

EMPLOYMENT OPPORTUNITY: LEGAL/COURT SERVICES

Job Title: Law Library Manager
Closing Date: Applications accepted until Position(s) are filled.
Department: 18th Judicial Circuit Court
Schedule: Full-Time: Monday-Friday 8:00am-4:30pm
Salary: \$61,084-\$70,000
Contact: Lisa.Herpel@18thjudicial.org

POSITION SUMMARY

Under direction; an employee in this class is responsible for the overall operation of the law library. This position has responsibility for direct supervision and hiring of law library employees. The work requires the exercise of considerable judgment and initiative in developing library policies and programs, handling legal research questions, selecting appropriate resources, and managing the library's budget. Direction is received from the Court Administrator.

RESPONSIBILITIES INCLUDE

- Participates in the development of policies and procedures for the law library.
- Directs the day to day activities of the law library, including programs for self-represented litigants.
- Supervises staff, a program, function, or service, which may include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Develops and manages user's tools for the library.
- Oversees selection and maintenance of the library collection.
- Manages and negotiates Westlaw access and other electronic research contracts as necessary.
- Provides technical expertise on long term planning and decisions.
- Oversees the implementation of new research technologies within the library.
- Oversees the maintenance of the library's web page and online catalog.
- Reviews and manages reports related to library expenditures.

KNOWLEDGE OF

- Effective supervisory techniques and practices.
- Legal publications and use of web resources, Westlaw and LEXIS databases.
- Law library administration.
- Methods and practices of legal research.
- Budgeting and purchasing methods and procedures.
- Tools and technology used within a library environment.

EDUCATION AND/OR EXPERIENCE

- Completion of a Master's degree in Library Science (MLS) from an American Library Association (ALA) accredited program.
- Five years of law library experience along with two years of supervisory experience; or an equivalent combination of education and experience.

Pre-employment background check is required.