

# 2017 INALJ Jobs

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## Sponsored jobs

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

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## SPONSORED

[Public Service Librarian](#) / East Grand Forks, MN / Apply by **3/24 at 5pm**

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[Associate University Librarian for Collections & Scholarly Communication](#) / University of California, Los Angeles/  
Los Angeles, CA

[Branch Manager](#) / Gwinnett County Public Library / GA

[Associate Dean for Special Collections](#) / LSU Libraries / Louisiana State University / Baton Rouge, LA / [for full job ad click here](#)

[Manager/Librarian V](#) / Toledo Lucas County Public Library / Toledo, OH / Apply by **3/24** / [full position description here](#)

[Collection Management Librarian 2 or 3](#) / Bucks County Free Library – Collection Management Dept. / Doylestown, PA / Apply by **3/30** / [For full job posting 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:

[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)

[Librarian](#) / Queen Creek Branch Library / Queen Creek, AZ / Apply by **3/20**

**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)

[Librarian](#) / UAMS - Family Medical Center / Fort Smith, AR

**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)

Sponsored

[Associate University Librarian for Collections & Scholarly Communication](#) / University of California, Los Angeles/  
Los Angeles, CA

Other jobs

[Assessment Program Librarian](#) / University of California, Berkeley / Berkeley, CA / Apply by **4/6**

[Information Specialist](#) / Consulting Firm Library / Los Angeles, CA

[Library Specialist](#) / Fontana Unified School District / Fontana, CA / Apply by **3/10**

[End User Support Technician](#) / University of California, Santa Barbara / Santa Barbara, CA / Apply by **3/20**

[Associate University Librarian](#) / UCLA / Los Angeles, CA / Apply by **6/30**

[Researcher](#) / Riot Games / Los Angeles, CA

[Library Assistant](#) / Chapman University / Orange, CA

[Library Associate](#) / Escondido Public Library / Escondido, CA / Apply by **3/24**

[Library Clerk](#) / City of Burbank, CA / Burbank, CA / Apply by **3/17**

**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)

Executive Director / Libraries Online, Inc. (LION) / Middletown, CT / Apply by 4/7 / Executive Director - Libraries Online, Inc. (LION), Middletown, CT. The LION Board of Directors seeks an Executive Director to lead our active and successful organization in leveraging technology to share, expand, and promote quality, cost-effective information resources and services among our 28 member libraries. LION, a 501(c)(3) organization established in 1982, has a staff of six dedicated IT, library and office professionals. The Executive Director, under the general direction of the Board, has overall responsibility for the efficient and effective administration of all LION operations which include monitoring and evaluating the shared integrated library system (currently Innovative Interfaces' Sierra system), providing other information technology services, and planning for future development of shared resources. Essential skills include a broad knowledge of automated library systems, advanced technology and problem solving skills, excellent oral and written communication abilities, and administrative experience including planning, evaluation, budgeting, staff management and training. Proven experience reporting to a governing board and success in collaborating with multiple stakeholders are highly desirable. Minimum Qualifications: MLS with 5 years professional library experience or an equivalent combination of education and experience. Please see the Executive Director Job Description: <http://www.lioninc.org/wp-content/uploads/2017/03/EXEC-DIR-description.pdf> for additional details. Compensation: \$94,000 - \$100,000 range dependent on experience. Competitive benefits package. To apply, send a cover letter, resume, and 3 contacts for references as a Word or PDF attachment to [liondirectorsearch@gmail.com](mailto:liondirectorsearch@gmail.com) on or before April 7, 2017.

[Library Assistant](#) / Hartford Public Library / Hartford, CT / Apply by 3/17

Part-time Reference Librarian / Kent Memorial Library / Suffield, CT / Apply by 3/10 / Reference Librarian, Part-Time - The Kent Memorial Library in Suffield is seeking a dynamic person with outstanding customer service skills to become a part time reference librarian. This position is 8 hours per week, includes one weekday and every other Saturday. Duties include: assisting patrons with research, readers advisory, technology and information inquiries. Additional duties may include young adult programming, outreach, and collection development. Candidates must have a working knowledge of computers, office software and have the ability to manage multiple priorities. Previous library reference experience and a degree in Library Science from an accredited institution are preferred. Graduate students are encouraged to apply. Starting wage is \$16.44 per hour, position is available immediately. Applications can be found on the town's web page at [www.suffieldct.gov](http://www.suffieldct.gov) under town offices & services/human resources. Closing date: March 10, 2017. Mail, fax or e-mail application and resume to: Karin Ziemba, HR Director, Town of Suffield, 230C Mountain Road, Suffield, CT 06078, (fax) (860) 668-3317, (e-mail) [kziemba@suffieldct.gov](mailto:kziemba@suffieldct.gov) The Town of Suffield is an equal opportunity employer, m/f/d/v.

Library Clerk / Windsor Locks Public Library / Windsor Locks, CT / Library Clerk – Windsor Locks Public Library seeks an individual with excellent customer service skills to serve a diverse public. Prior library experience, customer service and familiarity with Sierra or other library system preferred. Candidate must possess ability to perform a variety of circulation duties, including shelving of materials and answering phones. This part-time position requires Monday evenings from 4:30-8:30 with the possibility of afternoon hours on Tuesday from 12:30-5:00 pm. This position will serve as a fill-in on other days, evenings or Saturdays for 3.5-7.0 hours as needed. Candidate must be available for possible fill-in hours during school breaks. Interested applicants may send a resume and apply to the Director, Windsor Locks Public Library, 28 Main Street, Windsor Locks, CT 06096.

## 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)

[Project Archivist](#) / Private Family Collection / Wilmington, DC / Apply by 3/31

[Intern II](#) / AARP Library / Washington, D.C.

[Metadata Cataloger](#) / LAC Federal / Washington, D.C.

[Lead Processing Technicians](#) / LAC Federal / Washington, D.C.

**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)

[Librarian IV](#) / Belle Glade Branch Library / Belle Blade, FL / Apply by 3/17

[Library Assistant \(Law Firm\)](#) / SNI Companies / Tampa, FL

**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)

Sponsored

[Branch Manager](#) / Gwinnett County Public Library / GA

Other jobs

[Children's Library Assistant](#) / Newton County Library System / Covington, GA / Apply by 3/30

[Senior Web Developer](#) / Emory University / Atlanta, GA

[Media Specialist \(P-5\)](#) / Toombs County School System / Lyons, GA

[Media Specialist \(P-5\)](#) / Wayne County School System / Jesup, GA

[Part-time Library Assistant](#) / Middle Georgia Regional Library, Georgia Public Library Service / Macon, GA / Apply by 3/20

[Junior Software Developer](#) / Equinox Open Library Initiative / Atlanta GA area

**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)

[Digital Imaging & Metadata Specialist](#) / Illinois State University / Normal, 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)

**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)

[Archivist/Oral Historian - Heyburn Initiative](#) / University of Kentucky / Lexington, KY / Apply by 3/27

[Digital Humanities Librarian](#) / University of Kentucky / Lexington, KY / Apply by 4/15

**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)

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[Associate Dean for Special Collections](#) / LSU Libraries / Louisiana State University / Baton Rouge, LA / [for full job ad click here](#)

**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)

[Reference & Outreach Archivist](#) / Bates College / Lewiston, ME

**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)

[Digital Asset Cataloger](#) / United States Naval Institute / Annapolis, MD

**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)

[Digital Archivists](#) / Emerson College / Boston, MA

## 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)

[University Archivist I/II](#) / Wayne State University / Detroit, MI / Apply by 3/27

[Library Director](#) / Kalamazoo Public Library / Kalamazoo, MI / Apply by 4/23

[Project Archivists](#) / University of Michigan / Ann Arbor, MI

[Curator of Archives](#) / Calvin College / Grand Rapids, MI

Library Assistant / Reading Community Library / Reading, MI / Apply by 3/12 / Seeking Library Assistant. Candidates should have excellent computer and communication skills and be able to work well with all age groups. The candidate will be responsible to plan and lead various programming under supervision of the director. This position is 24 hours per week and includes evening and weekends. Compensation is \$10.00 per hour. Send resume with cover letter to Jeri Mosher, Director, Reading Community Library, P.O. Box 184, Reading, MI 49274 or to [reading@monroe.lib.mi.us](mailto:reading@monroe.lib.mi.us). Resumes will be accepted through 3/10/2017. Job Posting: Library Assistant: Please send your resume with cover letter to the following address: Reading Community Library, 104 N. Main St. Reading, MI 49274 or email to [reading@monroe.lib.mi.us](mailto:reading@monroe.lib.mi.us). Resumes will be accepted through March 12, 2017. Responsibilities of Position: Under director's supervision, perform clerical and other library work. Duties: 1. Performs circulation procedures. 2. Checks in/ processes deliveries of interlibrary loan materials. 3. Does typing and filing. 4. Processes, withdraws, repairs, or reconditions library materials. 5. Shelves materials and read shelves. 6. Sorts and routes mail. 7. Assists with library programs and displays. 8. Assists patrons with mechanical operations of library equipment. 9. Performs other related work as required. 10. Must be willing to work flexible hours including evenings and weekends. Knowledge and Abilities: 1. Working knowledge of library methods and procedures. 2. Ability to operate library machines properly. 3. Working knowledge of English grammar and spelling. 4. Communication skills in written and oral form. 5. Reading/comprehension of information contained in memoranda, reports, and bulletins, etc. 6. Strong knowledge of current technology. Physical Demands of position: 1. Sitting, standing, walking, climbing, and stooping. 2. Talking and hearing: use of the telephone. 3. Lifting and carrying under 40 pounds. Education and Experience: 1. High school diploma or GED. 2. Keyboarding and general office experience. 3. Some previous library or office work experience is desirable. Other: 1. Willing to travel to trainings or meetings. 2. Valid driver's license.

[Full Time Library Assistant II](#) / Oakland University / Rochester, MI

[University Archivist](#) / Wayne State University / Detroit, MI / Apply by 3/27

LIS Archivist Intern / Isaac Agree Downtown Synagogue / Detroit, MI / Isaac Agree Downtown Synagogue, 1457 Griswold St, Detroit, MI 48226. Temporary Job Posting: Internship for Undergraduate or Graduate Student interested in history, archiving, genealogy, research. Dynamic, diverse synagogue in downtown Detroit is looking for a library and information science student to assist us with archival research. Will use internet, institutional archives, telephone calls, and other research methods to help us locate living family members of deceased individuals memorialized or honored on synagogue plaques. General Outcomes: Work to positively identify at least 200 out of 800 people listed on the plaques. Make connection to the family members, collecting current contact information and any history of the person to the synagogue and/or the Detroit Jewish community. Provide a database of all 800, with all research gathered and connections noted. Working Conditions: 8 weeks @ 10 hrs/week @ \$15/hr. Flexible hours and work location; report to Executive Director and Program Coordinator; no benefits. To apply: please send a cover letter and resume to Vicki Sitron at [vsitron@downtownsynagogue.org](mailto:vsitron@downtownsynagogue.org).

[Manager of Library User Services and User Experience](#) / Lansing Community College Library / Lansing, 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)

Sponsored

[Public Service Librarian](#) / East Grand Forks, MN / Apply by 3/24 at 5pm

**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)

**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)

[Special Collections Metadata Librarian](#) / University of Nevada Las Vegas / Las Vegas, NV

**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)

[Project Archivist - Americana Manuscript Collections](#) / Princeton University / Princeton, NJ

[Assistant Director](#) / Montclair Public Library / Montclair, NJ / Apply by **3/24**

[Technical Services/Community Engagement Manager](#) / Bernardsville Public Library / Bernardsville, NJ

**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)

[Archivist](#) / Maryknoll Fathers & Brothers / Ossining, NY

[Librarian](#) / Orange-Ulster Boces / Goshen, NY / Apply by 3/17

[Library Services Coordinator](#) / Orange-Ulster Boces / Goshen, NY / Apply by 3/17

[Museum Manager](#) / Ellenville Public Library and Museum / Ellenville, NY / Apply by 4/14

[Health Science Librarian](#) / Stony Brook University / Stony Brook, NY / Apply by 7/4

[Access Services and Assessment Librarian](#) / The College of Saint Rose / Albany, NY

Librarian III - Technical Services / Finkelstein Memorial Library / Spring Valley, NY / Apply by 3/30 / Finkelstein Memorial Library, Librarian III - Technical Services Department. Effective on or about June 1, 2017 there will be a Librarian III position available in the Technical Services Department. Finkelstein Memorial Library is the largest library in Rockland County, New York. Located at 24 Chestnut Street in Spring Valley. The Library serves a very diverse community. This year the Library celebrates its 100th year anniversary. **DISTINGUISHING FEATURES:** Approves department weekly schedule; train and supervise Librarian I, Librarian II, Clerical and all other positions. Cataloging experience a must. Keeps informed of developments by reading journals, attending meetings and participating in continuing education. Prepares annual departmental budget. Evaluates staff performance. The work is performed under the general supervision of the Director. **GENERAL CHARACTERISTICS:** Good knowledge of modern principles and practices of library service, knowledge of library organizations, procedure, policy and services. Scheduling and supervising experience necessary. Knowledge of computers and their application to library services; good judgment; ability to get along with others; adaptability. Administrative experience required. **Minimum Qualifications:** Professional certification as a Public Librarian recognized by the New York State Department of Education, and at least three year's experience as Librarian II. **HOURS:** 35 hours/week. Includes one evening per week and one Saturday every four weeks. **SALARY:** Per union contract. **BENEFITS:** Generous benefits package. If interested, please send your letter of interest along with your resume by March 30, 2017 to: Debra Wicke, Head of Human Resources, Finkelstein Memorial Library, 24 Chestnut Street, Spring Valley, NY 10977, [dwicke@rcls.org](mailto:dwicke@rcls.org).

[Senior Assistant Librarian/Electronic Resources and Serials Librarian](#) / SUNY Potsdam / Postdam, NY / Apply by 3/15

[Associate Librarian/Technical Services and Metadata Coordinator](#) / SUNY Potsdam / Postdam, NY / Apply by 3/15

## **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)

[Digital Content Producer \(Spanish\)](#), Division of Communication, Unicef / New York/ Apply by 3/15

Research and Knowledge Analyst / PRO LIBRA Associates Inc. / New York, NY / RESEARCH AND KNOWLEDGE ANALYST / LEGAL INDUSTRY, New York City, Schedule required: (Mon - Fri): (1pm – 9PM), **SUMMARY:** Responsible for researching and providing information, analysis and expertise to attorneys and staff in all practice areas of the Firm. Analyzes legal, corporate and general resources and communicates findings in a clear and concise manner. Coordinates current awareness and news alert services. Works with Knowledge Strategy Counsel to develop and maintain selected practice area databases and websites. Helps plan and implement department outreach, training and orientation programs. Evaluates and recommends new information resources. **EDUCATION AND EXPERIENCE:** Master's Degree in Library Science preferred, Bachelor's Degree required, Minimum of 1-2 years in a Legal or Financial research setting. **ESSENTIAL FUNCTIONS:** Performs research for attorneys and other departments. Perfects research skills using print and online sources, incorporating new technology. Recommends new and beneficial information sources for the Library. Collaborates with Library team to provide cost effective reference services using databases, print and online sources. Provides current awareness by creating alerts, practice area newsletters, etc. tailored to the needs of the Firm. Works independently and with KM team and selected practice areas to choose, collect, organize, maintain, and update content for practice area websites and databases. Provides attorneys with access to and encourages the effective use of internal and external knowledge resources and disseminates such knowledge via Firm wide intranet and databases. Collaborates with practice group leaders and other attorneys to design effective KM websites and databases and processes which meet the practice groups' needs and establishes relationships with attorneys to promote awareness of KM initiatives, to solicit their participation. Keeps attorneys aware of new developments in their practice areas. Evaluates new and updated versions of information resources, print and online and recommends beneficial information



sources for practice sites. Maximizes the effective use of knowledge resources through training attorneys and staff on KM systems and databases and educates attorneys about resources in the Library. Develops information network within and outside the Firm. Contributes to development and organization of information materials in the Library and KM systems. Demonstrates effective interpersonal, written and verbal communication skills to facilitate effective work relationships with others. Manages Firm resources responsibly. Complies with and understands Firm operation, policies and procedures. Performs other related duties as assigned. ESSENTIAL KNOWLEDGE, SKILLS, ABILITIES AND OTHER JOB-RELATED COMPETENCIES: Knowledge of Firm operation, policies and procedures. Knowledge of legal and related information sources. Knowledge of computer database systems including: LexisNexis, Westlaw, etc. Working knowledge of integrated library systems. Working knowledge of Content Manager program used on intranet pages. Knowledge of relevant firm computer software programs (e.g., Outlook, Excel, PowerPoint), with the ability to learn new software and operating systems. Demonstrates effective interpersonal and communication skills, both verbally and in writing. Demonstrates close attention to detail. Excellent analytical, troubleshooting, organizational, and planning skills. Ability to handle multiple projects and shifting priorities. Ability to handle sensitive matters and maintain confidentiality. Ability to organize and prioritize work. Ability to work well in a demanding and fast-paced environment. Ability to work well independently as well as effectively within a team. Ability to use discretion and exercise independent and sound judgment. Ability to meet deadlines. Delegates work effectively. Flexibility to adjust hours and work the hours necessary to meet operating and business needs. Please contact Angela Dzikowski at 800-262-0070, Email: [adzikowski@prolibra.com](mailto:adzikowski@prolibra.com), PRO LIBRA® Associates, Inc.

[Research Associate](#) / LibGig / New York, 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)

[Associate Director Library Specialized Collections](#) / University of North Carolina Wilmington / Wilmington, NC  
[Director of Sales, Consortia](#) / Oxford University Press / Cary, NC  
[Digital Archivist](#) / University of North Carolina at Charlotte / Charlotte, NC  
[Foreign and International Law Reference Librarian](#) / Duke University / Durham, NC  
[Part-time Evening Librarian](#) / Blue Ridge Community College / Flat Rock, NC  
[Social Media Account Manager](#) / The Creative Group / Kannapolis, NC  
[Online Merchandising Manager](#) / Lowes / Mooresville, NC  
[Reference & Instruction Librarian](#) / Montreat College / Montreat, NC  
[Digital & Social Media Marketing Coordinator](#) / North Carolina Dept of Natural and Cultural Resources / 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)

Sponsored

[Manager/Librarian V](#) / Toledo Lucas County Public Library / Toledo, OH / Apply by **3/24** / [full position description here](#)

Other jobs

[Science Librarian/Assistant Librarian](#) / Miami University / Oxford, OH / Apply by **3/13**

## 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)

[Assistant Head of Archives and Asst/Assoc Professor](#) / Oklahoma State University / Stillwater, OK / Apply by 5/1

## 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)

[Branch Manager](#) / Jackson County Library Services / Ashland, OR / Apply by 3/15

## 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)

Sponsored

[Collection Management Librarian 2 or 3](#) / Bucks County Free Library – Collection Management Dept. / Doylestown, PA / Apply by 3/30 / [For full job posting click here](#)

Other jobs

[Library Manager](#) / Bucks County Free Library – Levittown Branch / Levittown, PA / Apply by 3/31 / [For full job posting click here](#)

Paid Archival Internship/Practicum / William Way LGBT Community Center / Philadelphia, PA / Paid Archival Internship/Practicum, John J. Wilcox, Jr. LGBT Archives, William Way LGBT Community Center, 1315 Spruce St., Philadelphia, PA 19107. Summary of the project: The John J. Wilcox, Jr. LGBT Archives at the William Way LGBT Community Center seeks a paid intern or practicum student. This position is for a specific project: the arrangement and description of the AIDS Library Graphics Collection. The AIDS Library Graphics Collection is comprised of approximately 5,000 posters, flyers, pamphlets, comic books, calendars, and other graphic material related to HIV/AIDS education, awareness, prevention, activism, and organizational fundraising. The materials are primarily in English, but include some in Spanish and other Western languages. Duties may include: Researching and writing appropriate notes about the collection and its provenance, Physically arranging the materials (many of which are large and awkward to handle), Simple photographic documentation of selected items with a camera or smart-phone, De-duping items from the collection, as appropriate, Describing the collection according to archival standards (DACS), creating an EAD finding aid using Archivists Toolkit, Basic conservation and rehousing. Hours: The intern should commit to working 10-15 hours per week during regular business hours at the Center. Pay: This position will be paid \$15 per hour up to a total of 160 hours. Qualifications: Good candidates for this position will: Be currently enrolled in a graduate-level program in archival studies or a closely related field, Have completed at least one graduate level archives course, Have an interest in or knowledge of LGBT history and/or the HIV/AIDS epidemic, Have knowledge or familiarity with Encoded Archival Description (EAD), Exhibit close attention to detail and accuracy, Possess basic computer skills, including word processing and spreadsheets. About the John J. Wilcox, Jr. LGBT Archives: The Archives contain about 60 discrete manuscript collections, including the 40-year history of the Center itself. The Archives also include periodicals, audio-visual materials, a book collection, textiles, artwork, artifacts, and an ephemera collection. The archives document LGBT History, generally, and in the City of Philadelphia and the Delaware Valley, specifically. To Apply: Please send a cover letter, resume and contact information for two references to John Anderies, archivist, at [janderies@waygay.org](mailto:janderies@waygay.org).

Unpaid Archival Internship/Practicum / William Way LGBT Community Center / Philadelphia, PA / Unpaid Archival Internship/Practicum, John J. Wilcox, Jr. LGBT Archives, William Way LGBT Community Center, 1315 Spruce St., Philadelphia, PA 19107. Summary of Responsibilities: The John J. Wilcox, Jr. LGBT Archives at the William Way LGBT Community Center seeks an unpaid intern or practicum student. We will work to design an internship or practicum experience suited to the needs of the student. Emphases may include policy and procedure development; archival arrangement and description; basic archival conservation and rehousing; EAD finding aid development; data manipulation and cleanup; and working with specific types of materials, including personal and organizational papers, ephemera collections, audio/visual materials, textiles, and book collections. Duties may include: Surveying collections and creating processing plans, Researching and writing about collections, donors, and organizations, Physically arranging documents (must be able to lift 25 lbs.), Describing documents according to archival standards (DACS), Encoding EAD finding aids using Archivists Toolkit, Basic conservation and rehousing. Hours: The intern should commit to working 10-15 hours per week during regular business hours at the Center. Qualifications: Good candidates for this position will: Be currently enrolled in a graduate-level program in archival studies or a closely related field, Have completed at least one graduate level archives course, Have an interest in or knowledge of Philadelphia history and/or LGBT history, Have knowledge or familiarity with Encoded Archival Description (EAD), Exhibit close attention to detail and accuracy, Possess basic computer skills, including word processing and spreadsheets. About the John J. Wilcox, Jr. LGBT Archives: The Archives contain about 60 discrete manuscript collections, including the 40-year history of the Center itself. The Archives also include periodicals, audio-visual materials, a book collection, textiles, artwork, artifacts, and an ephemera collection. The archives document LGBT History, generally, and in the City of Philadelphia and the Delaware Valley, specifically. To Apply: Please send a cover letter, resume and contact information for two references to John Anderies, archivist, at [janderies@waygay.org](mailto:janderies@waygay.org).

[Head Librarian](#) / Penn State University/ Fayette, PA / Apply by **3/27**

[Associate Dean of the Library](#) / Harry & Jeanette Weinberg Memorial Library, University of Scranton / Scranton, PA / Apply by **3/13**

[Head Librarian](#) / DuBois Campus, Penn State University / DuBois, PA / Apply by **3/27**

#### **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)

[Library Program Manager I](#) / Department of Administration / Providence, RI

Youth Services Librarian / Providence Community Library / Providence, RI / Youth Services Librarian(s) - Want to help strengthen neighborhoods and build community? Want to live in a diverse, accepting, historic, creative and vibrant city, near beaches and sandwiched between Boston and New York City? Providence Community Library is seeking a Youth Services Librarian to work in a busy, neighborhood library. The Youth Services Librarian plans and implements a comprehensive program of service, especially emergent literacy, to young library users, and may provide professional support to more than one neighborhood library. Responsibilities include but are not limited to: Selecting and purchasing library materials aimed at children and teens; Planning, developing, coordinating and executing programs designed to serve children from infants to teens; Providing reader's advisory and reference assistance to parents, teachers and caregivers; Promoting the development of pre-literacy and literacy skills in children and teens; Assisting patrons, particularly children and teens, in researching information on a wide variety of subjects; Acting as liaison with other agencies in the community, which serve children and teens, to promote the library; Creating a welcoming environment in the Youth Services area which provides for enjoyable and productive use of library resources. Providence Community Library is preparing to start a strategic planning initiative in 2017 that seeks to strengthen services to meet the needs of its diverse and dense urban neighborhoods. Energetic, service-oriented librarians are encouraged to apply. Annual salary: \$38,727 L-I/\$45,533 L-II. Qualifications: MLS from an ALA accredited school. Minimum three years professional experience as a Children's Librarian for the L-II position. Bi-lingual a plus. Send resume, cover letter, and three references to: Maria Melvin, HR Manager, [mmelvin@provcomlib.org](mailto:mmelvin@provcomlib.org), (401) 467-2700 x.1606. AN AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

[Library Program Manager](#) / Rhode Island Office of Library and Information Services / Providence, RI / Apply by **3/27**

**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)

[Instructor/Librarian-Cataloging and Serials Librarian](#) / University of South Carolina / Columbia, SC / Apply by 6/1

**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)

**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)

[Project Cataloger](#) / Texas A&M University / College Station, TX / Apply by 4/2

**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)

[Library Director](#) / [Chelsea](#) Public Library / Chelsea, VT

[Executive Director](#) / Norman Williams Public Library / Woodstock, VT / Apply by 4/10

**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)

**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)

[Upper School Librarian](#) / Lakeside School / Seattle, WA / Apply by 3/15

[Temporary Hourly Public Service Assistant - IdeaX Assignment](#) / King County Library System / Issaquah, WA / Apply by 3/17

[EDITORIAL ASSISTANT/ MELLON DIVERSITY FELLOW\(TEMP\)/ University of Washington](#)

## **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)*

Assistant Library Director / Upshur County Public Library / Buckhannon, West Virginia / ASSISTANT LIBRARY DIRECTOR – UPSHUR COUNTY (WV) PUBLIC LIBRARY, The Assistant Director works in partnership with the Director to administer and manage all aspects of library service. The Library serves as the service center for 13 affiliate libraries in four counties in north central West Virginia. That service includes consulting and evaluating affiliates and requires periodic site visits. Other tasks include collection development, management and supervising a generally cheerful staff of 9. The Assistant Director helps carry out policies, services, and originates programs. The ideal candidate will be encouraged to introduce innovations that move the Library in directions not yet imagined. Requirements: A Master of Library Science (MLS) or Master of Library and Information Science (MLIS) degree is required. Desired Qualification: The ideal candidate will have had some cataloging experience and have more current knowledge of the use of technology in libraries than the present Director. Experience with Sierra ILS a plus. Should be able to develop relationships that give the Library a higher profile in the community. The Community: Located in Buckhannon. Visit [www.buckhannonwv.org](http://www.buckhannonwv.org) for details. Salary: One of the strengths of the Upshur County Public Library is the friendliness of the staff. They make a point of greeting members of the public when they enter and making them feel welcome while they're there. One of the weaknesses of the Library is the salaries, in this case \$30,000 - \$33,000 per year plus excellent benefits. This is a good job for a recent library school graduate seeking experience. Physical Requirements of Work: Ability to bench press own weight unnecessary. Being able to lift, 25 pounds is enough. Telekinetic powers cool but not essential. To Apply: Send resume and cover letter to: Assistant Director Search, 1150 Route 20 South Road, Buckhannon, WV 26201 or email same to: [ralph.oppenheim@mail.nln.lib.wv.us](mailto:ralph.oppenheim@mail.nln.lib.wv.us)

Library Director / Louis Bennett Public Library / Weston, West Virginia / Apply by 5/1 / POSITION: Library Director for the Louis Bennett Public Library, Weston, West Virginia, JOB SUMMARY: Full time position to oversee the day-to-day operations of the public library. The director will be responsible for all library operations including the budget, technology services, purchasing books and library supplies. The director will be responsible for planning and running all library programs including a year round toddler story time and a summer reading program and an adult book club. The position requires strong financial and personnel management skills, as well as demonstrated success in strategic planning, grant writing, technology management, and community relations. The Louis Bennett Public Library is housed in the Bennett Mansion which was built in 1875. The director will work with the Library Board on future repairs and projects to preserve the building. The library serves Lewis County, WV with a population of 16,372. The library has an operating budget of \$186,000 and a staff of 4 part-time employees. Minimum qualifications include a Master's Degree from an American Library Association accredited school. Three years of professional library experience, with at least one year of administrative experience is preferred. The salary range is \$35,000 to \$36,000 which is negotiable, depending on qualifications, and the benefits package includes retirement and health care insurance. Please submit a cover letter, resume, and contact information for three references to [lbpl148@yahoo.com](mailto:lbpl148@yahoo.com) or send to Louis Bennett Public Library, 148 Court Avenue, Weston, WV 26452. The position start date is October 1, 2017. Review of applications will begin on May 1, 2017 and continue until the position is filled.

[Youth Services Manager](#) / Martinsburg-Berkeley County Public Library / Martinsburg, West Virginia / Apply by 3/20  
[Youth Services Assistant](#) / Evansville Vanderburgh Public Library / North Park, WV

## **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)*

[Diversity Resident Librarian](#) / University of Wisconsin-Madison / Madison, WI

## **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)*

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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)*

[Archivist](#) / University of Toronto Scarborough / Scarborough, ON / Apply by **3/21**

[Director, Rodham Hall Art Centre](#) / Brock University / St Catharines, ON / Apply by **4/17**

[Historical Interpreter](#) / Colborne Lodge Museum in High Park / Toronto, ON / Apply by **3/19**

[Manager, Curatorial Affairs](#) / Art Gallery of Ontario / Toronto, ON / Apply by **3/17**

## 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)

Librarian / Primary School Library, Soong Ching Ling School, International Division / Shanghai, China / Position: Librarian, Primary School Library\*Qualifications: Bachelor's and/or Master's Degree in Library Science, Two or more year's experience in a school library setting, Experience in supporting a library and establishing library procedures, Reports to: School Principals (Multicultural and Domestic Division), Supervises: Paraprofessionals/professionals including school library staff or volunteers. Job Goals: Instill a love for books and learning, Ensure all students and adults are respectful users of materials and the facility, Continually acquire and update books, furniture, technology, resources, Guide students to be critical thinkers, enthusiastic readers and skillful researchers, Enforce ethical use of all information, Ensure all students have equitable access to information, Maintain the library with a balanced mix of up to date books, periodicals and technology, Organize and train library staff for efficiently in the areas of check out/in needs, lessons, instruction, library maintenance and shelving. Maintain library rules, technical systems, books, displays, schedules & library/hallways, Work in conjunction with all school leaders and directors. Librarian's Roles and Responsibilities: Leader: Create an environment which supports active learning, Share with the faculty all new ideas, books and programs, Support and instruct learning through technology, Maintain active membership in American Library Association, International Library Association, and American Association of School Librarians, Advocate for school library programs for SCLS, Assure proper staff coverage for the library (hours and personnel), Instructional Partner: Collaborate with teachers and students in support of unit or research needs, Provide professional development for teachers, Work with Principals to inform them of library needs. Informational Specialist: Connect, cooperate and network with other librarians, libraries & learning centers, Establish/update & promote technology for book, author & topic

research, Promote the SCLS library. Teacher: Teach students about how to use the library, Teach students to be critical thinkers, Teach students to evaluate what they learn in the library, Inform students about copyright, plagiarism, intellectual property & sharing information, Lead a library lesson as requested, Share stories, library adventures, author and illustrator introductions, Support Library Week and other such celebrations. Terms of Employment: 1 year contract or more as deemed by Head of School. Evaluation: Librarian performance will be evaluated by the appropriate Principal(s). Applications can be sent to [jane.heimerdinger@sclsmd.org](mailto:jane.heimerdinger@sclsmd.org) or [susangotthelf@gmail.com](mailto:susangotthelf@gmail.com). Soong Ching Ling School, International Division, in Shanghai, China. \* The library system at Soong Ching Ling School supports literature in two languages. Generally, one side of the library hosts books in English and the other side hosts books in Chinese. Some books are in dual languages. The Primary School Library (grades 1-5) and the High School Library (grades 6-12) serves both the Domestic Division and the Multicultural Division. Librarian Primary School 5/25/16 (JH desktop & flash drive)