



Harter Secrest & Emery LLP

ATTORNEYS AND COUNSELORS

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MANAGER OF KNOWLEDGE AND INFORMATION SERVICES EMPLOYMENT OPPORTUNITY Rochester, NY

Harter Secrest & Emery LLP, Rochester's largest law firm, seeks an experienced Manager of Knowledge and Information Services to join its' staff in Rochester, NY. This exempt position is responsible for managing the firm's knowledge and information services, including overseeing the firm's library, developing and integrating intellectual capital resources, analyzing document management content and utilization, and assisting in complex legal and business research. This position oversees the information services and resources provided to attorneys, paralegals, and senior support staff on new business and client development, legal industry trends relevant to firm practice areas, in addition to supporting specific legal research activities.

Job Responsibilities:

- Assesses trends in law library administration, with emphasis on strengthening electronic services; identifies and implements the expanded use of electronic resources and methodologies; promotes the effective use of new technologies with legal and senior support staff;
- Assesses the firm's intellectual capital and develops methodologies for capturing and sharing this institutional knowledge to promote the efficient provision of high quality legal services;
- Uses the firm's document management system to identify knowledge resources, documents and other materials that can be used throughout the firm; develop systems to ensure that legal staff and senior support staff are aware of and utilize these resources;
- Maintains the library intranet website, creates web based tools, and develops the intranet as a repository of shared resources and information for the firm;
- Oversees the administration of Continuing Legal Education (CLE) programs;
- Educates associates, counsel, and paralegals in the methodologies of legal research; provides training and guidance on the organization and use of legal resources in various formats;

Education / Experience Requirements:

- MS in Library Science and five (5) years of progressively responsible work as a librarian preferably including experience in a law library or similar professional service or business organization; experience in developing knowledge management systems in the legal environment highly desirable; prior managerial experience preferred; or BS of Library and Information Science, or similar related field and eight (8) years of progressively responsible work as a librarian preferably including experience in a law library or similar professional service or business organization; experience in developing knowledge management systems in the legal environment highly desirable; or an equivalent combination of education, experience, and/or professional certifications sufficient to indicate the ability to perform the duties of the position.
- Knowledge of standard law library practices and trends; ability to recommend and implement new programs and services consistent with law library "best practices" and changing needs;
- Ability to manage law library information resources, both electronic and print copy;
- Demonstrated leadership skills including strategic and critical thinking, project management, and information dissemination;
- Knowledge of legal system and the legal profession as it applies to knowledge management, library support, and information services;
- Strong organizational and problem-solving skills; ability to respond to multiple priorities and meet varying deadlines; ability to plan and execute multiphase projects;
- Competency in Microsoft Office (Word, Excel, Outlook and Access); ability to assess and recommends new software applications.

Recruiting Information:

- Competitive salary dependent on education and relevance of prior work experience
- Excellent benefit package
 - 3 weeks vacation at 1 year of service
 - Significant employer contribution toward health insurance
 - Retirement program includes both defined contribution plan and 401K plans

Applications and resumes may be submitted on-line: www.hselaw.com (select 'Join Us'). General inquiries may be addressed to Rhonda Noto, Assistant Director, Human Resources, Harter Secret & Emery LLP, Rochester, New York. EOE

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