

LA LAW LIBRARY

JOB DESCRIPTION

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| Title: | Senior Librarian |
| Focus: | Branches & Partnerships |
| Reports to: | Senior Director, Library Operations |
| Positions Supervised: | Branch Librarians (Exempt Staff); Branch Assistants (Non-Exempt Staff) |
| FLSA Status: | Exempt Salary Grade: 7 |
| Effective Date: | November 14, 2009 |

Position Summary

Under the general supervision of the Senior Director, Library Operations, the Senior Librarian – Branch / Partnership Services is responsible for the development and daily operations of Branch locations. This position is also responsible for the development, implementation and integration of public library partnership in accordance with annually established goals. In addition, the Senior Librarian – Branch / Partnership guidance and direction for implementation of specific projects and programs developed as part of comprehensive Branch / Partnership Services.

Responsibilities and Duties

Responsibilities are divided into 4 categories: planning, coordination of branch location activities; development of partnerships; and staff responsibilities.

Planning

- Assists Senior Director, Library Operations with long range planning and the development of operational and staff goals for branch locations
- Analyze user needs and recommend new projects, programs and services for various partnership opportunities
- Participates in staff meetings, departmental committees and library-wide team activities
- Participates in cooperative and professional association activities to maintain professional awareness and ensure high level of currency in all services
- Compiles monthly statistics for all Reference / Research activities, provides analysis and reports for Senior Director, Library Operations

Coordination of Branch Location Activities

- Ensures quality reference and research services through appropriate and knowledgeable use of reference tools and resources by all branch librarians and branch assistants
- Maintains consistent development and coordination of branch collections and services with main library reference services



Coordination of Branch Location Activities (Cont.)

- Provides instruction and guidance for use of library catalog, computer databases, bibliographic resources and general legal research procedure
- Monitor use and requirements of branch activities; analyze branch needs and services; make recommendations for changes and additions to staff, services and collection.
- Provide direction and advice in the selection, evaluation and maintenance of branch materials in all formats to maintain a current collection of legal materials conformity with the Collection Development Policy

Development of Partnerships

- Develop comprehensive understanding local community needs in order to provide access to legal information throughout the Los Angeles community
- Initiate contact, develop and maintain relationships with public libraries, courts, law schools, bar associations and law firms.
- Analyze needs and make recommendations for the development and implementation of both formal and informal partnerships
- Identify materials in all formats, as well as space and staff requirements for partnership agreements
- Establish training programs and classes for both the staff and the users of partnership organizations
- Monitor LACBA activities, focusing on sections and divisions, as well as on the affiliate associations that coordinate with the larger bar associations. Participate in activities, including attendance at meetings, seminars, and conferences.
- Monitor Court, public library and other local activities to create awareness of the collection and services.
- In coordination with Marketing / Communications, prepare articles, announcements and press releases concerning partnerships and branch locations

Staff Responsibilities

- Schedules, assigns, supervises and monitors desk, phone and online services provided in branch locations
- Assess training needs for branch staff; provide instruction and develop procedures and materials as needed
- Directs new staff training orientation and programs; mentors newly hired branch librarians and assistants
- Provide instruction and training for new products added to the collection and services development for library users
- Provides management, direction and guidance for specific assignments, projects and programs
- Under direction of Senior Director, Library Operations, and in conjunction with Human Resources, assist with job announcements, recruitment and hiring of branch staff.
- Evaluates staff performance through regularly scheduled and annual evaluation process; recommends merit and promotional opportunities, discipline and termination.
- Assist with development of policies and procedures for responding to user comments, complaints and questions related to Branch operations

Other Responsibilities

- Participate in seminars, workshops, lectures, tours and orientations for users
- Attend professional activities and conferences; represent the Law Library in local, state and national associations
- Read professional literature and contribute to professional publications
- Other duties as required

Position Qualifications

Required

- MLS from an accredited institution;
- Knowledge of professional law librarianship concepts, principles and practices.
- Minimum of seven (7) years demonstrated organization and management of firm or public law library
- Supervision of professional and paraprofessional staff
- Thorough understanding and use of legal databases

Preferred

- Reference service in a law library with both legal and general public clientele
- Outreach / communications experience within a legal or public community
- Advanced degree in law, judicial administration, political science or business
- Teaching or training experience

Work Environment

Will be working in an office environment, may provide limited coverage in reference public service counter areas.

Physical Abilities Required

- Lifting ability: Light, under 15 lbs. on a regular basis.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.

