State Law Librarian
Wisconsin State Law Library

The Wisconsin State Law Library is seeking an innovative and enthusiastic Law Librarian to direct the Wisconsin State Law Library’s programs, services, and professional and administrative staff. The State Law Library serves state, county and local government, the legal profession, the general public and collaborates with other state, county and local libraries. If you are forward looking and service minded we encourage you to apply for the **State Law Librarian** position at the Wisconsin Court System (WCS).

The State Law Librarian plans, develops, and administers the strategic plan for the Wisconsin State Law Library. The Wisconsin State Law Library is composed of the David T. Prosser Jr State Law Library, Milwaukee County Law Library, and the Dane County Law Library. The library’s mission is to serve the legal information needs of the officers and employees of the state, and of attorneys and the public. It provides the highest quality of professional expertise in the selection, maintenance and use of materials, information and technology in order to facilitate equal access to the law.

**LOCATION:** Madison, WI

**SALARY:** $90,000 to $103,000 annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate’s qualifications and experience.

**CLASSIFICATION:** State Law Librarian

**RESPONSIBILITIES:**
1.) Plan, develop, and administer the strategic plan for the Wisconsin State Law Library; 2.) Supervise and direct librarians and library staff; 3.) Develop and implement library policies; 4.) Plan, coordinate, and administer the Wisconsin State Law Library budget.

**QUALIFICATIONS:**
**Required:**
1.) Experience supervising and managing employees in multiple function areas of a library (e.g., collections, web services, cataloging, acquisitions, reference); 2.) Experience planning, developing, and administering a strategic plan; 3.) Experience reviewing, recommending, and implementing policies; 4.) Experience using Microsoft Office suite, Westlaw, Lexis and an integrated library system (ILS).

**Preferred:**
5.) Experience working in a supervisory position in law library; 6.) Experience planning, coordinating, and administering a budget; 7.) Understanding of legal research techniques and emerging trends 8.) A Master’s Degree in Library and Information Studies or related field.

**SPECIAL REQUIREMENTS:** 1.) Employment will require a criminal background check.

**TO APPLY:** Please submit a cover letter and resume in a single .pdf document and an original writing sample, not to exceed two single-spaced pages. Please include the subject line “**State Law Librarian – #20-1577**” and send your materials to human.resources@wicourts.gov. All materials should showcase your relevant education, experience, and skills. Failure to follow these procedures may result in your disqualification.

**DEADLINE:** In order to be assured consideration, applications must be received by 11:59 PM on February 9, 2020. Applications will continue to be accepted until the position is filled. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system visit our website at www.wicourts.gov.