

ASHLAND COUNTY  
Law Library

**TITLE:** Law Librarian – Director Ashland County Law Library

**JOB OBJECTIVES:**

Directing all functions of the Ashland County Law Library (“ACLL”) including budgeting and fiscal management; reference, cataloging, classification, circulation; maintaining and developing the legal collection both print and electronic for use by Ashland County Bar Association members. The Law Librarian reports to the Ashland County Law Library Resources Board (ACLLRB).

**ESSENTIAL JOB FUNCTIONS:**

- Prepares and presents budget recommendations to the ACLLRB; administers the budget.
- Analyzes requirements of the ACLL, including its interactions with other county departments; recommends policies to the ACLLRB; implements approved policies.
- Analyzes existing print and electronic 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.
- Participates in professional organizations and attends (with approval of the ACLLRB) related conferences to maintain awareness of regional and national developments in the law library field and analyzes and adapts those of value to the ACLL; consults with other Ohio county law libraries to develop consortiums for sharing resources and ideas.

**NON-ESSENTIAL JOB FUNCTIONS:**

- Performs related essential and non-essential functions as required or assigned or as sees it needs to be done. This might include vacuuming, dusting, rearranging books on shelves, boxing up books, adding items from the newspaper to the memory cabinet in the annex, etc.

**JOB REQUIREMENTS:**

**EQUIPMENT**

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

**CRITICAL SKILLS/EXPERTISE**

- Knowledge of print 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
- Hires, trains, and supervises law library assistants, as approved by ACLLB.
- 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 ACLL and with other Ohio county law libraries
- Ability to manage stressful situations and work effectively with customers from widely varied levels of education and competence and individuals who may be upset, distraught, irate, emotional or mentally or otherwise unable to function within a reasonable range of constructive behaviors
- Ability to operate database systems, create spreadsheets and use word processing programs
- 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 resources. The law librarian's direction and activities have a direct and significant impact on the population served by the ACLL. The law librarian has decision making authority for library expenditures and authority to pay invoices within policy parameters established by the ACLLRB.

### **RESPONSIBILITY**

With the general guidance of the ACLLRB 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. Decisions and activities of the law librarian have a direct and significant impact on the delivery of law library services to Ashland County.

### **PERSONAL WORK RELATIONSHIPS**

The law librarian has direct contact with employees of other county offices, attorneys, county prosecutors and the general public. The purpose of these contacts is to provide law library services, assist with legal research and suggest other county 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.

Resume can be sent to: [lawlibrary@ashlandcounty.org](mailto:lawlibrary@ashlandcounty.org) or

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