

2017 INALJ Jobs

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

SPONSORED

[Librarian \(Foothills\)](#) / Yuma County Library - Foothills Branch/ Yuma, AZ / Apply by **5/15**

[Branch Manager](#) / Gwinnett County Public Library / GA / Apply by **4/28**

[Branch Supervisor](#) / Elkhart Public Library / Elkhart, IN / Apply by **4/28**

[User Experience Designer](#) / New York University / New York, NY

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

Alabama

to find more sites to job hunt at in AL check out INALJ Alabama home page: 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

[Librarian](#)/ Mat-Su Borough/ Talkeetna, AK

Arizona

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

Sponsored

[Librarian \(Foothills\)](#) / Yuma County Library - Foothills Branch/ Yuma, AZ / Apply by 5/15

Arkansas

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

[Discovery and Metadata Coordinator \(Librarian\)](#)/ University of Arkansas at Little Rock

California

to find more sites to job hunt at in CA check out INALJ California home page: http://inalj.com/?page_id=104060

[Managing Archivist](#)/ California State Archives/ Sacramento County

[Biostatistical Programming Mgr](#) / Amgen/ Thousand Oaks CA

[Due Diligence Associate](#)/ Ramboll/ Emeryville, CA

[Research Librarian](#)/ Troutman Sanders LLP - Orange County, CA

[Resource Librarian](#)-Michael Smith Inc. - Santa Monica, CA

Colorado

to find more sites to job hunt at in CO check out INALJ Colorado home page: 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

[Research and Education Librarian- Requisition: 42608BR](#) / The Harvey Cushing/John Hay Whitney Medical Library/ Yale University/ New Haven, CT

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

[Digital Resources Librarian](#) - Louis Stokes Health Sciences Library/ Howard University/ DC

Delaware

to find more sites to job hunt at in DE check out INALJ Delaware home page: 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

[Librarian \(Youth Services\)](#)/ Hillsborough County/ FL
[Abandoned Property - Due Diligence Associate](#)/ BofA/Jacksonville, FL

Georgia

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

Sponsored

[Branch Manager](#) / Gwinnett County Public Library / GA / Apply by **4/28**

Other jobs

[Assistant Law Librarian for Outreach](#)/ [Emory](#) University/ Atlanta GA

Hawaii

to find more sites to job hunt at in HI check out INALJ Hawaii home page: 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

Illinois

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

Indiana

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

Sponsored

[Branch Supervisor](#) / Elkhart Public Library / Elkhart, IN / Apply by **4/28**

Other jobs

[Digital Scholarship Strategist](#) / Ball State University/ Muncie IN
[Library Assistant](#) / Copyright Clearance Center/ Indianapolis, IN

Iowa

to find more sites to job hunt at in IA check out INALJ Iowa home page: 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

Kentucky

to find more sites to job hunt at in KY check out INALJ Kentucky home page: 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

Cataloging Librarian II /Support Services Center/ Shreveport, LA /Full-time position, Exempt/ 17-SSC-2I SUMMARY: Under administrative supervision, this is responsible professional library work, which involves the application of professional cataloging techniques and procedures, impacting a variety of library departments and operations. Work includes creating bibliographic records for audiovisual materials, government documents (federal and state), and genealogy and other special collections' items, using either records copied from a bibliographic utility or database or original cataloging, plus related and other work as required. REQUIREMENTS: Training and Experience 1. Attainment of B.A. or B.S. from an accredited university/college; 2. Attainment of graduate degree in Library and/or Information Science from an ALA-accredited university; 3. Preference given to those with full-time, post-MLS library experience 4. Experience cataloging government and legal documents, genealogy materials, or audiovisual materials is highly desirable. Knowledge, Skills and Abilities Good knowledge of: 1. professional library principles, practices and procedures; 2. public library collections; 3. basic computer applications (e-mail, word processing, web browsing, etc.); 4. professional cataloging standards; Skills to: 1. find, analyze, and present information that furthers the goals of both the department and the library as a whole; 2. handle both routine operations and long-range planning; 3. establish and maintain effective working relationships with other staff members, vendors, and the public; 4. communicate effectively, orally and in writing, to groups and individuals; Ability to: 1. supervise and train support staff; 2. use specialized software for cataloging of library materials. Physical Demands The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is constantly required to talk and hear and frequently required to stand, walk, and sit. The employee is occasionally required to twist, climb, balance, stoop, crouch, squat, kneel, crawl and use hands to reach for, finger, grasp, handle, feel and/or operate objects, tools, or controls. Hand-eye coordination is necessary to operate computers and office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus. The employee must occasionally lift and/or carry up to 20 pounds, frequently lift and/or carry up to 10 pounds. Employee must occasionally push and/or pull loaded book carts and/or boxes of materials weighing up to 75 pounds

ESSENTIAL FUNCTIONS

1. Determines whether a received item is entirely new to the library or a copy that can be added to an existing bibliographic record.
2. Creates bibliographic records for new print items, including audiovisual items, government documents (federal and state), genealogy materials, and other special items, using either records copied from a bibliographic utility or database or original cataloging as needed.
3. Assesses whether items should receive locally-determined designations, such as whether an adult item belongs to a genre collection or whether a juvenile item qualifies as an easy reader or picture book.
4. Prints labels for cataloged items.
5. Assists in implementing universal cataloging changes using Library of Congress Subject Headings (LCSH), Resource Description and Access (RDA), Dewey Decimal Classification (DDC), and other standards recognized by the American Library Association (ALA).
6. Proofreads bibliographic records, correcting them as needed.
7. Works closely with the Acquisitions Department to ensure order records reflect whether an item is new or an added copy.
8. May assist with selecting, training, scheduling, supervising and evaluating support personnel; may assist with overseeing daily activities, assigning tasks and coordinating work flow.
9. Participates in training other library staff, trustees, and patrons in both general cataloging principles and those specific to the Shreve Memorial organization as needed.
10. Meets monthly with supervisor to review work plan.
11. Attends monthly system meetings.
12. Attends meetings of appointed committees, workshops and conferences.
13. Performs other duties as required.

TYPICAL SCHEDULE [subject to change without notice]
Monday - Friday: 8:00 a.m. - 4:30 p.m. This is an exempt position with a basic schedule of Monday - Friday during regular business hours. Occasional schedule changes may be required as related to assigned projects.

BENEFITS 96 hours vacation (with increases every other year up to 352 hours), 11 paid holidays/year + 1 personal day, 120 hours sick leave/year. Medical, dental and life insurance; library pays 70% of employee's and dependents' insurance premiums. Retirement system with the City of Shreveport. Tuition reimbursement available after one year of employment. Good library support for continuing education and attendance at conferences.

APPLICATION DEADLINE April 26, 2017 **STARTING DATE** Two (2) weeks after selection **SALARY** \$20.52/hour + benefits

Cataloging Librarian II /Support Services Center, 885 W Bert Kouns Industrial Loop, Shreveport, LA 71118 Full-time position, Exempt 17-SSC-2I All interviews are conducted on-site, in person. No interviews will be conducted by phone or Skype. A criminal background check and a drug screening are part of the pre-hire process. We do not discriminate on the basis of race, ancestry, color, national origin, sex, religion, age, marital status, non-job related physical or mental disability, veterans' status, sexual orientation or gender identity. Our facilities are non-smoking. March 14, 2017

Maine

to find more sites to job hunt at in ME check out INALJ Maine home page: 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

[Technical Data Librarian](#) (Government) / AT&T/ Indian Head, MD

Massachusetts

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

[LIBRARY/MEDIA SPECIALIST](#) / Ephraim Curtis Middle School- Sudbury Public Schools/ Sudbury, MA

Michigan

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

[Head of Liberal Arts Programs](#) / Grand Valley State University Libraries / Allendale MI

[Resident Librarian](#) /University of Michigan / Ann Arbor MI

[Part-time Technology Specialist](#) /Clerk/ Kalkaska County, MI

Minnesota

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

[Library Receptionist](#) / Buckham Memorial Library / Faribault , MN

Mississippi

to find more sites to job hunt at in MS check out INALJ Mississippi home page: 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

[Library Assistant](#) / Duello Elementary/ MO

Montana

to find more sites to job hunt at in MT check out INALJ Montana home page: 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

Nevada

to find more sites to job hunt at in NV check out INALJ Nevada home page: 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

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

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

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

[Library Assessment and Learning Outcomes Specialist 1700661](#) / Stony Brook University/ 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

Sponsored

[User Experience Designer](#) / New York University / New York, NY

Other jobs

[MEDICAL LIBRARIAN](#) - LEVY LIBRARY/ Mount Sinai/ NYC

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

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

Ohio

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

[Collections Access Manager](#) / Public Library of Youngstown and Mahoning County (OH) / Youngstown, OH
[Executive Director](#) / Public Library of Youngstown and Mahoning County (OH) / Youngstown, OH
[Circulation Team Leader](#) / Worthington Libraries / Worthington OH

Oklahoma

to find more sites to job hunt at in OK check out INALJ Oklahoma home page: 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

Pennsylvania

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

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

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

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

[Research Specialist, Due Diligence](#)/ LPL/ Fort Mill, SC

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

Tennessee

to find more sites to job hunt at in TN check out INALJ Tennessee home page: 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

[Digital Librarian](#)- Dynamic Reprgraphics - Austin, TX

[Senior Librarian](#)/ City of Fort Worth / TX

Utah

to find more sites to job hunt at in UT check out INALJ Utah home page: 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

[Library Service Options Consultant](#) (not a job, rather a bid)/ Milton Public Library / VT

[LIBRARY MEDIA SPECIALIST](#) - CHESTER-ANDOVER ELEMENTARY SCHOOL- Chester-Andover Elementary School (learn more)/ Two Rivers Supervisory Union/ Chester, VT

Virginia

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

[Library Page](#) / Prince William County / Woodbridge VA

Washington

to find more sites to job hunt at in WA check out INALJ Washington home page: 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

Wisconsin

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

[Library Specialist](#) / Portage County WI

Wyoming

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

CANADA

Alberta

to find more sites to job hunt at check out INALJ Alberta home page: 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

Manitoba

to find more sites to job hunt at check out INALJ Manitoba home page: 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

Newfoundland & Labrador

to find more sites to job hunt at check out INALJ Newfoundland & Labrador home page: 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

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

Ontario

to find more sites to job hunt at check out INALJ Ontario home page: 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

Saskatchewan

to find more sites to job hunt at check out INALJ Saskatchewan home page: http://inalj.com/?page_id=5946

UK & Ireland**Ireland**

to find more sites to job hunt at check out INALJ Ireland home page: 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

International (other countries)

International

to find more sites to job hunt at check out INALJ International home page: http://inalj.com/?page_id=8008