Job Description
Associate Dean and Director, Biddle Law Library

Position Summary

Penn Law is one of the nation’s oldest and most distinguished law schools. The School offers a unique approach, incorporating cross-disciplinary legal education and a distinctly collaborative environment to enrich student learning and scholarly depth and breadth. The resulting intellectual opportunities and renowned internal culture of collegiality bridge traditional boundaries and disciplines, making Penn Law an extraordinarily supportive academic community for its scholars and students alike.

The Associate Dean and Director of the Biddle Law Library is the principal architect of the Library’s engagement within and throughout this rich scholarly learning community. The Associate Dean and Director serves as the Biddle Law Library's chief administrative officer, ensuring broad and deep support of the research, educational, and information needs of the faculty, students, and staff at the University of Pennsylvania Law School.

Penn Law has a full-time faculty of 65, approximately 750 JD students, 115 LLM students, SJD candidates, and a growing number of students in the Master in Law program. The library staff includes 14 professional librarians (including the director), 14 support staff members, the library’s business administrator, and an empirical research fellow. The library has a very strong collection that strategically blends digital and print materials.

Reporting directly to the Dean of the Law School, the Associate Dean and Director of the Biddle Law Library has the following responsibilities:

Exceptional Reference and Research Services
- Ensure a service-oriented approach to providing meaningful reference, research, and empirical methods support to the intellectually diverse, prolific, and rigorous Penn Law faculty,
- Maintain reference services for Penn Law students and other student members of the Penn community,
- Develop and implement reference services for other Biddle Law Library patrons.

Pedagogical Links throughout the Curriculum
- Envision and oversee the Library’s role in extensive educational programming, both in creation and delivery of for-credit and non-credit courses across all law school programs and in support of faculty pedagogy,
- Engineer librarian participation in the Legal Practice Skills program,
- If desired and appropriate, the Associate Dean and Director has the opportunity to teach in the Legal Practice Skills program and in the upper level program.

Developing the Collection
- Oversee the selection and acquisition of all resources, ensuring a vibrant collection blending digital and print resources that match the inter-disciplinary strengths of Penn Law faculty and student scholars,
- Establish evaluation systems for the deployment of technological resources, shared resources, and other innovative collection methodologies,
- Keep current and informed about library technologies and systems to ensure their apt deployment at Penn Law,
- Actively maintain relations with external organizations and libraries, including LIPA and NELLCO, to promote collaborative collection development and preservation.

Managerial
- Develop and oversee the professional development of the Biddle Law Library staff,
- Directly manage the library's four associate directors, the business administrator, the office manager, and the empirical research fellow; ensure excellent management of all Library staff by relevant managers by modeling clear and replicable management approaches,
- Develop and implement the Biddle Law Library budget ($5.1 million in FY19),
- Oversee the Biddle Law Library physical plant, ensuring its support of the Library's pedagogical, research, and service goals as well as its continued integration into the life of Penn Law,
- Oversee the stewardship of departmental resources.

Institutional
- Provide research support to all Penn Law departments, creatively enhancing the provision of services throughout the enterprise,
- Represent Penn Law to a host of internal and external constituencies, including at a variety of live and taped presentations to large audiences such as at Admitted Students Weekend and Orientation,
- Provide strategic reports to University colleagues, the faculty, the Law School's Board of Overseers, and other audiences as requested,
- Foster relationships with external supporters including alumni donors and institutional supporters of the library’s unique archival collections,
- Serve in a central role in Penn Law's strategic planning, as a member of the Directors’ Group and individually, contributing innovative ideas to the Dean and to colleagues on ways to achieve Penn Law’s ambitious goals and how Biddle Law Library will support those goals.
Qualifications:

Candidates will ideally have a J.D. from an ABA accredited law school alongside a graduate degree in library science and/or substantial experience in library administration. Candidates must demonstrate the ability to manage a complex organization, including planning, goal-setting, budget and financial management, and supervisory and human relations skills; an understanding of the innovative and enhanced role law libraries play in legal education; a history of outstanding service to all parts of a law school; the ability to work in a collaborative environmental that fosters cross-departmental endeavors to advance the goals of the law school. We seek candidates with a strong understanding of the academic publishing environment and its challenges, as well as demonstrated expertise in information technology. We prefer candidates with experience building and delivering courses and strong records as teachers.

To apply: [http://jobs.hr.upenn.edu/postings/41332](http://jobs.hr.upenn.edu/postings/41332)

Applications will be viewed on a rolling basis as they are received with the expectation of initial screening interviews being conducted in January 2019. The position is available July 1, 2019.

The University of Pennsylvania and its Law School are equal opportunity employers.