



LA Law Library

invites your interest in the position of

Executive Director



Recruitment Services Provided by Ralph Andersen & Associates

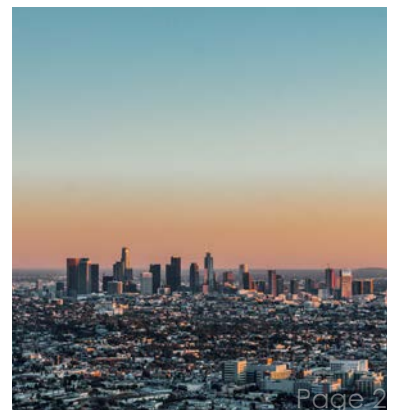
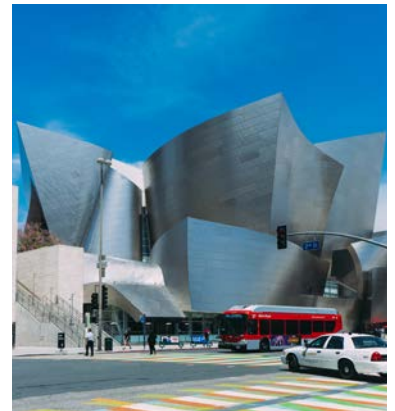
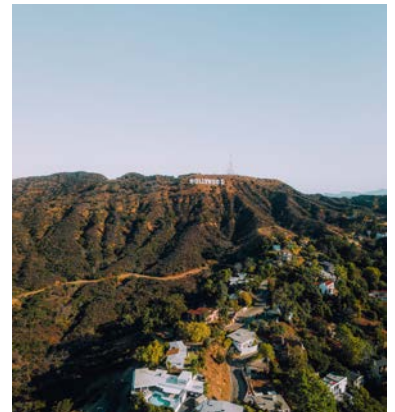
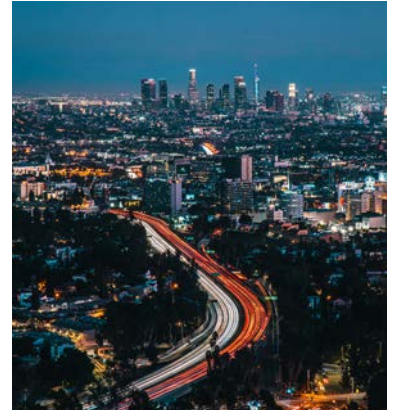
AN OUTSTANDING OPPORTUNITY

LA Law Library (LALL) is seeking an exceptional and dynamic leader to serve as Executive Director (ED). This top management professional will oversee and administer operations, supported by a dedicated staff. The Executive Director reports to the Board of Trustees and is responsible for continuing the success of this 132-year-old institution, leading, developing, and implementing programs and initiatives as well as advocating for funding and legislation for the benefit of County Law Libraries throughout the state. The successful candidate will be an engaging and dynamic communicator, telling the story of the Library and its patrons and, also frequently interacting with legislators, stakeholders, and partner agencies, as well as attorneys in private practice and law firms. Most importantly, the next ED will have a passion for and focus on Access to Justice for vulnerable and underserved populations.

STATS AND FACTS

- On an annual basis, LALL receives more than 100,000 visits and offers more than 600 classes and workshops.
- LA Law Library's Collection occupies more than 35 miles of shelving.
- LALL holds copies of every United-Nations-approved treaty in the world and the laws of nearly every nation on earth.

This exciting career opportunity is the result of the upcoming retirement of Ms. Sandra Levin in December 2023, who has served in this role for nearly 11 years.



OVERVIEW OF LA LAW LIBRARY

LA Law Library was founded in 1891 by local attorneys seeking to assist the legal community with research resources. Many changes have occurred in the intervening 132 years. A state-of-the-art collection of both Federal, State, and International resource materials (one million volume equivalents) currently operating in thirteen county wide locations, open to the legal community and the public seeking assistance. The Library serves over 100,000 patrons annually by being not merely a building full of books, but a vibrant, welcoming place for research, education, and assistance for all who seek legal information, regardless of background, income, or education. Judges, attorneys, and individuals interested in representing themselves utilize the Library. No fees are charged for access to legal information and basic services. LALL staff help each patron obtain legal information, forms, examples, and explanations on topic and at a comprehension level suitable to the education and understanding of the individual. Library staff also produce and coordinate videos, classes, and workshops on navigating the legal systems and arrange for volunteer attorneys and legal aid organizations to provide clinics and individual direction. Library staff also give referrals to pro bono services and community agencies to further support the patrons.

The Library's headquarters in downtown Los Angeles is within walking distance of federal and state courthouses, and is in the heart of Los Angeles' cosmopolitan arts and cultural communities.

For more information about LA Law Library, view lalawlibrary.org.



MISSION AND VISION

MISSION:

LA Law Library proactively supports people's needs in a dynamic global environment, acting as the curator and cultivator of a superior collection of legal resources, a gateway to legal information and a navigator facilitating access to the legal system.

VISION:

LA Law Library is a vibrant community education center in Los Angeles County and a leader in providing public access to legal knowledge, putting national and international sources of law into the hands of those seeking legal information.





GOVERNANCE STRUCTURE

Although the formal name of this organization includes “County,” it is not a division or department of Los Angeles County. Since the beginning of the Library in 1891, it has not been a part of any other government agency. Instead, it operates under the California Business and Professions Code, Section 6300 et seq. as an independent public agency and represents the community it serves, both legal and public. The Law Library derives its income primarily from a portion of the filing fees paid by parties to civil litigation in the Superior Court of Los Angeles County. Additional funding is received from the state Legislature, parking and class revenue, grants and the “Friends of the Library”. Partnerships, both operational and financial, are critical to the stability and future of the Library.

A seven-member Board of Trustees sets policy and appoints the Executive Director. The Board consists of five judges appointed by the Superior Court of Los Angeles County and two attorneys appointed by the Los Angeles County Board of Supervisors. The Executive Director is hired by and reports to the Board. The Executive Director is an at-will employee serving at the pleasure of the Board.

OPPORTUNITIES, CHALLENGES, AND PRIORITIES

Working under the policy direction of the Board of Directors and in support of the constituents served, the next Executive Director will lead LA Law Library through a variety of opportunities, challenges and priorities as follows:

- Exploring new funding sources and building on current relationships and developing new partnerships to expand community presence and patron service levels;
- Staying abreast of changing landscapes in the legal and self-help fields;
- Creating and administering a long-range, strategic plan for the future of LALL, including potential new locations and infrastructure;
- Incorporating innovation and planning into daily and long-term operations to deliver state of the art information and respond to a vast range of legal questions and issues from a diverse group of patrons;
- Pivoting the organization nimbly and effectively to address new requirements and challenges, while also seizing new opportunities;
- Analyzing users' needs to assure up-to-date information is delivered;
- Promoting diversity and inclusion to continually provide better access, new programs and collections that accurately and authentically reflect the cultural perspectives and needs of the diverse communities served;
- Facility upgrades and repairs at the Main Branch;
- Assuring financial stability for the future through supplemental state funding, fee-for-service opportunities, grants, and gifts;
- Implementing a strategic communication plan to raise awareness and involvement in local, statewide, and national communities;
- Assuring compliance with regulatory requirements and managing operational risk; and
- Continually evolving the organizational structure to enable and support change, growth, and expansion.

OVERVIEW OF POSITION RESPONSIBILITIES

The Executive Director reports to the Board of Trustees and is responsible for a budget of \$9.6M and oversight of a team of 55 staff members who together uphold the vision, mission, goals, and objectives of the Library.

The ED will:

- Be the primary spokesperson for the Library, telling the Library's story and building relationships in the wide spectrum of the Library's sphere of influence;
- Work with the Board of Trustees and partners to assure the long-term financial stability of the Library;
- Continue to develop the Library as a community hub for free legal information and support to those who cannot afford or obtain legal representation;
- Maintain facilities at the highest-level possible including addressing maintenance needs and space requirements for Staff and Collections;
- Continue to deliver smooth and seamless services at the Library, branches, and all partnership locations; and
- Continue building collaborative relationships with legal aid organizations, public libraries, law schools, bar associations, and law firms in the Los Angeles area, state-wide, and nationally.

Because of its wide range of resources, the LA Law Library intersects with other regional, national, and international law library communities, legal professionals, and researchers.

IDEAL CANDIDATE

Outstanding leadership and management qualities are required of this top professional. The selected Executive Director will bring an inclusive and collaborative management style to provide leadership, direction, and technical expertise to the staff of the Library. The new Executive Director will have exceptionally strong communication and relationship-building skills. The Executive Director will also have a commitment to the critically important concepts of access to justice, diversity, equity, and inclusion for all who seek LALL services.

This strategic leader is also expected to set high standards of excellence both personally and professionally, and display excitement and genuine interest in the mission of the Library.

Importantly, this top candidate will be an innovative, collaborative leader with outstanding communication skills willing to work with an array of partners to take the Library to the next level.

DESIRED QUALIFICATIONS

Education and Experience: Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Education:** MLIS, MBA, or advanced degree in law, judicial administration, business, economics, marketing, or communications.
- **Experience:** Minimum of seven (7) years of demonstrated organization and management of business, firm, or law library programs.

Preferred Education and Experience:

- Familiarity with laws and practices pertaining to public agencies, such as Public Records Act, Brown Act, and employment laws.
- Skills in preparing and presenting management and technical reports, budgets, and other presentations.
- Ability to work a varied schedule as required, including travel.
- Prior experience in law libraries or the legal field.



COMPENSATION

The annual salary range for this position is \$200,000 to \$225,000. Placement within the range is dependent upon experience and qualifications.

LA Law Library offers an attractive benefits package, the central provisions of which are:

- **Retirement (Defined Benefit Plan):** For employees who were Classic Members of California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12 and have not been separated from service from such agency for six months or more, the retirement benefit is 2.5% @ age 55; highest single year compensation. For employees who are new or PEPRA Members, the retirement benefit is 2% at age 62 (or 2.5% @ 67); highest consecutive 3-year compensation.
- **Leave Benefits:** Includes vacation leave, sick leave, bereavement leave.
- **Holidays:** 14 paid state holidays.
- **Health Insurance:** LA Law Library offers a choice of multiple health insurance plans and contributes up to \$1,150 per month for employee and dependent coverage.
- **Life Insurance:** LA Law Library provides \$25,000 Basic Term Life for all eligible employees.
- **Flexible Spending Account:** LA Law Library offers a Health Care and Dependent Care Flexible Spending Plan up to the maximum IRS limit, with carryover options.
- **Dental and Vision:** LA Law Library offers both dental and vision insurance and pays the full cost of premiums for employees plus half the additional cost for dependents.
- **457 Voluntary Savings Plan:** LA Law Library offers a voluntary savings program that allows employees to defer income on a pre-tax basis.
- **TMP/Parking:** LA Law Library offers free on-site parking at the Main library and a 50% transportation allowance up to \$130/month, for those who use public transportation.
- **Misc.:** LA Law Library supports professional development activities, continuing education, training related to job duties and associated travel expenses.

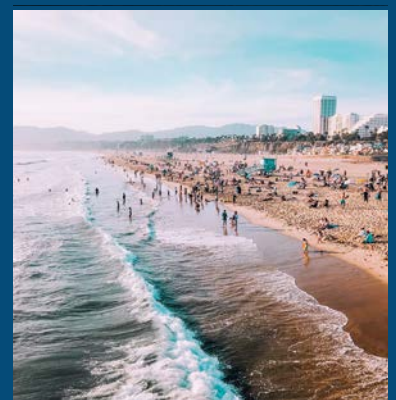
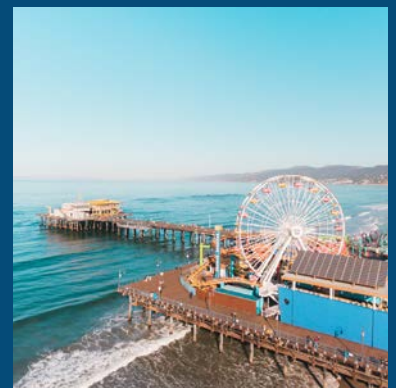
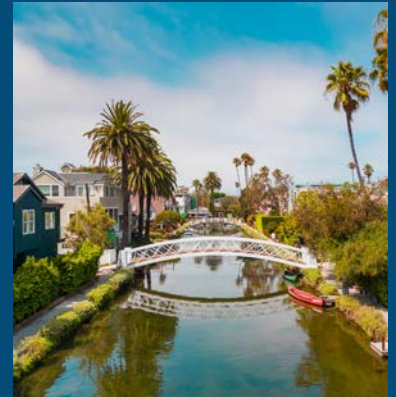


To Apply

If you are interested in this outstanding opportunity, please submit a comprehensive resume and compelling cover letter to apply@ralphandersen.com. Resumes received prior to **Monday, July 24, 2023** will receive first consideration. This recruitment will remain open until a final selection and offer has been made and accepted. Ralph Andersen & Associates will conduct preliminary screening interviews as submittals are received. Only the most highly qualified candidates will be invited for an interview. Interviews are anticipated to take place in August. Round #1 may be done via video with Finalist Interviews (Round #2) done in-person. Final selection and background/reference checks will immediately follow. The new Executive Director will begin late Fall of 2023 **or** at a mutually agreed upon date. This tentative schedule will allow for overlap with the outgoing Executive Director.

Confidential inquiries should be directed to Heather Renschler, Ralph Andersen & Associates, at (916) 630-4900 or request an appointment to discuss further by contacting scheduling@ralphandersen.com.

LA Law Library is an equal opportunity employer. It does not discriminate against qualified employees or applicants based on race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information, or any other characteristic protected by applicable state or federal law. Equal employment opportunity will be extended to all persons in all terms and conditions of employment.



www.lalawlibrary.org