

2017 INALJ Jobs

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[Sponsored jobs](#) * [USA jobs](#) * [Canada jobs](#) * [International \(other\) jobs](#)

SPONSORED

[Information, Research, and Instruction Librarian](#) / Health Sciences & Human Services Library / University of Maryland, Baltimore / Baltimore, MD / Apply by **9/1**

[Area Manager](#) – Prince George’s County Memorial Library System (PGCMLS) / Southern Maryland, Prince George’s County / MD / Apply by **8/3**

[Manager, Presales and User Services, OCLC Asia Pacific](#) / OCLC / Dublin, OH

[Director of Library Services](#) / North Bend Public Library / North Bend, OR / Apply by **8/4** / [for more info click here](#)

USA

USA – Virtual Work

to find more sites to job hunt at in the virtual sphere check out INALJ Telework/ Virtual home page: http://inalj.com/?page_id=56476

Alabama

to find more sites to job hunt at in AL check out INALJ Alabama home page: http://inalj.com/?page_id=56451

Alaska

to find more sites to job hunt at in AK check out INALJ Alaska home page: http://inalj.com/?page_id=56453

Arizona

to find more sites to job hunt at in AZ check out INALJ Arizona home page: http://inalj.com/?page_id=56455

[Library Assistant](#) / City of Scottsdale AZ

[News Content Program Manager](#) / State of Arizona / Phoenix, AZ / Apply by 8/1

[Justice System Manager](#) / Law Library Resource Center / Phoenix, AZ / Apply by 7/24

[Librarian](#) / Northern Arizona University - Yuma / Yuma, AZ

Arkansas

to find more sites to job hunt at in AR check out INALJ Arkansas home page: http://inalj.com/?page_id=56457

[Engineering Librarian](#) / University of Arkansas / Fayetteville, AR / Apply by 8/8

California

to find more sites to job hunt at in CA check out INALJ California home page: http://inalj.com/?page_id=104060

RESEARCH & INFORMATION OPERATIONS SPECIALIST I (ELECTRONIC SERVICES) LAW FIRM / Pro Libra / WV, NY, SF, LA or DC / Our client currently has an excellent opportunity for an R&I Operations Specialist. Again in 2017 one of the Fortune 100 best companies to work for, the annual list that recognizes companies with extraordinary workplace cultures. Responsibilities: The R&I Operations Specialist is primarily responsible for facilitating and improving access to and control over the firm's electronic information resources. The R&I Operations Specialist will enhance attorney and staff ability to utilize practice-specific resources using numerous methods, including training and the development and promotion of electronic finding aids like intranet portal pages and the library catalog. The Operations Specialist will also assist the R&I department in the management and oversight of information resources by identifying and implementing process efficiencies, supporting specialized databases, and generating a variety of customized reports. Provides access to and awareness of practice-specific resources, using the library catalog and other discovery tools as appropriate. Coordinates all activities having to do with the library's automated system, including maintaining and supporting catalog integrity, user interface, and improving software functionality. Gather, maintain and report metrics (including usage) from integrated library system and research tracking software. Craft, edit, and updates standardized cataloging records for electronic, and Internet resources. Works with global R&I team to continuously update and enhance the department's internal web portal and firm intranet site. Troubleshoots online access and technical issues; assists with administration of firm-wide contracts, password administration, cost recovery and analysis of database usage. Maintain effective relations with the providers of the firm's electronic resources. Assist with preparing training for R&I staff on online subscription resources and the library automated system, including creating customized training guides and setting up trials of new online resources. Assist with accurate and updated documentation of electronic services processes. Qualifications: M.L.S., M.L.I.S. or equivalent from ALA-accredited school preferred or a demonstrated equivalent combination of education and experience. 1-3 years experience, preferably in a law firm library; experience in electronic services or technical services desired. Knowledge of legal research resources and online databases. Demonstrated expertise with integrated library systems Knowledge of Library technical services operations, such as LC cataloging practices, serials and continuations, preferably in the legal field. Experience cataloging legal materials, using OCLC, knowledge of AACR2, MARC format and LC classification. Competency with Windows based software (Word, Excel, PowerPoint) required. Skills in web design including HTML coding and SharePoint, and a programming/scripting language preferred. Excellent project management and organizational skills. Strong analytical and problem solving abilities. Demonstrated ability to train preferred. High quality interpersonal, oral and written communications skills. Strong customer service principles and practices. Motivated, can-do individual. send your resume and cover letter to: Angela Dzikowski, Pro Libra Associates adzikowski@prolibra.com 800-262-0070

[Deputy County Librarian](#) / Alameda County Library / Fremont, CA / Apply by **8/1**
[Coordinator Brandman University Library Services, Assistant Librarian](#) / Chapman University / Orange, CA
[Front Desk & Imaging Library Assistant](#) / University of California San Francisco Medical Center / San Francisco, CA
[Library Public Services Assistant](#) / Woodbury University / Burbank, CA
[Part-time Librarian](#) / County of Contra Costa, California / Contra Costa County, CA / Apply by **7/28**
[Assistant to the Director](#) / San Jose Public Library / San Jose, CA / Apply by **7/31**
[Records Specialist](#) / Inland Empire Utilities Agency / Chino, CA / Apply by **7/28**
[Coordinator, Sales Planning & Product Management](#) / NBCUniversal / Universal City, CA
[Administrative Assistant](#) - University Libraries-Azusa Pacific University - Azusa, CA
[Library Assistant](#) / University of San Francisco / San Francisco, CA
[User Experience Researcher](#) / Facebook / Menlo Park, CA
[Librarian](#) / San Quentin State Prison / San Quentin, CA / Apply by **7/31**
[Librarian](#) / West Coast University / Los Angeles, CA
[Librarian](#) / Rio Hondo Community College / Whittier, CA / Apply by **8/12**
[Digital Asset Management Coordinator](#) / Applied Medical Resources Corporation / Rancho Santa Margarita, CA
[Learning and Technology Resources Center Supervisor](#) / Grossmont College / El Cajon, CA
[Archives & Manuscripts Librarian](#) / Mills College / Oakland, CA
[Librarian](#) / San Diego Public Library / San Diego, CA / Apply by **8/4**

Colorado

to find more sites to job hunt at in CO check out INALJ Colorado home page: http://inalj.com/?page_id=56461

[Coordinator of Cataloging and Metadata Services](#) - University Libraries - University of Denver - Denver, CO

Connecticut

to find more sites to job hunt at in CT check out INALJ Connecticut home page: http://inalj.com/?page_id=56463

[Associate Director 2 / Dir of Communications](#) (reports to Library admin services) - Yale University - New Haven, CT
[Children's/Young Adult Librarian](#) / Bristol Public Library / Bristol, CT / Apply by **7/28**
[Part-time Library Assistant I / Guilford](#) Free Library / Guilford, CT / Apply **7/26**

Public Service Associate (Part-time)/The East Hampton Public Library / CT/ Closing Date: **8/4**/ seeks two enthusiastic, technology – oriented and highly organized public service oriented people. \$13 per hour. Includes evening and Saturday hours. Responsibilities include assisting patrons on the circulation and children’s desk, answering patron questions about computers, electronic devices and library materials and providing excellent customer service. Additional responsibilities may include planning and executing young adult programming and young adult collection development. Library experience preferred. Strong written, oral and computer skills essential. Applicants should submit a cover letter, resume and employment application to: Town of East Hampton, Department of Human Resources, 20 East High Street, East Hampton, Connecticut 06424. Or by email to Lisa Seymour, Human Resources Coordinator, lseymour@easthamptonct.gov

DC (Washington, DC)

to find more sites to job hunt at in DC check out INALJ DC home page: http://inalj.com/?page_id=56468

RESEARCH & INFORMATION OPERATIONS SPECIALIST I (ELECTRONIC SERVICES) LAW FIRM / Pro Libra / WV, NY, SF, LA or DC / Our client currently has an excellent opportunity for an R&I Operations Specialist. Again in 2017 one of the Fortune 100 best companies to work for, the annual list that recognizes companies with extraordinary workplace cultures. Responsibilities: The R&I Operations Specialist is primarily responsible for facilitating and improving access to and control over the firm's electronic information resources. The R&I Operations Specialist will enhance attorney and staff ability to utilize practice-specific resources using numerous methods, including training and the development and promotion of electronic finding aids like intranet portal pages and the library catalog. The Operations Specialist will also assist the R&I department in the management and oversight of information resources by identifying and implementing process efficiencies, supporting specialized databases, and generating a variety of customized reports. Provides access to and awareness of practice-specific resources, using the library catalog and other discovery tools as appropriate. Coordinates all activities having to do with the library's automated system, including maintaining and supporting catalog integrity, user interface, and improving software functionality. Gather, maintain and report metrics (including usage) from integrated library system and research tracking software. Craft, edit, and updates standardized cataloging records for electronic, and Internet resources. Works with global R&I team to continuously update and enhance the department's internal web portal and firm intranet site. Troubleshoots online access and technical issues; assists with administration of firm-wide contracts, password administration, cost recovery and analysis of database usage. Maintain effective relations with the providers of the firm's electronic resources. Assist with preparing training for R&I staff on online subscription resources and the library automated system, including creating customized training guides and setting up trials of new online resources. Assist with accurate and updated documentation of electronic services processes. Qualifications: M.L.S., M.L.I.S. or equivalent from ALA-accredited school preferred or a demonstrated equivalent combination of education and experience. 1-3 years experience, preferably in a law firm library; experience in electronic services or technical services desired. Knowledge of legal research resources and online databases. Demonstrated expertise with integrated library systems Knowledge of Library technical services operations, such as LC cataloging practices, serials and continuations, preferably in the legal field. Experience cataloging legal materials, using OCLC, knowledge of AACR2, MARC format and LC classification. Competency with Windows based software (Word, Excel, PowerPoint) required. Skills in web design including HTML coding and SharePoint, and a programming/scripting language preferred. Excellent project management and organizational skills. Strong analytical and problem solving abilities. Demonstrated ability to train preferred. High quality interpersonal, oral and written communications skills. Strong customer service principles and practices. Motivated, can-do individual. send your resume and cover letter to: Angela Dzikowski, Pro Libra Associates adzikowski@prolibra.com 800-262-0070

[Senior Librarian](#) - Research Center -The National Academies - Washington, DC

[Supervisory Librarian \(Chief, Digital Collections Management and Services\)](#)- Legislative Branch - Washington, DC

[Librarian \(Reference\)](#) / National Museum of African American History & Culture, Smithsonian / Washington, DC / Apply by 7/25

[Library Assistant](#) / Robert Half / Washington, DC

[Senior Library Technician](#) / LAC Federal / Washington, DC

Delaware

to find more sites to job hunt at in DE check out INALJ Delaware home page: http://inalj.com/?page_id=56466

Florida

to find more sites to job hunt at in FL check out INALJ Florida home page: http://inalj.com/?page_id=76843

[ASSOCIATE DEAN AND FACKLER DIRECTOR, HEALTH SCIENCE CENTER LIBRARIES](#) / University of Florida /Gainesville, Florida
[Administrative Assistant to Director of Library Services](#) / Eckerd College/ St. Petersburg, FL

[Associate Director of Learning Resources](#) / St. Petersburg College/ Clearwater, FL
[Digital Library of the Caribbean \(dLOC\) Program Assistant](#) / Florida International University/ Miami, FL/ Apply by **10/31**
[Director, Library](#) / Santa Fe College/ Gainesville, FL
[E-Learning Developer, Instructional Designer](#) / Florida State University/ Tallahassee, FL
[Emerging Technologies and Health Sciences Librarian](#) / Jacksonville University/ Jacksonville, FL
[Youth Services Librarian](#) / North Sarasota Library, Georgia Public Library Service/ Sarasota, FL / Apply by **8/4**
[Inter-library loan specialist](#) / Stetson University/ Deland, FL
[Librarian](#) / University of St. Augustine/ St. Augustine, FL
[Librarian Specialist](#) / State Library of Florida/ Tallahassee, FL / Apply by **7/25**
[Library Assistant](#) / Florida Southwestern State College/ Fort Myers, FL
[Library Assistant I](#) / Pasco County Government/ New Port Richey, FL/ Apply by **7/27**
[Library Assistant II](#) / Volusia County Government/ Deland, FL
[Library Coordinator 2](#) / University of Florida/ Gainesville, FL/ Apply by **8/15**
[Library Resource Development Assistant](#) / Florida International University/ Miami, FL/ Apply by **10/31**
[Library Specialist](#) / Martin County Government/ Stuart, FL
[Library Technical Assistant](#) / City of Lakeland/ Lakeland, FL
[Part-time E-Library Specialist](#) / City of Jacksonville/ Jacksonville, FL
[Pharmacy Liaison Librarian](#) / University of Florida/ Gainesville, FL / Apply by **8/31**
[Preservation & Collections Management Librarian](#) / Florida State University/ Tallahassee, FL
[Scientific and Technical Information Sr Associate Library Services](#) / Amgen/ Tampa, FL
[STEM Research and Learning Librarian](#) / Florida State University/ Tallahassee, FL/ Apply by **8/9**
[Teen Librarian](#) / Mandel Public Library of West Palm Beach / West Palm Beach, FL
[Preservation & Collections Management Librarian](#) / Florida State University/ Tallahassee, FL / Apply by **8/28**
[Assistant Librarian, Associate Librarian or Librarian-](#) University of Central Florida - Orlando, FL

Georgia

to find more sites to job hunt at in GA check out INALJ Georgia home page: http://inalj.com/?page_id=56472

[Library Assistant II](#) / Georgia Public Library Service / Atlanta, GA / Apply by **7/24**
[Children's Librarian](#) / Georgia Public Library Service / Columbus, GA

Hawaii

to find more sites to job hunt at in HI check out INALJ Hawaii home page: http://inalj.com/?page_id=56474

Idaho

to find more sites to job hunt at in ID check out INALJ Idaho home page: http://inalj.com/?page_id=56478

[Library Director](#) / Payette Public Library / Payette, ID / Apply by **8/4**

Illinois

to find more sites to job hunt at in IL check out INALJ Illinois home page: http://inalj.com/?page_id=56480

[Library Director](#): Palatine, IL

[Librarian I – Young Adult](#) / Evanston Public Library / Evanston, IL / Apply by 7/30

[Librarian](#) / The Art Institutes / Schaumburg, IL

[Medical Librarian AIM Chicago](#) / Anthem, Inc. / Chicago, IL

[Part-time Reference Librarian](#) / Adult Services, Batavia Public / Batavia, IL

[Medical Librarian](#) / Anthem / Chicago, IL

Indiana

to find more sites to job hunt at in IN check out INALJ Indiana home page: http://inalj.com/?page_id=56482

[Library Assistant V](#) / Purdue University / West Lafayette, IN

Iowa

to find more sites to job hunt at in IA check out INALJ Iowa home page: http://inalj.com/?page_id=56484

Kansas

to find more sites to job hunt at in KS check out INALJ Kansas home page: http://inalj.com/?page_id=56486

Kentucky

to find more sites to job hunt at in KY check out INALJ Kentucky home page: http://inalj.com/?page_id=56488

Louisiana

to find more sites to job hunt at in LA check out INALJ Louisiana home page: http://inalj.com/?page_id=56490

[Library Technician](#) / Tulane University / New Orleans, LA / Apply by 7/31

Maine

to find more sites to job hunt at in ME check out INALJ Maine home page: http://inalj.com/?page_id=56493

[Instructor, Science Reference Librarian](#) / University of Maine / Orono

Maryland

to find more sites to job hunt at in MD check out INALJ Maryland home page: http://inalj.com/?page_id=56495

Sponsored

[Information, Research, and Instruction Librarian](#) / Health Sciences & Human Services Library / University of Maryland, Baltimore / Baltimore, MD / Apply by **9/1**

[Area Manager](#) – Prince George’s County Memorial Library System (PGCMLS) / Southern Maryland, Prince George’s County / MD / Apply by **8/3**

Other jobs

[Library Associate–Generalist](#) / Frederick County Government / Middletown, MD / Apply by **7/31**

[Librarian III / Public Services Specialist](#) –Prince George’s County Memorial Library System (PGCMLS) / Largo, MD / Apply by **8/3**

[UX Researcher](#) / Geico/ Chevy Chase MD

[Data Catalog Librarian](#) / University of Maryland / Baltimore, MD

[Reference Librarian](#) / LAC Federal / Montgomery County, MD

[Archives Technician](#) / National Museum of the American Indian, Smithsonian / Suitland, MD / Apply by **8/2**

Massachusetts

to find more sites to job hunt at in MA check out INALJ Massachusetts home page: http://inalj.com/?page_id=56402

[Head Librarian of the Theology and Ministry Library](#) -Boston College - Boston, MA

[eResources & Systems Librarian](#) / Springfield Technical Community College / Springfield MA

[Visual Resources Librarian for Islamic Art & Architecture](#) / Harvard University / Cambridge, MA

Michigan

to find more sites to job hunt at in MI check out INALJ Michigan home page: http://inalj.com/?page_id=56497

[African Studies Librarian](#) / Michigan State University / East Lansing, MI / Apply by **8/30**

[Technical Services Assistant II](#) / Baldwin Public Library / Birmingham MI

Circulation Assistant I / Canton Public Library / Canton MI / Apply by **7/28 at 6pm** / Canton Public Library currently has a new position open with the Circulation Services Department (now through July 28, 2017.) Following are the main details of the position along with the Job description and requirements. Job Title: Circulation Assistant I Supervisor: Barb Gudenburr – Circulation Services Supervisor Starting Wage: \$12.00 – \$12.46 per hour Scheduled Hours: Twenty Five (25) hours per week (includes evening and weekend hours) Benefits: Prorated: Vacation time, Sick time and Holidays Apply to: Marian Nicholson, Department Head – Business Services Email: nicholsonm@cantonpl.org Application Deadline: 6:00 PM on Friday, July 28, 2017 Application packets must include: a cover letter, an official CPL employment application (available at cantonpl.org) and a resume. Only complete application packets (which include a current CPL

application form, resume and cover letter) received or postmarked by 6:00 PM on Friday, July 28, 2017 will be considered. Incomplete application packets will not be reviewed. POSITION SUMMARY Under the management of the Circulation Services Department Head, the Circulation Assistant provides direct and indirect service to library patrons at the public service desks; procures and processes items, articles and records from other libraries for the use of Canton residents; and is responsible for accurate and efficient check-in, reshelving, and retrieval of library materials. Due to the varied responsibilities, this position is differentiated by grade, based on job functions. Grades are described as Circulation Assistant I and Circulation Assistant II. The nature of the work requires evening and weekend hours. This position is classified as a regular part-time position and is non-exempt from overtime. PRIMARY DUTIES AND RESPONSIBILITIES CIRCULATION ASSISTANT I Respond to gate alarm when it sounds, following established procedures. · Greet patrons and answer directional questions. · Assist patrons in the use of printer/copier/scanners, low-vision magnifying devices, self-check stations and other equipment following established procedures. · Issue correct borrower's card or renew existing cards after determining eligibility and following established policies and procedures. · Explain to patrons the purchase and use of copy cards, and assist in their use. · Accurately and efficiently checkout materials to patrons following established procedures. · Collect and handle money, checks, and credit card transactions for payment of fines, fees, and other charges in accordance with library policies and guidelines. · Accurately and efficiently check in returned materials, following established procedures to ensure completeness and good condition of the items. Handle and resolve exceptions according to established practices and procedures. · Respond to patron questions regarding their library account, following established policies and procedures to select an appropriate solution and communicating options to the patron to resolve the situation. · Pack/unpack items for delivery following established procedures · Place items in correct location on hold shelves, appropriate carts, or other appropriate area, following established procedures. · Support Business Service Office or Security with Community Room usage. · Assist in other areas of Circulation Services performing duties of Circulation Assistants and Pages in all grades as needed. · Assist in opening or closing of library (specific shifts) · Contact patrons when items with multiple pieces have not been returned intact and follow through with established procedures to get materials back into circulation. · Refer patron queries and issues beyond the scope of authority to the Circulation Services Department Head, or Director. · Stay informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contribute content as appropriate. · Knowledge of library policies and the ability to enforce them using a polite and professional approach. · Accept special assignments or duties in support of the library's goals and objectives. REQUIRED QUALIFICATIONS AND SKILLS · Good understanding and application of accepted public library practices. · High level verbal and written communication skills. · Consistent display of public service attitude that reflects the library's values. · Efficient and accurate keyboarding. · Punctuality and dependability. · Proficiency with Microsoft Office applications and common office equipment. · Ability to coordinate own work with the work of others. · Ability to operate cash register and credit card equipment. · Ability to work with patrons of varied backgrounds, ages, and abilities. · Delivery of tactful and decisive explanations to an audience not always receptive to the information being communicated. · Ability to multi-task e.g. answer telephone while assisting patrons in person. · Maintain neat and orderly library appearance throughout each shift. · Ability to effectively exercise initiative and independent judgment, and assume responsibility without close supervision. · Knowledge of library operations and services, including an understanding of and adherence to the privacy rights of patrons. · Ability to maintain discretion in handling confidential library matters. PREFERRED QUALIFICATIONS · Additional general education, typically an associate's degree or equivalent combination of education and experience. · Prior experience in a public library or comparable customer service experience. · Familiarity with Innovative Interfaces Inc.'s Millennium automation system. ESSENTIAL FUNCTIONS · Sufficient physical agility to stand, walk, bend, stoop, reach, sit, lift up to 40 lbs., and push carts weighing up to 200 lbs. · Manual dexterity and visual acuity sufficient to grab, hold, and shelve materials and read small print on labels. · Sufficient clarity of speech and hearing which permits the employee to communicate in writing and verbally. · Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form. · Ability to work effectively under stressful conditions in a fast-paced environment.

[PT Librarian](#) / Sterling Heights Public Library / Sterling Heights MI
[Part-Time Library Assistant](#) / Romulus Public Library / Romulus, MI
[Paid Carhartt Archive Intern](#) / Carhartt / Dearborn, MI
[Administrative Manager](#) / Library of Michigan / Lansing, MI / Apply by **8/7**
[Part-time Librarian](#) / Sterling Heights Public Library / Sterling Heights, MI / Apply by **7/31**

Youth Librarian / Bacon Memorial District Library / Wyandotte, MI / Apply by **7/28** / Join our team of dedicated and innovative professionals. Bacon Memorial District Library in Wyandotte, MI serves a population of just under 26,000 and is located in the heart of a vibrant riverfront community. We are looking for a full time Youth Librarian to continue to grow our services to children, teens

and parents. Benefits: Health insurance, Term Life Insurance, 457B Plan contribution, vacation, accrues sick time and paid membership in MLA. Salary: \$40,000.00 - \$43,600 dependent on experience, Evening and weekend hours required. Master's degree in Library Science (MLS or MLIS) from an ALA accredited college is required. Orders materials for the Youth Department; knowledge of children's and teen literature a must. Responsible for developing and implementing programming from infant through teens, Acts as liaison with community schools, youth groups, parents, and homeschoolers. Scheduled time on the Reference Desk. Sense of humor and flexibility are essential. Possess strong computer competencies and ability to use social networking. Active participation within state and regional library associations. Valid driver's license and access to a vehicle needed to attend meetings at consortia level and beyond. Send cover letter and resume to Laura Gramlich via email at: lgramlich@baconlibrary.org.

[Law Librarian](#) / Robert Half / Lansing, MI

Minnesota

to find more sites to job hunt at in MN check out INALJ Minnesota home page: http://inalj.com/?page_id=56499

[Interim Archivist](#) / St. Olaf College / Northfield, MN

Mississippi

to find more sites to job hunt at in MS check out INALJ Mississippi home page: http://inalj.com/?page_id=56501

Missouri

to find more sites to job hunt at in MO check out INALJ Missouri home page: http://inalj.com/?page_id=56504

Montana

to find more sites to job hunt at in MT check out INALJ Montana home page: http://inalj.com/?page_id=56313

Nebraska

to find more sites to job hunt at in NE check out INALJ Nebraska home page: http://inalj.com/?page_id=56320

[Institutional Repository Coordinator](#) - University of Nebraska at Omaha - Omaha, NE

Nevada

to find more sites to job hunt at in NV check out INALJ Nevada home page: http://inalj.com/?page_id=56326

New Hampshire

to find more sites to job hunt at in NH check out INALJ New Hampshire home page: http://inalj.com/?page_id=56333

[STEM Librarian full-time](#) / Southern New Hampshire University / Manchester NH
[DIGITAL COLLECTIONS MANAGER](#)- University System of New Hampshire - Durham, NH

New Jersey

to find more sites to job hunt at in NJ check out INALJ New Jersey home page: http://inalj.com/?page_id=56346

New Mexico

to find more sites to job hunt at in NM check out INALJ New Mexico home page: http://inalj.com/?page_id=76814

New York (state)

to find more sites to job hunt at in NY check out INALJ NY State home page: http://inalj.com/?page_id=56407

[Library Clerk 2](#), Great Meadow Correctional Facility/ Comstock NY

Library Clerk, Youth Services / Schuylerville Public Library / Schuylerville NY / Apply **by 7/31** / About the Library
The Schuylerville Public Library is located in the village of Schuylerville and serves a population of 9,981 across seven towns and two villages. Schuylerville has an especially rich past being a battlefield in two wars, location of many revolutions, including fights for freedom, transportation, and industry along with an abundance of rich natural resources and a bounty of agriculture. In 2013, the Schuylerville Public Library was named a 3-star library by the Library Journal magazine. Each year, the Library hosts hundreds of programs and serves thousands of people. All of its programs and exhibitions are free and open to the public. Connect here for TLC! (Technology, Literacy, and Community). <http://schuylervillelibrary.sals.edu/> Library hours: Monday – Friday 10am-8pm Saturday 10am-2pm Sunday CLOSED Job Description: This part-time position requires strong customer service skills, understanding and ability to work with people of all ages, with an emphasis on preschool, school-age and teenage youth, the ability to juggle multiple demands, knowledge of children's and teen literature, and a knowledge of and comfort with current technology and trends. The clerk will prepare for and conduct story times and other programs; assist in maintaining the children's and young adult collections; promote use of library materials and services; perform outreach to schools and community agencies; prepare press releases and social media posts; oversee online event calendar; oversee monthly newsletter production; and perform other duties as assigned. This position pays \$14.07 per hour. The schedule will consist of mostly daytime and some evening and weekend shifts, totaling 25 hours per week. This position is supervised by the Library Director. The clerk will work closely with all staff to coordinate program schedules and press. This is a civil service position, therefore appointments will be provisional pending a civil service exam. Minimum Qualifications: Some college, Experience working with Children and/or Teens, Familiarity with Social Media and public relations To Apply - Send resume, cover letter, and three professional references to Caitlin Johnson, Library Director: cjohnson@sals.edu Or Caitlin Johnson, Schuylerville Public Library, 52 Ferry Street, Schuylerville, NY 12871

[Part-time Librarian](#) / Albright-Knox Art Gallery / Buffalo, NY

[One Year Web Resources and Research Support Librarian Position](#) / SUNY Polytechnic Institute / Utica, NY

Part-time Librarian I / Bethlehem Public Library / Delmar, NY / Apply by **7/31** / Bethlehem Public Library (Delmar, NY) is seeking a motivated Librarian to join the Public Services team. This is a part-time position. The ideal candidate will be a friendly, approachable, customer service oriented individual with a positive attitude. Bethlehem Public Library serves an active community, offering a wide range of services, programming and outreach. Excellent interpersonal and communication skills are necessary to engage users in an effort to offer varied assistance, promote library services and provide exceptional customer service. The candidate must be comfortable working with and providing public service to all age groups. The schedule is Wednesday and Friday 5-9pm & every 3rd weekend (Saturday 10am-5pm, Sunday 12noon-5pm (no Sundays during July & August)). The initial pay is \$25.93/hour. Applicants may be eligible for permanent appointment if they have a current or previous permanent civil service appointment to a Librarian 1 or higher in New York State, or if their names appear on the current Albany County Civil Service Librarian 1 list of eligibles. **DISTINGUISHING FEATURES OF THE CLASS:** These duties involve responsibility for professional Librarian duties. Incumbents are expected to learn the specific applications of professional librarianship by the performance of duties under the supervision of professional librarians in higher-level positions. Instructions may be issued at the beginning of each new assignment. Employees in this class are assigned work progressively more difficult as their experience in the field broadens. Supervision may be exercised over clerical personnel in particular tasks. Does related work as required. **TYPICAL WORK ACTIVITIES:** Provides readers' advisory and reference services to library users; Performs original cataloging and classification of library materials; Instructs public on the effective use of library resources, including online resources; Assists in collection development, including selection and weeding of library materials; Secures special books and other library materials as requested by patrons; Performs on-line searches of computer databases; Compiles bibliographies; Conducts tours, book talks, multi-media programs, story times and other public programs; Serves as a liaison for activities with community groups or other libraries; Prepares statistical and/or narrative reports, memorandum and correspondence; Supervises the work of clerical, paraprofessional or volunteer personnel; Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses, and reading professional materials. **AND PERSONAL CHARACTERISTICS:** Good knowledge of modern principles and practices of library science; Good knowledge of on-line database systems; Good knowledge of bibliographical tools and sources; Good knowledge of modern library organizations, procedures, policies and sources; Ability to comprehend user's needs quickly and accurately both orally and in writing; Ability to perform close detail work; Ability to lift objects such as books, supplies and files; skill in the performance of technical library tasks; Accuracy; tact and courtesy in dealing with staff and the public; Physical condition commensurate with the position. **MINIMUM QUALIFICATIONS:** Possession of a graduate library degree from a library school located within New York State, which is registered by the State Education Department or from a library school program, which is accredited by the American Library Association. **SPECIAL REQUIREMENT:** At time of appointment and throughout employment: Possession of a current New York State Public Librarian's Professional Certificate from the New York State Education Department. Public librarian professional certificates issued as of January 1, 2010, and thereafter shall only remain valid when 60 hours of professional development are completed every five year period. Such periods will be defined as every five years from the initial certificate date [NYCRR Title 8 - Education, Section 90.7 (c)]. Submit cover letter, resume and BPL employment application to: Tracey McShane, Personnel Administrator, Bethlehem Public Library, 451 Delaware Avenue, Delmar, NY 12054, or via e-mail to tracey@bethpl.org. BPL employment applicant can be found here: <http://www.bethlehempubliclibrary.org/wp-content/uploads/2016/06/applicationform.pdf>.

[Elementary School Librarian](#) / Florida Union Free School District / Florida, NY

[Part-Time Reference Librarian](#) / Maria College / Albany, NY

[Web Resources and Research Support Librarian](#) / SUNY Polytechnic Institute / Utica, NY

[Supervisor – Circulation and Technology Services](#) / Mercy College / Dobbs Ferry, NY

[Full-Time Children's Librarian](#) / The Field Library / Peekskill, NY

[Part-Time Librarian](#) / Albright-Knox Art Gallery / Buffalo, NY

[Part-Time Librarian](#) / Bethlehem Public Library / Delmar, NY / Apply by **7/31**

[Reference Librarian \(Part-time\)](#) / SUNY Genesee Community College / Batavia NY

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RESEARCH & INFORMATION OPERATIONS SPECIALIST I (ELECTRONIC SERVICES) LAW FIRM / Pro Libra / WV, NY, SF, LA or DC / Our client currently has an excellent opportunity for an R&I Operations Specialist. Again in 2017 one of the Fortune 100 best companies to work for, the annual list that recognizes companies with extraordinary workplace cultures. Responsibilities: The R&I Operations Specialist is primarily responsible for facilitating and improving access to and control over the firm's electronic information resources. The R&I Operations Specialist will enhance attorney and staff ability to utilize practice-specific resources using numerous methods, including training and the development and promotion of electronic finding aids like intranet portal pages and the library catalog. The Operations Specialist will also assist the R&I department in the management and oversight of information resources by identifying and implementing process efficiencies, supporting specialized databases, and generating a variety of customized reports. Provides access to and awareness of practice-specific resources, using the library catalog and other discovery tools as appropriate. Coordinates all activities having to do with the library's automated system, including maintaining and supporting catalog integrity, user interface, and improving software functionality. Gather, maintain and report metrics (including usage) from integrated library system and research tracking software. Craft, edit, and updates standardized cataloging records for electronic, and Internet resources. Works with global R&I team to continuously update and enhance the department's internal web portal and firm intranet site. Troubleshoots online access and technical issues; assists with administration of firm-wide contracts, password administration, cost recovery and analysis of database usage. Maintain effective relations with the providers of the firm's electronic resources. Assist with preparing training for R&I staff on online subscription resources and the library automated system, including creating customized training guides and setting up trials of new online resources. Assist with accurate and updated documentation of electronic services processes. Qualifications: M.L.S., M.L.I.S. or equivalent from ALA-accredited school preferred or a demonstrated equivalent combination of education and experience. 1-3 years experience, preferably in a law firm library; experience in electronic services or technical services desired. Knowledge of legal research resources and online databases. Demonstrated expertise with integrated library systems Knowledge of Library technical services operations, such as LC cataloging practices, serials and continuations, preferably in the legal field. Experience cataloging legal materials, using OCLC, knowledge of AACR2, MARC format and LC classification. Competency with Windows based software (Word, Excel, PowerPoint) required. Skills in web design including HTML coding and SharePoint, and a programming/scripting language preferred. Excellent project management and organizational skills. Strong analytical and problem solving abilities. Demonstrated ability to train preferred. High quality interpersonal, oral and written communications skills. Strong customer service principles and practices. Motivated, can-do individual. send your resume and cover letter to: Angela Dzikowski, Pro Libra Associates adzikowski@prolibra.com 800-262-0070

[Information Research Consultant](#) / Chase Cost Management, LAC / New York
[Media Resources Assistant](#) / LAC Group / Manhattan, NY
[Collections and Services Analyst](#) / The New York Public Library / Manhattan, NY
[Cataloging and Metadata Librarian - Assistant or Associate Professor](#) / John Jay College Library, CUNY/ NYC
[Data Protection Engineer](#) - Booz Allen Hamilton - New York, NY
[Analyst, Direct Marketing](#) - Macy's - New York, NY
[Associate, Client Due Diligence Policy Implementation](#) / HSBC/ NYC
[UX Writer](#) / Google / User Experience & Design/ New York, NY
[Associate Cataloguer, 20th Century Design](#) / Sotheby's / NYC
[Director](#), Donghia healthier Materials Library / The New School/ NYC
[Manager/Senior Manager](#), School and Library Marketing / Hachette/ NYC

North Carolina

to find more sites to job hunt at in NC check out INALJ North Carolina home page: http://inalj.com/?page_id=56411

[Temporary Collection Review Associate](#) / UNC Charlotte / Charlotte, NC
[Records Manager](#) / Duke University Libraries / Durham, NC
[Media Coordinator](#) / Draper Elementary School / Eden, NC
[Librarian – Southwest Branch Library](#) / Catawba County Library / Hickory NC
[Media Coordinator](#) / New Vision School / Madison, NC

[Management and Policy Analyst](#) / Wake County Public Library Administration / Raleigh NC
[Part Time Benefitted Librarian Associate I, Adult Reference](#) / Rowan Public Library / Salisbury NC
[Temporary Part-time Archives Technician](#) / North Carolina Office of State Human Resources / Durham County, NC / Apply by **8/1**
[Analyst, Due Diligence](#) / LPL Financial / Fort Mill or Charlotte
[Archives Technician](#) / [Archives Technician](#) / North Carolina School of Science & Math / Durham, NC
[Archives Technician Part Time](#) / State of North Carolina / Durham County, NC / Apply by **8/1**
[Assistant/Associate/Full Professor - Academic Library Innovation and Leadership](#) / University of North Carolina at Chapel Hill / Chapel Hill, NC
[Associate Managing Editor](#) / AlphaMed Press / Durham, NC
[Branch Manager - South Granville Branch](#) / Granville County Library System / Butner-Creedmoor, NC
[Curatorial Project Manager](#) / University of North Carolina at Greensboro / Greensboro, NC
[Digital Asset Management Librarian \(Business Systems Consultant 5\)](#) / Wells Fargo / Charlotte, NC
[Digital Channel Usability and Web Analyst](#) / BB&T / Raleigh, NC
[Director of OLE Strategic Planning](#) / Duke University Libraries / Durham, NC
[FOLIO Senior Developer](#) / Duke University Libraries / Durham, NC
[Head of Public Services](#) / Fayetteville State University / Fayetteville, NC
[Humanities Librarian](#) / UNC-Charlotte / Charlotte, NC / Apply by **8/28**
[INFORMATION SPECIALIST](#) / Integrated Laboratory Systems, Inc / Research Triangle Park, NC
[Librarian \(PT Evening\) – Lee Campus](#) / Central Carolina Community College / Sanford, NC
[Librarian II/Information Services](#) / Cumberland County Public Library & Information Center / Fayetteville, NC
[Librarian III/Learning & Innovation Coordinator](#) / Cumberland County Public Library & Information Center / Fayetteville, NC
[Librarian/Cataloger](#) / Fayetteville State University / Fayetteville, NC
[Library Aide III Part Time](#) / UNC-Charlotte / Charlotte, NC / Apply by **7/31**
[Library Manager I – West Davidson Branch](#) / Davidson County Public Library / West Davidson, NC
[Library - Youth Services Manager](#) / Iredell County / Statesville, NC / Apply by **7/26**
[Library Manager I](#) / Davidson County Government / Davidson, NC
[MorphoSource Repository Developer](#) / Duke University Libraries / Durham, NC
[Oral History Project Assistant](#) / Johnson C. Smith University / Charlotte, NC
[Program Coordinator](#) / UNC-Chapel Hill / Chapel Hill, NC / Apply by **7/31**
[Project-Production Assistant SEC](#) / ESPN / Charlotte, NC
[Sr Library Assistant - South County](#) / Charlotte Mecklenburg Public Library / Charlotte, NC
[Strategic Marketing Analyst](#) / Duke University Libraries / Durham, NC
[Temporary Collection Review Associate](#) / UNC-Charlotte / Charlotte, NC / Apply by **7/30**
[University Library Technician](#) / [University Library Technician](#) / NC A&T University / Greensboro, NC / Apply by **8/1**
[Youth Services Manager](#) / Iredell County Public Library / Statesville, NC

North Dakota

to find more sites to job hunt at in ND check out INALJ North Dakota home page: http://inalj.com/?page_id=56413

Ohio

to find more sites to job hunt at in OH check out INALJ Ohio home page: http://inalj.com/?page_id=56415

Sponsored

[Manager, Presales and User Services, OCLC Asia Pacific](#) / OCLC / Dublin, OH

Other jobs

[Librarian](#) - PT 20/24 Hrs. - Livingston Branch - MLS required/ Columbus Metropolitan Library - Columbus, OH

Oklahoma

to find more sites to job hunt at in OK check out INALJ Oklahoma home page: http://inalj.com/?page_id=56417

[Digital Scholarship Futurist](#) / Oklahoma State University Library / Stillwater, OK

[Electronic Resources & Library Systems Librarian](#) - Cameron University - Lawton, OK

Oregon

to find more sites to job hunt at in OR check out INALJ Oregon home page: http://inalj.com/?page_id=56419

Sponsored

[Director of Library Services](#) / North Bend Public Library / North Bend, OR / Apply by **8/4** / [for more info click here](#)

Other jobs

[Technology and Access Services Manager](#) / UO Portland Library, University of Oregon / Portland, OR / Apply by **7/31**

Pennsylvania

to find more sites to job hunt at in PA check out INALJ Pennsylvania home page: http://inalj.com/?page_id=56421

[Library and Computing Assistant](#) / Lehigh University / Bethlehem, PA

[Librarian](#) / Avon Grove School District / West Grove, PA / Apply by **7/26**

[Part-time Clerical Assistant](#) / Free Library / Philadelphia, PA / Apply by **7/28**

[Library and Computing Assistant](#) / Lehigh University / Bethlehem, PA

[Library Technician – Access Services](#) / Dickinson College / Carlisle, PA / Apply by **7/28**

[Library Technician Part-Time – Access Services](#) / Dickinson College / Carlisle, PA / Apply by **7/28**

[Web Developer](#) / Dickinson College / Carlisle, PA

[Instructional Designer](#) / Drexel University / Philadelphia, PA

[Digital Media and Marketing Specialist](#) / Reading Area Community College / Reading, PA / Apply by **7/24**

Puerto Rico

to find more sites to job hunt at in PR check out INALJ Puerto Rico home page: http://inalj.com/?page_id=56423

Rhode Island

to find more sites to job hunt at in RI check out INALJ Rhode Island home page: http://inalj.com/?page_id=56426

[Taxonomy Lead 17-01425](#) / Global Technical Talent,Inc / Smithfield, RI

South Carolina

to find more sites to job hunt at in SC check out INALJ South Carolina home page: http://inalj.com/?page_id=56428

[Research and Education Services Librarian](#) / Medical University of South Carolina/Charleston, SC/ Apply by 8/15

South Dakota

to find more sites to job hunt at in SD check out INALJ South Dakota home page: http://inalj.com/?page_id=56430

[Library Director](#) / Hill City / Hill, SD

Tennessee

to find more sites to job hunt at in TN check out INALJ Tennessee home page: http://inalj.com/?page_id=56432

[Librarian Liaison for Psychological Sciences and Special Education](#) / Vanderbilt University / Nashville TN

Texas

to find more sites to job hunt at in TX check out INALJ Texas home page: http://inalj.com/?page_id=56434

[Library Specialist I](#) / Texas A&M University / College Station, TX

[Library Assistant \(Part time\)](#) / Harris County Library System / Houston, TX / Apply by 7/22

[Library Technician \(Part time\)](#) / Harris County Library System / Highlands, TX / Apply by 7/26

[Library Technician \(Part time\)](#) / Harris County Library System / Houston, TX / Apply by 7/26

[Library Specialist](#) / Harris County Library System / Houston, TX / Apply by 8/19

[Museum Events Coordinator](#) // Baylor University / Waco, TX

[Librarian I-Teen Services](#) / San Antonio Public Library / San Antonio, TX / Apply by 8/7

[Librarian I - Information Services](#) / City of Abilene / Abilene, TX / Apply by 7/23

[Librarian II-Children's Services](#) / San Antonio Public Library / San Antonio, TX / Apply by 8/7

[Library Associate I](#) / City of Harlingen, Texas / Harlingen, TX

[Librarian II - Adult Services](#) / San Antonio Public Library / San Antonio, TX / Apply by 8/7

[Librarian II - Photography Archive Supervisor](#) / Houston Metropolitan Research Center / Houston, TX / Apply by 7/26

[Librarian II-Children's Services](#) / Parman Branch (maybe) / San Antonio TX

[Librarian II - Adult Services](#) / San Antonio TX

[Librarian I - Information Services](#) / Abilene TX

Utah

to find more sites to job hunt at in UT check out INALJ Utah home page: http://inalj.com/?page_id=56436

[Collection Development and Serials \(Assistant or Associate\) Librarian](#) / University of Utah 303 / Salt Lake City, UT

[Original/Special Collections Cataloger](#) / University of Utah / Salt Lake City, UT

[Librarian Open Recruitment](#)- Salt Lake County - Salt Lake City, UT

Vermont

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[Part-time Circulation Coordinator](#) / Champlain College Library / Burlington, VT

Virginia

to find more sites to job hunt at in VA check out INALJ Virginia home page: http://inalj.com/?page_id=56440

[Library Projects Assistant](#) -George Washington's Mount Vernon - Mount Vernon, VA

[Competitive Intelligence Analyst, Business Dev](#) / GDIT/ Fairfax

Washington

to find more sites to job hunt at in WA check out INALJ Washington home page: http://inalj.com/?page_id=56442

[Library Supervisor](#) / Richland WA

West Virginia

to find more sites to job hunt at in WV check out INALJ West Virginia home page: http://inalj.com/?page_id=56444

RESEARCH & INFORMATION OPERATIONS SPECIALIST I (ELECTRONIC SERVICES) LAW FIRM / Pro Libra / WV, NY, SF, LA or DC / Our client currently has an excellent opportunity for an R&I Operations Specialist. Again in 2017 one of the Fortune 100 best companies to work for, the annual list that recognizes companies with extraordinary workplace cultures. Responsibilities: The R&I Operations Specialist is primarily responsible for facilitating and improving access to and control over the firm's electronic information resources. The R&I Operations Specialist will enhance attorney and staff ability to utilize practice-specific resources using numerous methods, including training and the development and promotion of electronic finding aids like intranet portal pages and the library catalog. The Operations Specialist will also assist the R&I department in the management and oversight of information resources by identifying and implementing process efficiencies, supporting specialized databases, and generating a variety of customized reports. Provides access to and awareness of practice-specific resources, using the library catalog and other discovery tools as appropriate. Coordinates all activities having to do with the library's automated system, including

maintaining and supporting catalog integrity, user interface, and improving software functionality. Gather, maintain and report metrics (including usage) from integrated library system and research tracking software. Craft, edit, and updates standardized cataloging records for electronic, and Internet resources. Works with global R&I team to continuously update and enhance the department's internal web portal and firm intranet site. Troubleshoots online access and technical issues; assists with administration of firm-wide contracts, password administration, cost recovery and analysis of data base usage. Maintain effective relations with the providers of the firm's electronic resources. Assist with preparing training for R&I staff on online subscription resources and the library automated system, including creating customized training guides and setting up trials of new online resources. Assist with accurate and updated documentation of electronic services processes. Qualifications: M.L.S., M.L.I.S. or equivalent from ALA-accredited school preferred or a demonstrated equivalent combination of education and experience. 1-3 years experience, preferably in a law firm library; experience in electronic services or technical services desired. Knowledge of legal research resources and online databases. Demonstrated expertise with integrated library systems Knowledge of Library technical services operations, such as LC cataloging practices, serials and continuations, preferably in the legal field. Experience cataloging legal materials, using OCLC, knowledge of AACR2, MARC format and LC classification. Competency with Windows based software (Word, Excel, PowerPoint) required. Skills in web design including HTML coding and SharePoint, and a programming/scripting language preferred. Excellent project management and organizational skills. Strong analytical and problem solving abilities. Demonstrated ability to train preferred. High quality interpersonal, oral and written communications skills. Strong customer service principles and practices. Motivated, can-do individual. send your resume and cover letter to: Angela Dzikowski, Pro Libra Associates adzikowski@prolibra.com 800-262-0070

Wisconsin

to find more sites to job hunt at in WI check out INALJ Wisconsin home page: http://inalj.com/?page_id=56446

[Electronic Resources Management Librarian](#) / University of Wisconsin-Madison / Madison, WI / Apply by 8/16
[Library Science Instructor & Librarian](#) / Chippewa Valley Technical College / Eau Claire, WI / Apply by 8/6

Wyoming

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CANADA

Alberta

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British Columbia

to find more sites to job hunt at check out INALJ British Columbia home page: http://inalj.com/?page_id=5933

[Digital Information Archivist](#) / Government Records Service / Victoria, BC / Apply by 8/13

Manitoba

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New Brunswick

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Newfoundland & Labrador

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Northwest Territories, Nunavut & Yukon

to find more sites to job hunt at check out INALJ NWT, Nunavut & Yukon home page: http://inalj.com/?page_id=102592

Nova Scotia & PEI

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Ontario

to find more sites to job hunt at check out INALJ Ontario home page: http://inalj.com/?page_id=57040

[Reference Librarian](#) / Toronto International Film Festival / Toronto, ON
[Library Technician](#) - Appendix "D" / St Lawrence College/ Cornwall ON

Quebec

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Saskatchewan

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UK & Ireland

Ireland

to find more sites to job hunt at check out INALJ Ireland home page: http://inalj.com/?page_id=7707

UK

to find more sites to job hunt at check out INALJ UK home page: http://inalj.com/?page_id=77527

International (other countries)

International

to find more sites to job hunt at check out INALJ International home page: http://inalj.com/?page_id=8008

[Records Management Consultant](#) / WIPO / Geneva, Switzerland