

## **Supreme Court of Missouri Job Announcement**

**Position Title:** Director of Library and Public Services

**Definition of Work:** This position directs and manages all operational aspects of the Supreme Court of Missouri Law Library and oversees Public Services. It includes planning, directing, monitoring and evaluating the activities of three or more library personnel; development and implementation of policies and procedures for employees as well as patrons; preparing the annual budget request and managing expenditure of allocated funds; overseeing selection of library materials for use by the judiciary, the bar, the legislature and public patrons and a variety of related administrative and technical services that will require considerable judgment and discretion in making decisions regarding the needs of the law library and the research needs of the Supreme Court. The position also includes working with legislators and lawyers to assist them in locating legal materials.

The director also will work to promote use of the library externally through expanding library services through public outreach and promoting the library and enhancing its visibility and standing in the community. This may include historical displays, coordinating with others to enhance civic educational programs, and working with the Supreme Court Historical Society, as well as educational institutions, public leadership groups and other court visitors to increase understanding of the Court and the justice system.

The Director will be expected to take a leadership role in determining the proper mix of resources, within budgetary constraints, between on-line and on-site materials and educating judges, lawyers, and other patrons in using each type of resource effectively. The director also will work with the Court to identify ways of enhancing the relevance of the law library to the Court, lawyers and the public in the computer age. An understanding of how to accomplish these goals is a key aspect of the director's necessary expertise.

**Salary/Benefits:** Starting salary range \$64,400 to \$67,200 annually depending on experience and qualifications. This position is an employee of the state of Missouri and eligible for full benefits and vacation accruals provided through the state.

**Minimum Education and Experience Requirements:** Qualified candidates will have a master's degree in library science, a law degree or both. Substantial law library and library administration experience or its equivalent are highly preferred.

**Application:** Qualified candidates shall submit resumes and at least three professional references via e-mail to [Bill.Thompson@courts.mo.gov](mailto:Bill.Thompson@courts.mo.gov).

Candidates submitting applications by October 15, 2013 will be given preference, but applications remain open until the position is filled.

**The Supreme Court of Missouri is an Equal Opportunity Employer.**