffed branch locations.

The Branch Librarian and Archives Coordinator is based at the Ninth Circuit Headquarters Library at the James R. Browning U.S. Courthouse in San Francisco, CA. The position supervises two paraprofessional library staff and works collaboratively with library staff throughout the Ninth Circuit. The position is responsible for managing the Headquarters Library print collection and overseeing the physical archives housed at the Browning Courthouse. In addition, the Branch Librarian and Archives Coordinator leads efforts to identify, preserve, organize, and promote access to materials documenting the history of the Court and participates in digital archives initiatives. As a member of the Headquarters Branch Library team, the position also provides research and reference service, staffs the service desk, supports outreach efforts, and assists library users onsite. The successful candidate will join a team of librarians located throughout the Ninth Circuit who are committed to developing innovative resources and services for our users and will have the opportunity to participate in systemwide activities and initiatives.

Representative Duties

Branch Operations

- Supervises library paraprofessional staff and archive volunteers
- Coordinates the day-to-day operation of the Headquarters Library, including scheduling service desk hours and facilitating library access for judges, court staff, and other library users
- Oversees the Headquarters Library print collection, including collection development and maintenance, weeding projects and book shifts
- Works as a team member in coordinating services with other branch libraries throughout the Circuit

Archives Collections

- Coordinates, administers, and advises on all aspects of identifying, organizing, preserving, and providing access to court records, judges' papers, artifacts, and other materials of historical significance to the Circuit.
- Oversees the physical archives of the Court and participates in digital archives and preservation initiatives.
- Serves as a professional resource to members of the judiciary, the bar, historians, and members of the public researching the Court's historical materials
- Advises judges regarding the disposition of personal papers and artifacts
- Creates finding aids, research guides, and other tools to facilitate access to historical materials.
- Coordinates with and acts as liaison to the National Archives and Records Administration, the Federal Judicial Center, the Ninth Circuit Historical Society, museums, and other historical organizations
- Researches, develops, and obtains permissions for displays and exhibits relating to the Court's history
- May assist with the development and production of oral histories relating to the Court

Reference and Public Services

- Provides legal and non-legal research and reference services for judges, court staff, and other library users, including regular staffing of the service desk
- Works as a team member supporting Library current awareness and other information delivery services
- May develop library promotional materials and research guides
- May conduct orientations, trainings, presentations, tours and other educational and outreach activities
- May serve on local court committees and/or on Circuit-wide or national library committees and working groups
- May participate in local bar activities and/or partner with other librarians or agencies on court related projects
- May support civic education initiatives

Other duties and projects as assigned

Required Qualifications

- M.L.S. degree (or equivalent) from an ALA-accredited library school
- Two years of professional law library experience
- One year of archives experience
- Excellent research skills
- Knowledge of library, archives, and knowledge management concepts, principles, and practices

- Experience working with people at all levels; effective oral and written communication skills
- Strong organizational and problem-solving skills
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail
- Ability to prioritize demands from multiple users
- Ability to travel occasionally to other locations within the Circuit and the judiciary
- Ability to handle occasional moderate to heavy physical activity

Preferred Qualifications

- Four years of progressively responsible library experience
- Two years of progressively responsible archives experience
- Demonstrated skills in legal reference and research
- Experience with digital archives software such as ArchivesSpace
- Experience with archival processing
- J.D. degree
- Experience supervising personnel
- Project management experience
- Experience in the development of SharePoint, Microsoft Teams, LibGuides, or other web-based information delivery services
- Practical experience in acquisitions, cataloging, and technical services
- Skill determining the types of materials, regardless of format, that are of historical significance to the Court

Total Rewards

- Salary: depending on qualifications and experience
- Time off: 13 days of paid vacation for the first three years, increasing with tenure thereafter, 13 sick days accrued per year, 11 paid holidays
- Benefits:
 - Federal pension plan and optional employer-matching Thrift Savings Plan (similar to a 401K)
 - Choice of a variety of employer-subsidized federal health and life insurance plans. Optional dental, vision, and long-term care coverage
 - Flexible spending account to pay out-of-pocket health and dependent care expenses with tax-free dollars
- Other Perks: Eligibility for Public Service Loan Forgiveness Program, public transit subsidy, alternate work schedules, and reasonable work hours

How to Apply and Required Documents

Please submit a **single PDF** file through the Court's [Career Portal](#) that includes:

- (1) cover letter,
- (2) resume, and
- (3) at least three references

Only complete applications will be considered.

Next Steps

- Priority given to applications received by July 5, 2026
- Position open until filled

Conditions of Employment

Must be a U.S. citizen or permanent resident in the process of applying for citizenship. Successful applicants are provisionally hired pending results of background investigation and fingerprinting. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Employees are required to adhere to the [Code of Conduct for Judicial Employees](#). Direct deposit of pay required.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, for any reason including, but not limited to, budgetary issues. Said modifications may occur without prior written or other notice.

Equity Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The 9th Circuit encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.