

2019 INALJ Jobs

Naomi House- Head Editor

Aisha Conner-Gaten, Content Editor- Submissions Managing Formatter

James Adams- Content Managing Editor

Yandee Vazquez, Tracy Wasserman, Rebekah Kati, Iris Jahng, Rose Feuer,

Tim Tweed & Tom Dailey -Submissions State Editors

7.31.2019

Issue 135

Sponsored jobs *USA jobs *Canada jobs *International jobs

SPONSORED

[Instructor Librarian & Coordinator of Access Services](#) / University of South Carolina
Upstate / Spartanburg, SC

[Teen Services Librarian](#) / The Westport Library / Westport, CT

[Circulation Supervisor – Full Time](#) / Galesburg Public Library / Galesburg, IL / Apply by
8/14

[Librarian](#) / The Coudersport Area School District / Coudersport, PA / Apply by
8/14 at 4 pm

[Assistant Department Head, Bookmobile and Outreach Services - Full Time](#) / Montgomery
County-Norristown Public Library / Norristown, PA

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

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

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](#):

[Librarian III](#) / Mobile Public Library / Mobile, AL

Librarian I - FULL TIME. Birmingham Public Library AL/ Apply by **8/9/** CENTRAL Current Openings - Job Detail, JOB BANK ENTRY OPENS: 7/26/2019 CLOSES:8/9/2019 JOB SUMMARY This is a professional library position requiring knowledge of library principles, practices and policies; attention to detail; sound judgment; strong communications skills; and some supervisory experience. The position may direct and supervise the day-to-day operation of a specific department for this location. The position involves performing a wide range of professional library work including but not limited to public service, circulation, collection management and supervising personnel. Strong customer service skills and an excellent service philosophy are required. Work is reviewed through conferences and on the basis of results achieved.

EXAMPLES OF DUTIES

Reports to the Department Head.

Supervises staff members including conducting employee performance reviews, handling employee performance issues, provides training opportunities and general employee development.

Assists in administering and interpreting the library's policies and procedures especially those involving circulation and membership.

In charge of financial procedures and reporting in this capacity supervises the daily recording of financial transactions, prepares weekly deposits, inputs monthly statistical information.

Provides regular and special reports on the activities and needs of the department and its activities.

Provides training to staff and patrons as needed on use of the library automated systems.

Attends various departmental and system-wide meetings.

Sets goals and plans procedures for effective provision of library services for assigned area.

Assists patrons in utilizing the self check system and the hold shelf.

Handles and resolves patron complaints and problems regarding library policy and practice.

Assesses and reports building facility issues, addresses, as necessary.

Manages meeting room transactions including discussions with patrons about usage guidelines and expectations.

Participates in Collection Management for the Branch.

Represents the library at neighborhood and community meetings.

Develops and promotes library programs and services.

Attends various department and system wide meetings, serves on system wide committees and task forces.

Performs other related duties as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and practice of good customer service skills and ability to establish cordial and effective relationships with associates and patrons.

Knowledge of and experience with computers and various computer software applications, peripherals, online databases, online searching, social networking and the Internet.

Ability to direct the work of nonprofessional staff, interns, and volunteers.

Ability to maintain cordial and productive relationships with staff and public.

Ability to supervise and motivate team members.

Strong commitment to public service supported by excellent customer service skills.

Strong problem solving skills and ability to mediate patron complaints.

Self motivation to learn new skills and the ability to adapt to a changing work environment is essential.

Excellent written and oral communication skills.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS Physical requirements include the ability to stand for long periods of time; eyesight sufficient to read and understand information from microform and PC monitor, and the manual dexterity necessary for the regular use of PCs; ability to stoop, twist, turn and move materials from place to place in the library. Ability to lift up to 30 pounds.

MINIMUM QUALIFICATIONS Graduation from an accredited four year college or university supplemented by the attainment of a master's degree in library and information science (MLS, MLIS) from an ALA accredited institution. Previous supervisory experience preferred. **BENEFITS** 80 hours biweekly, Grade 22, with starting salary of \$42,286.40 to \$48,963.20. All positions may include morning, afternoon, evening and weekend hours, including Sunday. Employees may be required to adapt to future schedule and location changes depending on library needs. Excellent benefits, such as major medical health coverage, dental and life insurance, pension plan, sick and vacation leave, along with 12 paid holidays per year. Employees may be required to adapt to future schedule and location changes depending on library needs. **METHODS OF APPOINTMENT** Applicants must contact the Alabama Career Center (<https://joblink.alabama.gov/ada/>) for an application. The application will be forwarded to the Birmingham Public Library Personnel Officer. Library employees need not go through the Alabama Career Center but can submit applications directly to the Library Personnel Office. A resume must be submitted prior to the interview. Qualified applicants may be contacted for an interview. You must pass a pre-employment health screen before you may be employed by the Birmingham Public Library. Position available immediately.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Equal Opportunity Employer

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](#):

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](#):

Sponsored

[Teen Services Librarian / The Westport Library / Westport, CT](#)

Other jobs

[Electronic Resources Librarian](#) (Reference search #2019617) / University of Connecticut Library / Storrs
CT

[Business & Entrepreneurship Librarian](#) (Reference search #2019597) / University of Connecticut / Storrs
CT

DC (Washington, DC)

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

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](#):

[Dean, Library Services](#)/Florida Gulf Coast University Library /Fort Myers, FL

[Assessment Program Specialist](#)- UF- Gainesville

[Digital Library Application Programmer](#) - UF- Gainesville

[Access and Resource Sharing Assistant](#) - UF- Gainesville

Georgia

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

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](#):

Sponsored

[Circulation Supervisor – Full Time](#) / Galesburg Public Library / Galesburg, IL / Apply by

8/14

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](#):

[Librarian for History & Area Studies](#) at Johns Hopkins University, Baltimore, MD
[Records Technician](#) - LAC Group- MD - Laurel

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](#):

Youth Services Librarian / White Lake Twp Library/ MI/ Apply by 8/3 / Part-time, professional position. MLIS degree: \$18 - \$21 an hour to start based on experience and education Student in MLIS program: \$15 an hour to start. Hours: 20-28 hours per week, including evening and Saturday hours. Set schedule with the possibility of additional substitute hours. We are closed on Sundays. Benefits: Pro-rated vacation, sick and personal business leave

Responsibilities:

Offer excellent customer service focusing on youth services

Provide reference and readers' advisory services

Purchase and maintain assigned print and digital collections with a generous budget

Collaborate with other staff to plan and implement a variety of programs and events

Maintain and update social media and website content

Contribute to outreach with area schools

Follow and apply all library rules, policies, procedures and patron privacy laws

Perform other duties as assigned

Qualifications:

ALA-accredited MLIS degree or significant progress in MLIS program

Enthusiasm for youth and commitment to public service excellence

Ability to provide professional reference and readers' advisory assistance

Computer literacy and an ability to provide technology instruction

Ability to work effectively with the public and other library employees

Strong interpersonal, communication and technology skills

Public library experience preferred

Closing Date: Applications received on or before August 3, 2019 will be given first consideration.

Interviews will be held the following week. Application: Cover letter, resume and completed [application form](#) that is available at <https://www.whitelakelibrary.org/whitelake/documents/app.pdf>

Email or send to: Leah Martin Kenney Head of Youth Services White Lake Township Library (new building location) 11005 Elizabeth Lake Road White Lake, MI 48386 lmartin@whitelakelibrary.org

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](#):

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](#):

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](#):

[Library Manager \(Cornelius\)](#) / Charlotte Mecklenburg Public Library / Charlotte, NC

[Media Coordinator \(School Librarian\)](#) / Union Elementary / Clinton, NC

[Library Assistant \(Adult Services\) - Southwest Regional Library](#) / Durham County Public Library / Durham, NC

[Librarian \(Adult Services\) - East Regional Library](#) / Durham County Public Library / Durham, NC

[Librarian III / Learning and Innovation Coordinator – Headquarters Library](#) / Cumberland County Public Library & Information Center / Fayetteville, NC

[Library Assistant](#) / Methodist University / Fayetteville, NC

[Library Technician \(Circulation Services\)](#) / Seymour Johnson AFB / Goldsboro, NC

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

[Library Media Specialist](#) / C C Wright Elementary School / North Wilkesboro, NC

[Librarian I / Selector – Wake Library Administration](#) / Wake County Public Libraries / Raleigh, NC

[NCICU Library Collaborative Coordinator](#) / North Carolina Independent Colleges and Universities (NCICU) Library Collaborative / 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](#):

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](#):

Pennsylvania

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

Sponsored

[Librarian](#) / The Coudersport Area School District / Coudersport, PA / Apply by
8/14 at 4 pm

[Assistant Department Head, Bookmobile and Outreach Services - Full Time](#) / Montgomery County-Norristown Public Library / Norristown, PA

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

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

Other jobs

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](#):

Sponsored

[Instructor Librarian & Coordinator of Access Services](#) / University of South Carolina Upstate / Spartanburg, SC

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](#):

[Digital Library Services Specialist](#)/ City of San Antonio

[Library Services Manager \(Children's Services\)](#)/ City of San Antonio

[Library Services Manager \(Adult Services\)](#) / City of San Antonio

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](#):

[Communications Specialist](#), Veterans Affairs, Veterans Health Administration, Department of Veterans Affairs, White River Junction, Vermont

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](#):

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](#):

[Associate Chief Librarian, Engagement and Access](#) / The University of British Columbia, Okanagan Campus Library

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](#):