

Board Version 9/23
LA LAW LIBRARY
JOB DESCRIPTION

Title:	Senior Librarian Collection & Branches
Department:	Reference & Collections
Focus:	Collection Development, Budgeting and Remote Locations
Reports to:	Director, Reference & Collections
Position(s) Supervised:	Branch Staff, Librarian (Collection Development)
FLSA Status:	Exempt
Salary Grade:	7
Union Status:	Ineligible for Representation
Effective Date:	10/14/2023

Position Summary

Under the general supervision of the Director, Reference & Collections, the Senior Librarian, Collection & Branches assists with needs assessment, design, development, and implementation of new and existing remote locations, takes the lead on developing and monitoring the Patron Services budget, manages collection data and statistics., The librarian in this position also participates in reference services provided to the Law Library's users.

Responsibilities and Duties

Core Responsibilities and Duties:

Collection Development and Management

- Provide recommendations for the selection of new materials in all formats to maintain a comprehensive and current collection in conformity with the Collection Development Policy and the approved budget.
- Provide recommendations in the selection, evaluation and maintenance of branch materials in all formats that support the Collection Development Policy.
- Provide recommendations for the development and maintenance of a preservation and retention policy.
- Coordinate Collection Development activities with other departments.
- Gather data and statistics to support Patron Services Department initiatives and Circulation Department activities;
- Analyze collected data and project impact of statistics on Patron Services Department budget, collection, and services
- Analyze Collection Development Policy and make recommendations for changes, additions or deletions as needed.

- Provide recommendations for format changes, additional copies, replacements and weeding of the collection.
- Analyzes subject areas of the collection and prepares comparative data.

Branches

- Assist Director, Reference & Collections, with long range planning and identification of prospective partnerships and programs,
- Supervise remote location programs and services, coordinate programs and trainings, mentor staff under direct supervision, assist with setting and implementing policies and procedures
- Provide field support and onsite visits for remote location program implementation and initiatives;
- Coordinate new opportunities with partnership organizations

Supervision & Leadership

- Supervises branch and partnership staff, Collection Development Staff. Coordinates required staff training, orientation and program activities; mentors newly hired staff
- Provides management, direction and guidance for specific assignments, projects and programs
- In conjunction with Human Resources, assists with job announcements, recruitment and hiring of needed staff
- Evaluates staff performance through regularly scheduled and annual evaluation process; recommends merit and promotional opportunities, discipline and termination.
- Participates in hiring, counseling, and discipline of direct reports.
- Reports and acts on violations of the Law Library's policies including its non-harassment policies.

Budget

- Under the direction of the Director, Reference & Collections, develops and recommends an annual budget for the Patron Services Department and library collection; produces and distributes budget documents.
- Monitors performance under and compliance with the annual budget; identifies and resolves variances between budget and actual expenditures.
- Assists with administration of the annual Patron Services budget as approved by the Board of Trustees
- Creates workflows to effectively track spending and project library collection budget forecasting.
- Works closely with Library Manager – Serials and Acquisitions to obtain and collate relevant data and prepare reports on current and projected collection spending.
- Creates tracking mechanisms and tools to streamline budget reporting process.
- Provides collection development budget analysis & reports, and ensures budget projections are achieved.

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 and new classes in remote locations
- Teaches classes and updates class materials for both legal and general public users.
- Participates in professional seminars, workshops, and lectures.
- Participates in orientation and training of new staff members and non-professional staff.
- Travels as assigned to a remote location to provide on-site supervision and oversight of services and programs,

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 reference and research services staff as required.
- Participate in speaking engagements; make presentations to large and small groups / organizations
- Other duties as required.

Position Qualifications

Required:

- MLS, JD or other advanced degree from an accredited institution
- Knowledge of professional law librarianship concepts, principles and practices
- At least 2 years demonstrated law library reference experience
- Strong analytical, interpersonal and organizational skills
- Ability to think and work strategically
- Ability to communicate clearly and concisely, both orally and in writing
- Experience with statistical data gathering using Microsoft Office environment; facility with Excel
- Online database research experience using Lexis, Westlaw, etc.
- Valid CA driver's license and willingness to drive personal vehicle on library related business.

Preferred:

- Administrative or project planning and implementation experience in a special library setting.
- Writing, speaking and teaching or training experience.

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