



# WILLIAM J. CAMPBELL LIBRARY

United States Court of Appeals  
for the Seventh Circuit  
219 South Dearborn Street  
Chicago, Illinois 60604

2015-1  
2/9/15

## POSITION VACANCY

**Position:** DEPUTY CIRCUIT LIBRARIAN

**Location:** Chicago, Illinois

**Salary Range:** CL 30 (\$86,468 - \$140,511) depending upon qualifications and experience

**Closing Date:** Resumes received on or before February 27, 2015 will receive full consideration. However, resumes will be accepted until the position is filled.

### Position Overview:

The position of Deputy Circuit Librarian is a supervisory and operational position that includes long-range strategic planning, policy development, budget development and oversight, human resource management, library automation, collection management, acquisition and delivery of legal research materials in all formats, planning and managing library space and facilities, and training of library users in all research sources. The Deputy Circuit Librarian serves under the direction of the Circuit Librarian.

### Representative Duties (Not all inclusive)

- Develops, markets, implements, and evaluates library programs; establishes internal operating policies and procedures.
- Oversees the daily operation of all library locations and supervises library staff. Sets requirements, assigns work, evaluates performance of staff and recommends personnel actions; coordinates work schedules to meet the goals of the library program; establishes operating guidelines; implements procedures, methods, and other work-related changes.
- Conducts collection studies; develops collections and recommends changes. Reviews and analyzes data and makes budget recommendations.
- Performs legal and non-legal research for judges, unit executives, law clerks, and other court personnel and library users. Serves as a subject-matter research specialist on certain legal topics. Prepares special studies, bibliographies, legislative histories, reports and memoranda.
- Monitors the computer-assisted legal research program and other automated systems for the Circuit. Develops and directs library user training and orientation programs.
- Responsible for library operations in the absence of the Circuit Librarian.
- Occasional travel, to other court locations, will be required.
- Represents the court on judiciary and other pertinent committees.

### Required Qualifications:

- MLS/MLIS from an ALA accredited library school and a JD from an ABA accredited law school.
- A minimum of three years of progressively responsible and successful law library experience, including at least one year equivalent to work at CL-29.
- A comprehensive understanding of library operations and systems, including OCLC and SirsiDynix ILS or a similar system.
- Knowledge of legal resources and proficiency in legal research utilizing print, Westlaw, Lexis, and other digital resources.
- Excellent analytical skill, oral and written communications skills, and a strong customer-service orientation.
- Experience developing and executing strategic plans, fostering effective working relationships, and integrating current and future technologies is desired.
- Supervisory experience with responsibilities for directing, monitoring, developing and appraising direct reports.
- Additional desirable qualifications include strategic planning, innovation and initiative.

**Application:** Please forward resume and cover letter to:

Gretchen E. Van Dam, Circuit Librarian  
William J. Campbell Library of the U.S. Courts  
219 South Dearborn Street - Room 1637  
Chicago, Illinois 60604  
E-Mail: [gretchen\\_van\\_dam@ca7.uscourts.gov](mailto:gretchen_van_dam@ca7.uscourts.gov)

**Resumes will be screened and only selected applicants will be contacted for interviews  
As a condition of employment, selected candidate will be subject to a background investigation**

**THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**