

2019 INALJ Jobs

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Issue 63 (includes all of 62)

Sponsored jobs *USA jobs *Canada jobs *International jobs

SPONSORED

[Assistant/Associate Professor \(Research and Instruction Librarian: First Year Experience and Social Sciences\) - Tenure Track](#) / Adelphi University, New York / Garden City, NY

[Assistant/Associate Professor \(Research and Instruction Librarian: Health Sciences and Data Services\) - Tenure Track](#) / Adelphi University, New York / Garden City, NY

[Library Director](#) / SUNY Maritime College / Throggs Neck- Bronx, NYC

[Associate Director for Special Collections and Area Studies](#) / Ohio State University Libraries / Columbus, OH / Apply by **4/21**

[Branch Manager](#) / Conshohocken Free Library, Branch of Montgomery County-Norristown Public Library / Conshohocken, PA

[Reference and Instruction Librarian, Tenure-track](#) / Clark College / Vancouver, WA / Apply by **4/25 at 3 pm**

USA

USA – Virtual Work

to find more sites to job hunt at in the virtual sphere check out [INALJ Telework –Virtual home page](#):

Alabama

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

Alaska

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

Arizona

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

Arkansas

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

California

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

[Collections Manager](#) / Museum of Ventura County/ Ventura, CA

[Instruction & Web Services Librarian](#) / California State University Maritime Academy / Vallejo, CA / Apply by 4/19

[Archivist](#) / U.S. Department of Defense / Riverside, CA / Apply by 4/15

[Librarian](#) / Los Angeles Trade Technical College / Los Angeles, CA / Apply by 4/26

[Digital Image Processing Specialist](#) / UC Berkeley Art Museum & Pacific Film Archive / Berkeley / Apply by 4/15

[Library Assistant](#) / Pacifica Graduate Institute / Carpinteria, CA

[Digital Asset Specialist](#) / SDI Media USA / Los Angeles, CA

[Librarian Specialist](#) / Orin Allen Youth Rehabilitation Facility / Byron, CA / Apply by 4/22

Colorado

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

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](#):

[Manuscripts and Special Collections Librarian](#) / National Society Daughters of the American Revolution/
Washington, D.C.

Delaware

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

Florida

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

Georgia

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

[Research Center Director](#) /Savannah, GA

Hawaii

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

Idaho

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

Illinois

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

[Assistant Professor & Information Services & Liaison Librarian/University of Illinois at Chicago, University Library/Chicago, IL/Apply by 5/6](#)

Indiana

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

Iowa

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

Kansas

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

Kentucky

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

Louisiana

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

Maine

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

Maryland

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

[Learning Technologies Librarian](#)/ Towson University/ Towson MD

[Research & Instruction Librarian Arts & Communication](#)/ Towson University/ Towson MD

[Resident Librarian](#)/ Towson University/ Towson MD

[Library Associate - Research & Instruction and Special Collections & University Archives](#)/ Towson University/ Towson MD

[Electronic Resources & Discovery Librarian](#)/ Towson University/ Towson MD

[Information Technology Manager](#)/Anne Arundel County Public Library/Annapolis, MD/apply by **4/11**

[Law Library Aide \(part-time\)](#) / Montgomery County Circuit Court Law Library / Rockville, MD / Apply by **4/11**

Massachusetts

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

Michigan

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

[Full time Head of Circulation/Tech Services](#) / Mount Clemens Public Library / Mount Clemens MI

Minnesota

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

[Library Associate 2 \(Metadata Specialist\)](#)/ University of Minnesota / Twin Cities

[Library Associate 3 Supervisor \(Metadata Specialist Supervisor\)](#) University of Minnesota / Twin Cities

[Archives and Exhibitions Assistant - Student Life \(Administrative Fellow\)](#) University of Minnesota / Twin Cities

[Law Library Administrative Director](#) - Law School University of Minnesota / Twin Cities

[Library Associate 3](#) University of Minnesota / Twin Cities

[Library and Museum Manager 2](#) University of Minnesota / Twin Cities

[Gift Officer/Sr. Gift Officer](#) - Law School University of Minnesota / Twin Cities

Mississippi

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

Missouri

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

Director of Library Services Position open for the Henry County Library in Clinton, MO/ Job Posting: The Henry County Library has an opening for a director of library services. The Library is located in Henry County, Missouri with facilities in Clinton and Windsor Missouri. Serving approximately 22,000 residents, the library is "just the right size;" small enough that staff build personal relationships with appreciative library patrons, but large enough to provide quality, professional library service. The Library District also has the good fortune of operating with a permanent tax base with annual revenues of approximately \$700,000. The Board is looking for an innovative leader who has a passion for librarianship and is committed to providing quality library services to the community. The Salary range is \$40,000-\$50,000 based on qualifications. Benefits include health insurance, vacation, sick leave, and a retirement pension plan through Missouri LAGERS. Requirements Skills: Excellent communication skills are needed to establish and maintain positive relationships with library users, staff, and the community. Effective management skills are needed for administrative and supervisory responsibilities and long and short-range planning. Requires special knowledge, training, and skills relating to library services, budgeting, district management, public advocacy, and grant writing. Education: 4 year college degree. MLS preferred.

Experience: At least 3-5 years of library experience with managerial experience in a library preferred. Prefer experience working in rural communities with diverse populations. Candidates who live in Henry County or are willing to relocate to Henry County will be preferred. Duties Include: · Working with the Library Board and community agencies · Budgeting · Analyzing and developing services · Managing and supervising volunteers and staff · Creating and interpreting policies, procedures, and administrative rules and regulations Job Description Plan, direct, and oversee the delivery of library services within the District. Supervise a staff of 11 library personnel in two separate locations in the performance of their duties. Attend related meetings and training. Communicate with the Board, the Friends of the Library, committees, and the public in matters pertaining to library functions. Ensure adequate maintenance of all library facilities and budget. Planning of facility and services development. The director reports to a board of 5 members. Essential Job Functions: Provide leadership in developing district vision, goals, and objectives in conjunction with the Library Board. Establish operational targets in compliance with overall goals and objectives. Plan and develop collections, programs, services, and activities based on analysis of District growth, usage patterns, workload, staffing levels, patron requests, and related legislative issues to provide appropriate library services to the community. Represent the District at public forums. Attend various community group, professional, and civic organization meetings. Direct public relations program and maintain good visibility to promote and publicize the Library in the community. Prepare, present, and/or arrange for internal and external staff development and training programs. Perform professional librarian duties, e.g. evaluate, select, and order new materials; classify and catalog materials; provide reference services; determine withdrawals from circulation; etc. Evaluate, develop, and implement goals, programs, policies, and procedures to improve the effectiveness and efficiency of department responsibilities. Develop long and short-range plans for library services to the District. Maintain awareness of developing technologies and trends in the field of librarianship. Prepare and present the annual budget. Monitor and approve expenditures for compliance to approved budget. Exercise budgetary authority within established guidelines. Prepare grant applications and seek funding for operational and improvement programs. Actively seek grants, gifts, and other new sources of non-tax funding for the library. Work with the Library Board to develop short and long-range goals. Attend Board

and various other meetings, providing input and receiving direction or other information. Assign, supervise, and evaluate work of subordinates. Hear grievances and administer disciplinary action. Lead hiring and termination actions. Ensure adherence to personnel policies and the provision of adequate training within departments. Follow all safety rules and procedures for work areas. Job Qualifications Mandatory Requirements: Broad knowledge of the principles, practices, and philosophy of public library administration, current methods and principles governing the selection, acquisition, cataloging, processing, maintenance, and circulation of print and non-print materials, reference, and outreach practices. Knowledge of statutes and ordinances governing public library service.

Completion of a 4 year college degree with a preferred ALA accredited Master of Library Science degree.

At least 3-5 years professional experience and library management experience preferred or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties. Physical Demands of Position: While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 20 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 30 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

Working Conditions: Usual office working conditions. The noise level in the work area is typical of most library and/or office environments with telephones, personal interruptions, and background noises. 40 hour work week is expected. Work schedule will include occasional evening hours and weekends.

Supervisory Responsibilities: Responsible for 11 staff members. Supervision Received: Works under the general direction of a 5 person Library Board of Directors. Benefits: The Salary range is \$40,000-\$50,000 based on qualifications. Benefits include health insurance, vacation, sick leave, and a retirement pension plan through Missouri LAGERS. HOW TO APPLY

Interested parties must submit a completed job application along with a cover letter, three letters of recommendation, and college transcripts to Kristin.evans@henrycolib.org. Candidates may also submit personal resumes and other supporting documents. The job application can be found at <http://henrycolib.org/?q=node/518>. This job is open until filled. Any questions should be sent to Kristin Evans at Kristin.evans@henrycolib.org. The Henry County Library adheres to all federal, state, and local laws regarding equal employment opportunity.

[Library Page](#) - Corporate Parkway Branch St. Charles City-County Library
[Paraprofessional](#) - Deer Run Branch St. Charles City-County Library
[Porter/Custodian](#) - Administrative Office St. Charles City-County Library

4/8

4/8

4/8

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](#):

Nevada

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

New Hampshire

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

New Jersey

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

New Mexico

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

New York (state)

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

Sponsored

[Assistant/Associate Professor \(Research and Instruction Librarian: First Year Experience and Social Sciences\) - Tenure Track](#) / Adelphi University, New York / Garden City, NY

[Assistant/Associate Professor \(Research and Instruction Librarian: Health Sciences and Data Services\) - Tenure Track](#) / Adelphi University, New York / Garden City, NY

Other jobs

NYC

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

Sponsored

[Library Director / SUNY Maritime College / Throggs Neck- Bronx, NYC](#)

Other jobs

[Student Library Assistant](#) / Hospital for Special Surgery / New York, NY

North Carolina

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

[Library Technician](#) / Sandhills Regional Library System / Wadesboro, NC / **Apply by 4/12**
[Continuing Resource Acquisitions Assistant Senior](#) / Duke University Libraries / Durham, NC
[Electronic Resources Management Librarian](#) / Duke University Libraries / Durham, NC
[Librarian II/Information Services #117000051](#) Cumberland County Public Library & Information Center
Headquarters Library Fayetteville, NC
[Digital Technologies Development Librarian](#) (NC State University Libraries, Raleigh, NC)
[Adult Services Library Assistant](#) / Farmville Public Library / Farmville, NC / **Apply by 4/15**
[Library District Manager](#) / Wake County Public Libraries / Raleigh, NC / **Apply by 4/16**
[Adult Services / Reference Librarian](#) / Headquarters, Rowan Public Library / Salisbury, NC /
[Head, Rubenstein Library Technical Services](#) / Duke University Libraries / Durham, NC
[Social Media Content Producer](#) / University of North Carolina at Chapel Hill / Chapel Hill, NC
[Head, Rubenstein Library Technical Services](#) / Duke University / Durham, NC
[Continuing Resource Acquisitions Assistant Senior](#) / Duke University / Durham, NC
[Electronic Resources Management Librarian](#) / Duke University / Durham, NC
[Pan Am CLIR Grant Internship](#) / Duke University / Durham, NC
[Assistant Conservator](#) / East Carolina University / Greenville, NC
[Information Technology Projects Librarian](#) / North Carolina State University / Raleigh, NC
[Library Media Specialist](#) / Haywood County Schools / Canton, NC
[Adm Support Supervisor \(Circulation Mngr\) - Matthews Branch Library](#) / Charlotte Mecklenburg Public
Library / Charlotte, NC
[Adult Services Library Assistant](#) / Farmville Public Library / Farmville, NC
[Part-time Library Assistant/Saturdays](#) / Hoke County Public Library / Raeford, NC
[Library District Manager – Wake Library Administration](#) / Wake County Public Libraries / Raleigh, NC
[Adult Services / Reference Librarian – Headquarters](#) / Rowan Public Library / Salisbury, NC
[Executive Director of Library Development](#) / University of North Carolina at Chapel Hill / Chapel Hill, NC
[Digital Learning Fellow](#) / Davidson College / Davidson, NC
[Research & Education Librarian](#) / Duke University Medical Center / Durham, NC
[University Library Technician](#) / North Carolina State University / Raleigh, 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](#):

Sponsored

[Associate Director for Special Collections and Area Studies / Ohio State University Libraries / Columbus, OH / Apply by 4/21](#)

Other jobs

[Reference & Adult Services Librarian/ Belmont County District Library/ Martins Ferry, OH/ Apply by 4/30](#)

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](#):

[Library Technician 3/ Oregon State University Libraries/ Corvallis, OR / Apply by 4/8](#)

Pennsylvania

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

Sponsored

[Branch Manager / Conshohocken Free Library, Branch of Montgomery County-Norristown Public Library / Conshohocken, PA](#)

Other jobs

[Archivist, Records Management for Research Output / Drexel University / Philadelphia, PA / Apply by 5/3](#)

[Digital Library Developer / Bryn Mawr College / Bryn Mawr, PA / Apply by 4/15](#)

[Dean of Library Services / Albright College / Reading, PA](#)

[Library Technology Services Manager / Bryn Mawr College / Bryn Mawr, PA / Apply by 4/15](#)

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

[E-commerce Digital Content Coordinator \(Temporary\) / The BOSS Group / Horsham, PA](#)

[Information & Library Science Department: Regular \(Probation/Tenure Track\) – Assistant Professor \(to start 8/26/19\) / Clarion University of Pennsylvania / Clarion, PA](#)

[Library Assistant \(Part Time\)](#) / Penn State Great Valley / Malvern, PA
[Librarian, Special Collections](#) / La Salle University / Philadelphia, PA
[Senior Librarian, Information Services Department](#) / Jefferson / Philadelphia, PA
[Reference and Instruction Librarian](#) / Penn State Harrisburg / Harrisburg, PA / Apply by **5/5**
[Part-time Library Assistant \(to begin 8/20\)](#) / Sewickley Academy – Hansen Library / Sewickley, PA
[Library Assistant/Passport Acceptance Agent \(Part Time\)](#) / Sinking Spring Public Library / Sinking Spring, PA
[Information Resources and Services Specialist 3 \(Record Maintenance Specialist\)](#) / Penn State University / University Park, PA

Puerto Rico

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

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](#):

[Learning and Student Engagement Librarian](#)/ TAMU Libraries/ College Station, TX
[Humanities Librarian](#)/ TAMU Libraries/ College Station, TX

[Associate Dean, Special Collections; and Director Cushing Memorial Library and Archives/ TAMU Libraries/ College Station, TX](#)

[Director for Research Data Management Services/ TAMU Libraries/ College Station, TX](#)

[Library Assistant III / University of Texas Dallas / Richardson, TX](#)

[Library Assistant Manager or Librarian III / Austin Public Library / Austin, TX](#)

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

[Special Libraries Processing Archivist / Baylor University / Waco, TX](#)

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](#):

Washington

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

Sponsored

[Reference and Instruction Librarian, Tenure-track / Clark College / Vancouver, WA / Apply by 4/25 at 3 pm](#)

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](#):

Wyoming

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

CANADA**Alberta**

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

British Columbia

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

Manitoba

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

New Brunswick

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

Newfoundland & Labrador

to find more sites to job hunt at check out [INALJ Newfoundland & Labrador home page](#):

Northwest Territories, Nunavut & Yukon

to find more sites to job hunt at check out [INALJ NWT, Nunavut & Yukon home page](#):

Nova Scotia & PEI

to find more sites to job hunt at check out [INALJ Nova Scotia & Prince Edward Island home page](#):

Ontario

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

Quebec

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

Saskatchewan

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

UK & Ireland

Ireland

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

UK

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

International (other countries)

International

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