

2019 INALJ Jobs

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Issue 190 (includes all of 189)

Sponsored jobs *USA jobs *Canada jobs *International jobs

SPONSORED

[Electronic Resources Librarian](#) / University of Notre Dame, Hesburgh Libraries /
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[Librarian / Information Specialist](#) / ICF – Supporting the National Library of Medicine /
Bethesda, MD

[User Experience Librarian](#) / Stanford Law School / Stanford, CA

[Late-Night Library Assistant \(part-time\)](#) / Lynn University / Boca Raton, FL

[Part-Time Librarian](#) or Library – Information School Graduate Student / ICF – Supporting
the National Library of Medicine / Bethesda, MD

[Systems Librarian](#) / Missouri Southern State University / Joplin, MO

[Instruction & Accessibility Librarian \(Faculty\)](#) / Montana State University Library /
Bozeman, MT / Apply by **10/31**

USA

USA – Virtual Work

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

[Curriculum Developer](#) / Cloudera / Remote

[Senior Architect](#) / Crawford & Company / Remote

[Project Manager, BitCuratorEdu](#) / Virtual Work / Screening begins **11/15**

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](#):

[GIS Manager](#) / Arizona Department Of Environmental Quality, State of Arizona / Phoenix, AZ

Arkansas

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

Teen Programmer / Central Arkansas Library System / Little Rock, AR / Teen Programmer, Full time public service position at the Main Library, in the Level 4 Teen Center of the Youth Services Department. Seeking a dynamic and energetic teen programmer to provide programming for children ages 12-19, special events, and outreach. In addition to programming, the employee will be responsible for coordinating teen volunteers, tracking volunteer hours, and further developing the teen volunteer program. The employee must demonstrate excellent customer service to library patrons of all ages, attend all training inservices and travel to and from outreach visits. Ideal candidate will be team oriented, have experience working with teens, and have some knowledge of young adult literature as well as video games and gaming platforms. Some evenings and weekends are required. Salary range starts at \$12.32 per hour with excellent benefits. Please send resume and application to Youth Services manager Amanda Ferguson at youthservicesjobs@cals.org Position open until filled.

California

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

Sponsored

[User Experience Librarian](#) / Stanford Law School / Stanford, CA

Other jobs

[Library Subscriptions Services Coordinator](#) - Los Angeles, CA
[Social Sciences Librarian](#) / California Baptist University / Riverside, CA
[Resource Support Specialist](#) - Los Angeles, CA
[Knowledge Engineer – Entertainment, Alexa](#) /Amazon / Santa Barbara, CA
[Metadata Specialist \(Project Hire\)](#) / Disney / Burbank, CA
[Director, Operations Strategy](#) / Disney Streaming Services / Glendale, CA
[Temporary Research & Engagement Librarian \(Humanities or Social Sciences\)](#) (2-years) / University of California, Santa Barbara / Santa Barbara, CA (may still be open- check with them first)
[Data Analyst](#) / LAC Group / Los Angeles, CA
[Chief Information Officer](#) / Humboldt State University / Arcata, CA / Apply by **11/3**

User Engagement Librarian / Woodbury University / Burbank, CA / Apply by **11/18** / User Engagement Librarian, Woodbury University Library. Woodbury University invites applications for the position of User Engagement Librarian. Working collaboratively, the User Engagement Librarian will be responsible for the development and implementation of programming, activities, and projects designed to improve the overall user experience of the Libraries. Shared responsibilities also include reference, collection development, and instruction in credit-bearing Information Literacy courses. This is a fulltime faculty position reporting to the University Librarian. The successful candidate is expected to pursue an active and ongoing program of scholarship, service, and professional development. Anticipated start date: January 2020. Required Qualifications: Masters degree in Library Science, or equivalent, from an ALA-accredited program. Ability to establish and maintain excellent cooperative working relationships with individuals and departments. Commitment to the promotion of a culture of outstanding public service in a learner-centered environment. Strong analytical and problem solving skills; excellent oral and written communication skills, with demonstrated ability to communicate effectively in multiple formats and to diverse audiences. Desired: Experience in teaching credit-bearing courses. Experience providing reference and instruction services. Experience working in an academic library. Experience with library statistics collection and analysis. Salary: Faculty rank and salary is commensurate with academic preparation and professional experience; expected range \$58,000 - \$77,000. Benefits include TIAA/CREF; life and health insurance; generous vacation and sick leave; and tuition assistance. Eligibility: Employment is contingent upon proof of eligibility to work in the United States. To Apply: Review of applications will begin Nov. 18, 2019 and will continue until the position is filled. Interested persons should send a cover letter, curriculum vitae, and contact information for three references to: Office of Human Resources, Woodbury University, 7500 N. Glenoaks Blvd., Burbank, CA 91504. Email: Hr@woodbury.edu. Woodbury University is an EEO/AA Institution committed to multicultural diversity in its people and programs.

Colorado

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

[Data Engineer](#) / Transamerica / Denver, CO

Connecticut

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

Part-Time Substitute Librarian, Reference / West Hartford Public Library / West Hartford, CT / Part-Time Substitute Librarian, Reference - The West Hartford Public Library has part-time evening and weekend openings for ALA accredited MLS librarians with strong reference and reader's advisory experience working with adults and children. The successful candidate will also be comfortable providing point-of use technology instruction. Salary: \$32.82/hour. To apply: Please send resume and cover letter to West Hartford Public Library, 20. S. Main Street, West Hartford, CT 06107, Attention: Carol Waxman. Applications will be reviewed as received. The Town of West Hartford is an Equal Opportunity Employer. EOE/AA.

Executive Assistant / The Russell Library / Middletown, CT / Apply by **11/15 at 4pm** / Executive Assistant - The Russell Library (Middletown, CT) is seeking an executive assistant to support the Library Director and executive managers. If you are passionate about public libraries, have exceptional organizational skills, and are an experienced administrative professional, we want to talk to you. Middletown is a vibrant, growing and extremely diverse community of nearly 48,000 residents, located on the Connecticut River, in the center of the Nutmeg State. Home to two colleges and universities, a thriving downtown, a rich cultural and dining scene, and a unique combination of urban, suburban and rural life, Middletown has something to offer everyone. Founded in 1875, the Russell Library is a 501(c)3 organization that serves as the principal public library for the City of Middletown, with a full range of services aimed at 21st-century users. The Library Board of Trustees and library staff are currently engaged in a strategic planning process to set a course for success in community transformation in the coming years. The executive assistant must be creative and enjoy working in a small entrepreneurial environment that is mission-driven, results-oriented and community-focused. They must exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain balance among multiple priorities. The incumbent is expected to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. The executive assistant develops mutual trust and builds a courteous, respectful and compassionate team environment with other staff members, organizational leaders, funders and visitors. The executive assistant should also be a strong supporter of the Library's cause and must be comfortable collaborating with other external agencies for the benefit of the community. The incumbent will perform numerous human resource and financial tasks, including but not limited to: posting open positions and scheduling interviews, employment paperwork, payroll, petty cash, and balancing duties. The executive assistant is a 40 hour-per-week, non-union position. Qualifications: Strong organizational skills that reflect an ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail. Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors. Working knowledge of human resource and financial tasks, including but not limited to: posting open positions and scheduling interviews, employment paperwork, payroll, petty cash, and balancing duties. Excellent written and verbal communication skills. Demonstrated proactive approaches to problem-solving with strong decision-making capability. Highly resourceful team-player, with the ability to also be extremely effective independently. Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response. Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment. Forward looking thinker, who actively seeks opportunities and proposes solutions. Education and Experience Requirements: Bachelor's degree required. Strong work tenure: five to 10 years of experience

supporting senior managers, preferably in a non-profit organization. Experience and interest in internal and external communications, partnership development and fundraising, and HR and financial administrative tasks. Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and social media platforms. Experience with fundraising systems a plus (Little Green Light, Network for Good, etc.). Compensation: This position offers a salary commensurate with experience and education, and an accompanying health & retirement package. Resume and cover letter must be submitted by 4:00 pm, November 15, 2019 to: Brandie Doyle, Assistant Director for Administrative Services, bdoyle@russelllibrary.org.

Library Director / Clark Memorial Library / Bethany, CT / Library Director - Clark Memorial Library, Bethany. Founded in 1937, Clark Memorial Library is the public library serving Bethany, Connecticut. Governed by the Bethany Library Association and a Board of Trustees, the mission of Clark is to engage patrons through their love of learning and reading by connecting them with a variety of resources thereby creating a community of vibrant and engaged thinkers. The Library Director is charged with achieving this mission through the ongoing development and support of a library responsive to our community's needs for information, education, and recreation. Through collaboration with the Board of Trustees, the Library Director develops programs and policies, monitors patron services, oversees finance and operations including the physical facility and human resources encompassing hiring, training and supervision of staff while serving as the public face of the library. RESPONSIBILITIES: Support the assessment and development of Library Programs and Services through: Planning, organizing and regularly evaluating services in support of the mission to reflect the needs of the Bethany community. Selecting and maintaining of library materials including books, media, software and other materials to ensure Clark's offerings meet the community's needs. Supervising the purchase, utilization, and maintenance of technology to delivery, monitor, and enhance library services. Compiling and recording statistics and generating reports for the monthly Board of Trustee meetings, the Bethany Library Association annual report and the State of Connecticut. To ensure efficient and responsible financial management of the budget, the Library Director: Develops and implements fundraising programs, events, and campaigns in conjunction with the Development Committee. Researches grant opportunities and submits completed grant proposals to state agencies, foundations and other organizations. Prepares the annual budget for Board of Trustees' review and approval in a timely manner. Presents budget requests to the Board of Selectmen. Administers and monitors expenditure of library funds within budget. Insures implementation of fundraising activities within the daily operations of the library. As the immediate Supervisor of Library Personnel, the Library Director: Recruits, trains, supervises and terminates staff and volunteers. Assigns duties and responsibilities and administers payroll. Promotes staff development by finding appropriate workshops and conferences. With the assistance of the Governance Committee, develops and maintains job descriptions and employment policies. To develop consistent and fair Library policies, the Library Director: Assists the Board of Trustees in developing long-range plans to support and promote Clark's mission and short-term plans specific issues facing the Library. Recommends policies to the Board of Trustees and implement approved policies in accordance with appropriate procedures. To insure the Library maintains a close connection with the Bethany community, the Library Director: Manages external communications such as brochures, newsletters, flyers and newspaper articles. Pursues public relations opportunities to engender good will towards and promotion of the Library. Develops and maintains cooperative relationships with Bethany Town Government, Bethany's primary and secondary schools, the Bethany Historical Society and other community organizations. To oversee all aspects of the physical plant, grounds, and equipment the Library Director: Schedules and supervises contract services and maintenance personnel and takes appropriate action in emergencies. Purchases equipment and furnishing as needed. Leads and directs major projects including construction and renovations. As an ex

officio member of the Board of Trustees, the Library Director: Informs the Board of Trustees of all relevant library business. Participates in the monthly Board of Trustees meetings and provides detailed reports of library operations at each meeting. Provides professional expertise and guidance to the Board of Trustees pertaining to local, state and federal legislation as well as trends in library technology, funding, and management. Attends Board of Trustees' committee meeting to provide advice and counsel. To maintain ongoing Professional Development, the Library Director: Is current on trends in library management and technology, new programming ideas and legal issues facing libraries. Attends meetings, workshops, and conferences. Maintains membership and participates actively in professional library associations, local and national. EXPERIENCE AND EDUCATION: Master's degree in Library Science or Library and Information Science. Five years of progressive library administration experience including three years in a supervisory capacity or a combination of experience and education which demonstrates success in this role. Demonstrated success in the application, receipt and administration of grants. COMPENSATION: Competitive salary and benefits. Holidays and Paid Time Off. Flexible Schedule. TO APPLY: Please e-mail your cover letter and resume to: pb@yourcareernavigator.com.

DC (Washington, DC)

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

[Lone Star Analysis Analyst - Market, Competition, Investment and Industrial Policy](#) / Lone Star / Washington, D.C.

[Photo Coordinator](#) / National Geographic, Twentieth Century Fox / Washington, D.C.

[Graduate Intern, Research Library](#) / Federal Reserve Board / 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](#):

Sponsored

[Late-Night Library Assistant \(part-time\)](#) / Lynn University / Boca Raton, FL

Other jobs

[Librarian](#) / Martin County Library System / Stuart, FL / Apply by 10/31

Georgia

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

[Library Assistant: Teen Services](#) / Weekends (TE-04); Athens-Clarke County Library, Athens, GA

Hawaii

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

Records Management Facilitator Internship/ The U.S. Fish and Wildlife Service Kaua'i National Wildlife Refuge Complex located in Kīlauea, Hawai'i/ This application is for the Kaua'i position. SUMMARY: The U.S. Fish and Wildlife Service Kaua'i National Wildlife Refuge Complex located in Kīlauea, Hawai'i is looking for a Records Management Facilitator to assist in organizing our holdings. Our offices have extensive historical files spanning decades, which document the management, political history, and scientific research surrounding the three national wildlife refuges on Kaua'i. The collections consist of analog and digital records, maps, photographs, and other mixed media. We are looking for conscientious, resourceful, and motivated information professionals to assess, review, digitize, upload, and organize the KNWRC records. The records management facilitators will be responsible for following a records schedule, organizing and digitizing files, keeping a records inventory, and disposing of files accordingly. You will gain hands-on experience with electronic records, preservation, digitization, metadata, records management, and content management systems. You will also gain experience prioritizing tasks, collaborating with others, establishing guidelines, and training other staff in records management tasks. Interns will prioritize the continued management of U.S. Fish and Wildlife Service records. For example, they will continue the goal of creating a sustainable filing system, digitize and purge records, as well as maintain the online catalog of U.S. Fish and Wildlife Service references. Other tasks include digitizing maps, downloading content from CDs and DVDs, and generally working to decrease the volume of mixed media accumulated. The intern should be flexible and able to work independently. A person who enjoys nature, independence, and the rustic side of life will excel in this location.

QUALIFICATIONS: Required: · Enrolled or recently graduated from an ALA accredited MLIS program or related graduate program. · Ability to work independently and make well-researched decisions with limited supervision. · Superb organizational and planning skills. · Ability to recognize inefficiencies and recommend practical solutions. · Ability to balance theory and idealism with fiscal and logistical limitations in a non-traditional information setting. · Ability to use excel and Microsoft suite programs. · Experience with archival content management platforms. · Adhere to established guidelines and policies both professional and organizational. · Work experience in archival science or records management. Preferred: · Experience with scanning equipment and Adobe Acrobat. · Experience with records retention and disposition schedules. · An interest in environmental issues, biology, or conservation. · Experience cataloging or working with metadata. · Experience working with born-digital references in an archival or records management capacity.

SCHEDULE: A 6-month, full-time (40 hrs./week) schedule is preferred. The start date for this position would be between January 27th to February 1st, 2020. COMPENSATION:

The internship is unpaid. Depending on your school's program requirements, you may be able to receive credit for this internship. Alternatively, a performance award of up to \$1,500 can be earned. TRAVEL

AND LODGING: The Service will provide roundtrip airfare to and from Kaua'i, including reimbursement for luggage, if necessary. A monthly food stipend of up to \$300 is also provided (upon submittal of

receipts). Housing is provided at a communal agency bunkhouse, if needed. The bunkhouse can accommodate up to thirteen people and applicants should be able to adapt to shared quarters and living space in a rural setting. Applicants must provide their own transportation to and from the bunkhouse and the worksite (~15 minute drive). Use of a government vehicle is allowed for official purposes, however, personal transportation allows the applicant to explore the island on your own during days off and holidays. SURROUNDINGS:

The office is located at Kīlauea Point NWR and is one of the most visited NWR's in the country, with approximately 500,000 visitors annually. A rustic bunkhouse is situated in Hanalei NWR and offers an unrivaled view of native Hawaiian wildlife and majestic landscape. There are nearby hiking trails, local shops, eateries, and a public library. Limited public transport is available. Weekends, holidays, and off hours can be spent exploring Hawaii. Opportunities abound to kayak, surf, fish, stand-up paddleboard, swim, snorkel, and enjoy the many beaches, parks, hiking trails, historical landmarks, and gardens.

BACKGROUND: The mission of the U.S. Fish and Wildlife Service is working with others to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people. The National Wildlife Refuge System, managed by the Service, is the world's premier system of public lands and waters set aside to conserve America's fish, wildlife, and plants. The Records Management Facilitators will make a difference for some of the world's most remarkable and unique natural resources as our office continues to accomplish great things in the Pacific. APPLICATION PROCESS:

To apply for the Kaua'i position, send an attached resume, brief cover letter and two to three references to Jennifer Waipa at jennifer_waip@fws.gov. Please have the subject of the email state "RMF Kauai Application"

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](#):

[Dean of Milner Library](#) / Illinois State University / Normal, IL

[Music Metadata Librarian](#) / University of Chicago / Chicago, IL / Apply by **11/15**

[Assistant Editor](#) / Sourcebooks / Naperville, IL

Indiana

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

Sponsored

[Electronic Resources Librarian](#) / University of Notre Dame, Hesburgh Libraries / Notre Dame, IN / Apply by **12/9 / [for further info click here](#)**

Iowa

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

[Dean of Library Services](#) / The University of Northern Iowa's Rod Library / Cedar Falls, IA

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](#):

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[Librarian / Information Specialist](#) / ICF – Supporting the National Library of Medicine / Bethesda, MD

[Part-Time Librarian](#) or Library – Information School Graduate Student / ICF – Supporting the National Library of Medicine / Bethesda, MD

Other jobs

[Assistant Branch Manager](#) / Lexington Park Library / Leonardtown, MD

[Research & Reference Librarian \(Animal Welfare\)](#) - Beltsville, MD

[Archivist for Digital Initiatives](#) / Loyola Notre Dame Library / Baltimore, MD

Massachusetts

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

[STEM Librarian](#) / University of Massachusetts Dartmouth / North Dartmouth, MA

[SYSTEMS LIBRARIAN](#)/ Boston Athenæum/ Boston, MA

Michigan

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

[Part-Time Youth Services Librarian](#) / Troy Public Library / Troy, MI / Apply by **11/4**

[Youth Services Intern](#) / Wixom Public Library / Wixom, MI / Apply by **10/31**

[Ask-a-Librarian Coordinator](#) / University of Michigan / Ann Arbor, MI / Apply by **11/4**

Minnesota

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

[Kasson Public Library Director](#) - MN

[Editorial Director – GBS](#) / Mayo Clinic-Rochester Allied / Rochester, MN

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](#):

Sponsored

[Systems Librarian](#) / Missouri Southern State University / Joplin, MO

Other jobs

Montana

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

Sponsored

[Instruction & Accessibility Librarian \(Faculty\)](#) / Montana State University Library / Bozeman, MT / Apply by **10/31**

Other jobs

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](#):

[Team Lead, Cataloging](#) / EBSCO / Contoocook, NH

Library Director / Chesterfield Public Library / Chesterfield, NH / Library Director, Chesterfield Public Library (Fulltime) Chesterfield, NH. This position provides an excellent opportunity for someone with the right academic focus, technological insight and futuristic vision who wants to make a mark for the citizens of our idyllic New England Town. "Community" is an integral part of our library. Our Library Director must

have the vision to take the physical aspects of our library to the next level by creating flexible, inter-generational spaces that can dynamically accommodate multiple generations and different uses. Consideration of public needs within the confines of public spaces is also key, e.g., quiet and increased privacy for research and computer use in one area while maintaining chatty, community interaction areas in another. The employment of Mobile Shelving can be used as a tool to support these goals and public events. Our Library Director will report to the Chesterfield Library Trustees forming a partnership through management of the Operating Budget and Execution of Library Policies & Procedures. The Director will maintain oversight of the Library Staff in day to day operations and be asked to apply for Grants that would benefit our Library and Community. The Library Trustees emphasis is on a candidate with formal academic credentials from an institute offering an American Library Association Accredited Master's Program in Library and Information Studies in addition to practical experience in a Library Setting. Please Submit a current resume under cover with (3) references to: Trustees@chesterfieldlibrary.org Or mail to Chesterfield Public Library, 524 Rte 63, Chesterfield, NH 03443 Att. Library trustees. Any and all responses forward to: Trustees@chesterfieldlibrary.org.

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](#):

[Assessment Librarian](#) / Stony Brook University / Stony Brook, NY / Apply by **11/25**

[Automation Services Librarian](#) / Pioneer Library System / Canandaigua, NY / Apply by **11/18**

[Social Sciences Librarian](#) / Syracuse University Libraries / Syracuse, NY / Apply by **11/8**

NYC

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

[Website Coordinator](#) / The Metropolitan Opera / New York, NY

[Media Content Operations Lead, Images](#) / Facebook / New York, NY

[Director, Preservation](#) / Columbia University Libraries / New York, NY

[Reference & Instruction Librarian](#) / Brooklyn College / Brooklyn, NY

[Scholarly Communications Librarian](#) / New York University: NYU

North Carolina

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

[Information Services Librarian](#) / South Piedmont Community College in Monroe, NC/ For general inquiries, please email employment@spcc.edu.

[Senior Librarian](#) / Reidsville Library, Rockingham County Public Library / Reidsville, NC / Apply by **11/8**

[University Archives Library Specialist](#) / UNC-Wilmington / Wilmington, NC / Apply by **11/1**

[Information Services Librarian](#) / South Piedmont Community College / Monroe, NC / Apply by **11/3**

[Librarian](#) / Durham Technical Community College / Durham, NC / Apply by **11/11**

[Lead Legal Data Analyst](#) / LexisNexis / 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](#):

[E-Resources Access Librarian](#) / University of Pennsylvania / Philadelphia, PA
[Web Project Leader](#) / University of Pennsylvania / Philadelphia, PA
[Library Data Scientist](#) / University of Pennsylvania / Philadelphia, PA
[eResource Acquisitions & Licensing Librarian](#) / University of Pennsylvania / Philadelphia, PA
[Director, Educational Technology and Learning Management](#) / University of Pennsylvania / Philadelphia, PA
[Assistant University Librarian for Research Data and Digital Scholarship](#) / University of Pennsylvania / Philadelphia, PA
[Lippincott Library of the Wharton School Intern \(Part Time\)](#) / University of Pennsylvania / Philadelphia, PA
[Public Services Intern \(Part Time\)](#) / Otto E. Albrecht Music Library – University of Pennsylvania / Philadelphia, PA
[Access and Collections Specialist – Temporary \(Part Time\)](#) / Villanova University / Villanova, PA
[Executive Director](#) / Pottstown Regional Public Library / Pottstown, PA

District Consultant / Lebanon District Library Center / Lebanon, PA / Apply by **10/30** / The Lebanon County Library District is seeking a District Consultant. Please see the job description below. Base salary is \$40,000 commensurate with experience. Position includes health insurance and enrollment in our pension program, plus vacation, sick, and personal time. To apply, please send cover letter, resume, and professional references to Michelle Hawk, District Administrator, at hawk@lclibs.org by 10/30/2019. Lebanon District Library Center, 125 N. 7th Street, Lebanon, Pennsylvania 17046. Job Description: POSITION: District Consultant - Full time (40 hours/week). DEFINITION: The District Consultant position provides a challenging and rewarding opportunity for a professional librarian with a desire to work closely with six public libraries in the establishment and maintenance of quality information service to residents of Lebanon County. The Consultant reports to the District Administrator and the District Board and serves as liaison between local libraries and Commonwealth Libraries. Currently, the Lebanon County Library System contracts with the Lebanon County Library District for the duties of the System Administrator. The District Consultant works with the District Administrator and the Technology Administrator to complete these duties. System duties assigned to the District Consultant are listed separately below. EXAMPLES OF WORK: Clarifies State requirements and regulations, Assists local libraries with personal visits, problem solving, planning, collection development, annual reports and grant writing, Communicates effectively with various groups and individuals, including but not limited to Office of Commonwealth Libraries, Boards of Trustees (District, System, and individual libraries), Library Directors, and District, System, and individual library staff, provides counsel to librarians, boards, government agencies and supporting organizations, Recognizes the importance of the library users and recommends new services, Administers the Books to Go outreach program, Oversees InterLibrary Loan and the intralibrary delivery service, Develops training programs for staff and boards and conducts workshops in local libraries, Disseminates information from Office of Commonwealth Libraries, professional organizations, and other sources to library staff and boards as appropriate., Engages in partnerships with other regional libraries, Collaborates with local organizations, agencies and businesses to enhance library services, Assists with the development of a Five Year Plan for service., Reviews annual reports before submission the State, Assists the District Administrator with the District Negotiated Agreement, Attends regularly scheduled DLC meetings with the District Administrator, Searches for resources and funding for district services and local libraries, Oversees District-wide children's services. (coordinates group events such as Commonwealth Libraries meetings), Represents the libraries at community events, programs and meetings, Performs other duties as required by the Administrator. System duties of the District Consultant: Oversee countywide United Way program

(including applying, reporting, attending meetings, and coordinating with the libraries),Purchase ebook and eaudiobook content for the six libraries,Coordinate/participate in social media presence,Coordinate special System projects (GO Lebanon, Spring Into Reading Fest, etc.).(The above are illustrative of the kind of work to be performed and are not intended to be all inclusive or exclusive.).QUALIFICATIONS:KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of State Library Code and standards as well as the annual reports in order to assist member libraries. Ability to assess needs and provide educational opportunities for all levels. Knowledge of current library trends and legislative activities. Strong customer service and problem solving ability necessary. A desire to reach consensus and team building a must. A valid driver's license and willingness to travel are required. Grant-writing experience a plus. PERSONAL CHARACTERISTICS: Sincere interest in contributing to equitable library service. Enjoy working with people; possess excellent interpersonal skills, resourceful and professional. Must possess good listening skills as well as excellent written and verbal skills. Must enjoy working with and providing assistance to individuals and groups in libraries of varying size. A clear vision and "big picture" thinking are essential. MINIMUM EDUCATION/EXPERIENCE: Masters Degree in Library Science from an ALA accredited institution with a minimum of two years in a supervisory position within public libraries. Work history must demonstrate the ability to perform the responsibilities of the position. CLEARANCES: A clear record on the Pa Child Abuse Clearance, PA Criminal Record Check, and FBI Criminal Background Check are all required. The Lebanon District Library Center is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. (This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.) Base salary is \$40,000 commensurate with experience.Position includes health insurance and enrollment in our pension program, plus, vacation, sick, and personal time. To apply please email resume, cover letter, and three professional references to Michelle Hawk, District Administrator at hawk@lclibs.org Resumes will be accepted until October 30, 2019.

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](#):

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[Director of Dana Medical Library](#), #F1464PO / The University of Vermont Libraries/ Burlington

Community Connector Position/ Pawlet Library / VT/ Apply by **10/31/** Greetings all of you in library land! Based on our new strategic plan, we received grant funding to add another staff member, 16 hours per week, for one year. The position title is Community Connector. Please find details below, and please spread the word if you know anyone who might be interested in applying. Thanks for your help. Mary Lou The Pawlet Public Library is accepting applications for a new one-year grant funded position (16 hours per week), Library Community Connector. The Community Connector will take a leadership role in facilitating Town and community organizations in working together and sharing information and resources with each other and the community. The purpose of the position is to increase organizations' effectiveness, to share resources, to inform the community about events and initiatives, and to attract more people to public service. This position is supervised by the library director, who evaluates activities according to the goals and objectives of the library's Strategic Plan. For a full job description, click [CommunityConnectorJobDescription9.24.19](#) Please mail or e-mail a cover letter, resume and three employment references to Mary Lou Willits, Director, Pawlet Public Library, P.O. Box 98, Pawlet, VT 05761 or email to pawletpub@gmail.com . The deadline for receipt of application is October 31, 2019. The start date for the position will be late November. Mary Lou Willits, Director Pawlet Public Library

P.O. Box 98 141 School Street Pawlet, VT 05761 802-325-3123 pawletpub@gmail.com
www.pawletpubliclibrary.wordpress.com

Virginia

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

[University Archivist](#), University of Virginia/ Charlottesville, VA/ Apply by 12/6

Washington

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

[Librarian/](#) The Office of the Circuit Librarian for the Ninth Circuit / Spokane WA

West Virginia

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

[Library Director](#) / Kanawha County Public Library / Charleston, WV / Apply by 12/15

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Northwest Territories, Nunavut & Yukon

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International (all dates in US format, Month/Day)

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