

LA LAW LIBRARY JOB DESCRIPTION

Title:	Librarian, Legal Education
Department:	Public & Legal Education
Focus:	Legal Education and Members Program
Reports to:	Director, Public & Legal Education
Position Supervised:	None
FLSA Status:	Exempt
Salary Grade:	5
Union Status:	Eligible for Representation
Effective Date:	1/27/2022

Position Summary

Under the direction of the Director, Public & Legal Education, zealously provides quality instructional, reference and research service to the Library's diverse group of patrons which includes individuals from the legal, business and general public communities. This position: designs, coordinates and presents public classes and prepares instructional materials; assists in collection development responsibilities and coordination of the Members Program and general and MCLE Legal Education programs and initiatives; and continually works to ensure quality instructional and reference service through participation in continuing education, professional development and self-study.

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.
- Travels weekly or as assigned to a branch or partnership library to provide on-site reference and research services.

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 professional list-servs and publications.
- Attends professional programs, activities and conferences.
- Assists other patron services staff as required.
- Other duties as required.

Focus Responsibilities and Duties:

Legal Education

- Develops content for classes taught by Patron Services staff and provides oversight and guidance in the development and continued integrity of class content created by other Patron Services staff.
- Teaches classes and develops associated class support materials for various patron groups, including self-represented litigants, attorneys, paralegals, business owners and entrepreneurs, and the general public.
- Travels as assigned to remote locations to provide on-site education, reference and research services.
- Analyzes and identifies patron legal education needs and develops appropriate training programs provided by both in-house and outside instructors.
- Stays abreast of changes in the law to ensure continuity and accuracy of LA Law Library instructional class content.
- Follows established timelines and calendaring procedures for scheduling educational classes in Main and remote locations.
- Plans, calendars and executes Minimum Continuing Legal Education (MCLE) programs according to California State Bar rules, and handles MCLE Multiple Activity Provider renewal process.
- Works with Library Associate, Legal Education, to ensure proper execution of administrative tasks associated with delivering program content, including communication with speakers and participants.
- Maintains MCLE and other class and workshop statistics.

- Establishes and maintains relationships with legal professionals and organizations to develop and implement Legal Education programs.
- Documents and implements policies and procedures regarding the library's legal education programs.
- Establishes and maintains a roster of volunteer speakers.
- Serves as selector for multimedia MCLE collection materials.

Members Program

- Provides reference and research service to participants in the Members Program.
- Assists with day-to-day oversight of Members Program remote and on-site services.
- Drafts Members Program monthly newsletter and other program updates and notices.
- Reviews and makes recommendations for improvement on the delivery of Members services and general program administration.
- Reviews Members Program print and digital resources and makes recommendations for additions, deletions and enhancements to the collection.
- Coordinates with the Library Associate, Legal Education, and Platinum Member staff and library administration to address everyday Members' needs.
- Coordinates with the Library Associate to conduct tours and respond to inquiries from prospective Members
- Collaborates with Communications to create Members Program marketing materials and participates in public speaking engagements and conferences in support of the program.
- Identifies, develops and recommends services, policies and procedures that improve the Members experience.
- Documents and implements policies and procedures regarding the library's legal education programs.
- Collaborates across departments on effective practices for expanding participation in the Members Program.

Professional Development and Outreach

- Attends professional events, programs, conferences; presents information about the Members Program and Law Library services
- Ensures efficient scheduling of library's legal education classes and coordinates promotion through Communications.
- Coordinates Legal Education activities with Communications to support messaging and awareness of LA Law Library.
- Presents classes and participates in speaking engagements for the general public, legal professionals, and professional groups and organizations.
- Increases library visibility through writing and publication of relevant articles in popular, legal, or scholarly publications.
- Implements outreach and communication efforts regarding the Library's benefits and services.
- Develops and teaches legal literacy curriculum for students and coordinates site visits and tours.

Position Qualifications

Required

- Masters Degree in Library Science from an ALA accredited institution or Juris Doctor degree from an accredited institution
- 1-2 to years of law library experience.
- Knowledge of professional law librarianship concepts, principles, and practices.
- Effective written and oral communication skills.
- Ability to work both independently and as part of a team.
- Ability to work at a busy reference desk with a professional and courteous demeanor.
- Ability to use computers and computer databases.

Preferred

- Masters Degree in Library Science from an ALA accredited institution and advanced degree in law, judicial administration, political science, or other relevant field.
- Experience with public speaking or teaching in a classroom setting.
- Public or government law library experience.
- Familiarity with collection development policies.
- Familiarity with a variety of legal databases.
- Experience creating professional social media content.

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, reaching, twisting and crawling.
- 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

_____ Immediate Supervisor	_____ Date	_____ Senior Director	_____ Date
_____ Human Resources	_____ Date	_____ Executive Director	_____ Date

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