

Florida Coastal School of Law seeks an outstanding librarian and academic administrator to lead its Law Library.

The Director of Law Library is responsible for overseeing and managing all aspects of the Library's public services, including circulation, reference, and stacks maintenance, as well as developing and managing library instructional programming and will be full-time continuing non-tenure track member of the faculty, depending on the qualifications of the successful candidate.

This position will also oversee the Law Library administration, including collection development; library services; and budget administration.

Manages all aspects of the operation of the library, including the following:

- Carry out the objectives of the Library consistent with the goals of the Law School as established by the Dean and the Law Faculty.
- Manage the physical space of the Law Library to enhance the Law Library as a critical service center for the Law School community.
- Manage the budget and participate in setting budget priorities for the Law Library.
- Teach a research related course each semester as designated by the Dean that furthers the goals of the Law School.
- Represent and strengthen relationships with the broader law school and university communities, library consortia, and professional organizations.
- Champion innovation and oversee the execution of technology solutions to support the educational mission of the Law School, including IT developments to improve library services.
- Maintain overall responsibility for the recruitment, management, and professional development of Law Library personnel as well as promote communication and teamwork by establishing priorities, perform reviews, and address relevant issues.
- Ensure compliance with ABA, AALL and other applicable organizational standards for libraries, including, but not limited to gathering statistics and compiling reports.
- Developing and managing the Law Library's collections to best serve the needs of the Law School Community.
- Oversee library services to faculty, staff, students, and other members of the Law School community, including propose, implement and review Circulation, Reference, ILL, and general Library policies. Handle patron suggestions and issues.
- Work collaboratively with other departments to support the Law School's program of legal education, as well as market the library activities and programs to the law school students, faculty, staff, alumni, and outside groups.

- Develop, coordinate, and present formal and informal research instruction for full range of available resources, including the production of instructional materials.
- Collaborate with administration to identify, evaluate, and implement Law Library programs and services that support the mission and goals of the School to produce practice-ready graduates.

Required Qualifications:

- J.D. degree from an ABA-approved law school.
- A Master's Degree in Library Science or equivalent degree from an ALA-accredited library or information science program is required.
- Demonstrated, progressive, and successful experience in academic law library administration; significant experience managing a staff.

Additional Qualifications:

- Senior-level administrative experience in an academic law library is strongly preferred.
- Strong commitment to supporting the research and scholarly needs of the faculty, students, and Law School community.
- Candidates must demonstrate strong written and oral communication skills, strong organizational, administrative and teaching skills, a deep understanding of and interest in technology and the changing legal profession, an appetite for innovation, and demonstrated success working constructively in a collaborative environment.

For consideration of this position, please submit a cover letter and your curriculum vitae to humanresources@fcsf.edu.

Direct applicants only. No recruiters please.

We are proud to be an Equal Employment Opportunity employer and value diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity or expression, national origin, age, disability status, protected veteran status, or any other characteristic protected by law. All employment is decided on the basis of qualifications, merit and business need.