

### **Director of the Rittenberg Law Library**

St. John's University School of Law seeks applications for the position of Director of the Law Library, a 400,000 volume / volume equivalent library serving a faculty of 60 and approximately 900 law students. The Rittenberg Law Library's primary mission is to support the curricular and scholarly activities of faculty and students at the Law School. The Library has 8 professional librarians, 17 support staff, and an annual budget of \$3 million.

The Director of the Law Library has broad responsibility for managing all aspects of the operation of the library including: collection development and management; overseeing personnel management; supervising implementation and maintenance of library technology; developing and implementing the library budget; and implementing new procedures as conditions warrant. The Director is responsible, in collaboration with the Dean and faculty, for establishing and implementing both technological and traditional methods of delivery of information to support the research and other library-related needs of faculty and students. Consistent with the need to ensure that information technology serves the information needs of faculty and students, the Director oversees the Law School information technology department, which consists of 4 full-time staff. The Director manages the physical space of the Library to preserve and enhance its central role in the life of the Law School. The Director may also participate in teaching in the law school and producing scholarship.

A J.D. from an ABA-accredited law school and a graduate degree in library science (or its equivalent) from an ALA-accredited institution are required. The successful candidate should be an innovative administrator with a record of accomplishment and experience in a major university law library or have comparable experience. The successful candidate must demonstrate a thorough understanding of the scope, process, and demands of a law school library and the need to align services to changes occurring in the legal academy, the legal profession, and legal publishing. Familiarity with and interest in new technologies are essential.

Salary will be commensurate with qualifications and experience. A generous benefits package is included. Depending on qualifications, the selected candidate may be considered for a tenured or tenure-track faculty position.

The School of Law is part of St. John's University, a Catholic, Vincentian, and metropolitan institution committed to academic excellence. As an Equal Opportunity Employer, St. John's encourages applications from women, minorities, and others whose background and experience would contribute to the diversity of the Law School.

Candidates should submit a cover letter, resume, and the names and contact information for three references. Submit applications and nominations by email or U.S. mail to

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