

LA LAW LIBRARY JOB DESCRIPTION

Title:	Director, Public & Legal Education
Department:	Public & Legal Education
Focus:	Public Interest, Legal Education, & Community Connections
Reports to:	Executive Director
Position Supervised:	Librarians; Library Associate; Community Resource Specialist; Administrative Technician (Education); Pro Bono Volunteers, Interns
FLSA Status:	Exempt
Salary Grade:	8
Union Status:	Ineligible for Representation
Effective Date:	January 29, 2025

Position Summary

Under the direction of the Executive Director, the Director, Public & Legal Education, assists with needs assessment, design, development and implementation of classes/clinics/workshops, special events/projects, and services offered at the Main Library in downtown Los Angeles and branch locations throughout the county. The Director will be tasked with focusing on programs and services that are timely and relevant to the general public's need for access to justice, legal resources, and education. Through strategic use of internal and external resources, public outreach and community partnerships, the Director of Public and Legal Education will work to enhance and support educational programming for the general public and legal professional community. This position will direct public interest programs focusing on self-represented litigants, low-income individuals, and vulnerable populations. The Director will also work with staff on the implementation of professional development programs in legal education. This is a supervisory role requiring leadership of department staff members in daily operations, the implementation of programming and services, and collaboration with the executive team on department and Library wide projects for the legal community and general public. The Director will also work to develop new, and nurture existing, community partnerships for continued support and growth of the Library's mission to provide access to justice.

Responsibilities and Duties

Planning

- Assist the Executive Director and the executive team with long range planning and the development of operational and staff goals

- Analyze user needs and recommend new projects, programs and services for various patron groups across various industries, businesses, and professions beyond the legal profession
- Develop comprehensive understanding of local community needs in order to provide access to legal information relevant to various industries, businesses, and professions throughout the Los Angeles community and beyond
- Participate in staff meetings, departmental committees and library-wide team activities
- Participate in cooperative and professional association activities to maintain professional awareness and ensure high level of currency in all services
- Prepare analysis of monthly / quarterly statistics, data and activities.
- Propose and monitor departmental budget and coordinate revenue and expense tracking with Finance Department.
- Assist with the development of policies and procedures for responding to needs/comments/complaints/questions from patrons.

Access to justice services, programs, resources and clinics

- Supervises and coordinates the design and development of programs, classes, workshops/clinics, and services that facilitate access to justice and understanding of the legal system.
- Provides guidance and oversight of administrative processes related to the effective delivery of public interest programs and clinics.
- Initiates and monitors teamwork and cooperation on programs and clinics in coordination with other departments, academic organizations, the courts, self-help centers, and legal aid organizations.
- Investigates programs and services for self-represented and modest means individuals; develops proposals and recommendations for new, improved or expanded services.
- Monitors and makes recommendations regarding innovations pertaining to public interest and legal education initiatives in California and nationwide.

Training and Outreach

- Participates in and oversees the development of training programs, clinics and classes, including community- based partner initiatives.
- Participates in professional seminars, workshops, and lectures as appropriate.
- Participates in orientation and training of new staff members and non-professional staff.
- Travels as needed to remote locations to provide on-site supervision or presentation of services and programs.
- Oversees the development of the department's external and internal communications and works in cooperation with the Communications and IT teams to effectively market Library offerings to the public.

Supervision and Leadership

- Supervises department staff which includes Librarians, Library Associates, Community Resource Specialist, Administrative Technician (Education), Pro Bono Volunteers and occasional interns.
- Coordinates required staff training, orientation and program activities; mentors newly hired staff

- Oversees and supervises Public Interest programming, including public classes, clinics and workshops.
- Oversees and supervises Legal Education programming, including legal research classes, legal professional training programs, and special programs.
- Guides the direction and development of content for classes taught both by staff and external presenters.
- Oversees and supervises Community Connections programming, including one-on-one consultations, classes, training programs, and special projects.
- Oversees the development and maintenance of pathfinders, resource lists and research guides for legal professionals and the general public.
- Oversees the review process for print and electronic materials for department programs and topics and makes recommendations for additions, deletions and enhancements to the collection as appropriate.
- Guides and directs efforts related to the identification, establishment and retention of current and prospective partners and programs applicable to legal professionals, self-represented, low-income or vulnerable individuals.
- Provides management, direction and guidance for specific assignments, projects and programs in all areas of the department to assure effectiveness and efficiency in implementation
- Assists with job announcements, recruitment and hiring of staff. Oversees and participates in the hiring process for direct reports, in accordance with Library policy.
- Evaluates staff performance through regularly scheduled and annual evaluation process; recommends merit and promotional opportunities, discipline and termination.
- Reports and acts on violations of the Law Library's policies including its non-harassment policies.
- Mentors team members, including encouraging professional growth of high performing staff as appropriate and within budgetary capabilities, in assigning tasks/responsibilities or recommending attendance at conferences/seminars/webinars related to public and legal education topics.

Administrative

- Under the direction of the Executive Director, develops and recommends an annual budget for the department.
- Assists with implementation of the departmental budget as approved by the Board of Trustees.
- Participates in library-wide analytics, statistics and reports as required; develops tools and models for the collection of statistics pertaining to the services provided by the department.
- Assists and manages scheduling for on-site programming and services offered at branch locations

Other Responsibilities

- Participates in library-wide projects and programs
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.
- With the approval of the Executive Director, and if allowed within budgetary capabilities, attends professional programs, activities, webinars/seminars, or conferences relevant to public interest and legal education programs;

- Represents the Law Library in local, state and national associations focused on the interests of public libraries or public interest/legal education.
- Assists staff in other departments as required to implement Library initiatives and programs.
- Participates in speaking engagements; make presentations to large and small groups / organizations, including presentations to Board of Trustees as needed
- Other duties as required.

Position Qualifications

Required

- MLS, JD or other advanced degree from an accredited institution (equivalent and relevant work experience can be considered in lieu of advanced degree)
- 5-7 to years of program planning in library, educational or academic, business, or legal organizational setting
- 2-3 years supervisory experience
- 3 years demonstrated organization and management of library patron or customer services program or department.
- Demonstrated outreach and communications experience within a legal or public community setting
- Thorough understanding and use of legal and law-related databases
- Prior experience supervising professional and paraprofessional staff
- Familiarity with applicable software and technology including MS Office suite, including PowerPoint, etc.
- Ability to communicate clearly and concisely.
- Demonstrated writing ability, including full report analysis and comparison
- Knowledge or basic familiarity of professional law librarianship concepts, principles and practices
- Valid CA driver's license and willingness to drive personal vehicle on library related business.
- Ability to apply soft skills and emotional intelligence when working with a diverse population and staff on projects and/or problem solving in a collaborative, diplomatic, flexible, adaptable, and innovative manner to encourage positive interactions, cooperation between staff members, and successful outcomes.

Preferred

- 2-3 years administrative or project planning and implementation experience in a public library setting.
- Writing, speaking and teaching or training experience.
- Language capacity in languages other than English
- Familiarity with social media use in library environment.
- Contacts with the professional legal community for networking and growth of pro bono volunteers

Work Environment

Will be working in an office environment and in reference and circulation 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.
- 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.