



## OUTREACH AND TRAINING LIBRARIAN

Sacramento County Public Law Library, one of California's most highly regarded and heavily used public law libraries, is seeking an innovative and creative full-time Outreach and Training Librarian. Located equidistant from the CA coast and the Sierra Nevada Mountains, Sacramento is a congenial mid-sized city. The successful candidate must demonstrate an ability to be a resourceful self-starter who can work independently.

The primary responsibilities of the OTL fall into several main categories: marketing and outreach services, training services, and reference services. Below are listed some of the most frequent primary responsibilities of the OTL. This list represents an illustrative sample but may not specify all duties, tasks, and assignments associated with the position. The OTL will perform other duties related to the smooth operation of the library, and should proactively seek to assist library patrons and staff.

### **Outreach & Marketing services (25%)**

- Conduct and oversee outreach, relationship building, and marketing efforts made toward the community at large, including, but not limited to, legislators, other law libraries, public libraries, governmental agencies, area bar associations, area courts, and self-represented litigants.
- Develop and participate in library tours and orientations.
- Advocate on behalf of the library and the county law library community with stakeholders.
- Promote library services to the local community and to the surrounding regional area, including, but not limited to, dissemination of electronic/print fliers, brochures, e-newsletters, promotion of training classes, in-person presentations, hosted receptions, etc.
- Contribute to web content development, newsletters, legal resource guides and other products and services that may be developed for patrons by the library staff.
- Solicit and convey to management patron suggestions for improving library services in general or to any particular patron group.

### **Training services (40%)**

- Coordinate the library's educational services and efforts, the aim of which is to educate patrons and familiarize them with library resources, current trends in the legal industry, and best practices in both the legal profession and information services.
- Coordinate the Lawyers in Library program.
- Develop, participate in, attend, and host institutes, workshops, classes, trainings and meetings, both in-person and virtually.

- Train patrons in legal research methods, and in the effective use of library resources, according to the core competencies of teaching developed by the AALL.
- Manage the logistics related to developing, scheduling, and promoting MCLE programs and public education programs.
- Recruit speakers from law schools, legal aid organizations, the court, and elsewhere.
- Maintain records and reports for MCLE compliance with state bar.
- Provide support to patrons who experience difficulty registering and participating in webinars
- Remain up-to-date with developments in the profession, the information industry, legal developments, and resources outside the library by reading legal newspapers and professional journals, and participating in education activities, and professional associations.

### **Reference services (25%)**

- Provide reference services to patrons in-house and via telephone, e-mail, and through the Internet as virtual reference.
- Staff the reference desk, including evenings, and staff virtual reference as needed.
- Keep up-to-date with library services and resources, and other developments that affect the provision of reference services.
- Participate in collection development.

### **Other (10%)**

- Work evenings/weekends.
- Some technical service duties as needed.
- Other duties as may be assigned.

### **Education and Experience**

Any combination of the following which would provide the required knowledge to successfully perform the job duties:

- Master of Library & Information Science (MLS or MLIS), Juris Doctor Degree (J.D.), paralegal certificate from an accredited institution, or other relevant degree supporting the duties listed.
- Demonstrated experience in public agency outreach, networking, or marketing.
- Experience in training/teaching in library or public organization setting.
- Experience in networking and development of partnerships and organizational collaborations.
- Experience in a public library setting.

### **Other qualifications**

- Excellent oral and written communication, strong interpersonal skills and a sense of humor.
- Vibrant Public Speaker.
- Ability to communicate with a variety of clientele, both professional and those who have limited to no training in law.
- Flexibility in adapting to rapid change and ability to work both independently and collaboratively.
- Ability to organize and prioritize among task list.
- Personable and approachable professional demeanor, service and detail orientation.
- Ability to work with a wide range of technologies.
- Ability to lift 25 to 30lbs and to sit for long periods of time.

**Salary & Benefits**

- Salary commensurate with experience. Salary range from \$74,000 to \$89,000.
- Excellent benefits package including subsidized coverage for medical and dental insurance plans.
- Generous vacation and sick leave plus 14 public holidays per year.
- CalPERS Pension plan participating agency.
- The Library is an Equal Opportunity Employer.

**To Apply**

Please send cover letter and current resume to the Hiring Committee: [jobs@saclaw.org](mailto:jobs@saclaw.org)

Closing date for the position is January 13<sup>th</sup> 2023.