



United States Court of International Trade

One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov

Job Announcement: 24-04
Opening Date: April 4, 2024

VACANCY ANNOUNCEMENT

JOB TITLE:	Law Library Manager
SALARY RANGE:	\$135,067 - \$191,000 (CL 31) Starting salary commensurate with qualifications, salary, and experience.
CLOSING DATE:	Open Until Filled First consideration given to applications received by April 25, 2024.

POSITION OVERVIEW

The Law Library Manager performs professional and managerial work related to administration, operational management, and a full range of research services, within the library. The incumbent provides managerial services for the purpose of ensuring comprehensive access to legal research and resources for judges, judicial staff, and to the Clerk's Office. The Law Library Manager provides confidential services, which may contribute to the formulation of court opinions and decisions. The incumbent ensures compliance with internal controls, government requirements, regulations, and policies within the library system. The incumbent also provides substantive legal research, analysis, advice, assistance and recommendations on court-related legal issues and legislative initiatives. The Law Library Manager will develop, coordinate, and provide administrative, technical, and professional work-based training programs and activities related to the learning and strengthening of all Court-based activities. The position is in the library, and the incumbent has management responsibilities over the library staff.

REPRESENTATIVE DUTIES

- Support the administration of the Court's library in managing and delivering legal research and analysis on projects assigned by the Court, committees of the Court, and by the Chief Judge. Implement library program priorities within the Court and provide recommendations for the initiation of new services. Provide clear and thorough research, and reference and consultation services to judges and court staff. Respond to customer complaints and concerns, taking appropriate action as necessary.
- Lead the planning of the library's budget, providing input to the overall budget process, and evaluating the budget for effectiveness. Develop spending plans for use of resources. Prepare and submit reports, accounting for funds obligated and expended.
- Develop library collections: evaluate, select, omit, and acquire library materials, including print and electronic information resources which meet the needs of the judiciary. Implement internal operating policies and procedures which meet the goals of the library.
- Participate as a representative on the Court's committees for the purpose and process of long-range planning and in the formulation, implementation, or modification and amendments to the USCIT Court Rules, policies, and trainings.
- Keep abreast of new developments in all areas of information resources related to the court and assess the effects of such developments.
- Serve as a representative of the Court in various liaison functions with nationwide library networks and other federal courts, federal agencies, the USCIT Bar, the public, the Administrative Office of the United States Courts, and Federal Judicial Center. Attend professional meetings, workshops, the Court's Judicial Conference, and seminars.
- Ensure the preparation of library publications, including newsletters and library instructional guides. Develop user-friendly information access aids such as indexes and annotated bibliographies, web pages, electronic pathfinders, and on-line tutorials. Manage both print and computer-based research resources and methods for staff who compile legislative histories and bibliographies.
- Pursue a program of continuing legal education by reading slip opinions and professional journals. Administer technical services including acquisitions, computer-assisted cataloging, classification, materials processing, serials, and binding of books. Oversee the automated indexing of the Court's opinions and "reporting/publication operations". Prepare reference manuals on jurisdiction and substantive law for distribution and use by the Judges, Clerk of the Court, and other Court personnel.
- Assist with recruitment, interviews, and selection of personnel.

- Comply with the Code of Conduct for Judicial Employees and Court confidentiality requirements. Demonstrate sound ethics and good judgment at all times.
- Develop and manage the Court's training program. Ensure training programs are well researched and thoroughly prepared. Ensure programs provided by outside vendors are thoroughly evaluated. Coordinate and deliver programs in a well-organized manner.
- Design, develop, and conduct library user training and orientation programs and draft applicable training manuals, handbooks, job aids, website content, and other materials.
- Schedule related trainer, facility, and funding resources for training programs and/or projects. Provide classroom training, one-on-one training, and presentations to Court staff, management, judges and their staff, and attorneys on Library and research topics.
- Maintain a training record system and assess needs for both internal and external customers by conducting surveys, interviewing customers, and analyzing and prioritizing operational needs and skill gaps in conjunction with managers.
- Manage and coordinate upcoming Court events with various agencies and outside groups, including wellness programs and partners with other sections for space availability, set-up needs, building system utilization, technology requirements, and security parameters.
- Assist in organizing and coordinating attorney continuing legal education conferences and seminars by researching, identifying, contacting, and communicating with possible speakers and presenters for CLE events as well as assessing travel arrangements, venue logistics, advertising, registration, vendors, volunteers, and other aspects of the events. Coordinate with the New York Mandatory Continuing Legal Education office to receive accreditation for Court programming and report attendees' participation.
- Other duties as assigned.

QUALIFICATIONS

A master's degree in library or information science from an ALA accredited institution, or a Juris Doctor (JD) from a law school accredited by the ABA is required. A minimum of five years of progressively responsible experience that provided an opportunity to acquire a thorough knowledge of the concepts, principles, policies, and theories of managing a law library. Demonstrated skill in developing the interpersonal work relationships needed to lead a team of employees and the ability to exercise mature judgment. Applicants must possess strong organizational, verbal and written communication skills along with superior research and analytical skills. Must be proficient in legal research using print and digital resources. Possess solid internet and computer skills, including Word and other Office 365 programs.

BENEFITS

The Judiciary offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees' Retirement System. For more information about the major benefits offered to most federal employees, [click here](#) or go to: <https://www.uscourts.gov/careers/benefits>.

OTHER INFORMATION

- Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.
- Applicants selected for interviews must travel at their own expense.
- The selectee is subject to a background check and/or investigation. The selectee to a high-sensitive position is subject to an updated background investigation every five years. Employment will be considered provisional pending successful completion of a background check and/or investigation and favorable employment suitability determination.
- Employees are required to use Electronic Funds Transfer (EFT) for payroll direct deposit.
- Federal court employees are appointed under the excepted service.
- Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for applicants to review on the [US Courts website](#).
- The federal courts are Equal Employment Opportunity Employers.

HOW TO APPLY

- Consideration will only be given to those that apply through the Court's online application system by clicking [here](#) or at: <https://ww2.cit.uscourts.gov:8443/recruitment/>
- Upload a cover letter detailing relevant experience and how you satisfy the qualifications for the position, resume, two references, and writing sample. Attachments must be in PDF format (unless otherwise specified) and not be password protected. Files are limited to a size of 5 MB.

Only applicants selected for an interview will be notified. All application information is subject to verification. The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which actions may occur without prior written or other notice.