

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Director, Law Library  
**Job Code:** 8040  
**Pay Grade:** 71  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Responsible for planning and directing the operations of the Pima County Superior Court Law Library and performs related research projects as required.

### **ESSENTIAL FUNCTIONS:**

- Plans, organizes and directs the operations of the law library in accordance with established library policies and procedures. Performs as a part of the Division Director's Team.
- Develops library goals and objectives and implements policies and procedures.
- Selects, supervises, evaluates and provides training and development of library personnel.
- Coordinates fiscal management of all library funds in accordance to A.R.S. 12-305.
- Coordinates and provides the access and delivery of information and resource materials through integrated library systems, informational databases, and relevant internet sources.
- Evaluates the need for new and evolving technology and collaborates with the Information Technology and Services Division (ITSD) to implement the access to information.
- Develops, creates and maintains the law library web page.
- Provides the maintenance of passwords for automated legal research and responsible for the distribution of new passwords.
- Creates and makes available catalog records according to national standards and accepted practice.
- Makes materials selection and acquisition decisions, in consideration of relevant factors including policies, differences among formats, and the cost of purchase and level of maintenance.
- Provides professional assistance to customers in answering inquiries, locating information, and interpreting resource catalogs.
- Prepares materials such as bibliographies, pathfinders and handouts, utilizing a variety of formats.
- Communicates effectively with publishers and other information providers on topics such as license agreements, and the negotiations of contracts for material subscriptions and photocopy equipment.
- Manages a Self Service Center which provides forms for self-represented parties.
- Coordinates with Southern Arizona Legal Aid to provide legal advice clinics in the library.

**ADDITIONAL RESPONSIBILITIES/ DUTIES:**

- Remains abreast of emerging trends, innovations, and technological advances in library science and the delivery of services to the public.
- Performs research on an adhoc basis for judges and in support of law clerks, attorneys and public.
- Prepares an annual report of library activities, projects, budget information, and accomplishments.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of the principles, practices and procedures of library administration and management and library and information science theory.
- Must have knowledge of the legal system and specialized resources in the field of law and legal research.
- Must have knowledge of basic conservation principles for management of archival materials.
- Must have the knowledge of desktop computers and Microsoft Office software such as Outlook, Word, and Excel, the use of the internet and intranet, and the skills to apply technology to library processes.
- Must have the skills to direct, train and evaluate employees.
- Must have skills in acquisition and cataloging of law library materials and gathering, analyzing and evaluating library related data.
- Must have skills in the preparation and administration of a division budget.
- Must have the ability to communicate effectively with a diverse group of individuals including Judges, lawyers, court employees and the public.

**MINIMUM REQUIREMENTS:**

A Masters degree in library science or a related field and five years of progressive, professional experience as a librarian, including two years of supervisory experience; OR a bachelor's degree in library science or a related field and seven years of progressive, professional experience as a librarian, including two years of supervisory experience; OR Any equivalent combination of experience, training and/ or education approved by Human Resources.

**LICENSES AND CERTIFICATES:**

None required.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

This is an unclassified position that reports to the Deputy Court Administrator, Superior Court. The director performs duties from the direction of goals and objectives established for Superior Court and the law library. The director manages the library staff and the daily operations of the law library.

Date: 09/1993  
Revised: 10/23/02; 11/01/12

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Director, Human Resources

\_\_\_\_\_  
Deputy Court Administrator, Superior Court Date \_\_\_\_\_