

Job Title **Law Library Deputy Director**
Division **Law Library**
Sections
Reports To **Law Library Director**
Requisition #



The Harris County Robert W. Hainsworth Law Library, a division of the Harris County Attorney's Office, is seeking a Deputy Director to assist the Director with the Law Library's overall administration and management. The Law Library serves the litigants, attorneys, judges, and government agencies of Harris County, Texas, the third-most populous county in the United States. The Deputy Director reports to the Director and works as part of a management team to ensure continuity of library operations and projects. The Deputy Director works with the Director to recommend policies and procedures and provides advice on matters relating to the overall operation of the Law Library. The Deputy Director works with minimal supervision with significant latitude for the use of independent judgment and initiative. The Deputy Director also provides reference and research assistance as needed, assists with management of personnel, acts as liaison to key stakeholders, participates in outreach and education initiatives, and performs such other duties and functions as may be assigned from time to time by the Director.

Job Duties and Responsibilities:

Although not an exhaustive list of all required responsibilities, the Law Library Deputy Director performs all of the following tasks:

- Assists the Director in managing the overall operation of the Law Library's headquarters and virtual services.
- Assists with strategic planning, disaster planning, and process improvement.
- Assists in the development and implementation of the annual budget.
- Contributes to collection development and legal technology acquisition strategies.
- Assists in the supervision of Law Library staff.
- Assists in the management of the day-to-day operations of the Law Library.
- Consults with the Director on library policies and procedures.
- Provides reference and research assistance as needed.
- Assists patrons with access to various electronic legal databases, print materials, and community resources.
- Creates research guides and other helpful guidelines for patrons and the Law Library staff.
- Handles designated library administrative functions in the Law Library Director's absence.
- Acts as liaison to community groups and key stakeholders, which includes public speaking engagements, committee service, reporting, and outreach.
- Teaches legal research skills in CLE and one-on-one settings.
- Drafts articles and newsletter items for internal County Attorney newsletter and external community publications.
- Develops and facilitates relationships between relevant stakeholders, including government officials, other law libraries, and local bar associations.

- Enforces Law Library rules and documents rules violations as needed.
- Publicizes and promotes the Law Library.
- Develops a professional development plan that encompasses at least 20 hours per year of professional development course work or other learning opportunities.
- Develops and oversees training programs for the public, including lawyers and non-lawyers.
- Oversees the development and usability of the Law Library's website and social media presence.
- Performs other functions and job-related duties as required.

Knowledge, Skills and Abilities:

- Must demonstrate strong customer service orientation.
- Must have the ability to manage a growing team of law librarians in a dynamic public service setting.
- Excellent analytical, organizational, and interpersonal skills are required.
- Excellent legal research and reference skills, with demonstrated expertise in both print and electronic resources required.
- Strong people skills in interacting both with patrons and staff are essential.
- Excellent communication skills, both written and oral, are required.
- Bilingual abilities, particularly English/Spanish, are desired.
- Knowledge of and experience with self-help legal research resources and Texas legal research materials are desired.

Key Values:

Candidates must be able to thrive in a culture based on:

Teamwork

- Accepts constructive criticism and recommendations for improvement from management.
- Establishes and builds trust by diplomatically but assertively addressing conflicts directly with co-workers.
- Establishes rapport, seeks guidance, and maintains effective working relationships with colleagues.

Values

- Upholds high ethical standards in achieving the goals and mission of the Law Library and the Office of the County Attorney.
- Respects the rights and dignity of others, adheres to set rules for professional conduct, and acts with honesty and integrity in dealings with others.
- Upholds the highest ethical standards in achieving the goals and mission of the Law Library.

Action

- Acts as a self-starter and is able to work independently without supervision, and seeks additional duties and responsibilities.
- Makes effective and efficient use of time in carrying out responsibilities.
- Organizes and prioritizes multiple projects simultaneously to maintain a high level of productivity and meets deadlines with minimal intervention.

Success

- Proactively seeks avenues for self-development.
- Reports to work on time, seldom calls in unexpectedly, and maintains a good attendance record.

Service

- Recognizes public service as a high calling and is dedicated to the mission of the Law Library.
- Understands that our office serves the people of Harris County.
- Demonstrates responsiveness both positively and professionally.

Education & Experience Requirements:

Applicants must have an MLS, MLIS, or equivalent masters degree from an ALA accredited institution. Applicants must have worked three or more years in a managerial or supervisory capacity in a Law Library setting. A JD from an ABA accredited institution and license to practice law in Texas is desired.

Position Type, Typical Work Schedule, & Working Environment:

This is a full-time position. Days and hours of work are typically Monday through Friday, with occasional additional hours as necessary. Due to the COVID-19 Pandemic, Law Library employees may need to work from home, which requires that you have the ability to work from home and have reliable internet access. As restrictions are lifted, the Law Library will resume public services under a phased reopening plan and staff may be required to work onsite. This job typically operates in a public Law Library environment, and the person in this role uses standard office equipment such as computers, printers, scanners/copiers and phones.

Physical Demands:

Some duties require bending and standing for periods at a time and may require the ability to lift at least 20 pounds.

Other Duties:

This Job Description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time.

Applicants should provide a cover letter, resume, and three professional references.