

# 2016 INALJ Jobs



**Naomi House**

**James Adams & Chloe McLaren,  
Content Managing Editors**

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**Aisha Conner-Gaten**

**Content Editors- Submissions Formatters**

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## [Sponsored jobs](#)

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[USA jobs](#) \* [Canada jobs](#) \* [UK jobs](#) \* [International \(other\) jobs](#)

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## SPONSORED

[Branch Manager \(San Luis Branch\)](#) / Yuma County Libraries / Yuma County, AZ

[Library Scientist \(part-time\)](#) / Sutter Hill Ventures / Silicon Valley, CA

[Library Director](#) / City of Fort Worth / Fort Worth, TX / Apply by **12/2**

## USA

### USA – Virtual Work

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

[http://inalj.com/?page\\_id=56476](http://inalj.com/?page_id=56476)

**Alabama**

to find more sites to job hunt at in AL check out INALJ Alabama home page: [http://inalj.com/?page\\_id=56451](http://inalj.com/?page_id=56451)

**Alaska**

to find more sites to job hunt at in AK check out INALJ Alaska home page: [http://inalj.com/?page\\_id=56453](http://inalj.com/?page_id=56453)

**Arizona**

to find more sites to job hunt at in AZ check out INALJ Arizona home page: [http://inalj.com/?page\\_id=56455](http://inalj.com/?page_id=56455)

**Arkansas**

to find more sites to job hunt at in AR check out INALJ Arkansas home page: [http://inalj.com/?page\\_id=56457](http://inalj.com/?page_id=56457)

**California**

to find more sites to job hunt at in CA check out INALJ California home page: [http://inalj.com/?page\\_id=75425](http://inalj.com/?page_id=75425)

[Instructional Design Librarian](#) / Notre Dame de Namur University / Belmont, CA

[Library Assistant](#) / University of California, Los Angeles / Los Angeles, CA

[Library & Tech Media Specialist](#) / New Horizon School Pasadena / Pasadena, CA

[User Experience Research Intern](#) / Google / Mountain View, CA

[Processing Archivist & Records Assistant](#) / SLAC National Accelerator Laboratory / Menlo Park, CA

[Digital Media Archivist](#) / Trailer Park, Inc. / Los Angeles, CA

[Assistant Librarian & Archivist](#) / Concordia University / Irvine, CA

[Library Media Assistant](#) / Montezuma School, Stockton Unified School District / Stockton, CA / Apply by 11/9

[Instructional Design and Assessment Librarian](#), University of Southern California / Los Angeles CA

[Art Librarian](#) / University of California, Berkeley / Berkeley, CA(may still be open..)

**Colorado**

to find more sites to job hunt at in CO check out INALJ Colorado home page: [http://inalj.com/?page\\_id=56461](http://inalj.com/?page_id=56461)

**Connecticut**

to find more sites to job hunt at in CT check out INALJ Connecticut home page: [http://inalj.com/?page\\_id=56463](http://inalj.com/?page_id=56463)

[Part Time Interdepartmental Library Assistant, Adult](#)/ Southington Public Library/ CT/ Apply by 11/10

[Reference Librarian \(Part-time Professional Position\)](#)/ The Berlin-Peck Memorial Library/ CT/ Apply by 11/4

**DC (Washington, DC)**

to find more sites to job hunt at in DC check out INALJ DC home page: [http://inalj.com/?page\\_id=56468](http://inalj.com/?page_id=56468)

**Delaware**

to find more sites to job hunt at in DE check out INALJ Delaware home page: [http://inalj.com/?page\\_id=56466](http://inalj.com/?page_id=56466)

**Florida**

to find more sites to job hunt at in FL check out INALJ Florida home page: [http://inalj.com/?page\\_id=76843](http://inalj.com/?page_id=76843)

**Georgia**

to find more sites to job hunt at in GA check out INALJ Georgia home page: [http://inalj.com/?page\\_id=56472](http://inalj.com/?page_id=56472)

[Library Technician](#) / DeKalb County Library System / Decatur, GA

[Library Specialist](#) / DeKalb County Library System / Decatur, GA

[Librarian III – Branch Head](#) / Powder Springs Library / Powder Springs, GA

[Library Assistant](#) / Dougherty County Public Library / Albany, GA / Apply by 10/30

**Hawaii**

to find more sites to job hunt at in HI check out INALJ Hawaii home page: [http://inalj.com/?page\\_id=56474](http://inalj.com/?page_id=56474)

**Idaho**

to find more sites to job hunt at in ID check out INALJ Idaho home page: [http://inalj.com/?page\\_id=56478](http://inalj.com/?page_id=56478)

**Illinois**

to find more sites to job hunt at in IL check out INALJ Illinois home page: [http://inalj.com/?page\\_id=56480](http://inalj.com/?page_id=56480)

[Music Cataloging Specialist](#) / Illinois State University / Normal IL

[Librarian for STEM](#) (SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS) / Northwestern University Libraries / Evanston IL

[Digital Preservation Librarian](#) / Northwestern University Libraries, Evanston, IL

**Indiana**

to find more sites to job hunt at in IN check out INALJ Indiana home page: [http://inalj.com/?page\\_id=56482](http://inalj.com/?page_id=56482)

[Digital Scholarship and Discovery Support Analyst](#) / Ball State University/Muncie, Indiana

**Iowa**

to find more sites to job hunt at in IA check out INALJ Iowa home page: [http://inalj.com/?page\\_id=56484](http://inalj.com/?page_id=56484)

**Kansas**

to find more sites to job hunt at in KS check out INALJ Kansas home page: [http://inalj.com/?page\\_id=56486](http://inalj.com/?page_id=56486)

**Kentucky**

to find more sites to job hunt at in KY check out INALJ Kentucky home page: [http://inalj.com/?page\\_id=56488](http://inalj.com/?page_id=56488)

**Louisiana**

to find more sites to job hunt at in LA check out INALJ Louisiana home page: [http://inalj.com/?page\\_id=56490](http://inalj.com/?page_id=56490)

**Maine**

to find more sites to job hunt at in ME check out INALJ Maine home page: [http://inalj.com/?page\\_id=56493](http://inalj.com/?page_id=56493)

**Maryland**

to find more sites to job hunt at in MD check out INALJ Maryland home page: [http://inalj.com/?page\\_id=56495](http://inalj.com/?page_id=56495)

**Massachusetts**

to find more sites to job hunt at in MA check out INALJ Massachusetts home page: [http://inalj.com/?page\\_id=56402](http://inalj.com/?page_id=56402)

**Michigan**

to find more sites to job hunt at in MI check out INALJ Michigan home page: [http://inalj.com/?page\\_id=56497](http://inalj.com/?page_id=56497)

[Part-Time Youth Services Para-Professional](#) / Milford Public Library / Milford MI  
[Temporary Para-Professional](#) / Milford Public Library / Milford MI

**Minnesota**

to find more sites to job hunt at in MN check out INALJ Minnesota home page: [http://inalj.com/?page\\_id=56499](http://inalj.com/?page_id=56499)

**Mississippi**

to find more sites to job hunt at in MS check out INALJ Mississippi home page: [http://inalj.com/?page\\_id=56501](http://inalj.com/?page_id=56501)

### **Missouri**

to find more sites to job hunt at in MO check out INALJ Missouri home page: [http://inalj.com/?page\\_id=56504](http://inalj.com/?page_id=56504) s

### **Montana**

to find more sites to job hunt at in MT check out INALJ Montana home page: [http://inalj.com/?page\\_id=56313](http://inalj.com/?page_id=56313)

[Director of Library Services](#) / Montana State University Billings, MT (Deadline Extended) / Apply by 12/1

### **Nebraska**

to find more sites to job hunt at in NE check out INALJ Nebraska home page: [http://inalj.com/?page\\_id=56320](http://inalj.com/?page_id=56320)

### **Nevada**

to find more sites to job hunt at in NV check out INALJ Nevada home page: [http://inalj.com/?page\\_id=56326](http://inalj.com/?page_id=56326)

### **New Hampshire**

to find more sites to job hunt at in NH check out INALJ New Hampshire home page: [http://inalj.com/?page\\_id=56333](http://inalj.com/?page_id=56333)

### **New Jersey**

to find more sites to job hunt at in NJ check out INALJ New Jersey home page: [http://inalj.com/?page\\_id=56346](http://inalj.com/?page_id=56346)

### **New Mexico**

to find more sites to job hunt at in NM check out INALJ New Mexico home page: [http://inalj.com/?page\\_id=76814](http://inalj.com/?page_id=76814)

### **New York (state)**

to find more sites to job hunt at in NY check out INALJ NY State home page: [http://inalj.com/?page\\_id=56407](http://inalj.com/?page_id=56407)

[Special Collections Librarian](#) / New York State Historical Association, Fenimore Art Museum, and the Farmers' Museum / Cooperstown NY

## NYC

to find more sites to job hunt at in NYC check out INALJ New York City home page: [http://inalj.com/?page\\_id=56409](http://inalj.com/?page_id=56409)

[Archivist Intern](#)/ Green Naftali Gallery/ New York, NY  
[Cataloguing Intern](#)/ International Center of Photography/ New York, NY  
[Intern – NYPL Community Oral History Project](#)/ New York Public Library/ Manhattan, NY  
[Intern – Records Management](#)/ NYCEDC/ New York, NY  
[Material Librarian](#)/ SHoP Architects/ New York, NY  
[Part-Time Evening Librarian](#)/ LIM College/ New York, NY  
[Reference Librarian for the Printed Collections](#)/ New York Historical Society/ New York, NY  
[Youth Collections Coordinator](#)/ New York Public Library/ Long Island City, NY

## North Carolina

to find more sites to job hunt at in NC check out INALJ North Carolina home page: [http://inalj.com/?page\\_id=56411](http://inalj.com/?page_id=56411)

[Circulation Services Manager](#) / Charlotte Mecklenburg Library / Charlotte, NC / Apply by 11/4  
[Systems Support Technician](#) / Durham County Libraries / Durham, NC  
[Digital Initiatives Librarian](#) / UNC-Wilmington / Wilmington, NC / Apply by 11/30  
[Metadata BA](#) / TEKSystems / Charlotte, NC  
[Archives Librarian and Elon Collections Archivist](#) / Elon University / Elon, NC  
[Archival Processing Assistant](#) / University of North Carolina / Chapel Hill, NC  
[Instructional Technologist](#) / Appalachian State University / Boone, NC  
[Circulation Services Manager - Mountain Island Branch Library](#) / Charlotte Mecklenburg Public Library / Charlotte, NC  
[Director of the Library](#) / North Carolina Wesleyan College / Rocky Mount, NC  
[History Museum Curator/Distance Learning Coordinator](#) / North Carolina Department of Natural and Cultural Resources / Wake County, NC / Apply by 11/4  
[Youth Services Librarians – Multiple locations](#) / Wake County Public Libraries / Wake County, NC

## North Dakota

to find more sites to job hunt at in ND check out INALJ North Dakota home page: [http://inalj.com/?page\\_id=56413](http://inalj.com/?page_id=56413)

## Ohio

to find more sites to job hunt at in OH check out INALJ Ohio home page: [http://inalj.com/?page\\_id=56415](http://inalj.com/?page_id=56415)

## Oklahoma

to find more sites to job hunt at in OK check out INALJ Oklahoma home page: [http://inalj.com/?page\\_id=56417](http://inalj.com/?page_id=56417)

## Oregon

to find more sites to job hunt at in OR check out INALJ Oregon home page: [http://inalj.com/?page\\_id=56419](http://inalj.com/?page_id=56419)

## **Pennsylvania**

to find more sites to job hunt at in PA check out INALJ Pennsylvania home page: [http://inalj.com/?page\\_id=56421](http://inalj.com/?page_id=56421)

[South Asian Studies Librarian](#) / University of Pennsylvania / Philadelphia, PA  
[Collection Analyst/Social Science Librarian](#) / University of Pennsylvania / Philadelphia, PA

## **Puerto Rico**

to find more sites to job hunt at in PR check out INALJ Puerto Rico home page: [http://inalj.com/?page\\_id=56423](http://inalj.com/?page_id=56423)

## **Rhode Island**

to find more sites to job hunt at in RI check out INALJ Rhode Island home page: [http://inalj.com/?page\\_id=56426](http://inalj.com/?page_id=56426)

[Deployment Technician](#) / Tek Systems / Warwick, RI  
[Web Developer](#) / Xzito Creative Solutions, LLC / Providence, RI

## **South Carolina**

to find more sites to job hunt at in SC check out INALJ South Carolina home page: [http://inalj.com/?page\\_id=56428](http://inalj.com/?page_id=56428)

## **South Dakota**

to find more sites to job hunt at in SD check out INALJ South Dakota home page: [http://inalj.com/?page\\_id=56430](http://inalj.com/?page_id=56430)

## **Tennessee**

to find more sites to job hunt at in TN check out INALJ Tennessee home page: [http://inalj.com/?page\\_id=56432](http://inalj.com/?page_id=56432)

Assistant Regional Library Director / Buffalo River Regional Library / Columbia TN / Mission: The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment. Supervisor: Regional Director Summary: An employee in this classification performs professional and technical library work in a variety of assignments. The assistant director is responsible for knowing the libraries in his/her region, developing an intimate understanding of their history, programs and services, goals, strengths and weaknesses. The assistant director is expected to develop strong business relationships with key personnel at each local library, to be accessible, and to provide guidance and advice to board members and library managers. The assistant director assists library boards in policy development and planning; works with local government officials and local library support groups to promote advocacy and awareness; and aids local library directors and staff by providing training, assistance and advice in all areas of public library service. The assistant director also assists libraries in the region with applying for grants and by serving as a technical advisor for issues related to use of technology in libraries. The employee will be expected to travel throughout the region and to attend meetings and training programs at the State Library and Archives in Nashville or in other areas of the state.

Duties/Responsibilities \* Assist public library directors and staff by providing training, assistance and guidance in areas including planning, budgeting, supervision, technology, collection development, resource sharing, service improvements, data collection and statistical analysis. \* Attend local library board meetings to ascertain and assist with library policy, planning and development.

\* Plan and present group and one-on-one training for library services. \* Provide assistance with grant preparation and monitoring. \* Serve as technical advisor and consultant to the libraries in the region which may include assistance with E-Rate, coordination of local and wide area network, maintaining websites, hardware and software purchases and technical troubleshooting. \* Assist with development of library promotional materials. \* Work with library support groups providing advocacy and awareness. \* Contribute to reports for local libraries, the regional board, and the State Library and Archives.

\* Attend mandatory meetings and training sessions which may require overnight travel. \* Perform other duties as assigned.  
Minimum Qualifications: Education and Experience \* MLS required, or equivalent public library experience.  
Knowledge and Abilities \* Demonstrates excellent oral and written communication skills. \* Possesses intermediate to advanced skills in computer operations. \* Has thorough knowledge of current public library practices and trends, including modern library technology. \* Has working knowledge of online library management systems. \* Strong organizational skills, including the ability to establish priorities, follow project timelines and meet project deadlines. \* Has demonstrated skills in public speaking. \* Understands the requirements of adult education and has the ability to plan and present effective library in-service training and continuing education programs. \* Must be willing and able to work a flexible schedule and travel independently throughout the region and the state. \* Requires normal visual acuity and field of vision, hearing, and speaking. \* Must possess a good driving record and valid driver's license. \* Must exhibit the ability to be a positive influence within the region and while representing the region. \* Ability to work collegially as part of a team. Physical Requirements: \* Good hearing, vision and manual dexterity. \* Ability to move and lift materials of 35 pounds. \* Ability to stoop, bend and lift to file and retrieve materials. \* Ability to work in an environment with books that contain dust and other allergens. Health, safety and collections security \* Assist the organization in creating a safe and healthy working environment by working safely with the equipment provided. \* Follow instructions given for health and safety purposes and immediately report any unsafe working practices or hazardous working conditions. \* Take whatever measures are necessary to protect materials, property, and/or the collections from loss, mutilation or theft. Salary: \$3,333 per month plus State of Tennessee benefits package. To apply, please email your letter of interest and resume to Jennifer Garrison, Director of HR, sos.hr@tn.gov<mailto:sos.hr@tn.gov>. Review of applications begins immediately and will continue until the position is filled.

## **Texas**

to find more sites to job hunt at in TX check out INALJ Texas home page: [http://inalj.com/?page\\_id=56434](http://inalj.com/?page_id=56434)

## **Utah**

to find more sites to job hunt at in UT check out INALJ Utah home page: [http://inalj.com/?page\\_id=56436](http://inalj.com/?page_id=56436)

## **Vermont**

to find more sites to job hunt at in VT check out INALJ Vermont home page: [http://inalj.com/?page\\_id=56438](http://inalj.com/?page_id=56438)

## **Virginia**

to find more sites to job hunt at in VA check out INALJ Virginia home page: [http://inalj.com/?page\\_id=56440](http://inalj.com/?page_id=56440)

[Music and Media Metadata Specialist](#) / James Madison University / Harrisonburg VA  
[Librarian](#) / Stratford University / Falls Church VA

## **Washington**

to find more sites to job hunt at in WA check out INALJ Washington home page: [http://inalj.com/?page\\_id=56442](http://inalj.com/?page_id=56442)

## **West Virginia**



to find more sites to job hunt at in WV check out INALJ West Virginia home page: [http://inalj.com/?page\\_id=56444](http://inalj.com/?page_id=56444)

### **Wisconsin**

to find more sites to job hunt at in WI check out INALJ Wisconsin home page: [http://inalj.com/?page\\_id=56446](http://inalj.com/?page_id=56446)

### **Wyoming**

to find more sites to job hunt at in WY check out INALJ Wyoming home page: [http://inalj.com/?page\\_id=56449](http://inalj.com/?page_id=56449)

[Resource Management Librarian](#)/ Central Wyoming College in Riverton, WY/ Apply by 11/20

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## **CANADA**

### **Alberta**

to find more sites to job hunt at check out INALJ Alberta home page: [http://inalj.com/?page\\_id=5931](http://inalj.com/?page_id=5931)

### **British Columbia**

to find more sites to job hunt at check out INALJ British Columbia home page: [http://inalj.com/?page\\_id=5933](http://inalj.com/?page_id=5933)

### **Manitoba**

to find more sites to job hunt at check out INALJ Manitoba home page: [http://inalj.com/?page\\_id=5934](http://inalj.com/?page_id=5934)

### **New Brunswick**

to find more sites to job hunt at check out INALJ New Brunswick home page: [http://inalj.com/?page\\_id=5935](http://inalj.com/?page_id=5935)

### **Newfoundland & Labrador**

to find more sites to job hunt at check out INALJ Newfoundland & Labrador home page: [http://inalj.com/?page\\_id=5939](http://inalj.com/?page_id=5939)

### **Northwest Territories, Nunavut & Yukon**

to find more sites to job hunt at check out INALJ NWT, Nunavut & Yukon home page: [http://inalj.com/?page\\_id=102592](http://inalj.com/?page_id=102592)

## **Nova Scotia & PEI**

*to find more sites to job hunt at check out INALJ Nova Scotia & Prince Edward Island home page: [http://inalj.com/?page\\_id=5941](http://inalj.com/?page_id=5941)*

## **Ontario**

*to find more sites to job hunt at check out INALJ Ontario home page: [http://inalj.com/?page\\_id=57040](http://inalj.com/?page_id=57040)*

## **Quebec**

*to find more sites to job hunt at check out INALJ Quebec home page: [http://inalj.com/?page\\_id=5945](http://inalj.com/?page_id=5945)*

## **Saskatchewan**

*to find more sites to job hunt at check out INALJ Saskatchewan home page: [http://inalj.com/?page\\_id=5946](http://inalj.com/?page_id=5946)*

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## **UK & Ireland**

### **Ireland**

*to find more sites to job hunt at check out INALJ Ireland home page: [http://inalj.com/?page\\_id=7707](http://inalj.com/?page_id=7707)*

### **UK**

*to find more sites to job hunt at check out INALJ UK home page: [http://inalj.com/?page\\_id=77527](http://inalj.com/?page_id=77527)*

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## **International (other countries)**

### **International**

*to find more sites to job hunt at check out INALJ International home page: [http://inalj.com/?page\\_id=8008](http://inalj.com/?page_id=8008)*