

**BUTTE COUNTY PUBLIC LAW LIBRARY**  
1675 Montgomery Street • Oroville, CA 95965  
Telephone (530) 538-7122  
Email [BCPLL.director@gmail.com](mailto:BCPLL.director@gmail.com)

**LAW LIBRARIAN - DIRECTOR**  
Job Announcement



**LOCATION:** Carnegie Library, Downtown Oroville 1675  
Montgomery Street  
Oroville, CA 95965

**SALARY:** \$28.00-\$35.00 Hourly  
\$3,943.33-\$4,929.17 Monthly

**JOB TYPE:** On-site; Part Time – 32.5 hours per week

**OPENING DATE:** 04/01/2024

**CLOSING**

**DATE:** 04/19/2024, 5:00 pm (PST)

**JOB DESCRIPTION:** [www.buttecountylawlibrary.org](http://www.buttecountylawlibrary.org)

**HOW TO APPLY:** To apply for this career opportunity, please send a resume with a brief cover letter outlining your qualifications to [BCPLL.director@gmail.com](mailto:BCPLL.director@gmail.com). Potential candidates may be invited to interview with the Board of Trustees.

## Overview

The Butte County Public Law Library is recruiting for one Law Librarian - Director position. The Law Librarian - Director serves as the administrator for the Law Library and has a variety of responsibilities including: library user assistance; library collection development and organization; policy development; long-range plan development; direction of staff/volunteers; yearly budget preparation and oversight; yearly law library annual report preparation; order processing and invoice payment; and facility and equipment inventory and management.

The Law Library Director provides management, planning, organization, supervision, and operation of the County Law Library service in accordance with directives from the Butte County Public Law Library Board of Trustees.

This is an at-will position and the candidate selected will serve at the pleasure of the Butte County Public Law Library Board of Trustees. The Law Librarian –

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Director may be directed to serve as the secretary to the Board and all standing and/or special committees of the Board.

## **The Ideal Candidate**

The Board Is seeking a candidate possessing a professional history demonstrating the following attributes and qualities:

- Experience that demonstrates an understanding of public law library and government operations including, but not limited to, budgeting, planning, legal research and technology, and other administrative processes.
- Ability to monitor and direct a broad range of operations and programs with an emphasis on efficient delivery of service.
- Ability to collaborate, establish and maintain effective relationships, and demonstrate effective communication with elected officials, Court personnel, other County departments, professional staff, and community members.
- Experience and desire to develop, motivate, and supervise employees.
- Ability to analyze complex administrative problems, develop innovative solutions and alternatives, present recommendations and implement solutions.
- Ability to think strategically and critically and recognize the issues associated with various consumers.
- Desire to work in a dynamic setting and the ability to balance multiple priorities.
- Ability to deliver public presentations and communicate persuasively and effectively.
- Ability to negotiate agreements between differing agencies.
- Ability to develop and implement agency goals, objectives, policies, and priorities.
- Motivation to prioritize conflict resolution.

## **Qualifications**

Minimum Qualifications: Successful completion of high school (or GED certificate), and an undergraduate degree or equivalent experience. At least three (3) years of experience in a position providing public service in a governmental or nonprofit organization, or other relevant prior employment.

Preferred Qualifications: A Juris Doctorate or a master's degree in library science, or completion of an approved paralegal training program with three (3) years of professional library or paralegal experience.

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### **Benefits**

- 14 Paid Holidays per year
- 12 Days of Paid Sick Leave per year
- [Health](#) and [Dental/Vision](#) Insurance - through CalPERS
- [CalPERS Retirement](#), by MOU with County of Butte

### **Butte County**

Butte County is in Northern California, bordered by the Sacramento River to the west, stretching to the southernmost reach of the Cascade Mountains in the north, climbing into the northern section of the Sierra Nevada Mountain range to the east, and spilling out into the floor of the Sacramento Valley to the south. The population is approximately 210,291. There are five incorporated communities within the county: Biggs, Chico, Gridley, Oroville, and Paradise. Butte County offers an appealing and diverse community and environment in which to work and live.

<https://www.explorebuttecounty.com/>