

JOB DESCRIPTION

JOB TITLE: Library Director
DEPARTMENT: Library
REPORTS TO: Dean
POSITION STATUS: Full-time, Exempt

GENERAL SUMMARY: The Library Director has overall responsibility for library operations, including budgeting, hiring and supervision of library staff, strategic planning with respect to future growth and development of the law library, collections, acquisitions, maintaining the library facility, and initiating and monitoring library programs and services for students, faculty and alumni. The Library Director ensures that the library meets accreditation standards as specified by the Dean.

MINIMUM LEVEL OF EDUCATION AND/OR EXPERIENCE: J.D. from an accredited law school. A M.L.S. or equivalent from an ALA-accredited institution or a M.L.S in progress with administrative experience in a library.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Carries out the mission of the Library consistent with the mission of the Law School as established by the Dean and the Law Faculty.
- Manages law library operations, services and resources including budgeting, staff, collections, services, facilities, and online research database administration.
- Manages, provides, and participates in the delivery of quality service to students, faculty, and alumni, including reference, technology, and legal research.
- Manages the Circulations Desk.
- Provides leadership, supervision, and evaluation of all law library staff.
- Supervises, hires and trains library staff, including student workers.
- Determines long-range planning and policies for library.
- Provides service to the school by attending meetings as required to provide a cooperative and cohesive relationship between the library and other segments of the law school.
- Teaches classes, conducts in-class research presentations, creates online research-instructional videos, and provides one-on-one instruction in person or via Zoom as assigned by the Dean or Associate Dean of Academic Affairs.
- Maintains current awareness of new and changing resources and operations for academic law libraries.
- Provides editorial and technical assistance to Faculty in disseminating their scholarly writing and legal research.
- Participates in local, regional, and national professional associations as necessary.
- Develops an annual budget and implements and manages the approved budget.
- Regularly evaluates policies, procedures, and standards regarding the library collection, resources, services, and facilities.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent interpersonal, written, and communications skills.
- Experience with managing professional and support staff.
- Demonstration of problem solving and active solutions.
- Able to plan for future library needs that integrate print, online, and other technology.
- Able to work collaboratively with library staff, faculty, and students.
- Thorough knowledge of both California and federal materials.
- Skilled in teaching both print and online legal materials.
- Willingness to be an advocate for the library.

TOOLS AND EQUIPMENT USED:

- ByWater Systems “Koha” Integrated Library System, and other standard office and library hardware and software.

PHYSICAL REQUIREMENTS:

- Have the ability to work at a computer station for extended periods of time.
- Have the ability to lift 25 lbs.
- Have the ability to push a loaded book truck or to get help when the book truck is extremely heavy.
- Have the ability to use a stepstool to reach 90” high shelves.
- Work in an environment that may contain dust and/or mold.
- Able to perform the essential functions of the job with or without accommodation.

WORK SCHEDULE:

- Full time, 40 hours per week, Monday through Friday. Some nights and weekends may be required.