Job Opportunities
University of the District of Columbia (UDC)

Position: Director, Law Library

Salary Range: AD-1410-03/01/-05 $72,228 - $83,560 Per Annum

Location: Van Ness Campus

Areas of Consideration: Nation-Wide

Closing Date: Open Until Filled

Responsible to: Dean, David A. Clarke School of Law
Vice President, Academic Affairs

Brief Description of Duties

Supervises IT functions and day-to-day operations of the law library.

Oversees procurement requests for library materials and technology.

Develops the short and long-term law library budget and oversees personnel needs assessments for the dean annually.

Plans and implements facility and technological enhancements to accommodate library services and collection development.

Develops plans for academic, computing needs of faculty and students.

Qualifications Required

A MLS and a J.D. degrees from an accredited institution, and must be a member of the bar with five year of experience in Law Library administration. Demonstrated knowledge of the research, teaching, educational, and technological needs of the Law School faculty and its student body; highly desired.

(see reverse side)
All candidates will be considered without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit UDC Professional application and résumé to:

Ms. Isabelle McMillian  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301-12  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008