

**POSITION PROFILE**  
**EXECUTIVE LAW LIBRARIAN**  
**COOK COUNTY, ILLINOIS GOVERNMENT**



**COOK COUNTY**  
**OFFICES**  

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**UNDER THE**  
**PRESIDENT**

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January 2024

## POSITION PROFILE

POSITION: Executive Law Librarian

DEPARTMENT: Law Library

REPORTS TO: Chief Administration Officer

SALARY: \$114,750 - \$140,250

HOW TO APPLY: **Please submit a Resume and Cover letter to [Shakmanexemptapplications@cookcountyil.gov](mailto:Shakmanexemptapplications@cookcountyil.gov)**

## OVERVIEW

The Cook County Law Library is seeking an Executive Law Librarian to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

## WHY PURSUE A CAREER WITH COOK COUNTY?

In addition to providing employees with a challenging, rewarding environment for career and personal growth, we are proud to also offer some of the best benefits in the public sphere, including:

- Top Tier Medical Benefits: [Medical Plans](#), [Prescription Drug Benefit](#), [Dental Plans](#), [Vision Plan](#) and [7 Additional voluntary benefit plans](#)
- Flexible Teleworking Options
- Generous, Flexible Paid Time Off (13 paid designated holidays; Minimum of 10 vacation days annually; Up to 4 personal days annually; and Paid sick leave)
- [Pension Plan](#)
- Financial Support Programs and Resources: [Life Insurance](#), [Flexible Spending Accounts](#) – Dependent Day Care, [Commuter Benefits](#), Discounted Parking, PSLF Eligibility, [Deferred Compensation](#) and Education Tuition Stipend
- Health/Wellness Perks: [Flexible Spending Accounts-Health Care](#), [Employee Assistance Program](#) and [MyHealth Connections wellness program](#).

Please review carefully the [Employee Benefits](#) page.

**YOUR  
IDEAS.  
YOUR  
PURPOSE.  
YOUR  
CAREER.  
COOK  
COUNTY.**



COOK COUNTY  
OFFICES  
UNDER THE  
PRESIDENT

Chad G.  
Cook County Employee



For benefits questions contact Risk Management at 312-603-6385 or email [risk.mgmt@cookcountyil.gov](mailto:risk.mgmt@cookcountyil.gov).

### **SNAPSHOT OF COOK COUNTY:**

- Serves 5.28 million residents of Chicago and its inner suburbs.
  - 2nd largest county in America
  - Larger than 27 states
- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
  - Nearly 80% unionized workforce
  - 15 unions were represented.
  - 63 separate collective bargaining agreements
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas, and municipalities.

### **LOCATION:**

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants, and plenty of shopping! In addition, Chicago bicyclists by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorists, and bicycle share rentals and local bike lanes for bicyclists.

### **ROLE SUMMARY**

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Under the general direction of the Cook County Board President, serves as the department head for the Cook County Law Library to ensure that legal services are provided to members of the Bench, Bar, and the public. Responsible for the implementation and development of the overall objectives, policies, and procedures. Develops and coordinates programs for new or revised services. Facilitates and supervises the selection and training of personnel. Oversees the preparation and execution of the Law Library budget. Serves as representative for the Law Library in professional associations and other organizations.

### **KEY RESPONSIBILITIES AND DUTIES:**

Serves as the Cook County Law Library Department Head. Responsible for the implementation and development of the overall objectives, policies, and procedures for the Law Library.

Plans, organizes, and directs all activities concerned with the administration and operation of the library.

Develops and coordinates programs for new or revised services to meet the changing needs of the legal community to provide for the timely dissemination of accurate and current legal information.

Facilitates and supervises the selection and training of personnel. Hire, train and direct all employees to maintain a consistent quality of service for the patrons of the Law Library. Final authority on disciplinary matters related to employees of the Law Library.

Oversees the preparation of executive of the Law Library budget. Monitors the accuracy and timeliness of budget preparation as well as coordinate acquisition of materials and payment for services provided to the Law Library. Approves payroll sheets, requisitions, and determines appropriateness of major purchases to meet the operational needs of the department.

Serves as representative for the Law Library in professional associations and other organizations. Instructs and directs the public to the services provided by the Law Library. Observes and evaluates “cutting edge” technology, provided and/or used by other institutions to determine its effectiveness within the Cook County Law Library system.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the law and library administration. Extensive knowledge of policies and procedures of Library Management. Ability to make policy recommendations. Ability to develop, coordinate and implement programmatic changes.

Ability to prepare departmental budget and allocations of funds and maintain the department operation under budgetary constraints.

Extensive knowledge and understanding of legal bibliography. Must possess thorough knowledge of legal systems of law and legal reference work with emphasis on laws of the United States.

Good interpersonal relation skills. Must be able to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Must be able to demonstrate good administrative and supervisory skills. Ability to communicate effectively verbally and in writing.

Possession of excellent writing skills; ability to articulate through written documents. Excellent organizational skills.

Possess the ability to institute problem solving techniques in diverse and sometimes emotional situations. Ability to manage multiple projects effectively.

Skilled in Lexis/Nexis, Westlaw, Work Perfect and Microsoft Windows.

### **MINIMUM QUALIFICATIONS:**

Graduation from an accredited college or university with a bachelor’s degree, PLUS a minimum of three (3) years professional Law Library experience **OR**, an equivalent combination of professional work experience, training, and education.

### **PREFERRED QUALIFICATIONS:**

Graduation from an accredited School of Law with a Juris Doctorate.

Master’s degree in library science from an institution accredited by the American Library Association.

Five (5) years or more of professional experience as a Law Librarian.

Prior supervisory or managerial work experience.

## PHYSICAL REQUIREMENTS:

### **Sedentary Work**

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**

## EMPLOYMENT TERMS

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**POST OFFER TESTING:** This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.

**COVID-19 VACCINATION POLICY:** Pursuant to Executive Order 2021-1 and Cook County's Mandatory COVID-19 Vaccination Policy, the selected candidate will be required to either submit proof of full vaccination or a request for reasonable accommodation prior to the start of employment. Please click the following hyperlinks for the full text of [Executive Order 2021-1](#) and the [Cook County's Mandatory COVID-19 Vaccination Policy](#).

**RESIDENCY REQUIREMENT:** Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman Exempt Position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.