

**David A. Clarke School of law  
Associate Director, Law Library**

To apply, use this

link: <http://udc.applicantstack.com/x/detail/a2hbyxhokzcu?sort=0&sortdir=a>

**Title: Associate Director, Law Library**

ID: 876

Department: David A. Clarke School of Law

Location: Washington, DC

**Description**

Number of Vacancies: 1

Area of Consideration: Open to the Public

Position Status: Full-Time, Regular

Pay Plan, Series & Grade: DS0058/301/4

Salary Range: \$73,134.12-\$92,754.59

Closing Date: Open Until Filled

Location: 4200 Connecticut Avenue NW, Washington, DC 20008

**Brief Description of Duties**

The Associate Director is responsible for the day-to-day operations of the Public Services Unit. The incumbent uses independent judgment and demonstrates expertise in the field by recommending policies, procedures, and systems reflecting professional criteria. The Associate Director is responsible for ensuring that the resources allocated to the unit will reflect an efficient level of service.

**Essential Duties and Responsibilities**

- Supervises the administrative personnel for the day-to-day operations of the Law Library units.
- Evaluates all employees under his/her administrative supervision.
- Surveys and evaluates existing services and programs on an ongoing basis and develops recommendations, as necessary.

- Coordinates the development of the budgets of the Law Library units and assists in the development of the Law Library's budget.
- Prepares and submits recommendations for the annual budget for the Public Services unit and its services.
- Reviews requests for materials and equipment purchases.
- Provides administrative leadership for the Public Services unit of the Law Library and supervises all functions.
- Periodically submits reports on the activities and issues of Public Services unit.
- Develops performance standards for resource utilization and service in Public Services based on established professional criteria.
- Supervises application of new technologies in support of instruction.
- Identifies duties of personnel under his/her supervision.
- Coordinates the preparation of reports for the Law Library.
- Develops strategies for staff development and implements steps to accomplish them.
- Reviews personnel matters and recommends actions in accordance with established policies.
- Identifies grant possibilities and develops proposals to obtain funding.
- Assists with the planning of facilities to accommodate services and collections.
- Performs reference duties as required.
- Participates in the faculty liaison program.
- Promotes the services of the Division throughout the academic community and among cooperating institutions.
- Serves on law school and university-wide committees and task forces as appointed.

### **Minimum Job Requirements**

Minimum of 3-5 years of professional experience in academic law libraries with a history of increasing responsibilities, including strong supervisory and managerial skills.

Do you have a Master of Library Science or a J.D.?

### **Information to Applicant**

Collective Bargaining Unit (Union): This position is not part of the collective bargaining unit.

Employment Benefits: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the University of the District of Columbia's retirement plan (TIAA-CREF).

Equal Opportunity Employer: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the University of the

District of Columbia does not discriminate on the basis of actual or perceived actual race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, marital status, personal appearance, genetic information, familial status, source of income, status as a victim of an intrafamily offense, place of residence or business, or status as a covered veteran, as provided for and to the extent required by District and Federal statutes and regulations. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**Veterans Preference:** Applicants claiming veterans preference must submit official proof at the time of application.

**Residency Preference:** The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system in which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency reference at the time of application. An applicant selected for an appointment based on District residency will be required to submit no less than eight (8) proofs of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for seven (7) consecutive years. Failure to maintain bona fide District residency for the (7) year period will result in forfeiture of employment.

**Drug-Free Workplace:** Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of any criminal drug statute occurring in the workplace.

**Background Investigation:** Employment with the University of the District of Columbia is contingent upon a satisfactory background investigation. The determination of a "satisfactory background investigation" is made at the sole discretion of the University of the District of Columbia. The University may refuse to hire a finalist, rescind an offer of employment to a finalist or review and may terminate the employment of a current employee based on the results of a background investigation.

**Disposition of Resume:** Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies. For the purpose of employment, resumes are not considered job applications. Therefore, if selected for employment a UDC application will be required.

**Job Offers:** Official Job Offers are made by the University of the District of Columbia, Office of Human Resources Only.

Contact Information: All inquiries related to employment and job applications should be directed to UDC Office of Human Resources at (202) 274-5380.

The University of the District of Columbia is an Equal Opportunity/Affirmative Action institution. Minorities, women, veterans and persons with disabilities are encouraged to apply. For a full version of the University's EO Policy Statement, please visit: [www.udc.edu/equal](http://www.udc.edu/equal) opportunity/