

2019 INALJ Jobs

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**Yandee Vazquez, Tracy Wasserman, Rebekah Kati, Iris Jahng, Rose Feuer,
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Issue 126

Sponsored jobs *USA jobs *Canada jobs *International jobs

SPONSORED

[Library Scientist, Research Associate](#) / Sutter Hill Ventures / Palo Alto, CA

[Manager of Special Collections and Museum Services](#) / Pueblo City-County Library District / Pueblo, CO / Apply by **7/26**

[Library Director](#) / Comstock Township Public Library / Kalamazoo, MI

[Cataloger, Part-time](#) / Montgomery County-Norristown Public Library / Norristown, PA

[Executive Director](#) / Montgomery County Library and Information Network Consortium (MCLINC) / Conshohocken, PA

[Faculty, Reference Librarian – 30315](#) / Lone Star College-Montgomery / Conroe, TX

[Public Services Manager \(Librarian\)](#) / MERIT (Media, Education Resources & Information Technology) at the University of Wisconsin Madison, School of Education / Apply by **7/31**

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](#):

Sponsored

[Library Scientist, Research Associate / Sutter Hill Ventures / Palo Alto, CA](#)

Other jobs

[Part-time or On-Call Librarian](#) / Pacific Grove Public Library / Pacific Grove, CA

[Resource Acquisitions Librarian](#) / University of California, Berkeley Library / Berkeley, CA / Apply by **7/22**

Colorado

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

Sponsored

[Manager of Special Collections and Museum Services / Pueblo City-County Library District / Pueblo, CO / Apply by 7/26](#)

Other jobs

[Library Supervisor](#) / Pikes Peak Library District / Colorado Springs, CO / Apply by **7/17**

[Temporary Senior Library Associate, Young Adult](#) / Pikes Peak Library District / Colorado Springs, CO / Apply by **7/23**

Connecticut

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

[Part-time Reference Librarian](#) / University of Hartford / West Hartford, CT

[Library Media Specialist, Elementary](#) / Manchester Public Schools / Manchester, CT

Part-Time Lending Services Assistant / The Farmington Libraries / Farmington, CT / Apply by **7/17** / Part-Time Lending Services Assistant - The Farmington Libraries are seeking a friendly, customer service-oriented individual to join our Lending Services team in this part-time, 19-hour per week position. We are a busy community library with two branches offering a robust range of programs, services and materials. Responsibilities include assisting patrons at the Main Library lending desk and the Barney Library lending desk, with a variety of lending functions including but not limited to: greeting visitors; maintaining a welcoming and clean lobby; answering phones, and directing calls appropriately; staying informed about library programs and services; processing incoming and outgoing materials; registering patrons in our system; assisting with the ILL process; collecting and processing fines; as well as assisting with various collection management functions as needed. Our ideal candidate will be enthusiastic, self-motivated, organized, and enjoy working in a fast-paced collaborative environment. Preferred Qualifications: Experience working in a circulation department at a public library, an associate's degree or some college coursework. Minimum Qualifications: H.S. diploma or GED, one year's experience in customer service, and basic knowledge of library functions and procedures. This is a part-time 19-hour per week position, that includes evenings and weekends. This position is not eligible for benefits. Starting pay - \$15.75/hour. Interested candidates please send a cover letter and resume to Laura A. Horn, Executive Director, at lhorn@farmingtonlibraries.org . No phone calls please. Application deadline: Wednesday, July 17th. The Farmington Libraries are an EOE/AA employer

Library Assistant / Terryville Public Library / Plymouth, CT / Apply by **7/17** / Library Assistant - Terryville Public Library seeks a public services oriented part-time (19 hours) library assistant to perform various library tasks mainly related to circulation and reference support. Responsibilities include: opens/closes circulation or reference desk functions, provides patron assistance with checkin/out, locating resources, public computers and electronic resources, and prepares public relations materials. Requirements: Must have excellent oral and written communication skills with attention to detail, working knowledge of the purposes and functions of the public library and working knowledge of computer applications for library service. High school graduate. Customer service skills a must. Appropriate library experience preferred. Salary: \$12.29 per hour. Hours: Tuesdays and Thursdays 3:00 to 8:00pm, Wednesdays 2:00pm to 6:00pm and Saturdays 10:00am to 3:00pm or Mondays 1:00pm to 6:00pm with the flexibility to fill other hours if needed. Please send letter of interest, resume with references, and completed Town of Plymouth

application to Library Director, Terryville Public Library, 238 Main Street, Terryville, CT 06786. Town of Plymouth application is available at <http://www.plymouthct.us> or the library. Application deadline: 7/17/19, EOE.

DC (Washington, DC)

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

[Technical Information Specialist](#) / LAC Group / 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](#):

[Associate Metadata Specialist \(Bilingual\)](#) / University of Florida/ Gainesville, FL/ Apply by **7/22**
[Business Professional I - Digital Services Coordinator](#) / Sarasota County Libraries and Historical Resources/ Sarasota, FL/ Apply **by 7/26**
[Information Technology Associate II](#) / Bechtel/ Cape Canaveral, FL
[Learning Services Specialist – Early Childhood](#) / City of Jacksonville/ Jacksonville, FL
[Librarian I-Youth Services](#) / Pasco County Government/ Zephyrhills, FL/ Apply by **7/25**
[Librarian II](#) / Manatee County Government/ Bradenton, FL/ Apply by **7/23**
[Library Media Specialist](#) / St. Thomas Episcopal Parish School/ Coral Gables, FL
[Library Specialist](#) / Martin County Government/ Stuart, FL
[Reference Librarian- Part Time](#) / University of Tampa/ Tampa, FL

Georgia

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

[Marketing Analyst](#) / Home Depot / Atlanta, 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](#):

[Electronic Resources Analyst](#) / Albertsons Library, Boise State University / Boise, ID / Apply by 7/15

Illinois

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

Indiana

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

[Research and Instruction Librarian](#) / Wabash College / Crawfordsville, IN / Apply by 7/29

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](#):

[Modern Languages Liaison-Librarian III](#) / Johns Hopkins University / Baltimore, MD

[Sociology, Anthropology, and Area Studies Liaison-Librarian III](#) / Johns Hopkins University / Baltimore, MD

[Library Technology Specialist](#) / Montgomery College / Germantown, MD / Apply by 7/16

[Metadata Librarian](#) / LAC Group / Silver Spring, MD

[Circulation Assistant](#) / St. John's College / Annapolis, MD

[Library Associate – Children's Services](#) / Harford County Public Library / Abingdon, MD / Apply by 7/31

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](#):

Sponsored

[Library Director](#) / Comstock Township Public Library / Kalamazoo, MI

Other jobs

Minnesota

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

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](#):

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](#):

[Assistant Head, Central Technical Services](#) / Rutgers University Libraries / New Brunswick, NJ
[Metadata Archivist, Institute of Jazz Studies](#) / Rutgers University Libraries / New Brunswick, NJ
[Adult Services Librarian](#) / Westergard Branch, Piscataway Public Library / Piscataway, NJ / Apply by **7/31**
[Part-time Teen Services Librarian](#) / Westergard Branch, Piscataway Public Library / Piscataway, NJ /
Apply by **7/31**

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](#):

[Library Director](#) / Canajoharie Library / Canajoharie, NY

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](#):

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](#):

[Library Director](#) / Washington Centerville Public Library / Centerville, OH / Apply by **8/11**
[Data Services Librarian](#) / The Ohio State University Libraries / Columbus, OH / Apply by **8/4**

Library Director / Highland County District Library / Hillsboro, OH / The Highland County District Library (HCDL) seeks a new and innovative Library Director to assume leadership due to the upcoming

retirement of the current Library Director. Working in conjunction with the Assistant Director and Fiscal Officer to oversee the library's strategic operations, this position is located in the administrative offices in Hillsboro, Ohio. Qualified applicants are invited to submit the following: 1. Cover letter, 2. Resume, 3. Philosophy of public librarianship, 4. Three professional references including at least one former or current supervisor. Application materials should be submitted electronically in PDF format to the following address: highlandco@highlandco.org Or mailed to Highland County District Library Attn: Search Committee 10 Willettsville Pike Hillsboro, OH 45133. Requirements for the position: Master's Degree in Library Science from an ALA accredited college or university preferred, with 5-7 years of public library experience. Additional qualifications: Experience supervising employees, fundraising, and management of a budget. Demonstrated leadership skills and community involvement. Review of applications will begin at the close of business on August 9 and continue until the position is filled. This is a full-time professional position. Salary: \$55,000 - \$65,000 depending upon qualifications. Employer contribution toward health insurance. Paid vacation and sick time and three personal days per year. Paid membership in professional library organizations. About the library system: With a welcoming and friendly library staff of 35, the Highland County District Library system aims to move forward in its mission and vision guided by core values including accessibility, resourcefulness, community, creativity, knowledge, and opportunity. Set in the rolling green hills of southwest Ohio, HCDL has locations in Hillsboro, Greenfield, Leesburg, Lynchburg, and soon-to-be Rocky Fork Lake. Highland County has a rich history and active communities, and the public library proudly embraces its role of serving all community members (approximately 43,000 residents) at all stages of life. See the attached position description for further detail. Director Job Description : The public evaluates its library by the courteous and competent help it receives from the staff. Library personnel determine the effectiveness of the library's services. Choosing the best applicant for any position is of vital importance and guidelines are needed for necessary background, education, training, aptitude, and skills. Each job description will include other duties as assigned. Qualifications: Master's degree, MLS/MLIS preferred. Extensive and varied professional experience. Demonstrated administrative and supervisory ability. Required knowledge, skills, and abilities: Ability to plan library services. Broad knowledge of library materials and methods, maintenance, and facilities. Broad knowledge of public affairs; ability to interpret community interest and needs, developing connections inside and outside of the library. Knowledge of budgeting and public library finance. Knowledge of library goals and objectives; public relations; management and supervision techniques; employee training and development. Ability to communicate effectively in written and oral form. Ability to perform with highest level of independent responsibility and accountability. Physical demands: While performing duties of this job, the employee is frequently required to walk, sit, talk, and hear; to be hands-on and communicate clearly. The employee must occasionally lift and/or move up to 50 pounds, and push/pull book carts up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus. Typical duties: Plans and administers operation of the library system. Keeps informed of developments and participates in professional community organizations. Implements policy decisions as established by the Board of Trustees by working with appropriate staff. Acquaints the Board with special problems involving the library. Formulates and submits recommendations on library policies, services, and budget for the Board. Selects and evaluates personnel. Coordinates library participation in networks. Prepares and presents special reports. Benefits: Salary is based on experience and education. An excellent benefit package is also provided.

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 7/19

[Library Technician 3](#) / Oregon State University Libraries / Corvallis, OR / Apply by 7/26

Pennsylvania

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

Sponsored

[Cataloger, Part-time](#) / Montgomery County-Norristown Public Library / Norristown, PA

[Executive Director](#) / Montgomery County Library and Information Network Consortium (MCLINC) / Conshohocken, PA

Other jobs

[Cataloging Assistant](#) / University of Scranton / Scranton, PA / Apply by 8/19

[Business Librarian](#) / Temple University / Philadelphia, 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](#):

[Director of Library Development](#) / South Carolina State Library / Columbia, SC / Apply by **7/28**

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](#):

Sponsored

[Faculty, Reference Librarian – 30315](#) / Lone Star College-Montgomery / Conroe, TX

Other jobs

[Assistant Director of Instruction and User Services](#) / Our Lady of the Lake University / San Antonio, TX /
Apply by **8/16**

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](#):

[Temporary Library Assistant](#) / LAC Group / Alexandria, VA

Washington

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

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](#):

Sponsored

[Public Services Manager \(Librarian\)](#) / MERIT (Media, Education Resources & Information Technology) at the University of Wisconsin Madison, School of Education / Madison, WI / Apply by **7/31**

Other jobs

[Director](#) / Sparta Free Library / Sparta, WI / Apply by **8/2**

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](#):

[Special Collections/Icelandic Studies Librarian](#) / University of Manitoba / Winnipeg, Manitoba, Canada /

Apply by **7/26**

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](#):

Paid Archival Technician Intern / Niagara Falls Public Library / Niagara Falls, Ontario, Canada / Apply by **7/26** / YCW- Archival Technician Intern, Niagara Falls Public Library, 26 Week Internship. The Niagara Falls Public Library is seeking an Archival Technician for a 26 week internship position beginning August 2019. Reporting to the Manager of Information Resources and Connections (or designate) the Archival Technician will create archival policies, procedures and standards for the use, storage and preservation of materials for the Archival and Local History collections belonging to the Niagara Falls Public Library. They will also lead the organization of the Local History and Archives Collections, specifically the appraisal, accession, arrangement, description and preservation of the Library's historic collections. Working with the Information Resources and Connections (IRC) Librarian and IRC Associates, he or she will also be one of the primary staff members involved in the implementation and training of a new Local History and Archives program (methodology) for processing materials using accepted archival practices and rules of archival description. Key Responsibilities: The Graduate will assist in the organization of the NFPL's Archival and Local History collections by accessioning, arranging, describing and preserving the collection. Identifies and liaises with potential donors of records; arranges, where appropriate, for the acquisition of records; arranges, where appropriate, for the transfer of de-accessions and transfer of records to other institutions. Assists Information Resources and Connections Librarian; oversees daily operations of the archive and special collections; provides guidance and instructs staff in current and acceptable archival practices, procedures and processes; develops Archival Collection Manual. Prepares an updated Local History Collection Mandate and Collection Development Policy, Deed of Gift Agreement and Policy, an Archives Collection Manual, a Preventative Conservation Policy, and a Processing Manual. Reviews services and operations; recommends changes; recommends objectives outcomes; plans and implements accessioning projects; creates metadata in Archival Management and Digital Asset Management Systems. Performs digitization on Local History and Archives materials as time permits. Assists in providing training to staff on the new Archives Collection Manual and the archival principles, systems and practices. Skills, Knowledge, Training: Master's Degree in Archival Studies (MAS) or Library/Information Studies (MLIS, MIS or MI) with a focus in Archives from an ALA-accredited institution, or A Two (2) year post-secondary Archival Technician diploma, or A two (2) year post-secondary diploma in a related field such as: records management; collections management or conservation and preservation (especially of paper, photo, film or documents), or A Bachelor degree in social sciences or a related field and a certificate in archives or digital archives management. Key Competencies: Excellent organizational and time management skills with an ability to learn and operate in an environment where priorities change regularly. Ability to work independently and to assume responsibility for assigned tasks and associated decision making. Familiarity with database software and principals. Advanced Microsoft Office and keyboarding skills. Strong interpersonal and customer service skills. Knowledge of preservation and imaging of archival records. Knowledge of reference and research methods. Knowledge of records management concepts. Knowledge of the rules and regulations regarding the handling of confidential materials. Knowledge of basic conservation techniques for the preservation of archival materials. Knowledge of RAD (Rules for Archival Description). Knowledge of digitization and digital preservation theory and best practices. Understanding of current copyright legislation as it pertains to archival materials in all formats an asset. Familiarity with database software and principals. Advanced Microsoft Office and keyboarding skills. Strong interpersonal and customer service skills. Excellent written and oral communication skills. Excellent organizational and time management skills with an ability to learn and operate in an environment where priorities change regularly. Ability to work independently and to assume responsibility for assigned tasks and associated decision making. Knowledge of digital imaging and digital preservation software and hardware. Familiarity with digital preservation technologies, including: HTML, XML, metadata systems and Archival Information Management Systems. Ability to follow

complex procedures, work independently, and collaborate with others in a dynamic and team-oriented environment.Strong organizational, time management, and problem resolutions skills.Ability to meet deadlines and produce measurable deliverables.Demonstrated accuracy and attention to detail.Experience working with standardized metadata and cataloguing rules.Experience working with scanning and photography equipment.Valid G class License.Ability to lift boxes weighing 40 pounds.Possesses a high degree of visual and/or aural concentrations and attentiveness.Ability to manage multiple priorities with specific deadlines.YCW internship eligibility guidelines:Must be a Canadian citizen or a permanent resident, or have refugee status in Canada. Note: Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible.Must be legally entitled to work in Canada;Must be between 15* and 30 years of age at the start of employment (*where permissible under provincial/territorial labour laws);Must meet the specific eligibility criteria of the program to which you apply;Must be registered in the YCW online candidate inventory;Must be willing to commit to the full duration of the work assignment (minimum 30 hours a week);Must not have another full-time job while employed in a YCW job;Must be a recent graduate from college or university with 24 months of the start of employment;Must be unemployed or underemployed, i.e. not employed full-time;Must not be receiving Employment Insurance (EI) benefits while employed in a YCW job;Must not have previously participated in or been paid under a YCW internship or any other Career Focus internships funded under the Government of Canada's Youth Employment Strategy.Workplace Environment:The NFPL strives to be a workplace which fosters respect for all customers and co-workers, and requires employee commitment to the following;Adherence to the legal requirements of all levels of government, e.g. Health and Safety, Human Rights, Harassment, Freedom of Information and Privacy.Adherence to the policies and procedures of the Library which implement these requirements.Building and nurturing positive relationships among and with customers and colleagues.Culture of teamwork, collaboration and respectful feedback.Position Type:Internship.Wage:\$22.Work Hours: Includes days, evenings and weekends.How to Apply:Email your cover letter and resume detailing your qualifications to jcentanni@nflibrary.ca .Applications will be accepted until Friday July 26, 2019 at 4:30 PM.Applicants must be eligible to work in Canada. Police/Vulnerable Sector Check required.While we appreciate all applicants, only those selected for an interview will be contacted.The Niagara Falls Public Library is committed to providing accommodations in all aspects of the recruitment and hiring process under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).

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](#):