

# 2019 INALJ Jobs

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### Alabama

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[Part-time Library Assistant \(two positions open\)](#)/Bessemer Public Library/Bessemer, Alabama/ **2/1**

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[Metadata Specialist](#) Bakers Man Productions Torrance, CA  
[Post Mastering Ops Specialist](#) Amazon.com Santa Monica, CA

**Colorado**

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Other jobs

**Connecticut**

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[Digital Scholarship Librarian](#) / Fairfield University / Fairfield, CT  
[Electronic Resources Metadata Management Librarian](#) Yale University New Haven, CT

Bookkeeper – Mystic & Noank Library, Mystic. 1/4/ 8-10 hours/week. Requires a high degree of proficiency using QuickBooks software. Accuracy with numbers, excellent oral and written communication skills, and strong organizational skills required. Job includes accounts payable; budgeting; reports; account reconciliation; payroll and benefit recording. Associate's Degree or Certification with accounting

concentration preferred; minimum of two years related experience required, preferably with a nonprofit organization. \$18-20/hour depending on qualifications. Preference given to applications received by January 4, 2019. Send cover letter, resume and three references to Karen Wall, Library Director, [kwall@mysticnoanklibrary.org](mailto:kwall@mysticnoanklibrary.org).

Part-time Library Page/Assistant - Library Association of Warehouse Point, East Windsor. **1/22/** East Windsor's Library Association of Warehouse Point is seeking a Part-time Library Page/Assistant. Hours include (but are not limited to) Saturdays; ability to work substitute or additional hours during the week or evenings is desired. Starting salary: \$11.00. Duties include materials shelving, shelf reading, circulation duties, answering incoming calls, assisting patrons in locating items as well as computer / copier / printing, assisting with preparation and clean-up of children's and adult programs. Other project duties, under the supervision of Area Managers or the Director, may be assigned. Please submit a resume and brief cover letter addressed to: Michael Sweeney, Library Director. Applications may be submitted at the library information desk or by email to [msweeney@libraryconnection.info](mailto:msweeney@libraryconnection.info) with the subject line "Job Application." Review of applications will begin January 22, 2019. Please do not call.

Library Assistant I (PT) - South Windsor Public Library. **1/22/** \$15.00/hour – 19 hours/week. General assistance including shelving, display, program support, and circulation desk activities; schedule will include evenings and weekends. HS diploma required; previous experience in libraries helpful. Please use standard application form. Submit applications and requests for additional information to [swplapps@libraryconnection.info](mailto:swplapps@libraryconnection.info) or to Mary J. Etter, Director, South Windsor Public Library, 1550 Sullivan Avenue, South Windsor, CT 06074; (860) 644-1541. Deadline: January 22, 2019

Library Assistant II (PT), Multiple Positions - South Windsor Public Library/ **1/22 /**

- Library Assistant II, Technical Services (PT) - \$19.23/hour minimum, 19 hours/week
- Library Assistant II, Circulation (PT) - \$19.23/hour minimum, 19 hours/week
- Library Assistant II, Circulation (PT/Sundays) - \$19.23/hour minimum

Library Assistants II provide customer service at the Library's Adult and Children's circulation desks and may also be assigned tasks specific to a particular department. The Library Assistant II assigned to the Technical Services Department performs work related to acquisitions, cataloging, processing, and collection maintenance. All regular library assistants are assigned work at public service desks evenings and weekends; Sunday Assistants are primarily assigned on a rotating basis on Sunday afternoons during the school year, but are also called upon for training and other opportunities during the traditional work week. H.S. Diploma required; Library Technical Assistant degree or other related education and previous library experience highly desirable. Please use standard application form, indicating position applied for. Submit applications and requests for additional information to [swplapps@libraryconnection.info](mailto:swplapps@libraryconnection.info) or to Mary J. Etter, Director, South Windsor Public Library, 1550 Sullivan Avenue, South Windsor, CT 06074; (860) 644-1541. Deadline: January 22, 2019

Library Assistant III, Children's and Young Adults' Library (FT) - South Windsor Public Library. **1/15/** (FT-35 hours/week). \$44,000 minimum. The Library Assistant III performs a wide variety of tasks as a permanent member of the Children's and Young Adults' Library staff, including circulation desk duties, collection selection and maintenance, programming, and technical services functions. The work schedule regularly includes evenings and weekends. Bachelor's degree and LTA or significant related educational background required; at least three years' experience in a public library highly desirable. Please attach resume to standard application form. Submit applications and requests for additional information to [swplapps@libraryconnection.info](mailto:swplapps@libraryconnection.info) or to Mary J. Etter, Director, South Windsor Public Library, 1550 Sullivan Avenue, South Windsor, CT 06074; (860) 644-1541. Deadline: January 15, 2019.

Business Manager (FT) - South Windsor Public Library (FT – 35 hours/week) **1/15/** \$44,000 minimum. The Library Business Manager manages the Library's office and serves as administrative assistant to the Library Director and Library Board, maintaining accounts payable/receivable, payroll and benefits, and library statistics. The Business Manager is the key liaison with the Town Finance Department and library vendors and serves as Library Board recording secretary. Schedule includes regular evening meetings; additional evenings and weekends possible. Requires Bachelor's Degree, preferably in business/accounting, minimum of five years experience including automated office practices, bookkeeping/accounting using EXCEL, proficiency with WORD and desktop publishing. Library experience a plus. Please submit letter of application and resume by January 15, 2019 to [swplapps@libraryconnection.info](mailto:swplapps@libraryconnection.info) or to Mary J. Etter, Director, South Windsor Public Library, 1550 Sullivan Avenue, South Windsor, CT 06074; (860) 644-1541.

Librarian III, Head of Children's and Young Adult Library Services (FT) - **1/15/** South Windsor Public Library. (FT – 35 hours/week). \$62,000 minimum. The Head of Children's and Young Adult Library Services supervises a department including three permanent full-time assistants and two to six part-time assistants shared with other departments. As a Department Head, the individual serves as part of the Library's management team, helping to develop policies, procedures, and budgets; supervises collection development, programming, outreach, and planning for the department; represents the Library with appropriate community groups, and establishes an atmosphere that welcomes all and supports the boundless curiosity of young patrons. The work schedule regularly includes evenings and weekends. Master's Degree in Library Science and at least three years' experience in a public library required. Please submit letter of application and resume by January 15, 2019 to [swplapps@libraryconnection.info](mailto:swplapps@libraryconnection.info) or to Mary J. Etter, Director, South Windsor Public Library, 1550 Sullivan Avenue, South Windsor, CT 06074; (860) 644-1541.

Full-Time Development Director - Oliver Wolcott Library, Litchfield. **1/30/** Join our innovative, dynamic team! The Oliver Wolcott Library seeks a full-time Development Director to lead, execute and support all aspects of fund-raising at the Oliver Wolcott Library. The Oliver Wolcott Library is located in historic and beautiful Litchfield, Connecticut. It is a highly engaged, educated community. The Oliver Wolcott Library is an innovative, dynamic and vibrant library. We are well-loved in our community and have an excellent team of staff, board trustees, volunteers and patrons. Each year, we raise more than 50% of our annual operating budget. The Development Director will help to ensure that we have the funding needed to serve our community with excellence. The Development Director reports to the Library Director but also works closely with a number of volunteers and the Board of Trustees. The Library currently has two primary fundraising efforts: the annual fund drive and our annual Festival of Trees held on the Saturday after Thanksgiving. The Development Director will lead, plan and execute all aspects of our Annual Fund Drive and Festival of Trees event. The Festival of Trees is a highly complex fundraising event that includes an online and silent auction, sponsorships, advertising revenue, and other revenue areas. Last year, more than 800 adults attended. It involves extensive understanding of how to plan and execute an event, analyze and create reports and data, cultivate and engage donor contacts and volunteers, creation and execution of marketing and publicity materials, coordination of various committee tasks and assignments, and the ability to work well under-pressure and with varied personalities and groups. The Development Director will enter, maintain, manage, and analyze all the data entry for and into our fundraising databases. The Development Director will also work on planned giving initiatives. The Development Director needs to know how to evaluate and assess annual giving performance and overall revenue performance. Qualifications include: B.A. or B.S. strongly preferred. Demonstrated and proven fund-raising and event planning experience. Strong leadership skills including ability to gracefully work with varied personalities and constituencies to accomplish goals. Proficient in data entry and donor database systems. Ease in working with common technology tools. Experience with Constant Contact a plus. Excellent written and communication skills. Excellent networking skills. Ability to work independently and with minimal supervision. Ability to work with frequent interruptions, work well under deadlines, and be detail oriented. Ability to work with a flexible schedule and to effectively manage time to ensure all

goals and deadlines are consistently met. Ability to learn and communicate the library's vision and the need for library services. For a full job description or any other details, please email [awhite@owlibrary.org](mailto:awhite@owlibrary.org) Annual Salary of \$50,000. Full-time position of 35 hours a week with some evenings and weekends required. Excellent benefits. Position requires working at the library. Note: This position requires working the Tuesday and Wednesday before Thanksgiving, and the Friday through Tuesday following Thanksgiving in order to support the Festival of Trees annual fundraising event. Instructions for Applying: Open until filled but first review of candidates will begin January 30, 2019. Email a letter of interest and resume to [awhite@owlibrary.org](mailto:awhite@owlibrary.org) or mail to Oliver Wolcott Library, Attn: Ann Marie White, PO Box 187, Litchfield, CT 06759.

### **DC (Washington, DC)**

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**[Supervisory Education Specialist \(Adult Learning Manager\) / DC Public Library / Washington, DC / Apply by 1/10](#)**

Other jobs

[Sr. Manager, Knowledge Management](#) KPMG Washington, DC

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### **Florida**

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[Director](#) / Dunkirk Public Library/ Dunkirk, NY

## **NYC**

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[http://inalj.com/?page\\_id=56409](http://inalj.com/?page_id=56409)

[Archives Cataloger](#) for a prestigious media/entertainment organization in New York (Manhattan)

[Competitive Intelligence Champion - Services](#) IBM Corporation New York, NY

[Digital Asset Librarian](#) Environmental Defense Fund New York, NY

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[http://inalj.com/?page\\_id=56411](http://inalj.com/?page_id=56411)

[User Experience Librarian](#), NC State University Libraries Raleigh, NC

[Collections & Research Librarian for Humanities, Social Sciences, & Digital Media](#) NC State University Libraries, Raleigh, NC

[Curatorial Specialist](#) / University of North Carolina at Chapel Hill / Chapel Hill, NC

[Library Assistant I - Macon County Public Library](#) / Fontana Regional Library / Franklin, NC

[Public Services Librarian](#) / Coastal Carolina Community College / Jacksonville, NC

[Library Specialist](#) / University of North Carolina at Wilmington / Wilmington, NC

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[Librarian II – Adult Services](#) / City of San Antonio Library System / San Antonio, TX / **Apply by 1/23**  
[Librarian](#) / University of Texas Health San Antonio / San Antonio, TX

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## **UK & Ireland**

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### **International**

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