POSITION DESCRIPTION
Associate Director for Technology, Law Library

QUALIFICATIONS
Master's degree in Library Science from accredited library school
Juris Doctor degree from accredited law school
Administrative ability and management skills
Personnel management experience
Knowledge of PCs, computer systems, and networking
Knowledge of online searching techniques and bibliographic systems
Knowledge of ILS solutions
Law Library experience
Reference and research skills
Teaching experiences preferred
Knowledge of legal bibliography and CALR
Ability to interact positively with students, faculty and other library users

DUTIES
Administration
Manage the day-to-day operations of the Computing Services Division of the Law Library
Assist in long-range planning efforts
Manage the library's integrated library system, and other automation and computerization projects
Review software licensing agreements
Coordinate small group sessions for 1L students
Manage ATTICUS system
Solve technical problems as they arise
Serve as primary contact for electronic solutions vendors
Assist the Director and Associate Director of Technical Services in other personnel activities
Assist in the development of and participate in training programs for library staff
Participate in the hiring and training of CALR and Computer Lab student assistants
Manage the development of work schedules for CALR and Computer Lab student assistants
**Computer Services**
Administer Lexis and Westlaw services, including planning and supervision of advanced and other instructional sessions
Provide individual and group lessons to students and faculty
Investigate and report promptly any malfunction of library computers and terminals
Supervise the maintenance of adequate supplies for computer facilities
Assist with the selection of software and hardware to fit the library’s needs
Serve as network administrator for the Law Library

**Teaching and Reference**
Teach in the first-year Legal Research program, including CALR
Provide general reference services and staff the Reference Desk as scheduled
Provide assistance with complex legal research questions
Assist in the teaching of other courses as directed

**Other**
Maintain membership in law library and other library professional associations and organizations
Attend professional meetings and activities
Participate in local and national library organizations
Represent the Law Library at area meetings and University functions when required
Perform back-up responsibilities for other library staff members as assigned
Perform other duties as assigned by the Director