As the University of California’s first law school, UC Hastings College of the Law is ABA and WASC accredited and committed to outcomes-based education and assessment. It boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco’s Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,200 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a warm-hearted, deeply committed group of co-workers and a dynamic community of faculty and students.

DEPUTY DIRECTOR

Law Library

Classification: 9311 / Law Librarian / Full Time / Exempt
Hiring Salary Range: $115,258 - $161,383 annually (commensurate with qualifications)
Posting Date: April 26, 2013

THE ROLE

Reporting to the Associate Dean for Library Services and Educational Effectiveness, the Deputy Director manages the Library’s day-to-day operations, including services, collections, facilities, and personnel activities. The Deputy Director is one of a three-person Library management team, including the Associate Dean and the Head of Technical Services, responsible for all aspects of library management. The successful candidate should have a record of administrative experience at a high level in an academic law library including a demonstrated ability to manage staff and budget in a library setting and strong leadership skills. The Law Library has a staff of eight librarians and five paraprofessionals. In addition to a strong core of basic services, the library has taken innovative approaches in several areas. These include implementing an institutional repository of faculty scholarship, maintaining a strong faculty/librarian liaison program which not only supports scholarship and curriculum, but also assists in the development of the outcomes-based education and assessment model, and assisting in the development of online legal education courses.

RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

• In a collaborative environment, provide vision, oversight and leadership for the next generation of library service;
• Coordinate and participate in delivery of faculty and student services across all library departments;
• Teach a course in the College as an adjunct professor, preferably in the area of advanced or specialized legal research;
• Lead or participate in substantial library procurements such as large vendor contracts or significant equipment purchases;
• Assist with identification of library funding needs and work with the school’s institutional advancement staff to identify potential funding sources;
• Work closely with the law school’s technology staff to implement new and emerging library applications and knowledge systems;
• Represent the Library at faculty programs, on law school committees, at student events and in other appropriate campus-wide activities.

REQUIREMENTS

EDUCATION AND EXPERIENCE

• MLIS and JD degrees from accredited programs;
• Substantial experience supervising librarians and paraprofessional staff in a union environment;
• Minimum of three years of experience providing user services or managing user service operations in a law library;
• Demonstrated success operating in a dynamic and changing law library environment;
• Familiarity with library technical and bibliographic services. Prefer experience in use of Innovative Interfaces Sierra system;
• Teaching experience, especially teaching legal research;
• Experience with information technology or library systems beyond knowledge of LEXIS, WESTLAW, BLOOMBERG and office software;
• Record of working across departments (i.e., information technology, technical services, collection development, scholarly communications) to create effective service models;
• Record of innovation as evidenced in scholarship, teaching methods and/or library services;
• Prefer knowledge of outcomes-based education and assessment and/or online instructional skills.

KNOWLEDGE, SKILLS & ABILITIES
• Ability to communicate effectively, both in written and verbal form;
• Ability to develop and maintain positive working relationships with members of the law school community;
• Strong managerial skills geared to a union environment, including project management and performance evaluation;
• Strategic and analytical thinking skills with an ability to solve problems and make decisions;
• Ability to prioritize ongoing and new projects.

BENEFITS
• Health, Dental and Vision Care Insurance Plans
• Life Insurance
• UCRP Retirement Plan
• Disability Insurance
• Legal Insurance
• Vacation
• Sick Leave
• Paid Holidays
• Credit Union
• Pre-Tax Transport Program

THE HIRING PROCESS
To apply, go to: http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Deputy%20Director%20-%20Law%20Library Failure to provide the information as required on the application form including attaching a cover letter and a resume may immediately disqualify an applicant from employment consideration.

**This position has been designated as “sensitive” and requires a pre-employment background check.**

WHAT TO EXPECT
Applicants who meet the position requirements will be competitively evaluated to identify the individuals 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. The position is open until filled.

UC Hastings College of the Law is an Equal Opportunity Employer