

NEW MEXICO JUDICIAL BRANCH

STATE LAW LIBRARIAN

(At-Will)

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under administrative direction, by the Supreme Court, manage statewide law library operations, set policies and standards for access to legal information, and records management; supervise a professional law librarian staff and manages the work of the Supreme Court Law Library; oversee the operations of other judicial libraries to provide for effective access to legal information for the courts, the state and the public.

QUALIFICATIONS:

Education: Juris Doctor from American Bar Association accredited law school and Master's Degree in Library Science from an American Library Association accredited college or university, which must include 12 credit hours of public administration or library management and 12 credit hours of computer science or records management.

Education Substitution:

Two (2) years managing administrative functions of a law library will substitute for the course work in public administration or library management.

Certification as a Records Manager (CRM), Novell Administrator (CNA), or a Microsoft Certified Professional (MCP) will substitute for the course work in computer science or records management.

Experience: Five (5) years experience managing administrative functions of a library; of which, three (3) years experience must have been supervisory and reference; and two (2) years legal working experience as an attorney.

Other: Completion of a post offer background check may be required.

Knowledge: Knowledge of library administrative functions, including budgetary, human resources, collection development, and space usage; New Mexico and federal law and interpretation of, case law, constitution and statutes, court rules, policies and regulations; legal research and the legislative process; substantive law of copyright, privacy, public access to information, records retention and professional standards regarding library confidentiality and ethics; principles, methods and techniques of records management; court functions, responsibilities and procedures; supervisory techniques, coaching and performance; evaluation; hiring, training, discipline and termination; legislative and budget processes and preparation; manual and computer legal research and analysis; court rules, policies and procedures, structure and operations; reference interview procedures and techniques demonstrating and understanding of the information transfer process; manual and computer legal and interdisciplinary research methodology, resources, and analysis; advanced Internet search skills; digital publishing; proper English usage, grammar and punctuation; computer applications, electronic information resources and trends; library ethical and confidentiality standards; library automation systems; government documents, including processing, online cataloging, and instructional experience; library acquisitions and the acquisition process; The library of Congress guidelines, machine readable cataloguing (MARC) standards and Anglo-American Cataloging

NEW MEXICO JUDICIAL BRANCH

STATE LAW LIBRARIAN

(At-Will)

Rules 2nd (AARC2), guidelines, standards, and schedules on bibliographic organization, and database structure and use; Federal Depository guidelines and practices and emerging trends in government information publication and dissemination; legal terminology; safety and security issues; basic financial, cash handling procedures and accounting standards; statistical analysis; computer software applications (i.e., word processing, spreadsheets, databases, court case management system, e-mail and Internet); general office practices, filing systems and office equipment (i.e., telephone, printer, copier, fax, scanner, postage meter, microfiche and reader machine); current utilization and capacity planning of future equipment needs; training concepts.

Skill & Ability: **Skill in** training, supervising, evaluating and motivating professional staff; mentoring for professional and personal development; delegating and managing work assignments; communicating effectively both orally and in writing with diverse parties using technical and nontechnical language; analyzing problems, particularly in stressful situations and achieving effective resolutions; budget management; policy development; overseeing and directing multiple projects simultaneously while meeting respective deadlines for those projects; multitasking, organizing and setting priorities; preparing and delivering presentations; negotiating contracts; researching and retrieving legal and interdisciplinary information; exercising independent judgment; active listening and fact recognition when conducting reference interviews; assimilating information and providing a response; communicating effectively both orally and in writing with diverse parties; maintaining confidentiality and patron privacy; providing patron service courteously and diplomatically; maintaining professional demeanor and composure; utilizing computer applications, including electronic information resource and knowledge of emerging trends in the area; reading comprehension and discerning the content and relative importance of cases, statutes, and other legal information resources; establishing priorities and meeting deadlines; using computer and computer software including word processing, case management and email; running statistical and acquisitions reports; handling money and calculating sums; knowing when to seek assistance and collaborate with other library staff; being organized and detailed oriented; maintaining accurate files and records; filing; typing and entering data precisely. **Ability to** determine which advancements will benefit the judiciary; understand judicial entity trends and issues; provide meaningful employee feedback and performance evaluations; provide effective coaching and constructive criticism; mediate and manage conflict; understand fiscal management and reporting; participate in legislative advocacy; establish and maintain cooperative working relationships; manage time and resources effectively; design and draft long range plans, budgets, policies and procedures; train others in legal research, computerized legal research, management skills, administrative and legal procedures and substantive law; persuade, motivate and influence others and establish cooperative working relationships in a complex and rapidly changing environment; perform legal research at the most comprehensive level; develop the print and digital collection of legal materials; draft and review legislation; draft and review contracts; communicate effectively both orally and in writing; maintain confidentiality and use discretion when dealing with sensitive information; maintain meticulous attention to detail; accept management guidance; develop and maintain working relationships with judicial, executive and legislative agencies and other libraries.

EXAMPLES OF WORK PERFORMED

Plan, organize, direct and control statewide Law Library activities; train, supervise, evaluate and motivate subordinate professional staff; develop strategic and tactical plans and maintain alignment of Law Library strategic objectives with the strategic direction of the Supreme Court; perform statutory duties of the State Law Librarian outlined in NMSA 1978 §§ 18-1-7 through 18-1-11; ensure purchases are within budget and

NEW MEXICO JUDICIAL BRANCH

STATE LAW LIBRARIAN

(At-Will)

will meet end user's needs; participate in a network of librarian professionals and judicial peers; direct and oversee operating budget; assist professional staff in preparing for meetings and training presentations; monitor and analyze state and federal legislation related to library services and testify at local legislative hearings; identify, formulate, and approve policies and procedures for the efficient statewide administration of law libraries and records program; serves as Judiciary's authority on records retention; chair the Judiciary's Records Retention Committee; and perform the statutory duties required of a Public Records Commissioner as outlined in NMSA 1978 §§ 14-3-3 and 14-3-4 (1959, as amended through 1983); coordinates statewide information policy and provision of information services to other state agencies; train attorneys, library and other court and legal staff in legal research and analysis, as well as research techniques and methodologies, including computer assisted legal research; direct formal planning, project management and performance measurement activities; develop, implement and maintain tracking and reporting systems to ensure staff complete tasks satisfactorily; ensure technical resources are managed efficiently and technical solutions are implemented to meet needs of the library; oversee contract negotiations, maintenance agreements, contractual services and hardware purchases; provide direction in vendor research and preparation of RFPs, scope of work and payment plan; provide final approval on all purchases; coordinate and oversee the statewide provision of automated access to legal materials; serves on various committees to provide input regarding policies and procedures that affect the judicial libraries and state records; make final acquisition and retention decisions for library materials, taking into account considerations of budget, shelf space, probable historical importance, and immediate relevance to the members of the bench and bar; provide research and reference services to assist and provide patrons with legal and government documents, treatises, law reviews, reporters, statutes, encyclopedias, forms (including library-produced forms), or access to online search utilities; maintain current knowledge of library science, computer applications, law and safety technology through course work, professional meetings and self-study.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work is performed in an office or library setting. The employee is expected to be punctual and to adhere to assigned work schedule. The employee must regularly interact positively with co-workers and the public; work under severe time constraints and meet multiple demands from several people. The work performed frequently requires prolonged use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to walk, talk, hear, climb ladders, kneel, stoop; move, lift, pull and carry up to fifty pounds, and lift up to five (5) pounds overhead; reach above the head and forward with hands and arms; be on call, work overtime and flexible work hours including weekends and holidays and travel occasionally. The employee must be able to work wearing a safety (Chem-ox) mask.

The employee may be required to sit for long periods of time, stand for hours. The employee may be exposed to fluctuating building temperatures and unusual amounts of dust and book mold.