

Library Resources Manager

Library Department

Summary:

This senior management position in the Firm's Library organization will be responsible for managing digital resources and integrated library systems, leading a team, and working closely with other members of Firm management to ensure that the Library meets the current and emerging information resource needs of the Firm and its clients.

[Apply](#)

Qualifications:

- BA or BS degree from an accredited college or university is required, with graduate work/degree preferred; an MLS from an accredited graduate Library or Information Resources program strongly preferred.
- Minimum 5 years' experience in law library resource management in an Am Law 100 firm or similar environment with progressive increase in management responsibilities.
- Thorough understanding of print and electronic resources used by global law firms.
- Experience managing an integrated library system (e.g. EOS), and knowledge of electronic resource management systems (e.g., Research Monitor or Onelog).
- Ability to use, adapt and apply innovative technologies and workflows.
- Ability to analyze and interpret information from a variety of sources, apply critical and creative thinking to develop resource strategies and solutions to complex issues.

Duties and Responsibilities:

- Manage Firmwide library resource operations including electronic resource management technologies, integrated library and related systems, budgeting, and print collection.
- Manage and develop the Library's resource operations and systems team.
- Coordinate with the Director to acquire, renew, license, and evaluate digital content, ensuring alignment with the firm's guidelines and budget.
- Ensure effective management and utilization of digital resources including access and authentication methods such as IP, password, and SAML.
- Assist the Director and others to produce the annual budget for all resource subscriptions. Track, monitor, and analyze library expenditure and usage analytics to assist in collection management and budgeting strategies.
- Provide effective administration of the integrated library system and library catalog, as well as our digital resource monitoring system, including data integrity, maintenance, and functionality.
- Collaborate with the Director and Research Manager on strategic planning for implementing innovative technologies including data integration and workflow solutions to increase the accessibility, utilization, and discovery of research resources.
- Oversee the Library's accounts payable workflows and interface with the Firm's accounting systems and staff.
- Liaise with IT and/or vendors' technical staff to address issues related to access and functionality of the Library's digital resource systems; assist with evaluation, testing, and system upgrades.
- Stay abreast of developments across legal technology, tools, and research/KM resources for consideration to enhance, supplement or replace legacy resources or processes.

Qualifications (continued):

- Exhibit excellent communication, organizational, and interpersonal skills.
- Proficiency in Microsoft Office and other modern law firm productivity software tools.

Duties and Responsibilities (continued):

- Coordinate with the Director and others to ensure maintenance and continued development of the Library's intranet content.
- Lead or assist with other projects as needed.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Status: Exempt

Reports To: Director of Library Services

Workplace Type: Hybrid

Salary range is \$135,000 - \$180,000 based on experience level and location.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>

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Covington will consider qualified applicants with arrest or conviction records for employment in accordance with applicable laws, including the California Fair Chance Act, the Los Angeles Fair Chance Initiative for Hiring Fair Chance Ordinance, the Los Angeles County Fair Chance Ordinance, and the San Francisco Fair Chance Ordinance.