Reference Librarian – San Francisco Law Library

Location: San Francisco, CA | Full-Time | On-site position

Salary Range: $70,000-85,000, generous salary and benefits package including retirement, medical, vacation, and sick leave.

Application priority deadline extended to November 30, 2026.

About the San Francisco Law Library

Founded in 1870, the San Francisco Law Library is the public law library of the City and County of San Francisco and the first County Law Library in California. Our mission is to ensure that the judiciary, the public, the bar, and city, county, and state officials have free access to the legal information and resources they need to navigate the justice system and protect their rights. We take pride in offering a robust legal collection, a suite of research databases, and expert reference services to meet the diverse needs of our community.

Position Summary

The Reference Librarian plays a central role in connecting patrons with legal information. Working on the front lines of library services, this position provides high-quality legal reference and information services in print and electronic format. The Reference Librarian will also design user-friendly guides and tools, conduct in-depth legal research, provide instruction on legal resources, and engage in outreach opportunities. The position offers the opportunity to engage with a variety of patrons, from self-represented litigants to attorneys and judges, in a dynamic and mission-driven environment.

Key Responsibilities

Deliver Superior Reference and Research Services

- Conduct reference interviews to determine the best print and electronic resources for patron needs.

- Provide skilled and tailored reference services in person and electronically.
- Perform both immediate reference and complex, in-depth legal research.
- Assist both lawyers and non-lawyers equally in accessing and understanding legal resources.

Educate and Empower Patrons

- Instruct patrons in the effective use of legal databases, library catalog, and research tools.
- Create and maintain research guides, pathfinders, and user-friendly library tools.
- Conduct library tours and orientation sessions to introduce patrons to library services and resources.

Enhance Collections and Technology

- Make recommendations on collection acquisitions, retention, and withdrawals.
- Research and suggest new and emerging technologies to improve library services.
- Assist with newsletters, digital content, and promotional materials.

Foster Community Outreach

- Collaborate with colleagues to deliver high-quality library programming and educational efforts.
- Support outreach initiatives that strengthen the library's role as a trusted resource for legal information.

Support Library Operations

- Staff reference and information desks; provide circulation support as needed.
- Interpret and explain library policies and procedures.
- Maintain a positive, professional, and approachable presence when assisting patrons.

Qualifications

Mandatory Requirements

- JD or MLS degree from an accredited law or library school.
- Minimum of two years of law library reference or legal work experience.
- Strong analytical, interpersonal, and organizational skills.
- Demonstrated proficiency with legal databases and research tools.

Knowledge, Abilities, and Skills

- Thorough knowledge of legal resources, both print and digital.
- Strong customer service orientation with the ability to assist a diverse patron base.
- Effective oral and written communication skills.
- Ability to prioritize multiple projects and work independently or flexibly as part of a team.
- Familiarity with emerging library technologies and digital platforms.
- Enthusiasm for public service and access to justice.

How to Apply

Interested applicants can learn more about the San Francisco Law Library by visiting our website at sf.gov/sflawlibrary. Please submit a single PDF file that includes a cover letter, resume, and statement of qualifications to sflawlibrary@sf.gov. Priority will be given to applications received by November 30, 2026. Position open until filled.