

Job Title: **Reference Librarian**
Hours: 40+
Reports to: Director of Information Technology
Location: Syracuse, NY
Status: Exempt
Last Update: September 2024

Scope:

The Reference Librarian (RL) will provide both legal and non-legal research assistance to the firm's attorneys, billing time to client matters as appropriate. In addition to maintaining the physical collection in several offices, the RL will be called upon to research, analyze, and evaluate new sources, both electronic and print, with a view toward making recommendations regarding collection development and improvement of library service. An important component of this position is educating attorneys on the best use of the materials provided.

Essential Duties & Responsibilities:

- Provide sophisticated, cost-effective research and reference assistance to support the functions of the various areas of the firm including, but not limited to, Attorneys in all practice areas, Management, Business Development & Marketing, Recruiting, and Conflicts
- Maintains expert working knowledge of the library collection, online database resources, document retrieval and delivery, and other resources to support research, reference, and educational needs
- Independently performs regular monitoring of news, dockets, legislative and regulatory changes, and other subject area monitoring as necessary
- Develop strategies to enhance library services and resources, ensuring they meet the evolving needs of the firm and spearhead all activity.
- Collaborate with administrative leadership, legal leadership, and other key stakeholders
- Process invoices and communicate with vendors. Identify and coordinate vendor training opportunities
- Organize, train and interface with the Summer Associates as it relates to pre-onboarding communication with Lexis training and facilitate a smooth transition into the firm by identifying and communicating Library resources that could be utilized during the internship
- Train new Law Clerks and new attorneys on *Best Practices with Legal Research*
- Interface with attorneys and other firm members in multiple office locations via phone, video conferencing, email and in person communication
- Identifies and vets core resources, both print and on line, for annual budgetary process including new resource requests from attorneys. Sole responsibility for maintaining and monitoring monthly library budget/expenses

Other responsibilities as assigned

Knowledge, Skills & Abilities:

- Master's Degree in Library/Information Science
- 3-5 years of experience in a legal setting preferred
- Knowledge of Lexis, Bloomberg, VitalLaw, and other online research platforms
- Excellent organizational and communication skills, including writing and public speaking
- Able to work independently; detail oriented; creative; committed to continuing education

Location and Travel:

The position will be based in the firm's Syracuse office. Due to the extensive platform of offices across the Northeast, travel to other offices will be required.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements