Job Posting
Law Library

The Wood County Law Library Resources Board is accepting applications through 4:30 p.m. on February 6, 2015, for an unclassified, full- time Law Librarian. The required Employment Application and complete position description are available on the Wood County website, www.co.wood.oh.us.

The librarian is the chief administrative officer and has responsibility for the daily operation of the library, providing reference assistance to print and online sources to the courts, officials and staff of the county, municipalities, attorneys, and the general public; collection development and maintenance; completing and maintaining financial and administrative records; processing bills; assisting in developing the annual budget; supervising one part-time assistant; publicizing the library and its resources; conducting/participating in educational sessions; cooperating with community organizations such as the Wood County Bar Association; serving as secretary to the Law Library Resources Board and interacting/reporting to the board in matters of policy and governance.

The compensation package includes county medical and fringe benefits and membership in the Ohio Public Employees Retirement System. Starting salary is $35,000 (FLSA Exempt).

Qualifications: Bachelors' and MLS/MLIS degree from an ALA (American Library Association) accredited program preferred OR a JD (Juris Doctor) degree, plus progressive academic and/or special library experience and legal research experience.

Interested candidates must submit a Wood County application for employment, cover letter and resume to: Wood County Commissioners' Office, One Courthouse Square, Bowling Green, Ohio 43402.

Position Description
Law Librarian

This is an unclassified, professional position, reporting to the county administrator and the Law Library Resources Board (LLRB). The successful candidate will be an energetic team player with a collaborative, service-oriented, "users-first," approach and should possess excellent organizational, analytical, written, and oral communication skills.

The person in this position will perform the following work:

- Provide legal reference service to elected and appointed county and municipal officials and staff, the courts, state officials, private attorneys, and the general public.
- Establish library procedures and design, develop and maintain all library records, catalogs, and indices.
- Oversee and/or perform the receipt, processing, filing, marking, cataloging, shelving, inventorying, and weeding of all material.
- Interact and negotiate with all vendors regarding legal resources, contracts, and agreements, as approved by the LLRB for the Law Library and county and municipal agencies and the courts that rely upon purchasing and clearinghouse services of the LLRB.
- Select, train, supervise, and evaluate any staff member(s).
- Order library supplies and equipment.
- Maintain all files regarding all library transactions, including correspondence, bills, billbacks, and related financial records.
- Process payment of all library materials and equipment in accordance with procedures established by the county auditor, and keep accurate financial records.
- Review publisher's release for new or revised products, perform collection development, space planning, short and long term goals and objectives, growth needs and advise the Law Library Resources Board thereon.
- Collaborate with and promote the Law Library and its resources to county, municipal and state officials and staff, the courts, attorneys in Wood County, the Wood County Bar Association, other governmental agencies, and the general citizenry and interact with these entities in providing access to legal information.
- Report to and advise the Law Library Resources Board on the use of the library, problems, and unusual developments
- Disseminate court announcements to local practitioners.
- Prepare all appropriation and budget requests for LLRB approval.
- Serve as secretary to the Law Library Resources Board.

Job Specifications

Must have administrative ability to establish, select, train, work with, and evaluate support staff.
Must have knowledge of accepted library practices, rules, and standard library procedures.
Must have ability to use legal bibliographic and research materials, both print and online.
Must be well-organized, able to develop long and short terms goals and objectives for the Law Library.
Must be self-motivated with ability to work independently.
Must have knowledge of and experience with Microsoft Word, Excel, and related software and a knowledge of evolving library technology and systems.

Qualifications

A bachelor's degree and a MLS/MLIS (master's in library science) from an American Library Association accredited institution of higher learning preferred. OR hold a J.D. (juris doctor) degree, plus progressive academic and/or special library experience and legal research experience.