



Arkansas Supreme Court

Supreme Court Library Director

Job Type: Full Time

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The Arkansas Supreme Court is accepting applications for the position of Supreme Court Library Director. This position reports directly to the Director of Legal Services within the Administrative Office of the Courts. The essential function of the position within the organization is to direct and oversee operations of the Supreme Court Library.

Job Duties

- Plans, organizes and performs the full range of work involved in operating and maintaining a law library.
- Directs and supervises library staff, including hiring, training and evaluation.
- Prepares, administers, and monitors the library budget; reviews and approves expenditures.
- Creates and implements library policies, standards, and guidelines.
- Oversees procurement and management of library materials, electronic resources, and equipment.
- Provides legal research assistance and reference services.
- Supports public access to library resources.
- Performs other duties as assigned.

Education and Experience

- The formal education equivalent of a master's degree in library and information science (MLIS) or equivalent degree from an American Library Association accredited college or university and a juris degree from an American Bar Association accredited college or university.
- Other job-related education and/or experience may be substituted for all or part of these basic requirements, at the recommendation of the Director of the Administrative Office of the Courts.

The Supreme Court Library Director is eligible for State benefits, including participation in the Arkansas Public Employees Retirement System and group medical and life insurance. The position is graded SPC07, and the salary will be commensurate with experience within the range for that grade.

To be considered, applicants must submit a cover letter, resume, and three professional references via email to Shumeka Young at SCCareers@arcourts.gov. Applications will be accepted until the position is filled.