

## Professional Position Posting

# Director, Bibliographic Services & Collection Management, Law Library

<b>Department:</b>	Hugh & Hazel Darling Law Library
<b>Rank and Salary:</b>	Salary and appointment level based on experience and qualifications. Assistant Law Librarian – \$60,000 – 110,000 Associate Law Librarian – \$63,300 – \$121,100
<b>Position Availability:</b>	Immediately

The UCLA Law Library serves the law school faculty and students as their basic library and study resource for teaching and research. There are approximately 1000 law students, approximately 100 full- and part-time faculty, and more than 100 law school staff. The School has a varied and demanding curriculum, highly productive faculty, an extensive clinical and externship program and a co-curricular program that includes an active Moot Court program and 13 law reviews. The Law Library also supplies the legal literature resources for other UCLA faculty, students, and staff with a need for such materials. Heavy use of the Law Library is made by members of the community, including lay people and members of the bench and bar.

The Law Library is one of the larger professional school libraries on campus. It currently has a staff of 15 librarians (including this position) and 15 staff personnel, as well as many part-time student employees. It contains over 550,000 bound volumes and documents and over 300,000 microforms. The administration of the Law Library is headed by the Acting Law Librarian who reports to the Associate Dean and the Dean of the UCLA School of Law. The day-to-day functions of the Library have been divided into four divisions, each headed by a divisional director who is an Assistant Law Librarian: Access and Information Services (including computer systems support for the law library), Bibliographic Services and Collection Management, Scholarship Support and RA Program, and Reference and Research Services. The Library also hires a large number of law students as research assistants who are assigned to work on various projects for faculty as well as numerous other student employees throughout the library. The Law Library has a beautiful facility that opened in the Fall of 1998.

### **Position Duties**

The Director, Bibliographic Services and Collection Management is expected to work with the Acting/Associate Law Librarian and the other divisional directors to function as the library's management team and to participate in all aspects of library administration including budget administration, facilities planning, programmatic initiatives, personnel management, technology matters, problem solving, and assisting in long-range planning for the library. Divisional directors' responsibilities include the development, implementation and monitoring of their division's programs, services, policies and procedures as well as organization, allocation and supervision of personnel and fiscal resources in the division and coordinating those programs, services, policies and procedures with those of the other law library departments, programs and sections.

The Director is responsible for the management and supervision of the Bibliographic Services and Collection Management department which includes Acquisitions, Cataloging, Serials, Bindery Services, Government Documents, and some Collection Development responsibilities. Typical duties and responsibilities will include but are not necessarily limited to the following: overseeing and managing departmental budget and the book budget; formulating and implementing standards for departmental policies, procedures and workflows; managing all aspects of departmental projects including identifying projects, designing procedures for implementation, ongoing management; statistics collection; and completing projects as requested by the Law Librarian. Works closely with Director, Access and Information Services on space planning and collection management. Makes recommendations to the Law Librarian relating to planning and delivery of Law Library services. Responsibilities also include recruiting, supervising and evaluating librarians and library staff. Director may also participate in regular reference duties with the appropriate background and interest.

The Director represents the Law Library on various campus technical services library committees. As a member of the management team, the Director will be asked to represent the Law Library on other Law School and Library System committees and at various meetings and other Law School functions. Other related duties and responsibilities may be required.

### **Required Qualifications**

M.L.I.S. degree and relevant law library experience with increasing responsibility required. Demonstrated leadership skills and supervisory experience with an interest in long range planning and other administrative functions. Solid knowledge of legal bibliography and library technology. Demonstrated competence in working with integrated library systems, (Endeavor Voyager strongly preferred), OCLC, vendor databases, and other university administrative and accounting databases and systems. Demonstrated knowledge of legal publishing industry; demonstrated proficiency in standard PC applications and ability to learn and implement new technologies. Ability to balance priorities and meet deadlines; strong commitment to enhancing service through teamwork and proactive approach to library services. Demonstrated ability to contribute to making the library hospitable and responsive to the needs of the Law School community, including excellent interpersonal, communication, problem-solving and mediation skills and the ability to provide leadership for and work effectively with library colleagues, faculty, students and library patrons. Ability to identify and manage changing needs and priorities.

### **General Information**

Appointees to the Assistant/Associate Law Librarian series at UCLA shall have substantial professional backgrounds in a law library setting that demonstrate a high degree of creativity, teamwork, and flexibility. Such background will normally include a professional degree from an accredited library and information science graduate program. As non-represented academic appointees within the UC system, Assistant/Associate Law Librarians are entitled to appropriate professional leave, two days per month of vacation leave, one day per month of sick leave, and all other benefits granted to non-faculty academic personnel. UC has an excellent retirement system and sponsors a variety of group health, dental, vision, and life insurance plans in addition to other benefits. Relocation assistance is provided.

### **Application Procedures**

Anyone wishing to be considered for this position should write to Cynthia Lewis, Acting Law Librarian, UCLA, Hugh & Hazel Darling Law Library, 1106 Law Building, Box 951458, Los Angeles, CA 90095-1458; lewis@law.ucla.edu. The application letter should include a complete statement of qualifications, a full resume of education and relevant experience, and the names of at least three persons who are knowledgeable about the applicant's qualifications for this position.

**Candidates applying by December 15, 2006 will be given first consideration; applications accepted until filled.** UCLA welcomes and encourages diversity and seeks applications and nominations from women and minorities. UCLA seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain the excellence of the university, and to offer our students richly varied disciplines, perspectives, and ways of knowing and learning.

***UCLA is an Equal Opportunity/Affirmative Action/ADA-compliant employer. Under federal law, the University of California may employ only individuals who are legally authorized to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986. Employment is contingent upon completion of satisfactory background investigation.***

**Visit the *UCLA Library Employment Opportunities* Web site at  
<<http://www2.library.ucla.edu/about/employment.cfm>>.**