



Job Announcement

Tom C. Clark Bldg., Rm. G01

205 W. 14th St.

Austin, Texas 78701

REFERENCE/OUTREACH LIBRARIAN

9:00 a.m. to 6:00 p.m. M-F

Salary: \$47,000 annually + DOQ
Classification: Librarian IV
Contact: Cindy Palmer, 512 463-1723

Closing Date: Open until filled
Posting No. ROL9109
Date Job Available: 9/1/2009

JOB RESPONSIBILITIES

As a member of the State Law Library team, serves as an information consultant to judicial and state agency staff, and to the general public. Coordinates the library's outreach activities and promotes library use

ESSENTIAL TASKS

- Provides reference assistance in person, over the internet or telephone at scheduled hours
- Conducts in-depth research using primary and secondary sources
- Engages and interacts with library user communities to promote library use
- Serves as liaison with Friends of the State Law Library
- Makes presentations concerning library services
- Develops promotional materials and programs for library
- Develops instructional materials and programs for the library
- Collects qualitative and quantitative data and produces interpretive reports based on them
- Develops and coordinates library user assessments
- Develops and maintains assigned section of the library's website
- Promotes library services

OTHER DUTIES

- Participates in bibliographic instruction, library orientation programs and library tours
- Participates in collection development activities
- Uses online circulation system to check materials in and out of the library
- Handles cash transactions for patron services
- Assists patrons with computers, printers, photocopiers, and microfilm reader/printers
- Assists in developing new services
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

- MLS from a library school accredited by the American Library Association
- Extensive reference experience as a law librarian
- Extensive knowledge of legal bibliography and legal research techniques
- Extensive experience searching Westlaw
- Excellent communication skills with a demonstrated ability to communicate effectively, both orally and in writing
- Demonstrated ability to solve problems with tact and diplomacy
- Experience promoting library services
- Experience developing new library services

PREFERRED QUALIFICATIONS

Reference experience as a law librarian in a state law library
Extensive knowledge of Texas legal resources
Experience conducting legal research training
Experience developing web-based resources
Experience working with a friends group
Experience developing new services
Experience presenting library instructional programs
Experience raising funds for library programs and services

APPLICATION PROCESS:

Applicants should address how they meet the minimum and preferred requirements along with a completed State of Texas Application for Employment form which is available on the Internet at www.WorkinTexas.com or our website www.sll.state.tx.us . Applications may be submitted, by mail, e-mail, or fax to:

Cindy Palmer
PO Box 12367
Austin, TX 78711-2367

E-mail: cindy.palmer@sll.state.tx.us
Phone: 512-463-1723
Fax: 512-463-1728

The Texas State Law Library is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age or disability in employment or the provision of services.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Cindy Palmer, the State Law Library's Chief Fiscal Officer.