



Director of Library Services

Titles:

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

Purpose/Function:

To direct and supervise all library-related functions.

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:

- Budgeting and planning for all library operations.
- Organization-wide coordination of resources, services, and staffing for 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.
- Approve and code invoices for payment.
- 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 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 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. The 2009 AALL Salary Survey lists the mean annual salary for the different types of libraries as follows:

Academic: \$153,327

Private Firm/Corporation: \$107,403

Government (State, Court, and County): \$92,080