

TITLE: Collection Maintenance Support Supervisor

COMPANY: LA Law Library

FULL/PART TIME: Full Time

SCHEDULE: 8AM – 5PM, Monday-Friday

SALARY: Commensurate with experience plus excellent benefits.

ABOUT LA LAW LIBRARY

LA Law Library is a vibrant community education center in Los Angeles County and a leader in providing public access to legal knowledge, putting national and international sources of law into the hands of those seeking legal information. In addition to acting as the curator and cultivator of a superior collection of legal resources comprised of nearly one million volume equivalents -- including one of the nation's largest foreign and international law collections, LA Law Library serves as a gateway to legal information and a navigator facilitating access to the legal system for those who do not have or cannot afford legal representation.

Our staff serves more than 50 thousand patrons annually, both nationally and globally, and the number continues to grow daily as new programs and workshops are developed with the assistance of our many partners to provide innovative legal research technology and services.

POSITION INFORMATION

LA Law Library is currently seeking an innovative and energetic team leader to manage all collection maintenance operations for the Library's world class collection. Under the general supervision of the Director of Collection Management Services, the Collection Maintenance Support Supervisor is responsible for making materials shelf ready, keeping those materials current, arranging for logical and accessible organization of collection materials within the Library; and coordinating scanning activities in support of digitization initiatives. The Support Supervisor will oversee a work unit of 6 staff and take charge of developing and managing a diverse team. This position requires a dynamic, self-motivated individual who is committed to process improvement and is flexible and forward-thinking.

RESPONSIBILITIES:

Supervises and supports clerk and aide staff who file and update materials

- Assigns updates to appropriate staff for filing; provides instruction and training as needed
- Oversees the flow of materials and makes appropriate task assignments to ensure materials are filed and updated accurately, in an efficient and timely manner.
- Monitors quality of filing activities and determines corrective measures.
- Analyzes workload to evaluate appropriate staffing levels.
- Develops and maintains written instructions and procedures.

Supervises and supports clerk and aide staff who process materials to make them shelf-ready.

- Assigns materials to staff for appropriate processing; provides instruction and training as needed
- Oversees the flow of materials and makes appropriate task assignments to ensure that materials are appropriately prepared to reach the shelves in an efficient and timely manner.
- Monitors quality of work on both bound and unbound, newly received materials prepared in processing, bindery, and targeting activities and determines corrective measures.
- Analyzes workload to evaluate appropriate staffing levels.

- Develops and maintains written instructions and procedures.

Participates in achieving divisional and departmental goals

- Coordinates activities with other Collection Management personnel
- Collaborates with Managing Librarian, Reference and Research & Stack and Shelving to organize, prioritize and assign processing, updating, targeting activities.
- Provides input for departmental and divisional policies and procedures
- Provides reports, statistics and data analysis as required.
- Participates in staff meetings, group activities or committee assignments

Other miscellaneous duties

- Participates in hiring, evaluation, counseling, and disciplining of direct reports.
- Assists in maintaining cataloging records for various projects.
- Assists Order Department with searching for items for missing book reports and replacement page request.
- Provides backup coverage for Managing Librarian, Reference and Research & Stacks and Shelving.
- Provides backup coverage for Mail Room services, including cross-training of staff to ensure operational continuity.
- Reports and acts on violations of the Law Library's policies including its non-harassment policies.
- Other duties as needed.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree with coursework emphasis in Library Technology or related field; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.
- Knowledge of legal materials and overall operation of a law library.
- Experience with integrated library systems, scanning systems & basic office application software.
- Three or more years in a library obtaining direct knowledge and understanding of collection management and shelving activities.

BENEFITS

LA Law Library currently offers a comprehensive benefits package including California Public Employees Retirement System (pension program), choice of 10 medical insurance plans, dental and vision insurance plans, paid leave accruals, 13 paid holidays, life and long-term disability insurance, 457 Deferred Compensation plan, Flexible Spending Account (FSA); as well as a transportation allowance/reimbursement program for using public transit or free parking if you drive.

EQUAL OPPORTUNITY EMPLOYER

LA Law Library is an equal opportunity employer. It does not discriminate against qualified employees or applicants based on race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information, or any other characteristic protected by applicable state or federal law. Equal employment opportunity will be extended to all persons in all terms and conditions of employment.

COVID-19 Precautions:

Full vaccination is required for employment. All staff need to pass a temperature screen each day and will need to wear a mask around others at all times when inside the building.