

## **Technical Services Librarian Detroit, Michigan**

Miller Canfield, Michigan's most established and entrepreneurial law firm, is seeking an experienced and innovative full-time Technical Services Librarian. The Library Services Department supports six offices in Michigan and outer offices in Chicago, Cincinnati, Cleveland, Washington DC and various outreaches throughout the United States and internationally, including Canada, Poland, China and Qatar.

The candidate must demonstrate a successful track record of sound decision-making as well as adhere to detailed instructions. He/she must be a self-starter who can work independently with minimal supervision, resourceful and assertive.

### **Duties & Responsibilities:**

- Catalogs all material
- Maintains the library databases, including updating the department's Intranet site
- Serves as liaison to the outer office library clerks necessitating occasional travel to other Michigan offices
- Provides minimal information resource training for the staff, as necessary.
- Electronically prepares for submission vendor invoices for certain accounts
- Reviews and verifies accuracy of records within the Sydney Enterprise ILS system
- Maintains attorney routing and distribution lists
- Updates cancellations of resources and spreadsheet of costs
- Runs quarterly claims and annual renewals reports, as well as modify records based on these reports
- Undertakes special projects and ad hoc reports as needed/requested
- Orders library supplies for all office libraries as needed
- Assists with other department activities and performs additional duties and responsibilities as assigned
- Participates in appropriate mandatory training as necessary

### **Qualifications & Prior Experience:**

- Master's Degree in Library and Information Science from an ALA-accredited institution
- Minimum 3+ years' of progressive experience as a Technical Services Librarian, preferably in a law firm and/or corporate setting
- Sydney Enterprise (ILS), SharePoint and ACCESS experience preferred
- Computer proficiency in Windows-based software and Microsoft Office Suite applications required, including Word, PowerPoint, Excel, Outlook, Windows 10, Office 365, iManage-Work10, with the ability to learn new software applications quickly
- Demonstrated ability to communicate effectively through speaking, writing and presenting
- Strong organizational and analytical skills
- Some proficiency with Westlaw and other legal databases and resources

### **Skills & Competencies:**

- High attention to detail, outstanding organizational skills and the ability to manage time effectively
- Ability to establish and maintain effective working relationships with all levels of the organization and collaborate well in a team
- Excellent interpersonal and communication skills (oral and written), professional demeanor and presentation
- Ability to work under pressure to meet strict deadlines, effectively prioritize multiple tasks, as well as shift priorities and manage change with a positive outcome
- Strong problem-solving skills, takes initiative and uses good judgment, excellent follow-up skills
- Seeks innovative ways in which to help others

**Salary & Benefits:** Salary and rank commensurate with education and experience. Miller Canfield offers an excellent benefits package, including medical, dental, vision, disability and life insurance; a 401(k) program; and a health and wellness commitment.

Interested applicants should send their cover letter and resume to [resumes@millercafield.com](mailto:resumes@millercafield.com). Miller Canfield is an Equal Opportunity Employer committed to a diverse work force.

