**DEPARTMENT OF JUSTICE**

**DIVISION OF OPERATIONS**

**LEGAL SUPPORT OPERATIONS**

**LAW LIBRARY SERVICES**

**SAN FRANCISCO**

**NAME:**

**POSITION NUMBER:** 420-043-2944-XXX

**JOB TITLE:** Supervising Librarian I

**STATEMENT OF DUTIES:** The Supervising Librarian I is responsible for providing reference and research assistance for the legal staff in the San Francisco office and legal staff statewide, and for the day-to-day operations of the San Francisco library.

**SUPERVISION RECEIVED:** Supervised by the Principal Librarian

**SUPERVISION EXERCISED:** Supervises one Librarian and one Library Technical Assistant

**TYPICAL WORKING CONDITIONS:** Window office in a smoke-free environment

**ESSENTIAL FUNCTIONS:**

30% REFERENCE AND RESEARCH – Provides reference and research assistance to the San Francisco Attorney General’s staff, and legal staff statewide, including both traditional book research and computer assisted legal research, i.e. Lexis-Nexis, Westlaw, Intranet/Internet and other digital technologies. Responds to interlibrary loan and document delivery requests from the San Francisco legal office staff. Oversees interlibrary loan functions performed by library staff. Assists with compilation of legislative histories for San Francisco legal staff.

30% SUPERVISION – Interviews, hires, and trains the San Francisco library’s staff. Directs and supervises the work assignments of staff. Prepares accurate and timely annual performance evaluations and probationary reports. Responsible for the day-to-day operations of the San Francisco library.

20% COLLECTION DEVELOPMENT – Reviews publishers’ brochures and online websites; makes recommendations for additions to the San Francisco library collections. Oversees all aspects of acquisitions and serials control for the San Francisco library, including review and maintenance of InMagic databases, check-in, and processing, loose-leaf filing, stack maintenance, and evaluation of library holdings and obsolete materials.

10% LIBRARY ORIENTATION AND TRAINING – In coordination with the San Francisco librarian, provides library and research orientation and training for new legal staff and law student interns. Coordinates and/or provides training for research materials in all formats. Provides materials for inclusion in the San Francisco library newsletter, handouts, and research guides.

5% PROFESSIONAL DEVELOPMENT – Maintains current awareness of developments in the library, law library, and legal fields, including current technology advancements. Attends meetings of professional library associations.

5% SPECIAL PROJECTS – Manages special projects related to the San Francisco library and legal office and assists Principal Librarian I with special projects of a statewide nature.

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*I have read and understand the essential functions and typical physical demands required of this job and I am able to perform the essential functions with or without reasonable accommodation.*

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Employee’s Signature Date Supervisor’s Signature Date

Revised April 20, 2015