



<https://careers-ropesgray.icims.com/jobs/9199/electronic-resources-librarian/job>

### **Electronic Resources Librarian**

Job Locations: Boston, Chicago, Los Angeles, New York, San Francisco, Silicon Valley, Washington, DC

### **About Ropes & Gray**

Ropes & Gray is a preeminent global law firm. The firm has been ranked in the top three on *The American Lawyer's* prestigious A-List for eight consecutive years and #1 on *Law.com's* UK A-List twice in the past three years - rankings that honor the "best of the best" law firms.

The firm has approximately 2,500 lawyers and professionals serving clients in major centers of business, finance, technology, and government in Boston, Chicago, Dublin, Hong Kong, London, Los Angeles, Milan, New York, Paris, San Francisco, Seoul, Shanghai, Silicon Valley, Singapore, Tokyo and Washington, D.C.

The firm has consistently been recognized for its leading practices in many areas, including asset management, private equity, M&A, finance, real estate, tax, antitrust, life sciences, health care, intellectual property, litigation & enforcement, privacy & cybersecurity, and business restructuring.

Ropes & Gray is an equal opportunity employer.

### **Overview**

Under the direction of the Manager of Library Resources, the Electronic Resources Librarian manages access to library electronic resources and supports the effective administration, deployment, and maintenance of the firm's electronic research platforms. This position involves significant independent contact with vendors and internal stakeholders and requires excellent communication skills, sound judgment, strong problem-solving abilities, attention to detail, and flexibility.

The Electronic Resources Librarian also monitors developments in library-related technologies, including artificial intelligence tools and AI-enabled features relevant to technical services, electronic resource administration, access management, documentation, usage analysis, operational support, and the evaluation of library research tools. The role supports and coordinates aspects of the evaluation, testing, and implementation of library research platforms and related technologies, including AI-enabled tools, in partnership with appropriate Library, Legal and Practice

Technology, IT, Information Security, and other firm teams. The incumbent will work closely with the Sr. Systems Librarian to use approved tools to improve internal workflows, data management, documentation, and service delivery.

### **Responsibilities**

- Communicate access information to new, returning, and departing employees, as well as users whose access is affected by office, practice, role, or site-location changes.
- Develop and maintain efficient policies, procedures, and workflows for onboarding new hires with appropriate electronic resources from the start, handling access changes, and processing requests for new or modified resource access.
- Maintain productive relationships with electronic resource vendors and serve as a primary point of contact for vendor representatives on matters involving access, accounts, authentication, platform administration, usage reporting, product changes, and service issues.
- Conduct periodic audits of registered users and account data to ensure accurate records, appropriate access, and contract compliance.
- Ensure a comprehensive approach to the management and deployment of electronic resource access information, including troubleshooting, technical support, account administration, and coordination with vendors and internal teams as needed.
- Develop, maintain, and update documentation for electronic resource procedures, including staff-facing instructions, troubleshooting guides, account administration workflows, and other operational materials.
- Develop and maintain policies and procedures to ensure accurate and accessible records of electronic resource holdings, platform access, account information, administrative contacts, and related data within the ILS and/or other appropriate repositories.
- Monitor vendor communications, product updates, authentication changes, administrative platform enhancements, and AI-enabled features that may affect electronic resource access, usage reporting, or end-user support.
- Evaluate opportunities to use approved AI tools, automation, and related technologies to support technical and electronic services workflows, including documentation, data cleanup, usage analysis, issue tracking, knowledge management, and administrative process improvement.
- Support data-driven decision-making by assisting with the collection, organization, validation, and presentation of electronic resource usage, access, and support data.
- Coordinate with appropriate internal teams when vendor platforms introduce AI-enabled functionality, administrative changes, new integrations, or data/security considerations, ensuring that work remains aligned with firm policies and established ownership across Library Research Services, Legal and Practice Technology, IT, Information Security, and other stakeholders.
- Provide guidance to Library staff on approved tools, workflows, and procedures related to electronic resource administration and operational use of AI, automation, and related technologies, as appropriate.
- Perform other duties as assigned.

### **Qualifications**

- M.L.S. from ALA-accredited library school required.

- Minimum five years of law library experience required. Minimum three years of law firm library experience strongly preferred.
- Experience in library automation systems required.
- Familiarity with general office applications, including word processing, e-mail, spreadsheets, and content management.
- Excellent interpersonal and communication skills; willingness and ability to actively contribute to project teams, as well as work alone; expected to interact frequently with attorneys, vendors, and staff.

### **Compensation and Total Rewards Package**

Ropes & Gray is proud to offer a comprehensive Total Rewards package to our business support team members. The firm also offers comprehensive health and well-being benefits, personal and professional development, career growth opportunities and a collegial and supportive culture. The anticipated pay range for this role is listed below and represents our good faith and reasonable estimate of the starting salary range at the time of posting. In addition, this role is eligible for a discretionary bonus based on performance. The actual offered rate for this position will be determined based on job-related, non-discriminatory factors, including qualifications and experience, geographic location, education, external market data and consideration of internal equity.

Boston, Chicago, Washington, D.C., & Los Angeles: \$88,600 - \$135,100

New York City: \$96,600 - \$147,300

San Francisco & Silicon Valley: \$100,700 - \$153,550

### **Working Conditions**

This position requires hybrid on-site presence as an essential function of the role. Consistent and predictable on-site presence is required for ongoing business continuity, professional development and effective collaboration with colleagues and management.