

**RICHLAND COUNTY LAW LIBRARY RESOURCES BOARD  
POSITION ANNOUNCEMENT**

**LAW LIBRARIAN - FULL-TIME POSITION**

**SALARY RANGE: Negotiable; commensurate with experience and qualifications**

**POSTED DATE: February 18, 2020**

**APPLICATION DEADLINE: March 10, 2020**

The Law Librarian is a professional law librarian who manages all aspects of the Library, including the budget, circulation, reference, acquisitions, cataloging, computer services, facilities and strategic planning. This position reports to the Richland County Law Library Resources Board.

The Law Librarian should be a person who understands and appreciates developing trends in libraries and how they are used. The Law Librarian should be a "people" person who can establish a rapport with all persons who interact with the law library ---patrons, whether professional or pro se advocates, governmental personnel at all levels and partners in the library field. The Law Librarian should explore ways in which the law library can meet the needs of all county government and should initiate or facilitate programs and services to assist people in accessing the courts.

The Law Librarian must have skill in the areas of organization and planning, project management, finance, negotiation, leadership, and communication.

**The management duties of the Law Librarian include, but are not limited to:**

Planning and developing law library collections, services and programs to meet the informational and educational needs of all Richland County agencies and departments and minimize duplication of collections, services and programs.

Preparing the annual budget and report for consideration by the Richland County Law Library Resources Board and administering the budget as approved by the Board and by Richland County. Approving and controlling expenditure of all funds within the constraints of the budget.

Preparing and distributing periodic financial and activity reports for Board meetings.

Planning and directing the development and maintenance of Library facilities and computer systems.

Making acquisitions decisions for new and existing items and subscriptions for the Library's print and online collections with Board oversight and guidance.

Providing legal reference services.

Facilitating the purchase of legal research materials for county offices pursuant to R.C. §307.51(G).

Maintaining an active role in the activities of the Statewide Law Library Consortium and relevant professional associations.

Fulfilling contracted services with third parties.

Consistently providing superior customer service.

Handling multiple interruptions at once, sustaining productivity and accuracy.

Exhibiting professional, courteous and approachable demeanor at all times.

Maintaining regular and predictable attendance.

Serving as acting secretary to the Resources Board, including preparing and issuing agendas and taking and keeping accurate Minutes of meetings and other records of the Board

Other duties as assigned.

### **Qualifications**

Master's in Library Science or equivalent preferred. Consideration will be given to training, education and work experience. Legal background preferred. Lead administrative experience strongly preferred. Ability to perform self-directed work required. Experience working with budgets or office finances preferred. Intermediate to advanced computer skills using Microsoft Office, Lexis Nexis, internet and email. Ability to read, write, speak and understand English at a professional level. Reliability and above average work attendance.

Physical requirements: Engage in extended periods of sitting, standing, walking, bending, stooping, kneeling, twisting/turning and stretching to shelve materials throughout the library on shelves of varying heights from above shoulders to below knees. Engage in intermittent periods of typing and viewing computer monitors, lifting and carrying equipment and materials. Must be able to use hands and fingers to grasp, handle and manipulate materials and operate tools and controls, including computers, phones and office equipment. Occasionally required to get on hands and knees to look for materials that have fallen under the shelves or stand on step stool 14 ½ inches high to reach upper shelves. Favorable results of pre-employment background check. Required at time of hire: proof of eligibility to work in the United States.

### **Richland County Employee Benefits**

Richland County health benefits, Ohio Public Employees Retirement System (OPERS) contributions, paid holidays, sick and personal leave days, vacation leave.

Interested candidates should send a cover letter and resume in PDF format no later than Tuesday March 10, 2020 to:

**[searchcom@richlandcourtsoh.us](mailto:searchcom@richlandcourtsoh.us)**