

Senior Manager of Library Services Eversheds Sutherland (US) LLP

We have an exciting opportunity for a Senior Manager of Library Services in the Atlanta, GA or Washington, DC office of Eversheds Sutherland (US) LLP. We are searching for someone who wants to be a valued contributor and member of a talented and dynamic team of lawyers, paralegals, and staff.

The Senior Manager of Library Services is responsible for the efficient and cost-effective operation and innovation of the Firm's libraries and the delivery of high-quality reference, research, and knowledge services and strategies, throughout the Firm's US offices.

Responsibilities and Duties

- Supervises, coaches and evaluates all library staff.
- Works closely with the Director/Chief and advises on the appropriate implementation of knowledge trends, legal technology trends, law firm business trends, and legal developments across the Firm.
- Manages the Firm's US online and print research collections, including contract negotiations for online services, product review and assessment, purchasing and cancellation decisions, and space planning.
- Ensures the timely review of all print and electronic materials and makes recommendations for additions, deletions and enhancements to the collection.
- Partners with business development to identify opportunities for internal and client-facing knowledge sharing.
- Promotes the effective use of information resources by attorneys and staff and monitors usage to achieve maximum value.
- Works closely with Technical Information Services to ensure that data storage and filing methodologies provide ease of use, logical storage and reduction in duplicity of data or outdated information.
- Acts as the source point for information service support, data mining best practices, and data research.
- Performs research as needed and maintains a thorough knowledge of resources, techniques, and best practices for legal and business research in the private sector.
- Develops strategic plans, policies and projects, in collaboration with the Director/Chief, to advance departmental goals and enhance value to the Firm.
- Creates and administers the departmental budget.
- Participates in Firm orientation and training of new attorney and staff members to enhance their knowledge of Firm resources, capabilities and services.
- Communicates regularly with Director/Chief and the counterpart at Eversheds Sutherland (International) to increase knowledge and resource sharing between the two

teams and identify areas for global collaboration and standardization of operations and resources.

- In conjunction with the Director/Chief, executes on interdepartmental initiatives to support the Firm's strategic goals.
- Serves as a member of committees, groups and teams as requested by the Director/Chief.
- Other duties as requested.

Knowledge, Skills and Abilities

- A Master's degree in Library / Information Science or Knowledge Management required from an accredited college or university or a Bachelor's degree combined with sufficient, relevant experience in a law firm environment.
- Eight to ten years in a law firm library, preferably with multiple national or global offices, and a least five years in a library management capacity; information systems and/or knowledge management/strategy preferred. Demonstrated knowledge of both the business and practice of law. Must have experience mentoring and managing individuals to grow in their profession.
- Significant experience with staff supervision, vendor negotiations, and budget management. Customer service focus. Excellent interpersonal and communication skills, both oral and written. Attention to detail with strong organization, problem solving and time management skills. Ability to maximize utility of existing systems and information.
- Forward-thinking mindset with ability to create innovative ideas and solutions to existing structure and processes. Experience in presenting workshops and classes. Thorough knowledge and use of online legal, business, news, and public records research services. Computer skills with proficiency in MS Office Suite and Outlook.

EEO

Eversheds Sutherland (US) LLP is committed to promoting diversity and inclusion within our Firm and in the larger legal profession. We believe that diverse skills, knowledge and viewpoints make us a stronger firm. Eversheds Sutherland (US) LLP maintains a policy of affording all employees and applicants equal employment opportunities without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity or expression), national origin, age, disability, genetic information, marital or familial status, domestic violence victim status, ancestry, amnesty, citizenship status, military and veteran status, or any other characteristic protected by law. Unlawful discrimination, harassment and retaliation will not be tolerated in any of the Firm's offices or any other work-related setting. Qualified individuals with a disability may request a reasonable accommodation in order to apply for a position or to enable them to perform the essential functions of a position for which they are otherwise qualified. EEO.

How to Apply

To apply, go to

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=23d2827d-a48a-4f03-9be3-4e80b56a4770&jobId=256363&lang=en_US&source=CC3&cclid=19000101_000001.