

# LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	<b>Librarian</b>
<b>Department:</b>	<b>Reference &amp; Research</b>
<b>Focus:</b>	<b>Global Law Reference &amp; Research</b>
<b>Reports to:</b>	<b>Director, Reference &amp; Research</b>
<b>Position Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Salary Grade:</b>	<b>5</b>
<b>Union Status:</b>	<b>Eligible for Representation</b>
<b>Effective Date:</b>	

## Position Summary

Under the direction of the Director of Reference and Research, the Global Law Reference Librarian is primarily responsible for providing foreign and international reference and research service to internal and external customers including the judiciary, government officials, attorneys, scholars, the business community, and the general public. The librarian has primary responsibility for global collection development and with special projects relating to the foreign and international legal materials.

## Responsibilities and Duties

### Core Responsibilities and Duties:

#### Reference Assistance to Library Users

- Conducts complete reference interviews to determine appropriate print and electronic resources to meet user requests.
- Performs both immediate reference and in-depth research searches; refers users to other resources as appropriate.
- Directs users to requested publications; assists users with both print and electronic resources.
- Provides instruction and guidance for use of library catalog, legal databases, legal research methodology and procedures.
- Responds to in-library, phone, mail, email and live-chat reference questions.
- Develops and maintains pathfinders, bibliographic resources and research guides.

#### Training and Outreach

- Participates in the development of training programs; designs new classes.
- Teaches classes and updates class materials for both legal and general public users.

- Participates in professional seminars, workshops, and lectures.
- Gives library tours to the public and school groups.
- Participates in orientation and training of new staff members and non-professional staff.

#### Collection Development

- Reviews print and electronic materials in assigned subject areas and makes recommendations for additions, deletions and enhancements to the collection.
- Analyzes subject areas of the collection as assigned and prepares comparative data.
- Participates in collection development meetings.

#### Other Responsibilities

- Participates in library-wide projects and programs.
- Monitors appropriate list-servs and reads professional publications; contributes to same as appropriate
- Attends professional programs, activities and conferences.
- Assists other reference and research services staff as required.
- Other duties as required.

#### Focus Responsibilities and Duties:

##### Collaboration with Programs and Partnerships and Communications

- Works closely with the Directors of Programs and Partnerships and Communications to foster awareness in the Los Angeles community and beyond of the LA Law Library's global law collection.
- Assists in the assessment of the unique foreign and international law requirements of each of the Library's constituent groups including the courts, attorneys, the business community, academic community, and the general public.
- Proposes programs and special services to satisfy the demand for access to global law materials among the Library's various user groups.
- Develops and conducts FCIL training programs and classes for the Library's various global law user groups.

##### Reference and Research Assistance to Library Users

- Conducts reference interviews; provides general reference, directional and research guidance service for global law inquiries using both print and online resources.
- Provides complex reference & in-depth research searches for global law inquiries using both print and online resources.
- Participates in general Reference & Research services as part of regular workflow, including regular shifts at the reference desk.

##### Collection Development

- Helps manage the development of the Law Library's global collection resources in all formats.

- Works within the Collection Development Policy guidelines to establish and maintain the global law collection.
- Reviews and evaluates advertisements, website information and other sources for new titles and editions and makes recommendations on new purchases, replacements, updates and removals from the collection.

#### Staff Responsibilities

- Provides instruction and training for reference librarians on resources and products added to the global collection, and on research methodology and strategies.
- Plans and participates in training, seminars, and workshops for staff.

#### Participation in planning and direction of the LA Law Library

- Collaborates with the Director of Reference and Research on long range and short term planning for the global collection, reference services and the library in general.
- Assists in analyzing user needs and recommends new projects, programs and services for various library user groups.
- Helps ensure quality reference and research services through participation in continuing education programs, seminars and workshops.

### Position Qualifications

#### Education/Training Requirement:

- A graduate Library Science degree from an American Library Association (ALA) accredited school.

#### Experience Requirement:

- Two years' experience working with global legal resources in a library or related field.

Reading knowledge of at least one foreign language Demonstrated ability to plan, implement and/or coordinate projects directed to range of constituent groups

#### Additional Preferred Qualifications:

- JD degree
- Experience working with global legal materials in a firm or law office

### Work Environment

Will be working in an office environment and in reference public service counter areas.

### Physical Abilities Required

- Lifting ability: Light, under 15 lbs. on a regular basis. Up to 50 lbs. on an occasional basis.
- May require bending, stooping, and reaching.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- 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.

### Approvals

_____	_____	_____	_____
<b>Immediate Supervisor</b>	<b>Date</b>	<b>Senior Director</b>	<b>Date</b>
_____	_____	_____	_____
<b>Human Resources</b>	<b>Date</b>	<b>Executive Director</b>	<b>Date</b>

### Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Distribution: Original - Human Resources, Copies - Supervisor, Employee