
**UNIVERSITY OF CALIFORNIA
HASTINGS COLLEGE OF THE LAW
EMPLOYMENT OPPORTUNITY**

**ASSOCIATE LAW LIBRARIAN
TECHNICAL SERVICES LIBRARIAN**

Law Library

**Starting Salary Range: \$78,408 - \$90,169 Annually
(Commensurate with Qualifications)
Excellent Fringe Benefit Package**

POSITION DESCRIPTION

Under general direction and reporting directly to the Law Librarian, the Associate Law Librarian (Technical Services Librarian) is responsible for the management and supervision of the multi-faceted Technical Services functions in the Law Library, including acquisitions, cataloging, serials and government documents. Typical duties and responsibilities will include but are not necessarily limited to the following: Oversees the implementation of the Technical Services budget; formulates and implements standards for Technical Services procedures. Convenes and chairs meetings with Technical Services department heads and staff to discuss new procedures and developments. Identifies technical services projects, designs procedures for implementing projects, advocates for enhanced Technical Services budget as needed and delegates responsibility where appropriate. Serves as Technical Services policy resource for Hastings staff. Investigates and identifies ways of continuing the development of automation in the Technical Services Department. Reviews professional literature and attends professional meetings, keeping informed on the latest developments in the field. Co-Chairs the Collection Development Committee and serves as a faculty liaison and subject specialist. Serves as a member of the Library's Administrative Team helping to establish library policies and determine the Library's role in the Hastings community. Completes projects as requested by the Library Director and makes recommendations to the Director relating to planning and delivery of Law Library services. Trains, supervises and evaluates staff performance. Other related duties and responsibilities as may be required.

POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE: M.L. S. from an A.L.A. accredited library school; Juris Doctor degree helpful; and a minimum of five (5) years of work experience in a professional librarian capacity performing substantially related work experience and of which at least three (3) years in a managerial/supervisory capacity in a library, preferably a law library.

KNOWLEDGE OF: Computerized library systems, to include Millennium and other Innovative Systems, OCLC, LC Cataloging, and General Office Software and knowledge of Cuadra Star Databases and FTP Systems are desired. Management and supervisory practices and principles, and budget development.

ABILITY TO: Work independently and as a management team member; train, guide and evaluate staff. Communicate effectively orally and in writing.

See Reverse Side

Employee Benefits

Retirement

University of California Retirement Plan (UCRP) membership. Employees are fully vested after five years of service credit. A Voluntary Contribution Plan is also available.

Health Plans

HMOs and a fee for service plan are available with minimum or no cost to eligible employees.

Dental Plans

Two dental plans are available at no cost to employees.

Vision Care

The College paid plan is available for employees and eligible dependents

Life Insurance

The College provides an employer paid term life insurance policy and optional employee paid policies.

Accidental Death & Dismemberment

Up to \$500,000 in coverage may be purchased by the employees.

Other Benefits

Worker's Compensation, Unemployment Insurance, Credit Union, Pre-Tax Transport Program etc.

Disability

The College provides basic coverage for non-work related disability. Employees may purchase additional short and long term disability insurance to supplement this benefit.

Legal Insurance

Employees may purchase this insurance which provides covered legal services on a pre-paid basis.

Vacation

Full time employees initially accrue a minimum of three weeks of vacation per year. Part time employees accrue on a proportionate basis. Vacation earning rates increase in accord with employment longevity.

Sick Leave

Full time employees accrue 8 hours per qualifying month service. Part time employees accrue on a proportionate basis. Earned/unused sick leave at

the time of service retirement is converted to service credit.

Holidays

College employees receive thirteen paid holidays per year.

To Apply

Contact Hastings Personnel Services to obtain a required Hastings College Staff Employment Application or download it from our website at <http://www.uchastings.edu/personnel/jobforms>

By Phone: (415) 565-4703

By Mail: UC Hastings College of Law, Personnel Services, 200 McAllister Street, San Francisco, CA 94102

In Person: 198 McAllister Street, First Floor, Room 106, San Francisco.

All applicants must complete and submit an official employment application form. Failure to provide complete information as required on the application form shall immediately disqualify an applicant from employment consideration.

Selection Information

Applicants who meet the position requirements will be competitively evaluated to identify the applicants whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. If we have not received a sufficient number of qualified applications, recruitment may be extended beyond the initial filing deadline date.

Filing Deadline: OPEN UNTIL FILLED

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AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**