

Legislative Librarian

Print

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Salary

\$68,537.00 - \$127,696.00 Annually

Location

Wake County, NC

Job Type

Permanent Full-Time

Department

General Assembly

Job Number

30325

Closing

8/28/2017 5:00 PM Eastern

Description of Work

The Legislative Library is a central, non-partisan unit of the Legislative Services Commission of the North Carolina General Assembly. As a specialized legislative and law library, its primary purpose is to provide reference, research, and information services to the General Assembly, legislative staff, and legislative committee. It is the repository of state legislative documents. The Library also assists government agencies and the public with legislative research. The Legislative Librarian supervises Library staff and manages all components of Library operation, including research and reference, the archiving of documents, collection development, technical services, web page development, and records management.

The Librarian reports to the Director of the General Assembly's Legislative Analysis Division.

Examples of Duties:

- Plans, directs, and evaluates the work of Library staff, including conducting annual performance appraisals.
- Participates in the hands-on work of the Library by responding to reference and research requests and conducting orientation programs.
- Conducts substantive legal research.
- Supervises specialized Library work such as indexing legislation for the Bill Status System, indexing the Session Laws, and maintaining the Boards and Commissions database of legislative appointments.
- Manages the collection, storage, and accessibility of legislative documents.
- Negotiates and manages legal research contracts such as Westlaw, Bloomberg, and RIA.
- Coordinates training in and the use of legal research services and other library resources.

- Participates in interdivisional projects and working groups within the legislature.
- Works closely with the Information Systems Division on technology issues affecting the Library and the delivery of information.
- Coordinates cataloguing, classification, and clearinghouse services with the State Library.
- Manages the General Assembly's records retention schedule.
- Stays current in North Carolina government and legislative issues, including litigation tracking.
- Participates in local, state, and national professional organizations related to the Library's primary mission.
- Performs other duties as assigned.

Knowledge, Skills and Abilities / Competencies

- Demonstrated knowledge of Internet technology, database systems, and familiarity with a broad range of electronic resources.
- Broad understanding of information storage technologies, archival and preservation issues, and digital collection management.
- Ability to communicate with information technology staff.
- Comprehensive knowledge of legal research procedures and resources.
- Knowledge of copyright law and use of intellectual property.
- Comprehensive knowledge of the legislative process, procedures, and operations.
- Demonstrated competence to lead and manage people.
- Demonstrated skill in problem solving and decision making.
- Effective oral and written communication skills, including public speaking abilities.
- Willingness and ability to work extended schedules.
- Ability to maintain composure, resolve conflicts, and work cooperatively under pressure with legislators, legislative staff, and the general public on a daily basis.
- Strong interpersonal skills; ability to work collaboratively, build consensus, and maintain excellent working relationships with Library staff and patrons.
- Ability to work in a non-partisan environment.

Minimum Education and Experience Requirements

- Requires a master's degree in library or information science from an ALA accredited institution and several years of progressively responsible work in library services, including demonstrated supervisory experience.
- Law degree or legal training preferred.

Supplemental and Contact Information

NC General Assembly positions are NOT Subject to the State Human Resources Act.

Instructions:

To apply for the Legislative Librarian position, download the NC General Assembly application from the NC General Assembly website and submit the application and attachments through the same website:

<http://www.ncleg.net/NCGAInfo/Directories/Jobs.html>.

Applicants must also attach a copy of the following documents when submitting the application:

- **A cover letter that includes reasons the candidate is interested in the position, and discussion of relevant experience.**
- **Resume.**
- **Graduate school transcript.**
- **List of three professional references and three personal references including name, address, telephone number, and relationship to applicant.**

The Legislative Librarian application packet (cover letter, resume, transcript, references, and application) must be received by 5:00 pm on Monday, August 28, 2017.

Please Note:

- Online applications are only accepted through the NC General Assembly website.
- Application packet must contain all attachments or it will be considered incomplete and not accepted.
- For questions regarding this announcement, please contact the NC General Assembly Human Resources Office at 919-715-1210.

The General Assembly offers employees and their eligible family members a comprehensive and valuable benefits program. The employees have the opportunity to participate in a variety of benefits which can enrich their quality of life, their health, and their future. Benefits include employee health insurance options, standard and supplemental retirement plans, NC Flex (flexible benefits - a variety of high-quality, low cost benefits on a pre-tax basis), paid vacation, sick, community service leave, and more.

Agency

State of North Carolina

Address

NOTE: Apply to the department listed on posting

An Equal Opportunity Employer, North Carolina, State Government.

Website <http://www.oshr.nc.gov/jobs/index.html>