

## LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	<b>Librarian</b>
<b>Department:</b>	<b>Reference &amp; Collections</b>
<b>Focus:</b>	<b>Reference &amp; Research</b>
<b>Reports to:</b>	<b>Director, Reference &amp; Collections</b>
<b>Position Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Salary Grade:</b>	<b>5</b>
<b>Union Status:</b>	<b>Eligible for Representation</b>
<b>Effective Date:</b>	

### Position Summary

Under the direction of the Director, Reference & Collections, zealously provides quality reference and instructional service to the Library's diverse group of users that includes individuals from the legal and public communities. Handles and coordinates collection development in assigned areas. Designs and presents public classes and prepares collateral instructional materials. Continually works to ensure quality reference service through participation in educational programs, workshops, seminars, and self-study.

### Responsibilities and Duties

<p><u>Core Responsibilities and Duties:</u></p> <p>Reference Assistance to Library Users</p> <ul style="list-style-type: none"> <li>• Conducts complete reference interviews to determine appropriate print and electronic resources to meet user requests.</li> <li>• Performs both immediate reference and in-depth research searches; refers users to other resources as appropriate.</li> <li>• Directs users to requested publications; assists users with both print and electronic resources.</li> <li>• Provides instruction and guidance for use of library catalog, legal databases, legal research methodology and procedures.</li> <li>• Responds to in-library, phone, mail, email and live-chat reference questions.</li> <li>• Develops and maintains pathfinders, bibliographic resources and research guides.</li> </ul> <p>Training and Outreach</p> <ul style="list-style-type: none"> <li>• Participates in the development of training programs; designs new classes.</li> <li>• Teaches classes and updates class materials for both legal and general public users.</li> <li>• Participates in professional seminars, workshops, and lectures.</li> </ul>
--

- Gives library tours to the public and school groups.
- Participates in orientation and training of new staff members and non-professional staff.
- Travels weekly or as assigned to a branch or partnership library to provide on-site reference and research services.

#### Collection Development

- Reviews print and electronic materials in assigned subject areas and makes recommendations for additions, deletions and enhancements to the collection.
- Analyzes subject areas of the collection as assigned and prepares comparative data.
- Participates in collection development meetings.

#### 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.
- Other duties as required.

### Position Qualifications

#### Required

- Master's Degree in Library Science from an ALA accredited institution.
- 1-2 to years 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

- Law Firm or Corporate Law Library experience.
- Advanced degree in law, judicial administration, political science, business or history.
- Familiarity with collection development policies.
- Familiarity with standard of legal databases.
- Knowledge of social media use in libraries

### 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.
- 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

_____	_____	_____	_____
<b>Immediate Supervisor</b>	<b>Date</b>	<b>Senior Director</b>	<b>Date</b>
_____	_____	_____	_____
<b>Human Resources</b>	<b>Date</b>	<b>Executive Director</b>	<b>Date</b>

### 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

