

**WASHINGTON COUNTY LAW LIBRARY  
LAW LIBRARIAN**

**NATURE OF WORK:**

This position works independently and is responsible for the operation of the Law Library. The position requires professional work of a confidential nature, independent judgment, initiative and discretion. The position supervises professional librarians under independent contract to substitute for the Law Librarian as needed.

**EXAMPLES OF DUTIES:**

1. Designs, coordinates and manages all programs and activities concerned with the administration and operation of the county law library.
2. Analyzes requirements and recommends policy to the Board of Trustees; implements Board policy.
3. Analyzes needs; plans and develops collection development guidelines to select and acquire materials.
4. Plans for the needs of and manages the library's physical space and accommodations
5. Assists judicial staff, county staff, attorneys and the public to locate and obtain legal research material; uses independent judgment to define line between legal advice and legal information. Develops and performs or assists with WESTLAW and other on-line database searches.
6. Prepares and presents budget recommendations; administers the library budget. Prepares and presents the Annual Report, Board of Trustee Meeting minutes and other reports and library documentation.
7. Selects, hires and trains independent contractors; coordinates, monitors and appraises work performed.
8. Represents the library in professional associations and in dealing with other organizations. Coordinates library operations with other County departmental functions.

**WORK ENVIRONMENT:**

The work is varied in its activity level and is performed primarily in the Law Library. The lifting requirement is up to 40 pounds on an occasional basis. There is frequent wrist and finger manipulation and arm movement due to processing and shelving materials, assisting library patrons, and computer and typewriter work. Equipment may include, but is not limited to, computer, typewriter, calculator, telephone, and copy and fax machines.

**ESSENTIAL FUNCTIONS:**

The essential functions for this classification are # 1, 2, 3, 4, 5, and 6 as stated herein.

**EMPLOYMENT STANDARDS**

**Education and Experience:**

Master's degree in Library Science from an ALA-accredited school required; law degree from an ABA-accredited school desirable but not required.

Minimum five years increasingly responsible law library experience required; this experience should include a comprehensive mix of administrative, public and technical service duties. Experience performing legal research and on-line database searching required (WESTLAW preferred).

**Knowledge, Abilities and Skills:**

Expert knowledge of legal materials and vendors. Expert knowledge of and considerable experience with current library standards, technology and automation. Knowledge of accounting and budgeting functions, and effective office management and practice. Creativity and flexibility in planning, implementing and providing library services. Ability to be tactful and adept in dealing with a wide variety of people. Ability to handle stressful situations. Ability to make decisions in conflict situations. Ability to organize and establish work priorities. Ability to communicate effectively, orally and in writing. Ability to establish and maintain cooperative working relationships with others. Ability to maintain complete and accurate records. Skill in the operation of computers and other office equipment for word processing, data entry and data inquiry.

**TITLE OF IMMEDIATE SUPERVISOR** - Law Library Board of Trustees

The Law Librarian is appointed and serves at the discretion of the Board of Trustees, who, with approval of the County Board, determine salary and benefit levels. The Law Librarian is a county employee for the administration of said benefits.

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by the Law Librarian. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel in this position.

Approved by the Law Library Board of Trustees, 5/15/95