

## HURON COUNTY

### LAW LIBRARY

**TITLE:** Law librarian – Director and Administrator, Huron County Law Library (“HCLL”)

**JOB OBJECTIVES:**

The Huron County Law Library Resources Board (“HCLLRB”), a five-member governing board, is seeking a visionary leader to continue the legacy of excellence as the Library Director. The law library serves the legal community and the general public of Huron County, Ohio.

**ESSENTIAL JOB FUNCTIONS:**

- Responsible for budget recommendations and fiscal management.
- Analyzes requirements of the HCLL, including interactions with other county departments; recommends policies to the HCLLRB; implements approved policies.
- Analyzes existing electronic and print collection and patron needs; makes recommendations for new acquisitions or discontinuance of current resources; negotiates discounts on purchases for multiple county department users; develops guidelines to select and acquire materials.
- Hosting quarterly statutory HCLLRB meetings.
- Preparing meeting agendas and minutes.
- Preparing reports.
- Suggesting and carrying out plans for library services.
- Scheduling of depositions, mediations, and county department meetings.
- Maintaining a public relations program.
- Be an advocate and facilitator for the public use of library services.
- Participates in professional organizations and attends (with approval of HCLLRB) related conferences to maintain awareness of regional and national developments in the law library field and analyzes and adapts those of value to the HCLL; consults with other Ohio county law libraries to develop consortiums for sharing resources and ideas.
- Maintaining an atmosphere of respect and cordiality.

**NON-ESSENTIAL JOB FUNCTIONS:**

- Performs related non-essential functions as required or assigned or as is needed. This will include vacuuming, dusting, rearranging books on shelves, monitoring proper functioning of electronic equipment, hosting continuing legal education classes once per year, decorating, etc.

## **JOB REQUIREMENTS:**

### **EQUIPMENT**

Knowledge of computers and related equipment (including LexisNexis online research resource), printer, copier, paper shredder, telephone system.

### **CRITICAL SKILLS/EXPERTISE**

- Knowledge of electronic and online legal research resources.
- Comprehensive knowledge of the legal system including criminal law, juvenile and family law, civil law and court processes.
- Knowledge of local court rules and Rules of Civil and Criminal Procedure.
- Knowledge of, or demonstrated interest in the use of advanced technologies (e.g., LexisNexis, AI, virtual reality, and augmented reality) in information services, education, and training.
- Contracts with and oversees outside vendors (e.g., library equipment maintenance, IT support).
- Ability to accurately project and control expenditures within budget.
- Ability to communicate effectively in writing.
- Ability to work independently.
- Ability to work in collaboration with county officials, departments and agencies served by the HCLL and with other Ohio county law libraries.
- Ability to manage stressful situations effectively with patrons from widely varied levels of education and competence, and with individuals who may be emotionally upset or distraught.
- Ability to operate database systems, create spreadsheets and use word processing programs.
- Exhibit adaptability, excellent internal and external communication and customer service skills, lead the library with empathy and compassion, and posit the library as an innovative institution and valuable partner of the legal community in Huron County, Ohio.
- Demonstrate integrity, reliability, discretion, and the ability to maintain confidentiality.

### **COMPLEXITY OF WORK**

Work consists of complex, varied, non-standardized tasks requiring creativity and flexibility in providing library services and the use of research and other library services. The law librarian's direction and activities have a direct and significant impact on the population served by the HCLL.

## **RESPONSIBILITY**

With the general guidance of the HCLLRB, the law librarian has the ability to plan the procedures and methods to attain library objectives. The law librarian makes independent decisions in handling daily operations and establishing priorities, revising procedures and forming collaborative relationships with county officials and departments and with other Ohio county law libraries. The law librarian has decision making authority for library expenditures and authority to pay invoices within policy parameters established by the HCLLRB.

## **PERSONAL WORK RELATIONSHIPS**

The law librarian has direct contact with employees of other county offices, county prosecutors and public defenders, judges and attorneys, and the general public. The purpose of these contacts is to provide law library services, assist with legal research by directing patrons to appropriate resources, and suggest other county and private resources as required by a given situation.

## **PHYSICAL EFFORT AND WORK ENVIRONMENT**

Primarily sedentary work but also requires climbing stairs and ladders, lifting and moving heavy books and equipment, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, and repetitive motions.

## **SALARY, HOURS, BENEFITS**

Salary, and vacation and sick days, are commensurate with education and experience. Huron County offers health, dental and life insurance options. Hours are part-time thirty (30) hours per week. Must be able to work a five-day (Mon. thru Fri.) flexible and changing schedule.

Cover letter and resume should be sent to [mikeclarklaw@gmail.com](mailto:mikeclarklaw@gmail.com).

Mike Clark, Director and Administrator

The Huron County Law Library

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