

# 2019 INALJ Jobs

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Issue 7.19 (includes all of issue 6)

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**Sponsored jobs \*USA jobs \*Canada jobs \*International jobs**

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[Dean – University Library 103084](#) / The American University in Cairo / Cairo, Egypt

## USA

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**Colorado**

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**Connecticut**

to find more sites to job hunt at in CT check out [INALJ Connecticut home page](#):

**DC (Washington, DC)**

to find more sites to job hunt at in DC check out [INALJ DC home page](#):

[Part-time Media Resources Assistant](#) / LAC Group / Washington, D.C.

Temporary Knowledge Management Specialist / World Bank / Washington, D.C. / Terms of Reference  
Short Term Consultant (STC) Knowledge Management (KM) Specialist Content Manager / Information

Architect.Context:Knowledge generated through its operations is a strategic asset for the World Bank. The newly created Knowledge Management (KM) unit in DECKM is working to build a cohesive KM program at the Bank to bring value to operational staff. To move toward an optimal state of knowledge sharing across the Bank, a KM Action Plan was developed and endorsed by the Board and is now in its implementation phase. The Action Plan consists of various initiatives aligned to the core elements of KM: people, processes, content, and technology. Its goal is to create a knowledge ecosystem at the Bank which ultimately increases development impact. Focusing on the content component, the KM team needs to ensure that the content management and information architecture is in place to serve the other three elements. This includes considerations around taxonomies, ontologies, metadata, and other information structure elements critical to enabling the holistic KM agenda. This means undertaking content analysis, knowledge mapping, consulting with end-users around how they manage their content, etc. Many key FY19 deliverables of the KM Action Plan rely on a solid content management and information infrastructure to be in place. To ensure that progress is maintained within these initiatives, DECKM is seeking the support of an experienced KM content management / information architect with strong understanding of the World Bank. This STC will work under the guidance of the DECKM KM Program Lead (PL), KM Technology Lead and other key members of the KM team. Scope of Work:The STC is expected to provide hands-on support with the design and rollout of content management and information architecture solutions supporting the KM Action Plan's implementation. The STC should offer deep expertise in translating strategic requirements into collaborative processes for development of practical knowledge management solutions. Effective engagement with end clients and key stakeholders is a critical factor for development of demand-based KM products. Based on the results of these engagements, the STC should then be able to design information architecture solutions, matching the objectives of the KM AP with the reality of the situation (based on current technologies). In this, the STC should collaborate with the KM team members on how to best manage the next steps needed to move the initiative forward, and continuously work closely with users and key stakeholders in order to ensure that the products under development are in line with the stated objectives and actual user needs. This requires a deep understanding of KM principles, stakeholder management, project management and the development life cycle. The STC's strong background in KM – enhanced by a library science exposure – will enable him / her to intuitively understand the need for integrating the various Action Items underway (including those beyond this assignment scope). His/her experience will provide support and assistance to the KM PL in ensuring not only the timely and sequential implementation of next steps, but sufficient outreach is achieved to maximize impact. Many of the related Action Plan items have already started and will require the STC to immediately pick- up on specific tasks already underway. All work is currently focused on serving Operations and therefore, a strong understanding and exposure of Operations' work will allow the STC to flag specific elements to ensure that the approach and communication component matches the reality on the ground. Deliverables:The consultant is expected to deliver on the work outlined as agreed with the KM PL and other key KM team members in the areas of: Content management and information architecture, Assist in developing a content strategy, content management, content analytics, content collections and workflow, adoption, and culture change, Assist in inventory, audit, governance, and content matrix in line with the work action underway,Assist in designing organization, categorization, structure, and workflow for new (and existing) intranet presences (internal-facing) using taxonomy, ontology, and other core content management principles ,Define content and functional requirements for pages or content components for internal user sites, including unit and cross-Bank solutions , Recommend structural components, messaging, source content, maintenance requirements for site, Participate in user acceptance testing as needed ,Develop regular metric reports on usage of key information and other portals,Liaise between ITS and business to coordinate content efforts ,Support development of the governance framework for content ,Assist in streamlining metadata across platforms , Contribute to Content Strategy community site.Organizational Setting:The STC will work onsite at World Bank Headquarters in Washington DC. Experience and Competencies:The short-term consultant should have the following profile: Master's degree in knowledge management, information management, business solutions, IT and / or other related areas with a minimum of 5 years of relevant work experience or a Bachelor's with at least 8 years of relevant work experience (previous experience in professional consulting is preferable); Demonstrates a deep understanding of content management (CM) and information architecture as a basis upon which practical and beneficial knowledge sharing can occur,

including taxonomy, ontology, semantic analyses, and other CM tools and means; Demonstrates solid knowledge of issues and developments in the Knowledge Management arena, particularly around aligning user experience, clients' needs and sustainable knowledge solutions; Demonstrates ability to think strategically and rapidly analyze diverse information from varied sources, which require strong analytical and interpretive skills to recognize and comprehend complex issues, policies, regulatory requirements and information impacting the Bank's environment; Excellent communication skills in English; Effective interpersonal skills, with demonstrated ability to engage stakeholders and other stakeholders; Proven capability to deliver quality results on time, and demonstrate quality in work products; Applicants must be confident, persuasive, and able to communicate complex ideas in simple terms; Works well with people, a real team player; Work experience in international development and multilateral organizations is a plus. contract Duration: The assignment will start as soon as possible and will end on June 28, 2019 for 130 days. How to Apply: Send the following to Patrick Burkhalter, DECKM Knowledge Management Program Lead, [pburkhalter@worldbank.org](mailto:pburkhalter@worldbank.org) : Resume; A brief (500 words max) description of how the STC matches the requirements above including: A clear description of how he / she has implemented KM and content / business solutions in either the WB or other organizations; o Overview of previous relevant experience outside the Bank; and o His / her driving motivation in applying for this role; Three references from previous clients.

#### **Delaware**

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#### **Florida**

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#### **Georgia**

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[Library Director and Assistant Professor](#) / LaGrange College / LaGrange, GA

#### **Hawaii**

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**Idaho**

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**Illinois**

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**Indiana**

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**Iowa**

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Full Consideration Date **2/11****

Other jobs

**Kansas**

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**Kentucky**

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[Director of Library Services](#) / University of Pikeville / Pikeville, KY

**Louisiana**

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**Maine**

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**Maryland**

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**Massachusetts**

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[Executive Director, Library & Learning](#) / Emerson College / Boston, MA

**Michigan**

*to find more sites to job hunt at in MI check out [INALJ Michigan home page](#):*

[Media Specialist](#) / Ann Arbor Public Schools / Ann Arbor, MI

[Circulation Assistant](#) / Detroit Mercy School of Law / Detroit, MI

[Part-time Operations Assistant](#) / Baldwin Public Library / Birmingham, MI

**Minnesota**

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**Mississippi**

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**Missouri**

*to find more sites to job hunt at in MO check out [INALJ Missouri home page](#):*

**Montana**

*to find more sites to job hunt at in MT check out [INALJ Montana home page](#):*

**Nebraska**

*to find more sites to job hunt at in NE check out [INALJ Nebraska home page](#):*

[Head of Content and Collections](#) / University of Nebraska / Lincoln, NE

[Outreach Archivist](#) / University of Nebraska / Lincoln, NE

**Nevada**

*to find more sites to job hunt at in NV check out [INALJ Nevada home page](#):*

**New Hampshire**

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**New Jersey**

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**New Mexico**

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**New York (state)**

*to find more sites to job hunt at in NY check out [INALJ NY State home page](#):*



[Various Positions, Steele Internship Program](#) / National Baseball Hall of Fame and Museum / Cooperstown, NY / Apply by **1/31**

[Content Access and Discovery Librarian](#) / Stony Brook University / Stony Brook, NY / Apply by **2/7**

[Rakow Library Public Services Internship](#) / Corning Museum of Glass / Corning, NY

[Library Network Systems Administrator](#) / University of Rochester / Rochester, NY

[Part-Time Reference Librarian I](#) / Liverpool Public Library / Liverpool, NY

[Head of Teen Services](#) / Valley Cottage Library / Valley Cottage, NY / Apply by **1/25**

[Director](#) / Plattekill Public Library / Modena, NY / Apply by **2/1**

[Assistant Library Director](#) / Haverstraw King's Daughters Public Library / Garnerville, NY / Apply by **2/8**

[Part-Time Reference Librarian](#) / Bryant Library / Roslyn, NY / Apply by **1/25**

[Full-Time Reference Librarian](#) / East Hampton Library / East Hampton, NY / Apply by **1/17**

[Part-Time Reference Librarian](#) / Farmingdale State College / Farmingdale, NY

[Full-Time Children's Librarian](#) / Wyandanch Public Library / Wyandanch, NY / Apply by **1/14**

[Part-Time Reference Librarian](#) / The Hampton Library in Bridgehampton / Bridgehampton, NY / Apply by **1/18**

[Part-Time Youth Services Librarian](#) / The Hampton Library in Bridgehampton / Bridgehampton, NY / Apply by **1/18**

[Director of Library Services](#) / Arnot Health / Elmira, NY

[Substitute Reference Librarian](#) / Field Library / Peekskill, NY

[Associate Director – SU Art Galleries](#) / Syracuse University / Syracuse, NY

[Communications Coordinator](#) / Syracuse University / Syracuse, NY

[Director, Strategic Marketing and Communications](#) / Syracuse University / Syracuse, NY

[Part-Time Entry Level Librarian/Trainee](#) / South Huntington Public Library / Huntington Station, NY

Summer Reading Program Assistant / Nioga Library System / Lockport, NY / Job Purpose Summer Reading Program Assistants will be responsible for implementing story hours and library programs for children in Nioga Library System's service area. The Summer Reading Program Assistants will enable all member libraries to enrich their summer selection of services and programs to children and their families, especially in those libraries where there are no children's librarians on staff. Duties, Responsibilities and Scope of Position Implement story time and library programs with instructions and materials at our member libraries, falling under the theme A Universe of Stories. Prepare materials for programs, including making crafts, copies, cut outs, etc. Keep library materials and program schedule organized. Participate in training and be critiqued by supervising librarian. Develop ideas for library programs based on appropriate themes and literature, incorporating other media, e.g. crafts, games, music, technology. Other duties as assigned: shelving books, creating book lists and other library tasks. Duration The program runs from approximately Monday, June 10 to Saturday, August 31, 2019 at an average 35 hours per week per intern (a total of 350 hours). Total payment for 350 hours will be \$4200.00). Some evening and Saturday hours may be required. Location Interns will be headquartered at the Nioga Library System. Programming activities will take place at member libraries throughout Nioga's service area. Supervisor and Location Interns will report to: Laura Herold, Youth Library Services Consultant 6575 Wheeler Road Lockport, NY 14094 (716) 434-6167, ext. 24 [lherold@nioga.org](mailto:lherold@nioga.org) Minimum Qualifications A student registered to enter or continue a four-year college program Resident of Eastern Niagara County OR attending NCCC or NU A valid NYS Driver's License Required Knowledge, Skills and Abilities Positive and friendly attitude An interest in working with children Oral communication skills with individuals and groups of varying ages, educational backgrounds and experiential levels Written communication skills An ability to plan and coordinate tasks An ability to work independently in the completion of goals An ability to meet people easily, relate to children and express oneself clearly and

concisely Tact, courtesy and good judgment Dress Code Business Casual Physical Requirements Ability to carry program materials to program locations. Willing to use own vehicle if system-owned vehicles are unavailable. (Nioga will provide mileage reimbursement).

Intern / Historical Society / Fire Island, NY / Historical Society in a private community on Fire Island, New York is looking to hire 1 or 2 interns, ideally a graduate student in an archival program, to continue the digital conversion of the community's social history archive. The archive contains print material, photos, films, and videos from the late 1800's to the present, covering all aspects of community life and governance. The archive also contains a collection of primary material central to the formation of the Fire Island National Seashore. The intern will work side by side with the community archivist, as well as independently, to prepare the collection for digitization. The material will be reviewed for content, inventoried and a directory will be created. A final presentation about the work accomplished will be given to members of the community at the end of the project. Skills: Working familiarity with Excel. Experience with Omeka is desired. Detail oriented. Ability to work independently. Stipend: Offered. Dates: Monday through Friday, June 3 – 14, 2019 Housing and board are provided; it is possible to commute by ferry from Long Island. If interested please send a cover letter and resume by email to Lisa Bedell at [lisabedell@gmail.com](mailto:lisabedell@gmail.com).

Assistant Library Director III / Haverstraw King's Daughters Public Library / Garnerville, NY / Apply by 2/8 / The Haverstraw King's Daughters Public Library welcomes candidates to apply for the position of Assistant Library Director III. We are looking for a friendly, dynamic, community-focused individual to join our team. HKDPL has two locations and serves a diverse community of over 36,000 in Rockland County, NY. Responsibilities include: Develop opportunities to establish and broaden community engagement, Lead the library's efforts in the Sustainable Library Certification Program, participate in the planning, implementation and evaluation of new and existing library services, Attend and provide professional development opportunities, Assist with human resources functions, including but not limited to recruiting, training and supervision of employees, Supervise the library during the director's absence. Qualifications: New York State Public Librarian Certification, Graduate library degree from an ALA-accredited program (MLS, MLIS, MSLS, MI, LIS, etc.), 3 years of supervisory experience in a public library, Excellent communication and inter-personal skills. Note: This is a civil service position. Permanent appointment to the position is dependent upon the candidate's rating on a Training & Experience Questionnaire provided by the Rockland County Department of Personnel. Send cover letter and resume to Claudia Depkin at [cdepkin@rcls.org](mailto:cdepkin@rcls.org) by February 8, 2019.

Assistant Digital Literacy Coordinator / Queens Library / Jamaica, NY / Assistant Digital Literacy Coordinator, Queens Library. DUTIES AND RESPONSIBILITIES: The Assistant Digital Literacy Coordinator will assist the Digital Literacy Coordinator with technology training and digital literacy initiatives system-wide and act as the on-site supervisor for Queensbridge (QB) Tech Lab to provide technology training for all age groups. Oversees the implementation of standardized computer class offerings, including the development of the curriculum, instructional materials and assessment tools at Queensbridge (QB) Tech Lab. Liaises and provides support to customers and various departments to ensure that the Queensbridge Tech Lab is leading the field in quality of technology training and outcomes. Establishes and monitors program standards and performs ongoing analysis of community needs. Ensures that technology training offerings and programs are consistent and high quality. Responsibilities also include analyzing the availability of technology resources at the Queensbridge Tech Lab and advocating for appropriate equipment and resources for Computer Literacy Instructors and other technology training staff. Conducts outreach to the technology sector in Queens, especially the Long Island City region, with the intent of bringing customers into the library and building partnerships to offer

more advanced technology training. Supervises QB Tech Lab staff and interns, including orientation, training, monitoring and tracking progress. Devises and implements evaluation procedures for hourly employees. Liaises with external organizations providing interns, including evaluating and monitoring intern performance and progress. Sets schedules for staff based on community needs and training calendars. Develops, maintains and updates the strategic plan for technology training at QB Tech Lab, including strategies for responding to changing demands through the systematic assessment of space, equipment and staffing resources. Establishes and monitors program standards for technology trainings at the Queensbridge Tech Lab and Job & Business Academy (JBA). Establishes standard processes and procedures for marketing and evaluation of technology trainings. Acts as subject matter expert, liaison and support to JBA and other Library staff for technology instruction. Standardizes computer class offerings at the QB Tech Lab and for JBA through the development of curriculum & materials. Researches and evaluates new and emerging technologies. Works with the Digital Literacy Coordinator, Customer Service Specialists and JBA to ensure that standardized system-wide computer classes allow customers to develop the skills to enter JBA's intermediate and advanced technology training classes. Works with ITD to eliminate technological barriers to new types of training. Ensures that all technology training programs are tracked and evaluated, including customer attendance and outcomes. Establishes core competencies for technology training. Works with the Training and Development Department to schedule and offer relevant technology workshops for staff. Oversees implementation and ongoing provision of grant-funded services at QB Tech Lab. Manages grant and operating budgets; revises and monitors budgets to meet current library needs and all funding guidelines. Works closely with the Digital Literacy Coordinator and Queens Library Foundation to apply for various funding opportunities. Assists with implementation of technology-related grants in other Adult Learning divisions or Community Libraries. Ensures that all services offered at QB Tech are tracked, monitored and evaluated. Prepares regular reports, including grant and customer milestones. Prepares analyses, reports, projections and evaluations of technology training services. Coordinates marketing and promotional materials for QB Tech Lab with the Marketing Department. Serves as overall point person for development of referral partnerships with organizations providing complementary services to Queens Library customers, especially at Queensbridge Tech Lab. Holds regular meetings with community stakeholders to assess community needs and plan services. Participates in outreach activities with special attention paid to continuously developing and refining the library's technology training services. Performs other duties as required.

**REQUIRED QUALIFICATIONS:** Bachelor's Degree required. Three (3) years of experience in technology training required. Two (2) years of supervisory experience required. Must have four (4) years of experience providing excellent customer service to a high volume of customers. Must possess demonstrated public speaking ability. Strong organizational and management skills and the ability to multi-task. Self-motivated and able to work efficiently and effectively under pressure. Excellent communication and interpersonal skills. Demonstrated initiative and the ability to see a project through from inception to completion. Strong networking, facilitation and outreach skills. Advanced computer proficiency, including MS Office (Word, Excel and PowerPoint).

**PREFERRED QUALIFICATIONS:** Master's Degree preferred. Project management experience preferred.

**ABOUT QUEENS LIBRARY:** Queens Library is a national and international leader in the delivery of public library service. Innovation and leadership are the hall marks of Queens Library. Our mission is to meet the needs of the community by offering lifelong learning opportunities and ensuring there is a positive impact in the community. Queens Library fulfills its goals by embracing innovation and change. With a history of offering pioneering programs that meet the diverse needs of the most diverse county in the US, Queens Library is a place where innovation and leaders are welcomed. Queens Library a private, non-profit corporation located in Queens, New York and includes 65 service locations with 1,700 employees. Queens Library is the proud recipient of the following awards: 2009 Library Journal, Library of the Year, 2014 ALA/Information Today, Library of the Future, 2013 ULC Top Innovators, 2013 American-Architect's Building of the Year (Queens Library at Glen Oaks).

**TO APPLY:** Please email your resume and cover letter to: [QLcareers@queenslibrary.org](mailto:QLcareers@queenslibrary.org) and reference "Assistant Digital Literacy Coordinator – QLWEB" in the subject line. Resumes will only be accepted by email. The Queens Library is an Equal Opportunity Employer.

**NYC**

to find more sites to job hunt at in NYC check out [INALJ New York City home page](#):

**North Carolina**

to find more sites to job hunt at in NC check out [INALJ North Carolina home page](#):

[Digital Accessibility Consultant](#) / University of North Carolina at Chapel Hill / Chapel Hill, NC

[Library Director](#) / Davidson County Public Libraries / Lexington, NC

[Library Assistant Part Time](#) / Lincoln County Public Library / Lincolnton, NC

[Youth Services Coordinator](#) / Lincoln County Public Library / Lincolnton, NC

[Web and Online Media Manager](#) / UNC-TV / Research Triangle Park, NC

[Information Services Associate](#) / Braswell Memorial Public Library / Rocky Mount, NC

**North Dakota**

to find more sites to job hunt at in ND check out [INALJ North Dakota home page](#):

**Ohio**

to find more sites to job hunt at in OH check out [INALJ Ohio home page](#):

[Director](#) / Ritter Public Library / Vermilion, OH / Apply by **2/15**

**Oklahoma**

to find more sites to job hunt at in OK check out [INALJ Oklahoma home page](#):

## **Oregon**

to find more sites to job hunt at in OR check out [INALJ Oregon home page](#):

[Director of Collection Services](#) / Reed College / Portland, OR

## **Pennsylvania**

to find more sites to job hunt at in PA check out [INALJ Pennsylvania home page](#):

[Chemistry Library Intern \(Part Time\)](#) / University of Pennsylvania / Philadelphia, PA

[Chief Information Officer](#) / Luzerne County Community College / Nanticoke, PA / Apply by 1/20

[Engineering Instruction Librarian](#) / Penn State University Libraries / University Park, PA / Apply by 2/1

[Scholarly Communications Assistant](#) / Temple University / Philadelphia, PA

[Project Assistant \(Part Time\)](#) / Temple University / Philadelphia, PA

[Knowledge Manager](#) / TotalMed Staffing / Philadelphia, PA

[School Library Media Specialist](#) / Carney, Sandoe & Associates / Philadelphia, PA

[Digital Archivist](#) / Swarthmore College / Swarthmore, PA

[Library Circulation Assistant \(Part Time\)](#) / Lancaster Public Library / Lancaster, PA

[Part-Time Library Staff Assistant](#) / Penn State University / University Park, PA

[Part-Time \(Hourly\) Library Assistant](#) / Holt Memorial Library / Philipsburg, PA

[Part-time Circulation Assistant](#) / Phoenixville Public Library / Phoenixville, PA

[Executive Director of Development, College of Computing and Informatics](#) / Drexel University / Philadelphia, PA / Apply by 2/1

## **Puerto Rico**

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## **Rhode Island**

to find more sites to job hunt at in RI check out [INALJ Rhode Island home page](#):

**South Carolina**

to find more sites to job hunt at in SC check out [INALJ South Carolina home page](#):

**South Dakota**

to find more sites to job hunt at in SD check out [INALJ South Dakota home page](#):

**Tennessee**

to find more sites to job hunt at in TN check out [INALJ Tennessee home page](#):

**Texas**

to find more sites to job hunt at in TX check out [INALJ Texas home page](#):

[Document Delivery/Administrative Assistant](#) / Texas State Law Library / Austin, TX  
[Library Assistant III](#) / University of Texas – Dallas / Richardson, TX  
[Customer Service Representative](#) / City of Lubbock Library System / Lubbock, TX / **Apply by 1/11**  
[Librarian I - Assistant Staff Trainer](#) / Fort Bend County Library / Richmond, TX  
[Librarian III - Collection Management and Acquisitions](#) / South Texas College / McAllen, TX  
[Library Specialist I](#) / Texas A&M University – San Antonio / San Antonio, TX  
[Branch Manager](#) / Harris County Library System / Houston, TX / **Apply by 2/7**

**Utah**

to find more sites to job hunt at in UT check out [INALJ Utah home page](#):

**Vermont**

to find more sites to job hunt at in VT check out [INALJ Vermont home page](#):

**Virginia**

to find more sites to job hunt at in VA check out [INALJ Virginia home page](#):

[Public Services Coordinator](#) / Henrico County Public Library / Henrico, VA

[Library Collections Strategist](#) / University of Virginia / Charlottesville, VA

[Head Librarian](#) / LAC Group / Dahlgren, VA

**Washington**

to find more sites to job hunt at in WA check out [INALJ Washington home page](#):

[Tenure-Track Reference Librarian Instructor](#) / Highline College / Des Moines, WA / Apply by **2/8**

[Data and Digital Scholarship Librarian](#) / University of Washington Libraries / Tacoma, WA / Apply by **3/18**

**West Virginia**

to find more sites to job hunt at in WV check out [INALJ West Virginia home page](#):

**Wisconsin**

to find more sites to job hunt at in WI check out [INALJ Wisconsin home page](#):

Library Director / Walter E. Olson Memorial Library / Eagle River, WI / Due to an upcoming retirement, the Walter E. Olson Memorial Library, a joint municipality public library located in Eagle River, Wisconsin, is seeking a forward-looking and collaborative professional with strong leadership and managerial skills. This challenging and rewarding position will allow you to work with six communities, develop marketing

strategies and partner with area community groups and businesses. Located in northeastern Wisconsin, we serve 9,634 patrons who live in Vilas County's communities of the townships of Lincoln, Washington, Conover, Cloverland, St. Germain and the City of Eagle River. We recently completed a \$2.7 million renovation and expansion project, designed by award-winning OPN Architects. The library has an annual circulation of over 75,000 and a 2018 Library budget of over \$240,000. Eagle River is a vibrant community with a diverse economy, quality health care and excellent public services and schools. The library community is close to an abundance of lakes and recreational opportunities. Duties of the Library Director include overseeing all aspects of library operations and services, 2 FTE employees, and over 30 volunteers. Desirable candidate skills include effective board relations, budget planning, grant writing, knowledge of library technologies, knowledge of Wisconsin library law, management and reporting, facilities management, and working with the municipality staffs and communities. The Director reports to the Library's nine-member Board of Trustees. See the Position Description ([www.olsonlibrary.org/about](http://www.olsonlibrary.org/about)) for a complete list of responsibilities and duties. Applicants must have a four-year undergraduate degree in any field and qualify to enroll in an online Master of Arts in Library Science or Information Studies (MLS) from an ALA-accredited School within 3 months of employment. Scholarship funds may be awarded to pre-MLS candidate. Mentoring by the titular Director is required until a candidate (acting as Assistant Director) is eligible to receive a Grade 1 Wisconsin Librarian certification. Preferred candidates are currently enrolled or have MLS degree from an American Library Association (ALA)-accredited school. Applications will also be accepted from applicants who qualify for State of Wisconsin Temporary Grade 1 Certification. The successful candidate will possess a strong public service orientation, commitment to the needs of the community, strong organizational and project management skills, excellent interpersonal, communication and presentation skills and a strong technology background. Preferred candidates: 1.) have some experience working in a library i.e. as a volunteer, page, library assistant, or part of an internship or graduate school project or 2.) have been an exceptional employee (i.e. dynamic, passionate, improvement-oriented person) who is seeking an opportunity to take on new challenges, to work autonomously, and desires job advancement. The minimum hiring salary is \$45,000, depending upon qualifications and experience. This full-time position includes paid vacation, sick time, retirement contribution, paid holidays and support for professional activities. Matching funds may be offered for individual health insurance and/or scholarship, if needed. Deadline for Submission: Interviews will be held as desirable applications are received until position is filled. Send cover letter, resume, proof of eligibility for State certification, and list of three professional references to: [olsonlibraryapp@gmail.com](mailto:olsonlibraryapp@gmail.com), with the subject line: Library Director Search. Applications may be mailed to: Walter E. Olson Memorial Library c/o Jone Davis, Personnel Committee, Board of Trustees, P.O. Box 69, 203 N. Main St., Eagle River, WI 54521. \*The Walter E. Olson Memorial Library is an Equal Opportunity Employer.\*

## **Wyoming**

to find more sites to job hunt at in WY check out [INALJ Wyoming home page](#):

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## **CANADA**



## **Alberta**

*to find more sites to job hunt at check out [INALJ Alberta home page](#):*

## **British Columbia**

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## **Manitoba**

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## **New Brunswick**

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Young Adult and Adult Services Librarian / Mgr. W.J. Conway Public Library, New Brunswick Library Service / Edmundston, New Brunswick, Canada / [2/2](#) / NEW BRUNSWICK PUBLIC LIBRARY SERVICE,Mgr W.J. Conway Public Library,Young Adult and Adult Services Librarian,Casual Opportunity (up to one year),Edmundston,Full-Time.New Brunswick Public Library Service (NBPLS) is searching for a creative and dynamic individual with demonstrated enthusiasm towards the mission of public libraries for the casual opportunity of Young Adult and Adult Services Librarian at the Mgr W.J. Conway Public Library in Edmundston.As a member of the library team, the Young Adult and Adult Services Librarian participates in the development, provision, and evaluation of library service for adults and young adults the library and in the region. The successful candidate will provide library service to adults and young adults by: planning, promoting, delivering and evaluating library programs and services, including outreach initiatives and services for special needs populations; assisting in delegating tasks and in assessing the work of employees in the Children's service unit; providing reader's advisory and complex level reference service through traditional and electronic resources; orienting and assisting patrons in information technology and information literacy; engaging in public, community and media relations; conducting research, writing reports and compiling statistics; participating in the management of collections for the library and the region; shelving of materials and shelf reading; participating in providing circulation services; and completing other duties as assigned.The following operational requirements are also required: This position requires travel as well as daytime, evening and weekend shifts (based on

work schedules). Prior to appointment, the successful candidate will be required to obtain a criminal record check for work with the vulnerable sector. Candidates must possess a Masters degree in Library and/or Information Studies from an American Library Association accredited program. Experience using e-mail, the Internet and MS-Word is necessary. The successful candidate will demonstrate initiative and an ability to work both independently and in a team environment. Strong interpersonal, organizational and communication skills are essential. Written and spoken competence in English and French is required. Please state your language capability. Salary: \$1,687 to \$2,358 bi-weekly. The deadline for applications is: February 2, 2019. We thank all those who apply however only those selected for further consideration will be contacted. We promote a scent-reduced environment. We are an Equal Opportunity Employer. Please submit your application (letter and up to date curriculum vitae) and certificate confirming completion of the level of education required (copy) by e-mail, mail or fax to the attention of the Administrative Assistant at the address indicated below. Postal Address: Administrative Assistant, HSJ Regional Office, 15 de l'Église Street, Suite 102, Edmundston, NB, E3V 1J3, Fax: (506) 735-2193, Email: [NBPLS-SBPNB.HSJ@gnb.ca](mailto:NBPLS-SBPNB.HSJ@gnb.ca).

### **Newfoundland & Labrador**

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### **Northwest Territories, Nunavut & Yukon**

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### **Nova Scotia & PEI**

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## **Saskatchewan**

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## **UK & Ireland**

### **Ireland**

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### **UK**

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## **International (other countries)**

### **International**

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