



COUNCIL OF LEGAL EDUCATION
Eugene Dupuch Law School

JOB VACANCY
LIBRARIAN

The Council of Legal Education invites applications from suitably qualified persons for the post of Librarian at the Eugene Dupuch Law School, Nassau, The Bahamas. The Eugene Dupuch Law School is a regional institution which is administered by the Council of Legal Education (Caribbean) (CLE).

The Librarian has the accountability to the Principal for the operations of the Law Library. The Librarian will serve as the information resource expert of the Law School and is responsible for providing foreign and international reference and research service to internal and external patrons. More particularly, the Librarian is responsible for providing comprehensive legal reference, research and information service to support the teaching programme and research capability of the Eugene Dupuch Law School (EDLS) and is therefore responsible for all aspects of the library operations of the EDLS. This includes budgeting, hiring and supervision of library staff, strategic planning with respect to the future growth and development of the law library, and initiating and monitoring library programmes and services.

Minimum Educational Qualifications and Experience

1. Master's degree in Library and Information Studies or its equivalent.
2. At least five (5) years' experience as a practicing professional Librarian with a minimum of two (2) years in a managerial capacity.

The following would apply to this role.

Knowledge

1. Sound knowledge of library management principles, practice and systems, including budgeting and planning.
2. Sound knowledge of acquisitions techniques for collection building.
3. Good knowledge of legal publications and research techniques.
4. Good knowledge of Integrated Library Management Systems and other electronic resources and database technology relating to the law.
5. Good knowledge of ICT, particularly to support library services.
6. Working knowledge of modern office procedures and methods.

Skills

1. Excellent leadership, managerial, administrative, and interpersonal skills.
2. Excellent strategic management and planning skills.
3. Excellent written and oral communication skills.

4. Excellent computer literacy skills and proficiency in the use of Adobe scanning software and Microsoft Office Suite with an emphasis on Word, Excel, PowerPoint, and Outlook.
5. Very good customer service skills in order to anticipate the needs of others and handle requests proactively and effectively.
6. Very good content management and research skills.
7. Very good budget preparation and management techniques.
8. Strong planning and organizational skills in order to manage priorities in a dynamic and fast-paced environment and meet deadlines.
9. Ability to develop and implement policies and procedures for a law library.
10. Ability to analyze difficult situations and collaborate with others to find workable solutions.
11. Ability to work with and lead teams.
12. Good coaching skills to facilitate performance improvement.

Attitudes

1. Demonstrates maturity, wisdom, and good judgment.
2. Exercises a very high level of confidentiality, diplomacy, and tact at all times.
3. Is compliant with the Council of Legal Education Regulations and EDLS organizational policies and procedures.
4. Is an independent and quick thinker, self-starter, self-motivated, hardworking, responsible, accountable, and energetic and has a positive approach to work and other activities of the Law School.
5. Is able to work under pressure while exercising patience and tolerance.
6. Pays keen attention to detail and accuracy in work.

SPECIFIC DUTIES

Strategic Management

1. Collaborates with other department heads to develop and implement to Law School's strategic plan.
2. In keeping with the Law School's and the Council's strategic plans, develops, implements and monitors the operational plan for the Library to help shape its strategic direction.
3. Serves as a member of the leadership team to weigh in on matters that affect the proper functioning of the Law School.
4. In consultation with the Principal and other relevant stakeholders, develops and reviews Library policies and procedures.

Operations Management

1. Manages the day-to-day operations of the Library.
2. Manages a legal information service for the students and staff of the EDLS, including its Legal Aid Clinic, and to ensure that the Library's collection and resources are sufficient to meet the primary goal of supporting the teaching and research needs of the faculty, staff and students of the School.
3. Manages the development and maintains currency of the Law Library's collection resources in all formats.

4. Manages and maintains an Integrated Library Management System.
5. Recommends and implements new information management technologies.
6. Reviews print and electronic materials in EDLS subject areas and makes recommendations for additions, deletions, and enhancements to the collection.
7. Provides general reference, directional, and research guidance service for law inquiries using both print and online resources.
8. Provides instruction and guidance for use of library catalog, legal databases, and legal research methodology and procedures.
9. Trains faculty, students, staff and others on the use of Internet-based legal research programs and resources such as LexisNexis, and V-LexJustis, electronic journals, legislative materials and such other emerging electronic resources as may be relevant.
10. Participates in scholarly research support.
11. Supervises the organization of resources for easy access and retrieval of information by the end-user.
12. Guides the classification and cataloging of library materials and provides training to Library staff in that regard.
13. Negotiates with vendors for licensing agreement for the use and access of legal databases.
14. Liaises with other institutions, libraries, booksellers, and publishers to maintain an adequate stock of relevant publications and allied materials.
15. Liaises with professional colleagues in local, regional and international organizations to keep abreast of developments in law library development.
16. Conducts library orientation sessions for students and other users as necessary.
17. Represents EDLS and the law library on committees and at conferences and meetings with external organizations.
18. Attends meetings and participates in committees of the CLE and the Law School.

Human Resource Management and Development

1. Participates in the recruitment and selection of Library staff.
2. Facilitates orientation and training of new staff members.
3. Provides leadership to and manages performance of direct report(s) through supervision, coaching, training and development, and assessment in keeping with EDLS' PMAS policies and procedures, to ensure that they are able to provide the requisite services and are responsive to the customers' needs.

Professional

1. Identifies or discusses and commits to professional development opportunities.
2. Participates positively in performance management conversations and experiences.
3. Maintains professional conduct and manages workplace issues based on the EDLS' core values, policies, and procedures.
4. Promotes healthy working relationships with co-workers and external stakeholders.
5. Develops and maintains strong working relationships with the Librarians at the other Law Schools of the Council.

Other Duties

1. Assists with development and implementation of records management policies and strategies.
2. Assists with content development and updating of EDLS' Website and social media platforms and accurate appropriate and current, including adding and deleting content as necessary.
3. Facilitates and coordinates the archiving of past examination papers of the Law School in collaboration of the other CLE Law Schools.
4. Prepares and submits to the Principal, annual reports on the activities of the law library.
5. Ensures that all services and reports of the department are completed satisfactorily and within the requisite timeframe.
6. Assists with the development and implementation of the annual Law School budget for the Library, ensuring prudent use of departmental budgetary resources and report on budget spending.
7. Assists in analyzing user needs and recommends new projects, programmes, and services for various library user groups.
8. Identifies and promotes library services and resources to faculty, students, vendors and the public.
9. Promotes teamwork to heighten mutual understanding and cooperation and to instill a student and community orientation.
10. Attends and supports official events of the Law School.
11. Contributes to the institutional life of the Law School, the legal profession and public affairs.
12. Performs other job-related duties that may be required to support the strategies of the department's Operational Plan.

Reporting Relationships:

This role reports directly to the Principal.

The Application

A letter of application, curriculum vitae and supporting documents and references from three (3) referees should be emailed not later than **Friday April 30, 2021**, to admin@edls.edu.bs.

Only short-listed applications will be acknowledged. Late applications will not be considered.