



# Library Coordinator

Class Code:  
4932

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: Apr 6, 2007  
Revision Date: Feb 25, 2009

## SALARY RANGE

SEE SALARY SCHEDULE

## JOB DESCRIPTION:

### JOB DEFINITION

Under general supervision, to perform technical and specialized paraprofessional law library work; to lead and to coordinate the law library-related work performed by court staff at multiple court locations; and to perform other related duties as assigned.

### DISTINGUISHING FEATURES

This is a paraprofessional, single-class position that is assigned to the Planning, Research and Court Services Bureau and reports to the Bureau Chief II. The Library Coordinator plans and coordinates centralized law library work. The Library Coordinator leads and trains court staff in processing and maintaining library resources.

## EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in this classification does not necessarily perform all listed duties.

1. Provides lead direction and training to court staff in all processing, distribution, updating and inventory maintenance routines.
2. Uses an integrated online library system serials check-in module.
3. Performs centralized library purchasing.
4. Prepares and distributes new acquisitions lists to judges and legal staff.
5. Prepares standard inventory reports using the integrated online library system.

6. Serves as reference liaison between judicial officers and the county law library.
7. Verifies invoices for payment, responds to vendor inquiries and resolves billing discrepancies.
8. Develops and maintains a library technical procedure manual for staff.
9. Develops and maintains a library user manual for judges and legal staff.
10. Monitors staff work schedules at multiple locations to ensure timely receipt and distribution of legal publications and publication updates.
11. Prepares library inventories and collection layouts for multiple court locations using integrated online library system and related software applications.
12. Orders and distributes passwords for online legal research databases.
13. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

Education:

Possession of an Associate's degree in library science from an accredited college. Additional directly related work experience may be substituted for the education on a year-for-year basis.

And

Experience:

The equivalent to four years of full-time responsible paraprofessional or technical law library experience. Additional college-level education in library science or related field may be substituted for the experience on a year-for-year basis.

## **KNOWLEDGE AND ABILITIES:**

*Knowledge of* law library practices and operations; electronic database or database system used to enter, store and retrieve library records, such as an integrated online library system or other software used to manage a library collection; basic principles and techniques of law library classification, cataloging, research and reference work; basic administrative functions in a law library, including file management, general correspondence and scheduling; operation of personal computers and the use of specified computer applications; and record keeping principles and practices.

*Ability to* competently perform the full-range of paraprofessional law library duties; learn and use an integrated online library system; prepare clear, concise directions for law library work routines; understand and follow oral and written directions; safely operate a variety of standard office and library equipment; perform basic library routines, e.g., check-in, ordering, pocket part and loose leaf updating and using an integrated online library system; organize own work, set priorities and meet critical deadlines; transport books and boxes of books weighing up to approximately 40 pounds; reach, lift, relocate and shelve books; work effectively as part of a team; operate personal computers and use specified computer applications; communicate effectively in English, orally and in writing; establish and maintain effective working relationships; and lead and coordinate the work of others.

## **CLASSIFICATION HISTORY:**

Date established: 4/6/07

Date Revised: 2/25/09 DP/RT:dp