

San Diego County Public Law Library

Position Title: Substitute Reference Librarian

Reports to: Head of Reference Services

Received by: _____ **Date:** _____

Knowledge and skills

- Juris Doctorate, a Masters Degree in Library Science, or a meaningful combination of education and work experience that would qualify one to work in a public law library setting
- Extensive knowledge of California and Federal legal materials in all formats
- Strong commitment to public service
- Ability to provide quality reference and outreach services to a diverse community of users
- Professional level aptitude and practical experience using legal databases and standard software applications
- Prefer some experience working with integrated library systems
- Excellent written and verbal communication skills
- Demonstrates innovative thinking and commitment to work towards the Library vision and mission

Responsibilities

As a member of the public services team, the Substitute Reference Librarian is responsible for providing all public services functions and performs any professional or paraprofessional duty essential to the achievement of effective library operations in order to provide quality service to those seeking legal information. The Substitute Reference Librarian will be required to travel to all four library locations.

Representative tasks include:

- Provides reference service in-house, by telephone, email, and virtually through the Internet, using a variety of print and online resources.
- Performs all circulation tasks, such as opening and renewing memberships and checking materials in and out.
- Performs opening and closing procedures at all library branches.
- Informs patrons about library activities, facilities, rules and services.
- Instructs patrons in the use of library materials and equipment.
- Maintains in-house statistics, files and database as assigned.
- Participates in the creation and maintenance of reference publications such as the e-newsletter, research guides, pathfinders, online tutorials and similar products.
- Other duties as assigned.