



Notice of Position Vacancy

The Third Circuit Court of Appeals Library is looking for a dynamic, service-oriented individual for the position of Manager of Research Services in its Philadelphia, PA library. Persons interested in applying for this position should submit a cover letter, resume, and writing sample by 2/28/2017.

Position Title:	Manager of Research Services	(#01-17-USCA3LIB)
Starting Salary Range:	CL 29 (73, 896 – 92,387)	Depending on Qualifications

Representative Duties

- Provides and coordinates research services for court legal researchers
- Supervises activities of staff who support the research function
- Develops and conducts library orientations, webinars, and various training and educational sessions for court legal researchers and library staff
- Evaluates and recommends both digital and print materials for the collection
- Keeps current on emerging technologies in law librarianship and provides strategic planning for implementing new technologies
- Participates in judiciary-wide working groups and circuit library committee work

Required Qualifications

- M.L.S. degree or equivalent from an ALA accredited school of library or information science
- Three years' experience as a law librarian with at least one year equivalent work at a CL 28
- Demonstrated ability to foster environment of collegiality, trust and respect
- Strong legal research and digital skills; excellent analytical, written and oral communication skills
- Ability to manifest the highest degree of professionalism, discretion and tact at all times
- Demonstrated experience in effectively implementing new technologies to improve services
- Ability to thrive as a highly creative and collaborative team leader in a future-focused environment
- Willingness to take on new tasks associated with emerging responsibilities and technology
- Ability to handle physical demands of occasional medium standard of 21-50 pounds.
- Ability to travel if necessary for teaching, training or remote branch assistance
- Work requires daily use of computer keyboard, mouse and monitor
- Applicant must be a United States Citizen or eligible to work for the federal government

Preferred Skills and Qualifications

- J.D. degree from an ABA accredited law school
- Minimum of three years of supervisory experience in a law library
- Experience building digital databases including digitizing of original materials, preparation of metadata, and interface design
- Skill in developing training plans and teaching sessions
- Knowledge of Westlaw, LexisNexis, Bloomberg Law, Drupal, SharePoint, SirsiDynix ILS, Canva, Camtasia, and Microsoft Office applications

Application Procedure: Send resume, cover letter, and writing sample (writing sample should be 2-5 pages on a topic relevant to law librarianship) to: circuit_library_position@ca3.uscourts.gov

Background Check: Employees will be hired provisionally pending the results of a background investigation and fingerprinting.