

JUDICIAL CENTER LAW LIBRARIAN

DEFINITION

Under direction, performs a full range of professional law library duties required to direct the personnel and programs of the consolidated library of the Supreme Court and First District Court of Appeal; performs related work as assigned.

CLASS CHARACTERISTICS

This is the highest level class of the professional law librarian series, used exclusively in a consolidated library. Based on organizational policy direction from the Library Governing Committee, the incumbent directs library programs and personnel, ensures the accomplishment of the library's goals and objectives, and functions with full supervisory authority and responsibility.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, and performs the full range of work involved in operating and maintaining a modern law library; assigns, supervises, reviews and evaluates the work of the Judicial Center Library staff;.
- Assures staff is available to instruct, train, and assist justices, attorneys, externs, and other staff members in legal bibliography, manual, and computerized legal research.
- Develops, implements, administers, and monitors all operational procedures and programs associated with the law library.
- Develops and implements policies and procedures for collection development.
- Prepares, administers, and monitors a discrete library budget that includes staffing, operations, and OE&E purchases; reviews and approves for payment all items charged to the library budget; negotiates contracts with publishers and vendors.
- Establishes Judicial Center Library policies, programs, and scope of services.
- Responds to library correspondence.
- Directs the preparation of newsletters or other materials for distribution to justices and attorneys.
- Represents the library and court in professional committees and organizations.
- Plans the layout of library space, and authorizes 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 occasionally.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Principles and practices of budget development and administration.
- Operation and management of a major law library.
- Principles, practices, procedures, and trends of professional law library work.
- The operation of personal computers and use of specified computer applications needed for legal 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 consolidated law library.
- Participate in developing and implementing goals, objectives, policies, procedures, and work standards associated with operating a law library.
- Instruct, train, and assist justices, attorneys, externs, and other staff members in library usage.
- Develop and administer a library budget.
- Perform difficult legal 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 reference and research, word processing, and spreadsheets.
- Supervise and review the work of a library staff.

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 professional library experience in a law library.

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

OR

Equivalent to possession of a law degree and three years of law library experience.

OR

One year as a Law Librarian or two years as an Assistant Law Librarian II with the Judicial Branch.