

KING COUNTY LAW LIBRARY  
Seattle, WA

Job Description

*Job Title:* Reference Services Librarian

*General Position Definition:* Under the supervision of the Law Librarian and the Patron Access Services Librarian, plans, organizes, and directs Reference Services activities including reference, computer and other technology applications. Assists in formulating and implementing general policies and programs for the library, assists in patron access services management, assists in materials selection and collection access services management, and performs related work as required. Serves at the pleasure of the Law Librarian.

*Supervision Received:* reports to the Patron Access Services Librarian

*Supervision Exercised:* direct supervision of nonprofessional, part time and volunteer staffing involved with reference services

*Representative Duties:*

*[Job descriptions are meant to be general descriptions and are not intended to list every possible task an employee may be called upon to perform.]*

- \* recommends, develops and supervises reference service policies and procedures to meet the research needs of the varied patron base in a manner reflecting professional law library theory and practice
- \* collects reference records and statistics, assists with the operation of fee based services, assists with budgeting, and financial planning and reporting
- \* informs patrons about library activities, facilities, rules and services; answers in-person and telephone reference questions, conducts tours of the library, orients new users to library services and facilities
- \* establishes reference and referral contacts, establishes and maintains a ready reference vertical file
- \* provides instruction in the use of library resources and equipment, designs tools and programs to make the library, its collection, and services accessible to all patrons, oversees the collection and creation of resources to assist patrons without legal research training
- \* recommends and integrates the application of new technologies to reference services including conducting staff and patron training sessions
- \* participates in the selection of professional staff; assists with the recruitment, selection, and supervision of nonprofessional staff, part time staff and volunteers
- \* participates in law library professional activities and associations; attends meetings and workshops, reviews professional literature related to library and legal fields to maintain proficiency in library theory and practice

- \* maintains a close working relationship with other staff members
- \* because the Library operates with limited human and economic resources requiring significant flexibility in job duties, performs additional tasks as directed by the Law Librarian and the supervising Librarian.

*Education and Competencies Required:* Master's degree in Library Science from an accredited institution or a Law Degree from an accredited institution required. Knowledge of current law library service, organization, procedures, equipment and technologies including library computer applications to enhance library administration and services required. Strong interpersonal, oral, and written communication skills. Ability to deal effectively with the general public. Ability to plan, develop, direct, and promote the reference services operations.

*Typical Physical Effort and Sensory Requirements:* Requires full range of normal body motion to include standing, walking, sitting, bending, stooping, squatting, reaching, climbing stairs and balancing. Corrected vision and hearing to normal ranges. The ability to reason and speak intelligibly, and to handle heavy public contact in person and by telephone. Some irregular hours. Occasionally lifts up to 50 pounds, carries up to 50 pounds, and pushes/pulls book trucks weighing up to 75 pounds.

*Typical Working Conditions:* General library environment. Frequent exposure to temperature extremes, some confined areas, noise, dust, mold and other conditions common to a public law library building environment. Extended contact with the general public, including the occasional disruptive patron.

*Equipment:* photocopy machines, microform reader/printers, CD-ROM, book carts, and general office equipment including but not limited to microcomputers, modems, typewriters, adding machines, fax machines, and telephone systems.