



**TENTH JUDICIAL CIRCUIT
POLK, HIGHLANDS AND HARDEE COUNTIES
JOB ANNOUNCEMENT**

OFFICIAL JOB TITLE: Law Library Supervisor
SALARY: \$52,000.00
CLOSING DATE: Open until Filled
WORK SCHEDULE: Monday through Friday
JOB LOCATION: Polk County Courthouse

GENERAL DESCRIPTION:

The Law Library Supervisor directly manages and oversees the daily operations of the Polk County Law Library. This position is responsible for staff supervision, planning, managing and organizing library materials (print and electronic) and equipment, budget preparation and administration, policy and procedure compliance, and performing other related administrative functions. The position formulates long range goals for the Law Library and reports to the Trial Court Administrator.

EXAMPLES OF WORK PERFORMED:

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Oversees and directs procurement management of library materials and equipment and provides customer service to library patrons in compliance with applicable regulations, policies and procedures.
- Manages, processes and organizes library materials including tasks, such as ordering, checking in, cataloging, inventorying, relocating, and shelving.
- Provides customer service, assisting with legal research and locating library materials for Court System staff and public patrons without providing legal advice.
- Performs special projects/tasks, such as making displays and assisting with operation of coin copiers.
- Performs clerical tasks, such as gathering information, maintaining records, data entry, faxing, and photocopying.
- Collaborates with senior staff to develop short- and long-term plans for all areas of responsibility; oversees implementation of plans to ensure adherence to organizational standards, policies and procedures and makes adjustments as needed.
- Develops, presents and defends budget requirements for the library, oversees and approves departmental expenditures, prepares financial documents and reports.
- Develops policies and procedures in consultation with senior management to ensure efficient and economical departmental operations, evaluates results to ensure compliance and identify deficiencies.
- Oversees administrative matters, such as conducting special studies, preparing routine or special reports, providing for staff technical or professional growth and preparing employee evaluations.
- Attends or conducts staff, committee and other professional meetings and conferences to exchange information, attends technical or professional seminars or conferences to improve professional skills.

- Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing.
- Other duties and responsibilities as necessary, applicable and/or assigned.

KNOWLEDGE, ABILITIES, AND SKILLS:

The person chosen for this position must have knowledge of the organization and library administration and management; proficiency in Microsoft 365 and other various applications and possess the ability to:

- Conduct matters with the utmost professionalism, integrity, discretion and confidentiality;
- Communicate clearly and concisely, both orally and in writing;
- Perform job duties timely and efficiently in a high-energy/fast paced working environment;
- Interact courteously and professionally with emotionally upset and/or demanding individuals;
- Take direction and follow instructions implicitly and efficiently;
- Correctly prioritize and complete multiple tasks simultaneously;
- Compute simple statistics and mathematics such as percentages;
- Display exemplary listening and comprehension skills;
- Learn automated database management and automated legal research databases.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with major course work in Library Science, Library Administration or a related field.
- A minimum of two (2) years' experience in management.
- Training and experience in library administration or in the criminal justice field may substitute on a year for year basis for the bachelor's degree.

PREFERRED QUALIFICATIONS:

- A law degree from an accredited college or university.

We are an equal opportunity employer. We do not discriminate based on of race, religion, color, sex, age, national origin or disability. Interested applicants must complete a State of Florida application form and submit it no later than the closing date indicated above to:

**Stephanie Sullivan
Human Resources Manager
Post Office Box 9000, Drawer J102
Bartow, FL 33831-9000
Telephone: (863) 534-4035
Fax: (863) 534-4699**

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.