

# 2019 INALJ Jobs

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Issue 213 (includes all of 210-212)

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**Sponsored jobs \*USA jobs \*Canada jobs \*International jobs**

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## **SPONSORED JOBS**

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[Deputy Library Director / Main Library / Yuma, AZ](#)

[Branch Librarian – Patrick A. Lucero Library / Pueblo City-County Library District / Pueblo, CO](#)

[Library Director / City of Burley / ID / Apply by 12/31 at 5pm / \*for more info click here\*](#)

[SHARE Administrative Services Supervisor / Illinois Heartland Library System / Carbondale, Champaign, and Edwardsville, IL / \*for further info click here\* / contact \[hr@illinoisheartland.org\]\(mailto:hr@illinoisheartland.org\) with any questions](#)

[Electronic Resources Librarian/Assistant or Associate Librarian / Miami University / Oxford, OH / \*for further info click here\*](#)

## **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](#):

Sponsored

[Deputy Library Director / Main Library / Yuma, AZ](#)

## **Arkansas**

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

[Small Business Programmer](#) / Central Arkansas Library System / Little Rock AR  
[Library Assistant PT](#) / Central Arkansas Library System / Little Rock AR

## **California**

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

[User Services & Accessioning Archivist](#) / University of California San Francisco / San Francisco, CA  
[Archivist](#) / Huntington Library & Art Museum / San Marino, CA  
[Electronic Resources Specialist](#) / University of California San Francisco / San Francisco, CA  
[Librarian](#) / San Francisco State University / San Francisco, CA  
[Digital Asset Manager](#) / Hogarth California / Sunnyvale, CA  
[Library/Records Coordinator](#) / Degenkolb Engineers / San Francisco, CA  
[Librarian](#) / Nevada County Community Library / Nevada County, CA

## **Colorado**

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

Sponsored

**[Branch Librarian](#) – Patrick A. Lucero Library / Pueblo City-County Library District / Pueblo, CO**

## **Connecticut**

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

[Digital Scholarship Librarian](#) / Fairfield University / Fairfield CT

[Web and User Experience Librarian](#) / Fairfield University / Fairfield CT

[STEM and Data Education Librarian](#) - Wesleyan University Library/ Middletown CT

[Assistant Director/Head of Adult Services Librarian](#)-The Brookfield Library

[Reference Assistant](#) - Bristol Public Library, City of Bristol. Connecticut

[Library Director](#)- Suffield CT

[Access Services Associate](#) (University Library Assistant 2), 2 positions - UConn Library, Storrs

[Web Services Coordinator](#) - UConn Library, Mansfield CT

[Public Programs Manager](#) - Pequot Library, Southport

[Library Media Specialist](#), High School - Fairfield Public Schools. CT

[Financial Services Assistant](#) – UConn Law Library. Hartford

[Youth Services Librarian](#) - The Jonathan Trumbull Library in Lebanon, 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](#):*

[Instructional Specialist III/Managing Director](#) / Florida State University / Tallahassee FL

[Teaching Faculty I](#) / Florida State University / Tallahassee FL

[Assistant Professor, 9 Month Salaried \(School of Information\)](#) – Two Positions, Florida State University School of Information-Job ID 46544. Tallahassee, FL

**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](#):

Sponsored

[Library Director / City of Burley / ID / Apply by 12/31 at 5pm / for more info click here](#)

**Illinois**

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

Sponsored

[SHARE Administrative Services Supervisor / Illinois Heartland Library System / Carbondale, Champaign, and Edwardsville, IL / for further info click here / contact \[hr@illinoisheartland.org\]\(mailto:hr@illinoisheartland.org\) with any questions](#)

Other jobs

[Professorship in the History of Libraries and the Information Professions](#)- University of Illinois, Urbana-Champaign, IL

**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](#):*

[Research & Instruction Librarian](#) / Washington College / Chestertown MD

**Massachusetts**

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

[Lead Archivist](#)-City of Boston-Boston, MA

[Project Catalogers \(Contract\)](#) - The Donohue Group, Inc. Boston MA area

**Michigan**

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

[Library Branch Manager](#) / Jackson District Library / Concord & Hanover MI

[PT Librarian \(Youth and Adult Services Positions Available\)](#)/ Belleville Area District Library / Belleville MI

[PT Librarian Assistant](#) / Belleville Area District Library / Belleville MI

[Coordinator, School of Library Information Science](#), University Library System Wayne State University-Detroit, MI

**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](#):*

[Discovery Coordinator](#) / Washington University / St. Louis MO

[Knowledge Management Administrative Assistant](#)...MAXIMUS, Inc. Kansas City, MO

**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](#):*

[Electronic Resources Librarian](#) / University of Nebraska-Lincoln /Lincoln NE

## **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](#):

[School Library Media Specialist](#) / Newburgh ECSD / Newburgh, NY / Apply by **12/16**

[Library Media Specialist](#) / Poughkeepsie City School District / Poughkeepsie, NY / Apply by **12/17**

[Library Media Specialist – Long-Term Substitute \(Elementary\)](#) / East Meadow School District / Westbury, NY / Apply by **12/17**

[Library Media Specialist](#) / Island Trees Memorial Middle School / Levittown, NY / Apply by **12/20**

[Assistant Director](#) / Pioneer Library System / Canandaigua, NY / Apply by **1/2**

Library Assistant for Children's Services / Liberty Public Library / Liberty, NY / Apply by **12/11** /

The Liberty Public Library is seeking an energetic, creative, and caring person to fill a part-time Library Assistant position. This position will be responsible for: creating and implementing children's programs; providing circulation services; answering basic reference questions; creating promotional flyers & newsletters; and maintaining/expanding social media presence. We are seeking an individual who loves working with youth and families of all ages and takes pride in delivering great customer service. The work requires basic knowledge of children's literature, computer proficiency, and ability to conduct programming with small and large groups of children. Minimum Qualifications Either: (A) Bachelor's Degree (preference will be given to those with experience working with youth); (B) Associate's Degree plus two (2) years' experience working with youth. This is a Civil Service position. Candidates are required to pass a civil service exam. The application deadline for the exam is Dec. 11th. Visit the [Sullivan County Civil Service Employment Portal](#) for more information. The position is for 30 hours per week including two evenings, and Saturdays. Starting pay rate will be \$17.00 per hour (negotiable depending

on experience). Please email your cover letter, resume, and list of 3 references to [libjobs@rcls.org](mailto:libjobs@rcls.org). Review of resumes will begin immediately. Position is not expected to begin until February 2020.

Outreach and Partnership Specialist / Nassau Library System / Uniondale, NY / Apply by **12/20** /

We are seeking a passionate, self-starting, "people-person" with strong collaborative skills to engage libraries and community partners in the expansion of inclusive library services. The Nassau Library System is a cooperative library system that serves the 54 public libraries in Nassau County, NY. This is an excellent career opportunity for a progressive librarian who wants to make a difference.

**PRIMARY RESPONSIBILITIES** Encourages member library staff and stakeholders to develop services in support of state-specified target populations, including senior citizens, ethnic and language minorities, persons with disabilities, those who are educationally disadvantaged, the unemployed and underemployed, and individuals residing in institutions Initiates and maintains active relationships with agencies serving and advocating for vulnerable populations and underserved communities in order to foster partnership, promote collaboration, and broaden awareness of library services Provides consultation services, continuing education, and other means of support and encouragement for member library efforts to reflect the changing demographics and increasing diversity of their communities in their collections and services

Facilitates the development and continuous improvement of communication across channels connecting NLS, member libraries, community stakeholders, library users, and other audiences Serves individuals incarcerated at the Nassau County Correctional Facility by conducting programs, including a weekly book club, and coordinating the acquisition of library materials Represent Nassau libraries and coordinate member library involvement at community events

**PREFERRED QUALIFICATIONS** MLS from an ALA-accredited library school and at least three (3) years of relevant experience working with vulnerable populations Track record of developing and maintaining community partnerships Past success developing and delivering engaging presentations, facilitating meetings, and training diverse audiences Excellent verbal, written, and visual communication skills, with the ability to tailor messages to target audiences Demonstrated commitment to customer service and fair provision of services Able to work effectively individually and in a team-based environment

**Compensation and Benefits:** Starting salary \$68,000-\$75,000 depending on relevant experience and qualifications. Excellent benefits. NLS is not subject to Civil Service. This position is part of the collective bargaining unit. Professional involvement encouraged and supported.

**Apply:** Send your resume with a cover letter to the attention of Nicole Scherer, Assistant Director, Nassau Library System, at [careers@nassaulibrary.org](mailto:careers@nassaulibrary.org). Preference will be given to applications received by December 20, 2019, but applications will be accepted until the position is filled.

[Student Success Librarian](#) / Paul Smith's College / Paul Smiths NY

Adult Services Librarian / Wood Library / Canandaigua NY/ **12/22**/ **JOB OPENING:** F/T Librarian – Wood Library seeks a self-motivated professional to be our next Adult Services Librarian. The Adult Services Librarian reports to the Executive Director and is responsible for developing the adult materials collections, planning and coordinating a variety of programs and services for adults, and providing outreach to the Canandaigua community. Wood Library is an association library located in Canandaigua, NY in the Finger Lakes Region and provides services to 25,000 residents. In 2014, the library completed a major building project which added 5,400 square feet to its historic building on Main Street including a large multi-purpose community meeting room. A new strategic plan adopted by the library board in 2018



outlines priorities in the areas of community partnerships, community access, building and collection evaluation, sustainability, and staff and leadership development. We're poised for big things at Wood Library and we need an energetic and committed Adult Services Librarian to join our staff to help take us to the next level! **QUALIFICATIONS:** An MLS degree from an ALA accredited program is required. Those currently enrolled in an MLS program will be considered. **SALARY/BENEFITS:** This is a full-time, 35 hour per week position with a starting salary of \$42,000. Benefit package includes employer contribution to health insurance, group life insurance, SIMPLE IRA plan, and paid time off. An Employee Assistant Program (EAP) is also available. Continuing education opportunities are included. **DUTIES AND RESPONSIBILITIES:**

- Completes duties assigned by the Executive Director and meets regularly to review Adult Services.
- Develops, implements and publicizes informational, recreational and cultural programs for adults.
- Plans and coordinates tech programs for adults.
- Plans development of adult collections.
- Prepares annual and special reports for Adult Services.
- Trains staff on latest trends or topics affecting Adult Services.
- Identifies grant opportunities and prepares applications with the assistance of the Development Specialist.

**QUALIFICATIONS AND REQUIREMENTS:**

- Librarian with an MLS from a graduate library school accredited by ALA required.
- Knowledge of computers/technology and Wordpress websites.
- Patience, tact, and excellent communication skills.
- Strong organizational talents.
- Demonstrates creativity, flexibility, and a positive attitude.
- Poise in a busy setting serving patrons and staff with high expectations.
- Excellent reference skills and ability to relate to patrons of all ages.
- Ability to exhibit good judgment and establish effective working relationships with staff, colleagues within the library system, community leaders, etc.
- Shows strong initiative.
- Ability to exercise leadership and motivate others.
- Ability to establish effective working relationships with community organizations.
- Warm, outgoing personality.
- An innovative mind that thinks "outside the box."

**DEADLINE:** Special preference will be given to those applications received by Friday, December 22, 2019. Qualified, interested parties should email a cover letter, resume, and three professional references to Cyndi Fordham, Administrative Assistant at [cfordham@pls-net.org](mailto:cfordham@pls-net.org)

## **NYC**

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

Archives Intern / Nathan Marsh Pusey Library / New York NY / The Andrew W. Mellon Foundation ("Foundation") is a not-for-profit, grantmaking organization that seeks to strengthen, promote, and, where necessary, defend the contributions of the humanities and the arts to human flourishing and to the well-being of diverse and democratic societies. It makes grants in four core program areas (higher education and scholarship in the humanities; arts and cultural heritage; scholarly communications; and international higher education and strategic projects). The Foundation seeks an Archives Intern to provide support in the Nathan Marsh Pusey Library. This is a 10-week, full-time position with a start date in June 2020. **Summary** Working within the Foundation's library, the intern will gain experience in archival arrangement and description by processing a set of organizational records, and will use tools such as ArchivesSpace to support this work. The intern will also have the opportunity to engage in historical research and develop a finding aid for staff outreach, as well as assist in digital preservation and records management initiatives. This internship is ideal for a student seeking experience working with archives and records management in a nonprofit organization. **Position Details** Appraise, arrange, and describe a series of the Foundation's archival files, performing minor conservation treatment as needed. Develop a processing plan to interpret and structure the project towards completion. Research historical information related to the Old Dominion Foundation, one of the antecedents of the Mellon Foundation. Compile descriptive grants information and folder lists within ArchivesSpace. Assist in digital preservation

and records management initiatives as needed. Qualifications: The successful candidate will have the following qualifications: Current library and information science graduate student, preferably with a specialization in archives. Knowledge of basic archival principles of processing, arranging, and describing collections. Familiarity with basic preservation techniques for archives. Familiarity with archival collection management systems. Strong interest in pursuing an archives and records management career in the non-profit sector. Knowledge or interest in philanthropy a plus. Related skills: excellent verbal and written communication, attention to detail, strong organizational skills, and the ability to work independently. The Foundation is an equal opportunity employer that offers a competitive salary, outstanding benefits, and excellent working conditions. CONTACT INFORMATION: Candidates should apply by submitting a thoughtful cover letter describing fit for the position together with a resume to: [Archives Intern](#). The Foundation will consider each response carefully, but only contact those individuals it believes are most qualified for the position.

### **North Carolina**

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

[Lecturer Librarian](#) / Appalachian State University / Boone, NC

[Library Experiences Assistant - Youth & Family](#) / Chapel Hill Library / Chapel Hill, NC

[Library Assistant \(Morrison Regional Branch\)](#) / Charlotte Mecklenburg Public Library / Charlotte, NC

[Media Coordinator](#) / Cherokee Central School / Cherokee, NC

[Librarian II / Youth Services – Hope Mills Branch Library](#) / Cumberland County Public Library / Fayetteville, NC

[Library Director](#) / Albemarle Regional Library / Winton, NC

[Continuing Resource Acquisitions Intern](#) / Duke University / Durham, 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

**[Electronic Resources Librarian/Assistant or Associate Librarian](#) / Miami University / Oxford, OH / [for further info click here](#)**

Other jobs

[Library Specialist](#) / Midpoint Library System / West Chester OH

[Library Specialist](#) / MidPointe Library System / Middletown OH

[Lifelong Learning Manager - Strategy](#). The Public Library of Cincinnati and Hamilton County Cincinnati, OH

## 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](#):

[Faculty.Professor.Assistant/Associate](#) - Full-Time, The University of Pittsburgh, Pittsburgh, PA

[Assistant University Librarian for Research Data and Digital Scholarship](#) / University of Pennsylvania / Philadelphia, PA

[Graphic Designer and Photographer \(Part Time\)](#) / University of Pennsylvania / Philadelphia, PA

[Assistant Director of Operations, Kislak Center](#) / University of Pennsylvania / Philadelphia, PA

[Integrated Library System Application Specialist](#) / Pennsylvania Integrated Library System / Scranton, PA

[Member Support Technician \(Part Time\)](#) / Pennsylvania Integrated Library System / Scranton, PA

[Digital Services Librarian](#) / Luzerne County Community College / Nanticoke, PA / Apply by **12/23**

[Technology and Circulation Manager](#) / Manheim Township Public Library / Lancaster, PA

[Web Technologies Librarian](#) / Philadelphia College of Osteopathic Medicine / Philadelphia, PA

[Circulation Manager](#) / Wayne County Public Library / Honesdale, PA

[Adult Services / Inter-Library Loan Librarian](#) / Indiana Free Library / Indiana, PA

[Programming Coordinator](#) / Chester County Library System – Kennett Library / Kennett Square, PA

[Integrated Library System Application Specialist](#) / Pennsylvania Integrated Library System / Scranton, PA

[Assistant Director of Operations](#) / University of Pennsylvania – Kislak Center for Special Collections, Rare Books and Manuscripts / Philadelphia, PA

[Head of Acquisitions Services](#) / Penn State University / University Park, PA / Apply by **1/6**

## 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](#):*

[Resource Description Librarian](#) / University of Houston / Houston 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](#):

**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](#):

[Director](#) / Bridges Library System / Waukesha WI

**Wyoming**

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

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**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**

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**Saskatchewan**

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## **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](#):*

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## **International (other countries)**

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

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