



CLASSIFICATION NO. 258

Established: 12/02

Revised: 4/09, 11/19, 3/24

FLSA: Exempt

EEO: 2

LAW LIBRARY DIRECTOR

CLASS CHARACTERISTICS

Under administrative direction, to plan, organize, direct and manage the operations and activities of the County's Law Library; to supervise staff and provide advanced professional library services; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Alden E. Miller Law Library of Clackamas County is a legal research, resource and reference center for the public, attorneys, and judges within Clackamas County. The Law Library Committee appointed by the Clackamas County Bar Association helps administer this Law Library.

The Law Library Director reviews operations and services for adequacy and effectiveness and ensures the efficient daily operations of the County Law Library. The incumbent recommends and implements internal policies and procedures, prepares, recommends, and administers the department's budget, and performs specialized professional legal reference services. The Law Library Director receives direction from the Clackamas County Bar Association Law Library Committee and the judicial appointment to this Committee. The Presiding Judge over the Clackamas County Courts designates the judicial appointment.

The Law Library Director differs from the Librarian classification series which performs professional, complex library functions, and from the Law Library Assistant which performs library support duties and patron customer service. It also differs from the Library Section Supervisor which supervises the operations and staff pertaining to circulation, technical services or reference within all branches of the County public library system, and from the Library Manager which directs and manages the County's public library system including library policy and budget development and monitoring.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, coordinates, and implements patron services; provides technical assistance to judges, attorneys, litigants and the public in performing legal research via books and electronic legal databases; instructs and assists users in use of legal electronic databases; conducts specialized legal research as requested.
2. Hires and supervises library support and professional library staff including temporary staff and volunteers; prepares and conducts staff performance evaluations; provides orientation to new employees; assigns, reviews and oversees the work of employees; recommends and administers counseling, coaching, progressive discipline and terminations; trains employees on library functions such as reference, filing, shelving, and accounting support; promotes

cooperative team efforts among staff and with other County departments and outside agencies; motivates employees to provide quality services to patrons.

3. Develops, prepares, recommends and administers the annual budget; generates financial reports; processes accounts payable and receivable; researches and prepares grant proposals, and manages awarded grants and donations; presents information to Law Library Committee and responsible Judge; and implements decisions.
4. Negotiates license agreements and other contracts with vendors; modifies contract language for law applicability and negotiates terms; evaluates new technology, equipment and publications for suitability for law library; develops implements and monitors collection development and acquisition policies; advocates and practices sustainability, particularly with regard to materials, supplies and equipment.
5. Advocates for and provides information on Law Library services to Oregon Legislature and Clackamas County officials; participates in cooperative programs and services with other law libraries; promotes community awareness and support.
6. Classifies and catalogues books, seminars, CD-ROM's, and electronic format; accesses bibliographic utilities as a cataloging resource.
7. Assists in the development of and recommends goals, objectives, procedures and policies to the Clackamas County Bar Law Library Committee; implements decisions and directives as approved and requested by the Committee; serves as secretary to the Committee; represents Law Library on committees and at meetings and conferences for law libraries.
8. Plans long-range facility needs such as location, furniture, lighting and space configuration; recommends capital improvements to the Clackamas County Bar Association Law Library Committee; purchases supplies.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of librarianship including cataloging, reference and bibliography, cataloging, collection development, and reader's advisory; library facilities and services; library programs and their relationship to community needs; library management and operation; principles and practices of legal research including print and computer assisted legal research methods and resources such as specialized databases and licensed electronic resources; trends in legal research and public law library service; principles and practices of library organization and administration; legal terminology; bibliographic methods and research; principles and practices of financial record keeping and reporting; basic bookkeeping techniques; principles and practices of supervision, personnel administration and organizational management.

Skill to: Plan, organize and supervise the work of law library employees; maintain law library operations; effectively advocate for the law library; communicate effectively, both orally and in writing; negotiate license agreements with database vendors; prepare budgets and financial reports; evaluate technological advances and determine suitability for library; teach legal research techniques using print and online resources; efficiently operate a computer; establish and maintain effective working relationships with county personnel and customer base such as the judicial system, the state bar, government agencies and the general public.

WORKING CONDITIONS

Duties require continuous walking/moving, standing for extended periods, frequent squatting, kneeling, bending, twisting, reaching forward and overhead, fine motor control, and ability to lift 35 pounds, lower 50 pounds, lift and carry 20 pounds, overhead reach 5 pounds, and push/pull 20 pounds. Duties also involve exposure to dust and odor/fumes including strong perfumes.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

Education/Training: A Master's degree in Library Science (MLS) from an accredited American Library Association program or a Juris Doctor (JD) is required at the time of hire.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.