



Associate/Assistant Director of Library Services

Title:

Associate/Assistant Director of Library Services (Associate/Assistant Director/Manager of Library & Research Services, Associate/Assistant Director/Manager of Information Resources/Services, Associate/Assistant Head Librarian, Associate/Assistant Library Director/Manager, Associate/Assistant Librarian).

Purpose/Function:

To assist Director in handling library-related functions for certain office(s) or location(s). May also supervise staff.

Qualifications:

Education - Master's degree in Library & Information Science (or equivalent) from an ALA-accredited institution.

Experience - A minimum of three years experience in managing a law library is preferred.

Responsibilities:

- Handle, direct, delegate, or assist with:
- Budgeting and planning for all library operations.
- Coordination of resources, services, and staffing for some or all of the department.
- Staff supervision, management, training, and evaluation.
- Research and reference assistance as needed.
- Review and evaluate new products and services for possible inclusion in collection.
- Collection development, review, evaluation, and management
- Acquisitions – review and approve as appropriate.
- Vendor relations, including contract negotiation and account/subscription review and management.
- Library space and facilities planning.
- Provide library orientation for all new personnel.
- Monitor, review, and evaluate client satisfaction, and adjust, if necessary, departmental practices in accordance with the firm's strategic goals.
- Communicate and administer the policies and procedures of the organization and the department.
- Monitor, review, and adjust, if necessary, processes for client charge-backs for online services.

Requirements:

This position requires an individual who can work with staff at all levels within the firm/organization, who can prioritize projects rapidly and efficiently, and who can delegate assignments fairly. It also requires the ability to function effectively as a team player and to exercise independent judgment and diplomacy when handling difficult situations. The Associate/Assistant Director of Library Services must also be proactive, flexible, adaptable, and detail-oriented. A commitment to providing quality service and a high degree of responsibility are essential. Experience with the budgeting process and strategic planning is also necessary. The Associate/Assistant Director of Library Services must have excellent written and oral communication skills, be cooperative and dependable, be able to lead by example, and demonstrate professionalism at all times.

Salary range:

This position can be found in all types of law libraries, and the salary generally depends on type, size, and location of organization. Per the AALL 2009 Salary Survey, the mean annual salary for the different types of libraries is as follows:

Academic: \$88,988

Private Firm/Corporation: \$93,126

Government (State, Court, and County): \$81,456