

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

Position Title: Head of Research and Training Services
Location: Thurgood Marshall U.S. Courthouse, Headquarters Library, New York, NY
Classification Level: CL 29
Salary Range: (\$94,114 – \$122,381)
Closing Date: Open Until Filled

The United States Court of Appeals for the Second Circuit seeks an innovative and technology-oriented leader to serve as the Circuit's Head of Research and Training Services.

ABOUT THE SECOND CIRCUIT LIBRARY

The Second Circuit Library provides research and reference services to over 200 circuit, district, magistrate, and bankruptcy judges; and over 2,000 court staff. The Library currently employs twenty-six staff members circuit-wide and maintains six staffed branch libraries in New York, Connecticut, and Vermont. The Head of Research and Training Services will be stationed at the Circuit's Headquarters Library located in the historic Thurgood Marshall United States Courthouse. For more information about the Second Circuit, please visit <http://www.ca2.uscourts.gov>.

POSITION OVERVIEW

The Head of Research and Training Services (HRT) coordinates circuit-wide research and reference services; and oversees day-to-day operations and supervises staff at the Circuit's Headquarters Library.

The HRT develops, manages, and expands library services, websites, newsletters, and other learning and development materials; designs and delivers library orientations and educational and training programs for chambers staff and others; works with library and IT staff to update, manage and maintain library IT projects including web pages, digital collections, and other initiatives; oversees collection development and migration to electronic resources by evaluating and selecting information in all formats for acquisition or retention; manages contracts and relationships with print and digital media vendors; oversees and arranges interlibrary loans; establishes networks with neighboring law libraries to share solutions to difficult research and other library related issues; and coordinates special projects pertaining to new media, court history, and outreach and education. The HRT will report to the Circuit Librarian or Deputy Circuit Librarian.

REQUIRED QUALIFICATIONS

Master's degree in Library or Information Science from an ALA-accredited program; Juris Doctor from an ABA-accredited law school is preferred. Minimum of five years of professional law library experience, including three years of supervisory responsibilities. Expert legal research skills utilizing print, Westlaw, Lexis, and other digital resources. Comprehensive understanding of library operations and management concepts, including experience with OCLC, SirsiDynix, or a similar integrated library system. Working knowledge of HTML, XML, scripting, and web platforms and interfaces. Excellent analytical, organizational, interpersonal, oral and written communication skills and a strong service orientation are essential. Additional desirable qualifications include strategic planning, innovation and initiative. Experience in emerging technologies, web site development and electronic publishing a plus. Travel is required.

BENEFITS

- 13 days of vacation leave per year for the first three years; increases with tenure.
- 13 days of sick leave per year; 10 holidays.
- Choice of a variety of employer-subsidized federal health and life insurance plans. Dental and vision coverage available. Flexible spending account program.
- Participation in both the Federal Employees Retirement System and the employer-matching Thrift Savings Plan (similar to a 401K). Full social security coverage is provided.
- Optional long-term disability and long-term care insurance.
- On-site fitness center and cafeteria
- Public transportation subsidy (budget dependent)

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and may be terminated with or without cause. Employees are hired provisionally, pending the results of a fingerprint and background check. Employees are required to use electronic funds transfer for payroll deposit.

APPLICATION PROCEDURE

Please submit a resume, cover letter, and salary history **as a single PDF file** by e-mail to resumes@ca2.uscourts.gov or by mail to:

Ms. Evelyn Ortiz
Director of Human Resources
Thurgood Marshall United States Courthouse
40 Foley Square, Room 1400
New York, NY 10007
Reference No.: FY 15-05

Only candidates selected for an interview will be notified and must travel at their own expense.

THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.