JOB DESCRIPTION

Assistant Director Law Library / Head of Public Services

**Definition of Class**
This is a supervisory position in which the incumbent assists in providing quality legal information services to faculty, staff, student body, and general public. The incumbent exercises discretion and independent judgment. The incumbent assists the Director of the Law Library with various administrative functions related to the operation of the Law Library.

**Examples of Work Performed**
- Oversees the maintenance of various personnel records; manages the student wage budget and payroll; and prepares various annual reports for outside agencies.
- Oversees operational activities of the circulation unit to include the circulation module of the innovative Interfaces system.
- Makes professional decisions concerning bibliographic issues to include interpreting the application of library security, confidentiality of records, copyright laws, and complex collection updating tasks.
- Makes recommendations concerning selection, evaluation, and training of new circulation staff.
- Facilitates training for Law Library staff.
- Schedules reference desk personnel; assists reference staff in handling difficult or complicated requests; and provides leadership to reference staff.
- Oversees Law Library computer services to include technology planning; evaluating web site; providing advice and feedback to web staff; and setting standards for hardware and software inventories and maintenance;
- Assists patrons with use of computer resources in the library.
- Coordinates operational activities and services of the Public Service Units.
- Coordinates collection maintenance and space planning activities to include primary responsibility for short and long term space planning; weeding the collection; and maintenance of the stacks.
- Participates in collection development, including selection of titles and authorizing orders for monographs.
- Assumes responsibility for operation of the Law Library in the absence of the Director.
- Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.

1. Supervises and coordinates the operations of units within the Public Services Department.
2. Responsible for collection maintenance and space planning.
3. Assists in provision of library-related services, which assist patrons.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a
job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to 50 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to use hands to finger, handle, or feel objects, tools, or controls. The incumbent is periodically required to sit; stand; and walk. Incumbent is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:**
  Master’s degree in Library Science and a Juris Doctorate degree from an accredited college or university.

  AND

- **Experience:**
  Three (3) years of experience related to the above described duties.

- **Substitution Statement:**
  Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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