

POSITION: LAW LIBRARY DIRECTOR & EXECUTIVE OFFICER

Location: 7755 Hurontario Street, Suite 160, Brampton Ontario L6W 4T1

Due Date: 17 March 2022

Send resume to: EO@PLA lawyers.ca.

JOB PURPOSE:

The Reference Librarian will be responsible for providing in-person and remote legal reference and research services to library users, including the Peel Law Association (“PLA”) board of directors (the “Board”), lawyers and paralegal licensees and their agents, licensing candidates, and judicial staff, self-represented litigants, members of the public and other researchers. The Reference Librarian is responsible for developing web site content and web-based legal research supports. This position also conducts instructional and orientation sessions and participates in the ongoing evaluation and management of the library’s print and digital collections.

In addition, the Reference Librarian will act as the Executive Officer (“EO”) for the PLA. In this capacity, the Reference Librarian/EO will be responsible for, among other things, administrative support to the PLA Board, supervise the library technicians, assist the PLA Board with the organization and running of its monthly meetings, CPDs, planning, and assisting in the overseeing of the library renovation.

QUALIFICATIONS

- A Master of Library or Information Studies from an ALA accredited institution.
- Minimum 2 years working in a library providing reference services.
- Experience working in a legal research environment preferred.
- Understanding of the principles of effective customer service and the ability to apply such principles on the job.
- Proficiency in Internet and database searching
- Familiarity with legal information sources, both print and electronic, including legal research subscription services, such as WestlawNext, Lexis and HeinOnline considered an asset.
- Familiarity with computer processes and applications, including Windows applications and Microsoft Office
- Ongoing awareness of developments in emerging technologies as they relate to libraries, information delivery and electronic publishing and access
- Speaks and writes in a clear articulate manner for individual and/or group situations
- Reasons through complex spoken and written information

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- Familiarity with Sage 50 (accounting software) and ability to understand month-end financial reports.

KEY ACCOUNTABILITIES

Client/Customer Service Delivery

- Provides timely, thorough and accurate legal reference and research services to library users in-person and via live chat, email and phone.
- Conducts in-depth research for PLA staff as required, including research in support of policy initiatives.
- Provides point-of need and group instruction in legal research strategies and techniques, as well as in the effective use of the library's print and digital resources.
- Conducts library orientation tours for new licensees, licensing candidates and summer law students.

Client/Customer Service Planning

- Collaborates with other Reference Librarians in creating and maintaining Great Library web site content, including research guides and blog posts.
- Helps identify, plan and evaluate outreach initiatives and reference services.
- Shares collection development responsibilities with other Reference Librarians, including assessment of new digital resources.

Research

- Analyses the legal research needs of library users, develops relevant search strategies and carries out effective research.
- Assists in special research projects on behalf of PLA staff.
- Monitors and evaluates developments in research methods, technologies and information formats to ensure library users have access to authoritative, accurate and cost-effective resources to meet their legal information needs.

CPD

- Organizing Continuing Professional Development Programs (CPDs) put on by PLA

Team Membership

- As part of a highly collaborative and service-oriented team, shares knowledge and assists other Reference staff with research requests.
- Fills in for reference shifts when needed.
- Actively participates in special team projects as required.
- Involvement with PLA Board and assist the Board with its mandates.