

JUDICIAL ADMINISTRATION LIBRARIAN

DEFINITION

Under direction, performs a full range of professional research librarian duties required to direct the personnel and programs of the Judicial Council's Judicial Administration Library; performs related work as assigned.

CLASS CHARACTERISTICS

This is an advanced journey-level class of the professional librarian series. In addition to performing the full range of librarian duties, the incumbent participates in the supervision and evaluation of the work of the library staff, consultants, contractors, and agency temporary personnel. The incumbent has primary responsibility for ensuring the accomplishment of the goals and objectives of the Judicial Council's Judicial Administration Library.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, and performs the full range of work involved in operating and maintaining a modern research library; assigns, reviews and participates in the supervision and evaluation of the work of the library staff.
- Instructs, trains, and assists staff, including analysts, attorneys, externs, and other staff members in legal bibliography, manual, and computerized legal and public policy research.
- Develops, implements, administers, and monitors all operational procedures and programs associated with the library.
- Develops and implements policies and procedures for collection development.
- Evaluates library automation software and equipment and recommends purchase of the same; coordinates implementation of automation in the library.
- Prepares, administers, and monitors the library budget; reviews and recommends approval for payment all items charged to the library budget; negotiates contracts with publishers and vendors.
- Drafts and coordinates formulation of library policies, programs, and scope of services.
- Responds to library correspondence.
- Prepares newsletter or other materials for distribution to Judicial Council management and staff.
- Represents the library in professional committees and organizations.

- Plans the layout of library space, and recommends the purchase of furniture, equipment, and supplies.

WORKING CONDITIONS

- May be required to attend meetings outside normal working hours.
- May be required to work evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Principles and practices of budget development and administration.
- Operation and management of a research library.
- Principles, practices, procedures, and trends of professional library work.
- The operation of personal computers and use of specified computer applications needed for legal and public policy reference and research, word processing, and spreadsheets.
- Problem-solving and conflict resolution methods and techniques.
- Principles and techniques for preparing and giving oral presentations.
- Principles and techniques for preparing a variety of effective written materials.

Ability to:

- Plan, organize, and direct the work involved in operating and maintaining a research library; supervise and review the work of a library staff.
- Develop and administer a library budget.
- Participate in developing and implementing goals, objectives, policies, procedures, and work standards associated with operating a research library.
- Instruct, train, and assist Judicial Council staff, including analysts, attorneys, externs, and other staff members in library usage.
- Perform difficult legal and public policy reference and research.
- Knowledgeably and effectively represent the library on a variety of issues.
- Transport books and boxes of books weighing up to approximately 40 pounds.
- Use initiative and independent judgment within general policy guidelines.
- Apply problem-solving and conflict resolution methods.
- Establish and maintain effective working relationships.
- Communicate effectively in English, orally and in writing.
- Operate personal computers and use specified computer applications for legal and public policy reference and research, word processing, and spreadsheets.

Licenses and Certificates: None.

Education and Experience:

Equivalent to possession of a master's degree in library science from an American Library Association (ALA)-accredited institution, and three years of experience in a law or research library.

Additional directly related experience may be substituted for the education on a year-for-year basis.