If you are interested in applying for this position, please go to: https://workforum.memphis.edu/postings/22546

June 2019

University of Memphis Cecil C. Humphreys School of Law Library

Job Title: Assistant Director, Reference and Access Services, Law Library

Responsibilities

- Manages, supervises, coordinates, develops and directs Law Library reference and access services. These services include reference, research instruction, circulation, reserve, interlibrary loan and stacks maintenance.
- Assists the Director of the Law Library in short and long term Law Library planning.
- Oversees and provides reference, research and access services to Law School students and staff, members of the University community, attorneys, and the general public. Coordinates reference and access services for faculty with the Assistant Director, Faculty Services.
- Coordinates with Law School administrative departments concerning collection needs and services in Career Services, Academic Success and other areas of student support.
- Oversees the production of and creates and maintains library and research guides, tutorials, pathfinders and other library publications in appropriate formats. Identifies and selects materials (paper and electronic) for the Law Library collection that best support the research and curricular needs of the Law School community.
- Develops, coordinates, implements and participates in Law Library instructional programs and teaching services, including teaching as part of the Legal Methods program and teaching for credit specialized and advanced research and other courses. Coordinates with Legal Methods faculty.
- Coordinates with the Law School’s law review staff concerning research verification needs and instruction for law review members. Coordinates with the moot court program and other student programs.
- Develops, researches, and writes or directs staff in writing access services policies and procedures concerning use of the Library and its collection, borrowing, and services. Coordinates the gathering of statistical data regarding the collection and library usage. Oversees the maintenance of the Law Library’s stacks and re-shelving of Law Library materials. Monitors new technologies and trends in circulation and interlibrary loan services.
- Supervises and directs library assistants and librarians.
- Coordinates with Technical Services staff with regard to the Law Library collection and catalog.
- Conducts appropriate job related research and maintains awareness of current developments and trends.
• Represents the Law Library and Law School by providing leadership and service in local, state, regional and national professional organizations.
• Performs related duties as required or directed.

**Direction Received**

Reports to the Director of the Law Library

**Direction Given**

Supervises law librarians, library assistants, and student assistants

**Required Job Specifications**

Master’s degree in library and information science (or equivalent) from an ALA accredited school and a J.D. from an ABA accredited law school. Minimum six years of experience working as a librarian in an academic law library. Experience using the Innovative Interfaces Integrated System, or a similar library system, in an academic law library. Experience supervising staff.

**Knowledge, Skills, Abilities, and Worker Characteristics**

• Advanced knowledge of and familiarity with legal resources in all formats, particularly Anglo-American law library collections and government documents.
• Knowledge of legal research strategies.
• Demonstrated ability, knowledge and skill to teach legal research.
• Strong professional presentation skills for teaching and training in a classroom environment or for small groups.
• Knowledge of and skill in using commercial databases, the Internet and other electronic resources for legal and non-legal research.
• Knowledge of interlibrary loan systems and methods.
• Supervisory, organizational, and leadership abilities.
• Excellent advanced written and oral communication skills.
• Ability to work independently and exercise considerable independent judgment.
• Knowledge and experience working with the Innovative Interfaces system, or a similar library system, in an academic law library.
• Project management skills.
• Strong interpersonal skills, including the ability to function effectively in a team environment and to work effectively with a wide variety of people.

**Working Conditions/Physical Demands/Special Conditions**
While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.