

BAKER & MCKENZIE LLP: Library Specialist

Position Summary:

The Library Specialist is responsible for supporting the daily activities of the library, including the coordination and procurement of current subscriptions, new purchases and cancellations with publishers and vendors across the North American Region. This position also ensures that required information resources are maintained in an accurate and current manner, while coordinating and allocating costs appropriately, at either local, and/or Regional levels.

Tasks:

- Organize and coordinate the receipt of invoices and billing statements on a daily basis. Review records to determine payment history and currency of subscription. Enter data into library management database to reflect new invoices/statements and prepare check requests for authorization of payment by Senior Librarian or Library Manager as applicable. Troubleshoot problem invoices and subscriptions. Reconcile payments and misapplication of funds with all vendors.
- Coordinate the receipt, categorization and daily registration of library materials across the Region, liaising with all office library contacts (filing personnel and/or part-time library liaison staff), and assist them with updating records to account for acquisitions and cancellations, as appropriate.
- Serve as liaison to the Accounting Department to ensure accurate credits for payments are made to publishers and accurate charges are made to individual accounts.
- Communicate in writing and by telephone with publishers regarding new purchases, cancellations, invoicing and statement accuracy.
- Coordinate subscription updates and procurement of missing releases/updates, submitting regular claims reports to publishers and liaising with the filing service.
- Provide cataloger with cataloging details of changes to be made within the SydneyPLUS, i.e. new library purchases and editions and/or cancellations/deletions.
- Coordinate (or maintain) accurate distribution lists for and control of routing materials; editing lists as required.
- Answer inquiries from users regarding the status of publications.
- Perform acquisitions of new materials at the direction of the Senior Librarian/Library Manager.
- Participate in the formulation of the library budgets for information resources across the Region.
- Undertake any activities/projects as assigned by the Senior Librarian, Library Manager, Information Resources Center and/or Library Director.
- Perform overall library maintenance as required, shelving and weeding materials and/or coordinate this activity with local office filing personnel and/or part-time library liaison staff.

Skills:

- Knowledge of library technical services operations.
- Comprehensive understanding of accounting procedures and publisher practices.
- Excellent organizational and analytical skills.
- Excellent oral and written communication skills.
- Excellent problem solving ability.
- Ability to deal effectively with users of library and research services.
- Comprehension of diverse information resources.
- Knowledge of legal publishers and resources.

Education and Experience:

- College degree desirable.
- One year library experience in a law firm, similar professional services or corporate environment.
- Basic ready reference/research skills.
- Experience with library technical services operations and accounts payable processes and procedures.

To Apply: <https://mycareer.bakernet.com/viewjob.html?optlink-view=view-6043&ERFormID=newjoblist&ERFormCode=any>