

**UNITED STATES COURT OF APPEALS
FOR THE EIGHTH CIRCUIT
NOTICE OF VACANCY**

POSITION: Circuit Librarian, United States Court of Appeals, Eighth Circuit

Salary Range: **JSP 14-16:(\$97,657 - \$167,000)** Pay will be set based on experience and current salary, pursuant to regulations.

Closing Date: Open until filled - To ensure consideration, submit required application documents by **December 15, 2014**.

Location: St. Louis, Missouri

Position Description

The Circuit Librarian position is an executive position that is responsible for the administration of the library program and related services for the federal judges of the United States Courts in the Eighth Circuit. The Eighth Circuit library program serves the judges and all court personnel in the states of Arkansas, Iowa, Minnesota, Missouri, Nebraska, North Dakota and South Dakota. In addition to the Library Headquarters, there are seven staffed branch libraries throughout the Circuit. The circuit librarian will be stationed at the main library in St. Louis, Missouri.

Position overview:

The Circuit Librarian manages a staff of professional, administrative and technical employees. Responsibilities include long-range strategic planning; outreach, policy and budget development and implementation, personnel administration, library automation, development and delivery of electronic tools and resources, acquisition of legal subscriptions and publications; planning and manage library space and facilities; overseeing the provision of legal research in all information formats; and training library users in all research sources.

REQUIREMENTS:

Applicants must have an MLS/MLIS from an ALA accredited library school. A J.D. from an ABA-accredited law school is preferred. A minimum of seven years of legal library experience is required, including five years of supervisory and management experience. Comprehensive understanding of library operations and systems, management concepts, and legal research are required. The librarian must be able to foster effective working relationships, and integrate current and future technologies. Excellent analytical, organizational, interpersonal, oral and written communication skills and a customer-service orientation are essential.

APPLICATION PROCEDURES:

Submit cover letter, resume and salary history at 8thCircEmployment@ca8.uscourts.gov
attention:

Millie Adams
Circuit Executive
United States Courts, Eighth Circuit
111 S. 10th Street Suite 26.325
St. Louis, Missouri 63102

The selected applicant must undergo a background check.

The person selected will serve at the pleasure of the Court.

The Eighth Circuit is an Equal Opportunity Employer.