LA LAW LIBRARY
JOB DESCRIPTION

Title:	**Library Associate**
Department:	**Public & Legal Education**
Focus:	**Legal Education, Administrative Support & Coordination**
Reports to:	**Director, Public & Legal Education**
Position(s) Supervised:	**None**
FLSA Status:	**Nonexempt**
Salary Grade:	**4**
Union Status:	**Eligible for Representation**
Effective Date:	**February 2026**

Position Summary

Under the direction of the Director for Public & Public Education, this position: designs, coordinates and presents public classes and prepares instructional materials; assists in collection development responsibilities in assigned areas and coordination of general, CIMCE (Court Interpreter Minimum Continuing Education) and MCLE (Minimum Continuing Legal Education) programs and initiatives; and works to ensure quality and updated volunteer instructional and reference services by coordinating volunteer training through continuing education, professional development and self-study.

Responsibilities and Duties

The Library Associate responsibilities are divided into five (5) primary categories: Legal Education Development; Outreach and Development; Administrative; Direct Patron Services; and Other Responsibilities as assigned. Under the general guidance and direction of the department Director, and in coordination with departmental staff, this position requires the ability to work independently and employ proactive thinking, sound judgment and diplomacy.

Legal Education Development

- Works with the Director to develop content for classes taught by Library staff and Volunteer attorneys
- Assists the Director in providing oversight and guidance in the development and maintenance of class content through regular review of materials and interface with instructors in the interest of maintaining relevance, timeliness, compliance with updated changes in the law and other quality control concerns.
- 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 assist with on-site education, reference and research services.
- Identifies patron legal education needs and works with Director and Managing Librarian to analyze/develop appropriate training programs provided by both in-house and external instructors. • Stays abreast of changes in the law to help ensure continuity and accuracy of LA Law Library instructional class content.
- Ensures the department 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 CIMCE Multiple Activity Provider renewal process.
- With assistance from the Director and Managing Librarian, handles the ABA guided MCLE accreditation renewal process.
- In coordination with the Administrative Technician, maintains MCLE and other class and workshop statistics.
- With the Director, 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 and evaluation process.
- With the Director, establishes and maintains a roster of volunteer speakers and/or instructors.
- Works with the Managing Librarian to assist with selection of new multimedia MCLE collection materials.
- Develops and maintains pathfinders, bibliographic resources and research guides in print and on the MCLE and CIMCE section of the library's website.

Outreach and Development

- Supports the Director and Managing Librarian in the development of Legal Education partnerships and opportunities for joint collaboration
- Supports partnerships with outside organizations to enhance services for specific audiences.
- Assists in coordination and implementation of outreach related activities aimed at current and potential speakers and partnering organizations

Administrative

- Compiles and archives statistics and assists with the development of special reports
- Coordinates support staffing to ensure seamless coverage of services provided to patrons participating in library programs
- Maintains and updates designated program-related administrative documents and records
- Conducts administrative-related communications with specific patron constituents, program providers and partners
- Participates in development and implementation of strategic plans and documentation of objectives and projects

- Participates in the tracking of best practices for the administrative operations of specific departmental programs and recommends solutions to issues arising from department operations

Direct Patron Services

- In cooperation with other departments on an as needed basis, assists in providing public counter service to patrons, including locating materials, directing patrons to resources, supporting branch and partnership locations or providing circulation services
- Refers users to Reference Librarians for additional help in locating and using needed resources
- Responds to patron inquiries and prioritizes requests, consulting with the designated Managing Librarian as needed
- Assists with the development and preparation of materials and programs for Spanish and other non-English language speakers

Other Responsibilities as assigned

- Participates in orientation and training of new staff members.
- Participates in library-wide projects and programs.
- Provides public counter support and services
- Other related duties as required.

Position Qualifications

Required

- BA or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities associated with coordinating and supporting legal education and/or library administrative work.
- Computer literacy required (MS Office, including Excel, and Google Docs)
- Aptitude for complex, analytical, detailed work and schedule management
- Interest in outreach and promotion of new and innovative program ideas
- Ability to work independently while exercising sound judgment to seek guidance, direction, and support from supervisor and team members
- Excellent written and oral communication skills
- Experience working directly with a diverse public population with sensitivity to varying levels of literacy competencies and/or economic/social/educational challenges
- Experience working with legal and other industry professional
- Excellent written and oral communication skills
- Ability to work as part of a team across departmental lines

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Preferred

- Experience working in a public library and/or law firm
- Proficiency in Spanish
- Demonstrated commitment to service and social justice
- 1-2 years of experience planning, coordinating and organizing CIMLE and MCLE selection and/or continuing legal education programs for legal professionals and the general public

Work Environment

Will be working in a busy office environment and in public service counter areas. Must be able to move between library offices and stack areas and to and from branch and partnership locations.

Physical Abilities Required

- Lifting ability: Up to 50 lbs. on rare occasions; up to 15 lbs regularly
- 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.
- Standing, sitting, walking: periods of 15-30 min.
- May require bending, stooping, reaching, twisting and crawling
- Stairs: 5-15 min. retrieving materials in stacks for library users.
- Some exposure to adverse environmental conditions such as dust and/or odors.