

## **SPARKS LAW LIBRARY OF PLACER COUNTY**

1523 Lincoln Way  
Auburn, CA 95603  
(530) 823-2573  
placerlawlibrary@gmail.com

### **LAW LIBRARY DIRECTOR**

#### Job Description

#### **DEFINITION**

Perform a variety of administrative and professional leadership in directing the operation of the Placer County Law Library; and to do all related work as directed by the Board of Law Library Trustees.

#### **DUTIES**

May include, but are not limited to, the following:

- Plans and directs the operation of the County Law Library in accordance with policies and procedures authorized by the Board of Law Library Trustees and the Business and Professions Code, Division 3, Chapter 5.
- Prepares annual report as required in Business and Professions Code Section 6349 and any other report of interest to and necessary for the operation of the library.
- Serves as Secretary to the Board of Trustees and all standing and/or special committees of the Board.
- Recommends to the Board of Trustees proposals for modifying, improving and expanding services and library materials.
- Maintains facility and equipment including the attendance of condominium association meetings, provides minutes and condominium association budget and information to Trustees; manages library equipment repair and replacement and maintains inventory records including furniture and equipment.
- Exercises direct supervision over less experienced professional, technical/clerical personnel.
- Manages personnel selection, training, work assignments, performance evaluation, discipline and promotion of the law library staff.
- Prepares budget and financial statements including inventory records.
- Contract management to include library materials vendors, technology purchases and maintenance and building maintenance.
- Supervises and maintains accounting processes and recordkeeping to include accounts payable, accounts receivable, banking, personnel, payroll, tax reports, fund reconciliation and ledgers.
- Maintain library collection by seeing those books and other legal materials are current, properly classified, and necessary binding and repair work are completed.
- Organize and monitor use of all library resources and maintain security of the same.
- Participates in the activities of professional library organizations including attendance at meetings, conferences and seminars held in the furtherance of professional development and law library interests.
- Builds and maintains positive working relationships with coworkers, Board of Law Library Trustees, law library patrons, professional organizations and other community partners.
- Provides reference services to law library patrons including selection of books and explanation of text access and updating. Reference assistance includes the use of electronic formats.
- Perform related duties as assigned.

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### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Sufficient to demonstrate competency in the knowledge and skills specified and acceptable to the Board of Law Library Trustees; Four (4) years of increasingly responsible administrative level duties and at least two (2) years in a lead position or supervisory capacity performing complex administrative work in a legal office. Up to two (2) years of college or business school training, with relevant coursework, may be substituted for the required experience on a year-for-year basis.

#### **OR**

Three (3) years of progressively responsible experience working in a law library and demonstrated knowledge of legal research techniques and methodologies and one (1) year journey level administrative experience in a library setting.

**License:** Must possess and maintain a valid California Driver's License.

### **ESSENTIAL FUNCTIONS**

- Operate a personal computer and other office equipment.
- Effective verbal and written communication skills.
- Analyze data, interpret policies, procedures and regulations, develop appropriate conclusions and prepare reports.
- Resolve conflicts and respond appropriately to complaints.
- Complete multiple priority projects with conflicting deadlines and under stressful conditions.
- Maintain confidential information in accordance with legal standards.
- Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping.
- Frequently carry, lift, push, pull and manipulate large and small objects.
- Frequent use of hand-eye coordination.
- Must be able to lift up to fifty (50) pounds.
- Regular attendance is an essential function.

#### **Knowledge of:**

- Various legal resource materials and documents; basic legal terminology, general practices, procedures and jurisdictions of State and Federal courts.
- Theory and practice of library services in both reader and technical service fields; library purposes, organization and administration.
- Ability to anticipate and recommend needed changes.
- Apply basic public relations principles and practices; principles and techniques of administrative and personnel management; principles of payroll, budgeting and financial management.
- A variety of computer devices and applications including their operations and applicable software, as well as legal research applications.

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**Ability to:**

- Negotiate with vendors and providers for the Law Library services and resources.
- Participate in Law Library professional associations and continuing education.
- Communicate effectively with others in person and on the telephone.
- Speak and write effectively; analyze situations accurately and to adopt an effective course of action.
- Analyze detailed data, interpret directions, procedures and regulations and develop appropriate responses.
- Perform job duties under potentially stressful conditions and respond appropriately.
- Assist the judiciary, attorneys and the general public in locating and obtaining legal research material in print or electronic format.
- Use independent judgment to define the line between legal advice and legal information.
- Promote the mission of the County Law Library and show the ability to effectively network with others as well as advocate for its needs.

**Willingness To:** Work weekends and evenings; travel; maintain a clean, neat appearance; attend meetings and training sessions. Work approximately (30) thirty to (40) forty hours a week.

**Compensation:** \$18.00 - \$25.00 per hour depending on experience.