

Associate Director, Law Library

University of the District of Columbia David A. Clarke School of Law

GENERAL DESCRIPTION OF THE JOB:

The Associate Director reports to the Associate Dean for Law Library and IT Services and is responsible for the day-to-day operations of the law library. The incumbent uses independent judgment and demonstrates expertise in the field by recommending policies, procedures, and systems reflecting professional criteria. The Associate Director is responsible for ensuring that the resources allocated to the unit will reflect an efficient level of service.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Oversees the day-to-day operations of the law library.
2. Plans, develops, coordinates, oversees, and participates in the delivery of the law library's public services, including reference, research, instruction, and access services.
3. Supervises and evaluates all employees under his/her administrative supervision.
4. Provides vision, oversight, and leadership of public services in the law library, including regular assessment of policies, procedures, and workflows related to the effective delivery of library services and makes recommendations based on those assessments.
5. Manages the law library's hiring, training, and oversight of student and other hourly workers in public services roles.
6. Teaches in the law school's first-year legal research curriculum with the potential to also teach advanced legal research courses.
7. Assists in the development of the law library's budget.
8. Participate on the law library's collection development team and engage in regular evaluation of the law library's collection priorities.
9. Develops performance standards for resource utilization and service based on established professional criteria.
10. Prepares reports of the law library's public services.
11. Develops strategies for staff development and implements steps to accomplish them.
12. Reviews personnel matters and recommends actions in accordance with established policies.
13. Assists with identification of library funding needs and ideas for creative funding sources, including grants for which the law library may be eligible.
14. Assists with the planning of facilities to accommodate services and collections.
15. Performs reference duties as required, possibly including evening and weekend reference shifts.
16. Oversees faculty research support.
17. Promotes the services of the law library throughout the academic community and among cooperating institutions.
18. Engages in outreach with an eye toward possible partnerships within the larger university and the local legal community.

Serves on law school and university-wide committees and task forces as appointed.

OTHER DUTIES:

1. Performs other duties as assigned.

MINIMUM JOB REQUIREMENTS:

1. Minimum of 3 years of professional experience working in public services in academic law libraries, including a demonstrable history of supervisory duties or potential for rapid growth into supervisory duties.
2. MLS (or equivalent) from an ALA-accredited institution.
3. JD (or equivalent) from an ABA-accredited law school.
4. Experience teaching legal research in law schools, including effective curriculum design, implementation, delivery, and assessment.

REQUIRED COMPETENCIES:

- Knowledge of the mission, organization and programs of the University of the District of Columbia and the David A. Clarke School of Law and Library.
- Strong analytical/problem solving skills.
- A strong customer service orientation.
- Advanced knowledge of public services functions required of an academic law library.
- Basic understanding of Technical Services.
- Thorough knowledge of the principles, practices and methodology of law library management and services.
- The ability to establish and maintain effective and collaborative working relationships both inside and outside the law library.
- Knowledge of university and law school rules, regulations, policies, and procedures.
- Knowledge of a wide range of library and information resources and services, including next-generation library systems, legal research platforms, instructional technology, and other relevant technologies.
- Knowledge of contemporary concepts and practices in law librarianship and commitment to engagement in professional development in an ever-evolving profession.
- Understanding and appreciation of the diversity of service needs of a large urban institution of higher learning.
- Demonstrated ability to communicate effectively, orally and in writing.
- Demonstrated ability to work flexibly with faculty, students, staff, and a diverse research community.
- Ability to effect maximum growth and development using available resources.
- Ability to conduct training sessions and to implement staff development activities.
- Ability to provide advice and to evaluate the performance of subordinate personnel.

Ability to make decisions when confronted with emergencies and changing needs in accordance with professional standards and policies.

APPLICATION INFORMATION:

Applications are accepted through the [university's job site](#) and will be reviewed as they are received. Interviews are anticipated to begin mid-June. Questions about the position may be directed to Carla Wale, Associate Dean for Law Library & IT Services, carla.wale@udc.edu.

The position is open until filled.

About University of the District of Columbia David A. Clarke School of Law
The University of the District of Columbia David A. Clarke School of Law (UDC Law) is committed to the public interest, providing more than 100,000 hours of legal services to thousands of D.C. residents each year through our nine legal clinics and robust experiential programs. With the largest clinical requirement of any U.S. law school, our top-ranked program provides students the opportunity to gain experience in both direct representation and effective community activism and policy advocacy. This commitment has led to a No. 2 ranking by the National Law Journal (2018) for government and public interest job placement and No. 8 for Best Clinical Training Program by U.S. News & World Report (2019). The diverse student body at UDC Law boasts significant representation by women, people of color and older students.