

LA LAW LIBRARY JOB DESCRIPTION

Title:	Senior Librarian
Department:	Reference & Collections
Focus:	Reference and Research & Stacks and Shelving
Reports to:	Director, Reference & Collections
Position Supervised:	Reference Librarians & Library Associate(s)
FLSA Status:	Exempt
Salary Grade:	7
Union Status:	Ineligible for Representation
Effective Date:	5/28/2025

Position Summary

Under the direction of the Director, Reference & Collections, provides mentorship, training and supervision to reference librarians and other staff responsible for research services. Oversees day-to-day operation of the Library's busy reference desk. Provides quality reference and instructional service to the Library's diverse group of users that includes individuals from the legal professional and self-represented litigant communities. Acts as deputy to the Director, Reference & Collections, manages the library archives, and coordinates the library's outreach related to ongoing displays and other community inspired programming. Continually works to ensure quality reference service through participation in educational programs, workshops, seminars, and self-study.

Responsibilities and Duties

Supervision and Leadership

- Oversees and supervises in-person and remote reference desk services, including workflows, procedures, and best practices utilized by staff, in accordance with Library policy.
- Oversees and supervises reference desk scheduling, in conjunction with the Director, Reference & Collections and other staff
- Coordinates and conducts internal training for librarians and other library staff on reference and research topics, including use of new or existing database products, print and other resources.
- Mentors newly hired reference librarians and associates, including orientation to procedures and best practices.
- Assists with job announcements, recruitment and hiring of staff. Oversees and participates in the hiring process for direct reports, in accordance with Library policy and under the direction of the Director, Reference & Collections.

- Evaluates staff performance through regularly scheduled and annual evaluation process, including recommendation of merit and promotional opportunities, and disciplinary measures up to and including termination of employment, in accordance with Library policy.
- Reports and acts on violations of Library policies including non-harassment.
- Monitors and advises on the effectiveness and efficiency of processes within the Reference & Collections department.
- Provides management, direction and guidance for specific assignments, projects and programs as needed.
- Takes on special projects related to the department, as required.

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 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 in print and on the self-help section of the library's website.

Training and Outreach

- Applies project management knowledge, skills, tools, and techniques to library-wide events including Pro Bono Week and Law Week.
- Serves as an instructor or panelist in Library programs on select Reference & Research-related topics.
- Participates in professional seminars, workshops, and lectures.
- Participates in orientation and training of new staff members and non-professional staff.
- Provides input on long range planning, identification and implementation of Library programming including classes and workshops for self-represented litigants.

Collection Development

- Collaborates with collection development group and recommends retention policies for materials in the collection.
- Monitors the California collection and resources; analyzes use and recommends additions or changes

Other Responsibilities

- Participates in library-wide projects and programs, including library displays, outreach events, staff development and budget planning.
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.

- Attends professional programs, activities and conferences.
- Other duties as required.

Position Qualifications

Required

- Masters Degree in Library Science from an ALA-accredited institution.
- 5-7years 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.
- Supervisory experience in a library or other relevant professional setting.
- Experience teaching in a classroom setting or online equivalent.
- Public or government law library experience.
- Familiarity with a variety of legal databases.
- Ability to communicate the value of the Library's services via social media.

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