

LAW LIBRARIAN

SEYFARTH SHAW

SUMMARY OF POSITION:

The Law Librarian is responsible for daily oversight of all library functions.

This position provides in-depth legal, business, and client development research and reference services to attorneys, clients, and firm personnel. The Law Librarian position strategically develops the library's information resources to best meet the needs of the attorneys and staff.

ESSENTIAL FUNCTIONS, ROLES AND RESPONSIBILITIES:

- Manages the classification and circulation of materials, and coordinates reference and research requests. Conducts research independently as requested and is responsible for selecting and providing recommendations on resources. Collects, manages, and synthesizes information to create a customized, client-ready work product.
- Manages and maintains relationships with outside libraries, vendors, and associations to ensure prompt and cost effective service. Negotiates vendor contracts, subscriptions, and services. Serves as the main point of contact for these external relationships.
- Proposes and manages the library budget. Reviews, approves, and investigates as necessary monthly bills and charge backs.
- Provides training to attorneys and firm staff regarding information resources and cost effective computer-assisted legal research.
- Develops and maintains both the physical and virtual library collections and environments.
- Oversees the contribution of data to the firm wide electronic library catalog; ensures new materials for inclusion into physical and virtual collections are processed.
- Researches and recommends new library resources to stakeholders.
- Implements, promotes and supervises information resources current awareness services.
- Ensures user accounts for databases systems including Lexis and Westlaw are created and maintained.
- Collaborates on Library, Marketing, Client Development, New Business Intake and Knowledge Management initiatives and services with staff firm-wide.
- Resolves IT issues impacting electronic library resources, involving the firm's IT Department and external vendors as necessary.
- Completes additional projects as assigned.

QUALIFICATIONS AND REQUIREMENTS:

- Master's degree in Library and Information Science or related field, strongly preferred.
- Three years of experience as a Law Librarian, ideally responsible for managing library services of a multi-practice and multi-jurisdictional firm or university.
- Ability to perform traditional and non-traditional print and electronic research including online searching using Lexis, Westlaw, Law360, BNA, CCH, PLC, and other online databases.
- Experience in collecting, managing, and synthesizing information from Courthouse New Service (CNS), PACER, and other court-related websites.
- Demonstrated ability in performing product evaluations and negotiating national contracts for library research services.
- Ability to partner effectively with librarians in other offices and work collaboratively.
- Experience creating and managing a budget strongly preferred.
- Demonstrated experience in supervising others.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job, and duties may change from time to time depending on our business needs.

Contact information:

Rhonda A. McMutry | Human Resources Coordinator | Seyfarth Shaw LLP
1075 Peachtree Street, N.E. | Suite 2500 | Atlanta, Georgia 30309-3958
Direct: +1-404-885-6755 | Fax: +1-404-724-1755
rmcmutry@seyfarth.com | www.seyfarth.com