

Job Title: Deputy Circuit Librarian

Posted: July 10, 2001

Job Description

Office of the Circuit Librarian
United States Court of Appeals

Salary Range:

Expected starting salary range is \$63,409 - \$79,271, depending on experience and qualifications.

Full salary range is \$63,409 - \$103,065.

REPRESENTATIVE DUTIES

- Monitor and direct activities of branch libraries and provide advice and guidance to branch librarians.
- Develop and administer the Ninth Circuit library budget for branch library operations.
- Develop, implement, and evaluate programs and policies to improve cost effectiveness of branch library operations and the quality of branch library resources and services.
- Coordinate personnel management for branch libraries, including recruitment, selection, orientation, and training of branch librarians.
- Coordinate and implement headquarters library support for branch library operations.
- Direct the operations of the Ninth Circuit library system in the absence of the Circuit Librarian.

REQUIRED QUALIFICATIONS

- M.L.S. degree or equivalent from an ALA-accredited library school.
- Five years of progressively responsible law library experience, including at least one year which is in or directly related to the line of work of this position.
- Applicant must be a United States citizen or eligible to work for the federal government.

PREFERRED SKILLS

- Demonstrated excellent skills in law library management; successful experience as a supervisor or team leader which demonstrates substantial working knowledge of effective personnel supervision; experience with multi-branch library systems and/or off-site employees.
- Demonstrated skills in reference and legal research using both print and electronic resources.
- Demonstrated skills in dealing with people at all levels; effective oral and written communication skills.
- Experience with an Integrated Library System.