

Code: 1677  
Administrative Service  
Statistical, Technical and Mercantile Group  
Real Estate and Legal Series

CLASS TITLE: **Chief Law Librarian**

CHARACTERISTICS OF THE CLASS: Under general supervision, supervises and administers the operations of the Law Department's libraries; and performs related duties as required.

ESSENTIAL DUTIES: Supervises all aspects of library and information services including personnel, budget, collection development, computerized bibliographic information and on-line data bases; establishes and implements policies and procedures for the effective use of library materials; plans, implements and coordinates collections and libraries in accordance with the needs of the Law Department; provides general and specialized reference services to attorneys, paralegals and others; assesses the library collection and its use and tailors the acquisition of materials accordingly; designs and maintains control and retrieval systems for all types of library materials; serves as liaison to Municipal Reference Library, City Clerk and other City departments in matters concerning law library information and materials.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from a college or university accredited by the American Library Association with a Master's degree in Library Science supplemented by five years of progressively responsible professional library experience in a law library including two years of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of library organization. Considerable knowledge of legal publishers and legal research techniques. Considerable knowledge of reference sources, the book market and bibliographers.

Ability to plan, organize and review the work of others. Ability to retrieve reference materials from books and computers. Ability to develop operations policies and procedures.

Considerable skill in the performance of professional library functions. Considerable skill in the application of library techniques and practices. Good skill in interpreting the needs of Department of Law employees for reference information. Good oral and written communications skills.

Working Conditions. General office environment.

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CLASS TITLE: **Chief Law Librarian (Cont'd)**

Equipment. General office equipment including computer, printer, and modem. Moveable shelving.

NOTE: While the list of essential functions is intended to be as inclusive as possible, there may be other functions which are essential to particular positions within the class.

May, 1994