

TITLE: Librarian, Legal Education
COMPANY: LA Law Library
FULL/PAART TIME: Full Time
SALARY: \$65,000 - \$75,000

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 Legal Education Librarian who will zealously provide quality instructional, reference and research service to the Library's diverse group of patrons that includes individuals from the legal, business and general public communities. 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. 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.

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.

To apply for this position please submit your resume and cover letter via Indeed. Completion of Indeed assessments above PROFICIENT is required in order to be considered. Please apply via Indeed.com by using the following link:

[Indeed.com Legal Education Librarian position](#)

To view other job openings please visit our website at www.lalawlibrary.org/CAREERS .

COVID-19 Precautions:

The Library requires all staff to be fully vaccinated. It is expected that applicants have received the necessary vaccinations/booster.