**Location:** Thurgood Marshall State Law Library, Annapolis, Maryland  
**Job Title:** Head of Reference Services

**Responsibilities:** The Head of Reference Services, in consultation with the Library Director and Library Deputy Director, manages all aspects of reference services: developing policies and procedures for reference provision, creating the monthly information desk schedule, leading regular reference staff meetings, administering the online reference management system, compiling statistical reports, and planning skills training for reference staff. The Head of Reference Services directly supervises two librarians and a reference assistant, and indirectly supervises all reference services performed by other staff. As a department director, the person in this position serves as an integral part of the Library's management team.

The Head of Reference Services is a full-time, permanent day shift position; however, the incumbent may be required to work an occasional evening or Saturday shift, along with other members of the reference staff, to cover absences or vacations of the librarians who normally cover those hours.

As part of the Maryland Thurgood Marshall State Law Library, you will be joining a progressive team of library professionals who are extremely excited about the future innovations of the State Law Library. Planning is underway for a new courthouse, which will include a new home for the State Law Library. The selected candidate will play an integral role in the organization of the new library.

**Knowledge, Skills, and Abilities:**

- Knowledge of library services, the U.S. legal system, as well as Maryland and federal government entities.
- Knowledge of legal, historical, and general information resources in multiple formats.
- Knowledge and ability to exhibit reference competencies as described in the "Professional Competencies for Reference and User Services Librarians," promulgated by the Reference and User Services Association (RUSA) of the American Library Association (ALA), and the "Principles and Standards for Legal Research Competency" promulgated by the American Association of Law Libraries (AALL).
- Knowledge of best practices and trends in library collection management.
- Ability to organize, prioritize, and supervise multiple projects and the work of assigned staff.
- Ability to communicate effectively and professionally, both verbally and in writing, with a diverse group of patrons and colleagues.
- Ability to write and enforce policies and procedures.
- Familiarity with standard office software and email systems.

**Requirements:**

- Master's Degree in Library/Information Science from an ALA approved school.
- Five (5) years of professional law library experience, to include substantial legal reference work. Two (2) years of experience supervising staff.

**Salary Range:** $83,593

**Application Process:** [http://www.mdcourts.gov/careers](http://www.mdcourts.gov/careers)

**Closing Date:** 12/18/23