

2016 INALJ Jobs

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Content Managing Editors

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[Sponsored jobs](#)

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[USA jobs](#)

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[Canada jobs](#)

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[International \(other\) jobs](#)

SPONSORED

[Library Manager](#) / Midwestern University / Glendale, AZ

[Associate University Librarian for Library Special Collections and International Studies Programs](#) / University of California, Los Angeles / Los Angeles, CA

[Young People's Services Assistant](#) / Elkhart Public Library – Pierre Moran branch/ Elkhart, IN/ Apply by **7/8**

[Instructional Design-Online Librarian](#) / King University /Bristol, TN / [for info on how to apply 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

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

[Prestige Beauty Advisor](#) / Ulta Salon, Cosmetics & Frgrance, Inc. / Anchorage, AK

Arizona

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

[Librarian](#) / Coolidge Public Library / Coolidge, AZ

Arkansas

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

[eLearning Librarian](#) / Ottenheimer Library, University of Arkansas at Little Rock / Little Rock, AR / Apply by 7/15

California

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

[Collections Data Archivist](#) / University of California, Los Angeles / Los Angeles, CA / Apply by 7/24

[Digital Initiatives Librarian](#) / Copley Library, University of San Diego / San Diego, CA / Apply by 8/15

[Digital Asset Management Consultant](#) / LibGig / Los Angeles, CA

[Library Director](#) / LS&S / Camarillo, CA

Colorado

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

[Library Director](#) / Fort Lupton Public and School Library / Fort Lupton, CO / Apply by 7/13

[Department Head, Adult Services](#) / Douglas County Libraries / Parker, CO / Apply by 7/18

Connecticut

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

[Access Services & Instruction Librarian](#) / Stamford Regional Library, University of Connecticut / Storrs, CT / Apply by 7/28

[Reference Librarian](#) / University of Hartford / West Hartford, CT

[Vendor Relations Manager](#) / Connecticut Library Consortium / Middletown, CT / Apply by Apply by 7/15

Library Director / Guilford Smith Memorial Library / Windham, CT / Apply by 7/25 / Library Director, Guilford Smith Memorial Library. The Board of Trustees of the Guilford Smith Memorial Library in South Windham is seeking an open-minded, flexible, and creative Library Director. This is a small community library with a Children's Librarian and a Teen Librarian. The director should be open to ideas and suggestions and work well with the Friends of the Library, Trustees, and elected officials. The director should be friendly, energetic, enthusiastic, dedicated, self-motivated, organized, reliable, and attentive to detail. The director is expected to assist with fundraising opportunities and apply for grants. Experience with basic troubleshooting and maintenance of computer technologies is a plus. Responsibilities include overseeing library programs for families, children and teens, as well as the introduction of current

and emerging digital technologies, updating website, social media and community calendars, and identifying and responding to the needs of the community. This is a part-time position. The library is open 24 hours a week. Requirements: Library experience, a degree in Library Science, or those with a degree in a related field such as Education, are encouraged to apply. Interested candidates please email a cover letter and resume to aseal@biblio.org by July 25, 2016.

Technology Services Coordinator / Allen Library, University of Hartford / West Hartford, CT / Technical Services Coordinator - Allen Library, University of Hartford, Technical Services Coordinator - Allen Library, University of Hartford. POSITION SUMMARY: This is a regular full-time non-exempt position, 35 hours per week, which may include evening and weekend hours. Performs general and basic cataloging and processing functions as well as assists in the daily operations of the Allen Library (a music and dance library). Actively provides information and services to all patrons. Oversees student employees. Performs all duties in full support of the University's mission, understanding that the positive and effective execution of these duties are instrumental to the education of University's students. KEY RESPONSIBILITIES: Performs copy cataloging for music, dance, and related performing arts materials in multiple formats. Maintains a high standard of quality for the catalog and authority database. Creates provisional records in database for music and dance materials. Oversees the processing of Hartt recordings. Assists in the maintenance of authority records to assure the quality and integrity of the library databases. Provides guidance, training and oversight of student staff. Trains staff on the proper copy cataloging procedures and processing of music and dance materials. Communicates knowledge of library policies, procedures and practices to maintain the integrity of library collections and services. Establishes, maintains and adheres to administrative controls over cataloging records and documents detailing intellectual content. Organizes and arranges materials to facilitate access for patrons and library staff. Participates in development of library system, including testing, problem reporting, and suggestions of functionalities related to cataloging and processing needs. Adheres to local and national standards for copy cataloging of materials in various formats. Keeps abreast of national cataloging policies. Receives, prepares and processes materials for binding. Maintains supply inventory. Trains and oversees student staff in the repair of library materials. Participates in campus, local and area professional development seminars and training. Attends committee and staff meetings as appropriate. Performs other related duties as assigned. FORMAL EDUCATION: Bachelor's Degree in music required. WORK EXPERIENCE: 0 to < 1 year. SPECIAL SKILLS: The ability to work effectively with diverse groups. PAY GRADE: I. MORE INFORMATION: Find a complete job description and additional information about salaries and benefits at <http://www.hartford.edu/hrd/employment.aspx>. APPLICATION PROCEDURES: There is no deadline for applications and the position will remain open until filled. Electronic resumes are highly encouraged. All resumes are acknowledged. If you are applying by email, please send one complete set of the following: resume, cover letter (including position of interest and salary requirements), and professional references to hrd@hartford.edu. If you are applying by either fax or by mail, please send one complete set of the following: resume, cover letter (including position of interest and salary requirements), and professional references to: University of Hartford, Attn: Human Resources Development, 200 Bloomfield Ave., West Hartford, CT 06117-1599; Fax: 860.768.4732. All applicants will receive consideration for employment without regard to race, color, sex, age, religion, national and ethnic origin, disability, sexual orientation, marital status, gender identity or expression, veteran status, genetic information, or any other protected class. The University is an Equal Employment Opportunity (EEO) and Affirmative Action employer (AA), Male (M), Female (F), Disabled (D), Veteran (V). Women and minorities are encouraged to apply.

Reference and Teen Librarian / Stafford Library / Stafford Springs, CT / Apply by **7/24** / Reference and Teen Librarian - The Stafford Library is seeking an energetic, customer service oriented Reference and Teen Librarian. Major duties include: managing all aspects of library teen services (including performing reference service, reader's advisory service, collection development for all teen materials, and planning and executing teen programs), providing reference service to patrons of all ages, assisting in adult collection development, covering the circulation desk when needed, updating library web page, Facebook page, library newsletter, and other duties as assigned by the Library Director. Master of Library Science Degree (or MLS candidate), prior library experience and strong computer skills are required. Prior teen services experience helpful. 19 hours per week, Mon – Sat including some evenings. \$18.00 – 21.00 per hour. Please send a completed application, (found at www.staffordct.org), resume, and cover letter to Stafford Library, 10 Levinthal Run, Stafford Springs, CT 06076 by June 24, 2016.

Systems Librarian / Southern Connecticut State University / New Haven, CT / Apply by **7/5** / Systems Librarian - Southern Connecticut State University. Department: Library Services. Rank: Associate Librarian. Brief Description of Duties/Responsibilities: The Systems Librarian provides leadership for planning, implementing, and managing library systems, digital services, and information technologies, serves on a variety of library and university committees, maintains the library website and other library systems, and provides library staff technology training, and serves as a vendor contact. The Systems Librarian may also serve as liaison to one or more academic departments and the Office of Information Technology, provide subject specific instruction, creating instructional materials and collection development for assigned disciplines. The Systems Librarian is a faculty position and the librarian is expected to meet the standards for promotion and tenure. Reports to the Director of Library Services. Required Qualifications: ALA accredited MLS, or equivalent. Minimum of two years of current professional experience. Excellent interpersonal and communications skills, both oral and written, and the ability to work independently and collaboratively. Proven ability to

manage multiple projects and to meet deadlines. Familiarity with emerging trends in library services and systems. Experience with website development. Preferred Qualifications: Academic library or IT experience. Experience with ExLibris, ILLiad (interlibrary loan), LibGuides, Windows Servers. PHP, XML, CSS, HTML, UNIX, Linux, Mac OS, and metadata standards. Experience with library staff training, vendor APIs, and digitization. Application Process: Please email Letter of Interest, Resume, and Three References including their names, phone numbers, and email addresses to: baumc1@southernct.edu, Dr. Christina D. Baum, Director of Library Services, Southern Connecticut State University. In order for your application to be given consideration, all materials must be received by July 5, 2016. Position will remain open until filled.

Head of Access Services / Southern Connecticut State University / New Haven, CT / Apply by **7/5** / Head of Access Services - Southern Connecticut State University. Department: Library Services. Rank: Assistant Librarian. Brief Description of Duties/Responsibilities: The Access Services Division Head plans, organizes, and directs access services operations – circulation, reserves, interlibrary loan, document delivery, stacks management, and consortial resource sharing. Assist with the implementation of the ExLibris integrated library system and oversee the Access Services module of the ILS. Responsible for setting goals and planning for their implementation and assessment, evaluating new services and technologies, personnel management, and budgeting for the division. Responsible for the overall progress and quality of support offered by the units in the division, for providing leadership in the units' continued development, and contributing leadership to the development as a whole. The Head of Access Services is a faculty position and is expected to meet the standards for promotion and tenure. Reports to the Director of Library Services. Required Qualifications: ALA accredited MLS or equivalent. Minimum of five years of current professional experience in an academic library. Minimum of two years of supervisory experience. Strong supervisory skills are required. Excellent interpersonal and communications skills, both oral and written, and the ability to work independently and collaboratively. Knowledge of circulation, reserves, and interlibrary loan operations. Knowledge of copyright and fair use as it applies to libraries. Demonstrated commitment to delivering excellent customer service. Preferred: Experience with library outreach, public relations and fundraising initiatives. Broad base of technical knowledge of library structure and organization. Basic reference experience. Familiarity with academic learning management systems such as Blackboard. Liaison experience in collection development for one or more academic departments, providing subject-specific instruction, and creating instructional materials. Application Process: Please e-mail Letter of Interest, Resume, and three References including their names, phone numbers, and e-mail addresses to: baumc1@southernct.edu, Dr. Christina D. Baum, Director of Library Services, Southern Connecticut State University. In order for your application to be given full consideration, all materials must be received by July 5, 2016. Position will remain open until filled.

Substitute Librarian (PT) / Southington Public Library / Southington, CT / Southington Public Library is looking for a part-time substitute librarian to work at the Reference and Children's public service desks. This position requires an MLS from an accredited college or university. Knowledge of Triple I's Sierra and Encore is a plus. Candidate should be available to work a variety of hours (morning, afternoon, evening) and weekends. The position pays \$23.85/hour. Reply to Susan Smayda smaydas@southington.org.

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

[Systems Librarian](#) / The Pew Charitable Trust / Washington, DC

[Sharepoint Librarian](#) / Atlas Research / Washington, DC

[Records Manager](#) / Criterion Systems / Washington, DC

[Data Architect](#) / CGH Technologies, Inc. / Washington, DC

[Records Management Specialist](#) / Department of the Treasury / Washington, DC / Apply **7/11**

[Senior Associate, Systems Librarian](#) / The Pew Charitable Trusts / Washington, DC / Apply by **8/30**

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

[Application Developer](#) / University of Miami / Coral Gables, FL

[Reference Librarian](#) / Gadsden County Board of Commissioners / Quincy, FL

[Youth Services Librarian](#) / Mandel Library of West Palm Beach Florida / West Palm Beach, FL / Apply by 7/8 / Job ID #16-264-301725

[Director, Library Systems and Technology](#) / University of North Florida/ Jacksonville, FL/ Apply by 7/13

[Library Technical Assistant I](#) / State of Florida/ Lake Butler, FL

Georgia

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

[Media Specialist \(P-5\)](#) / Liberty County School system / Hinesville, GA

[Media Specialist \(7-12\)](#) / Gordon County School System / Calhoun, GA

[Grant Writer and Administrator](#) / Woodruff Arts Center / Atlanta, GA

[Library Technical Assistant – Stacks Manager](#) / Georgia Gwinnett College / Lawrenceville, GA

[Outreach Services Manager](#) / Augusta-Richmond County Public Library System / Augusta, GA

Hawaii

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

[Librarian III or Librarian IV](#) / Hamilton Library, University of Hawaii / Manoa, HI / Apply by 8/8

[Musician V – SR -19](#) / Parks and Recreation, County of Hawaii / Hilo, HI / Apply by 7/5

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

[Library Director](#) / St. Charles Public Library / St. Charles, IL / Apply by 8/7

Indiana

to find more sites to job hunt at in IN check out INALJ Indiana home page: 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

[Electronic Services Librarian](#) / Upper Iowa University / Fayette, IA

Kansas

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

[Children's Specialist](#) / Hutchinson Public Library / Hutchinson, KS
[Public Service Assistant](#) / Hutchinson Public Library / Hutchinson, KS
[Library Clerk \(PT\)](#) / Olathe Public Schools USD #233 / Olathe, KS

Kentucky

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

[K-12 Media Librarian](#) / Eminence Independent Schools / Eminence, KY

Louisiana

to find more sites to job hunt at in LA check out INALJ Louisiana home page: 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

Maryland

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

[First Year Experience Librarian](#) / University of Maryland / College Park, MD / Apply by 8/5

[Data Services Librarian](#) / University of Maryland / College Park, MA / Apply by 7/8

[Director of Public Services](#) / Carroll County Public Library / New Winsor, MD / Apply by 7/16

Massachusetts

to find more sites to job hunt at in MA check out INALJ Massachusetts home page: 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

[Academic Librarian](#) / Lake Superior State University / Sault Ste. Marie, MI

[Media Specialist](#) / Dearborn Public Schools / Dearborn, MI

[Part-time Librarian](#) / Daycroft Montessori School / Ann Arbor, MI

[Director of Library and Learning Commons](#) / Grand Rapids Community College / Grand Rapids, MI / Apply by 7/5

[Archivist Manager](#) / University Digital Records / Central Michigan University / Mount Pleasant, MI

[Technology Intern](#) / Southfield Public Library / Southfield, MI / Apply by 7/18

[Adult Services Intern](#) / Southfield Public Library / Southfield, MI / Apply by 7/18

[University Archivist](#) / Wayne State University / Detroit, MI

Reference Librarian (PT) / Cooley Law School / Grand Rapids, MI / Part-time Reference Librarian Western Michigan Cooley Law School Library- Grand Rapids Campus Western Michigan University Thomas M. Cooley Law School seeks a part-time Reference Librarian for its Grand Rapids Campus Library. The successful candidate will assist law students conducting legal research. Will be responsible for traditional reference duties and bibliographic instruction. Teaches various instructional classes, conducts

presentations and assists with instructional support. Requires day, evening, and weekend shifts. Qualifications: M.L.S. and/or J.D is required. Would consider a Master of Library and Information Science student with basic reference and legal reference courses. Strong verbal, written, teaching and organizational skills; proficiency in software applications; service oriented, self directed, and able to deal with complex decision making. Experience with legal reference, research sources, and online services preferred. Please send a cover letter, resume and list of references via email to hr@cooley.edu. Please include "Reference Librarian GR" in the subject line. Mrs. Amy Fedewa, Human Resources Generalist, WMU-Cooley Law School, 300 S. Capitol Ave, Lansing MI, 48933. We are an equal employment opportunity employer. For further information please visit www.cooley.edu.

Minnesota

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

[Music Catalog Librarian](#) / St. Olaf College / Northfield, 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 s

[Faculty Librarian Subject Specialist \(Business and Technology\)](#) / University of Central Missouri / Warrensburg, MO

[Faculty Librarian Subject Specialist \(Sciences\)](#) / University of Central Missouri / Warrensburg, MO

[Instructional Design Librarian](#) / University of Missouri – Kansas City / Kansas City, MO / Apply by 7/17

[Instructional Design Librarian](#) / University of Missouri-Kansas City, Miller Nichols Library / Kansas City, MO / Apply by 7/17

[Library Clerk \(PT\)](#) / St. Louis County Library District / Manchester, MO

[Business and Technology Librarian Subject Specialist](#) / University of Central Missouri / Warrensburg, MO

[Sciences Librarian Subject Specialist](#) / University of Central Missouri / Warrensburg, 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

[Music Teacher/Librarian/Assistant](#) / Montessori Educational Centers, Inc. / Omaha, NE

[Library Aide](#) / Keene Memorial Library / Fremont, NE / Apply by 7/7

[Library Paraprofessional](#) / Bellevue Public Schools / Bellevue, NE

[GIS Technician](#) / Black Hills Corporation / Papillion, NE / Apply by 7/11

[Online Learning and Student Services Librarian](#) / Doane University / Crete, NE

[Librarian, Access Services](#) / Clarkson College / Omaha, NE

Nevada

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

[Youth Services Librarian](#) / Douglass County Public Library / Minden, NV / Apply by **7/25**
[Library Branch Supervisor](#) / Douglass County Public Library / Minden, NV / Apply by **7/25**
[Librarian, Youth Services](#) / Library / Minden, NV / Apply by **7/25**
[Courier Page \(Part Time\)](#) / Windmill Service Center / Las Vegas, NV / Apply by **7/7**
[Page \(Part Time\)](#) / Mesquite Library / Mesquite, NV / Apply by **7/11**

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

[Adult Services and Outreach Coordinator](#) / Concord Public Library / Concord, NH

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

[Associate Director & Medical Education Coordinator](#) / Rutgers, State University of New Jersey / New Brunswick, NJ
[Associate Director & Medical Education Coordinator](#) / Robert Wood Johnson Library of the Health Sciences / New Brunswick, NJ
[2 Youth Services Librarians](#) / Newark Public Library / Newark, NJ / Apply by **7/22**
[Library Associate](#) / Newark Public Library / Newark, NJ / Apply by **7/22**

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

[Learning Services Librarian](#) / University of New Mexico College of University Libraries & Learning Sciences / Albuquerque, NM / Apply by **7/17**

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

[Technical Services Librarian/College Archivist](#) / Niagara County Community College, SUNY / Sanborn, NY

School Library Media Specialist / Solvay Union Free School District / Syracuse, NY / Are you an awesome school librarian who would love to work with great teachers, supportive administrators and amazing kids in a beautiful new library? Come work with us at Solvay! Just a few of the great things we've got going on: makerspaces, PBL, Google apps for education and a partnership with Syracuse University! Solvay is a community of lifelong learners, and it is a great place to grow as an educator. Apply here: <http://www.solvayschools.org/apply/>

Adult Services Librarian / Wood Library / Canandaigua, NY / Apply by **8/17** / 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 2015 outlines priorities in the areas of community partnerships with organizations committed to lifelong learning, flexibility to make adjustments based on how people use the library, and support for staff and volunteers as they meet the demands of their jobs in a highly customer-driven environment. 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: This is a full-time, 35 hour per week position with a starting salary of \$40,000. Benefit package includes employer contribution to health

insurance and a SIMPLE IRA plan. DUTIES AND RESPONSIBILITIES: Completes duties assigned by the Director and meets regularly with the Director 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 fiction, non-fiction, and non-print. Trains members of the staff working in Adult Services. Prepares annual and special reports for 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, August 17, 2016. Qualified, interested parties should email a cover letter, resume, and three professional references to Cyndi Fordham, Administrative Assistant at cfordham@pls-net.org

Associate Librarian (Technical Processes) / New York State Library / Albany, NY / Apply by **7/14** / The New York State Library (NYSL) is seeking to fill an Associate Librarian (Technical Processes) within the Technical Services and Systems (TSS) unit. The TSS unit acquires, catalogs, and processes approximately 95,000 items annually purchased from commercial publishers and gifts/deposits from individuals, New York State agencies and the United States Government Printing Office. In addition, digitization activities, harvesting of born-digital documents and curation/preservation of digital collections are included in the responsibilities of the unit. Under the direction of the Principal Librarian (Technical Processes), the incumbent will supervise and manage the daily operations in Digitization and Digital Collections and may assist in one of the following areas: Government Documents or Preservation/Conservation. Duties of the position will include, but are not limited, to the following: Serve as Head of Digitization and Digital Collections; Supervise digital scanning, harvesting of born-digital New York State documents, and processing of digital content; Create and implement policies and procedures for the production and management of digital content; Serve as the authority on existing and emerging digitization standards and equipment; Collaborate with other areas in Technical Services and Systems to establish and maintain proper metadata, access, and preservation standards for digital content; Participate on State Library, Office of Cultural Education (OCE), and professional library association committees to help build digital content and provide enhanced access to OCE collections; Investigate and implement new technology and practices to improve access to digital content; and Assist with overseeing activities in Government Documents and Preservation/Conservation as needed. MINIMUM QUALIFICATIONS: §70.1: One year of permanent competitive or 55 b/c service as an Associate Librarian (Blind). Provisional Appointment: Must have a Master's degree in Library Science from an American Library Association accredited school AND three years of full time post-degree professional librarian experience in a medium to large library environment where your primary duty includes: acquiring library materials; acquiring, classifying and describing government documents from a federal or state agency for addition to the library's collection; or cataloging library materials using one or more of the following metadata standards: RDA, Dublin Core, MODS or METS OR a Master's degree in Information Studies from an American Library Association accredited school AND three years of full time post-degree professional librarian experience in a medium to large library environment where your primary duty includes: acquiring library materials; acquiring, classifying and describing government documents from a federal or state agency for addition to the library's collection; or cataloging library materials using one or more of the following metadata standards: RDA, Dublin Core, MODS or METS. CONDITIONS OF EMPLOYMENT: This will be a permanent or provisional appointment. Promotions and transfers may change appointees' negotiating unit. Applicants should be aware that changes in negotiating units may affect their salary, insurance, and other benefits. *Leads to a maximum salary of \$94,834 based on annual performance advances. APPLICATION: Qualified candidates should send a resume and letter of interest by July 14, 2016 to ocejobs@nysed.gov (email applications are preferred). You must include the Box number (OCE-966/23024) in the subject line of your email to ensure receipt of your application.

Historic Conservation Technician / New York State Archives / Apply by **7/6** / The New York State Archives is seeking to fill a Historic Conservation Technician (HCT) 2 position in the Office of Cultural Education. The focus of the position is the digitization of selected records in the Archives holdings for online delivery and in response to research requests. Under the direction of an Archives and Records Management Specialist (ARMS) 2 in the Collections Management Unit, duties of this position will include, but are not limited to, the following: * Participate in the digitization of selected collections; * Conduct review processes to ensure the quality of resulting digital images and corresponding metadata; * Participate in preservation reformatting activities such as original microfilming and microforms duplication; * Participate in collections management activities such as stacks maintenance, monitoring environmental conditions in the Cultural Education Center, and disaster preparedness and response; and * Carry out other tasks as assigned. MINIMUM QUALIFICATIONS: Provisional Appointment: Must have three years of conservation or preservation or historic collections-related experience in the discipline to which assigned. A bachelor's or master's degree in history, public history, art

history, museum studies, photographic preservation, collections management, conservation, or fine arts may be substituted for two years of experience. CONDITIONS OF EMPLOYMENT: This will be a provisional appointment. Promotions and transfers may change appointees' negotiating unit. Applicants should be aware that changes in negotiating units may affect their salary, insurance, and other benefits.*Leads to a maximum salary of \$49,041 based on annual performance advances. APPLICATION: Qualified candidates should send a resume and letter of interest by July 6, 2016 to ocejobs@nysed.gov.

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

[Research Information Scientist](#) / CUSP at NYU / New York, NY

Outreach Librarian / MyLibraryNYC / Queens, NY / Outreach Librarian, MyLibraryNYC,**This is a temporary grant-funded position through 6/30/17**DUTIES AND RESPONSIBILITIES: Under the supervision of the Coordinator, MyLibraryNYC the Outreach Librarian is responsible for developing and maintaining Queens Library's relationships with the NYC Department of Education and local schools as part of the MyLibraryNYC initiative. This position will deliver core services to the participating schools during the school year, requires frequent travel to Queens Library locations and Queens' public schools. Works with local schools to ensure all students and educators have library cards. Provides training to educators and students on MyLibraryNYC interface, Queens Library online resources and other topics as needed. Visits assigned pilot schools to support faculty, students and parents in use of MyLibraryNYC resources and services. Assists educators in selecting and requesting appropriate teacher sets. Participates in community outreach and attends community events. Acts as liaison between pilot schools and local Queens Library locations. Supports class visits at Community Libraries for pilot schools. Assists in data collection for pilot project. Assists in creating promotional materials and training materials. Serves as a resource and problem solver for project-related questions from pilot schools. Provides reference and reader's advisory services. Performs other duties as assigned. QUALIFICATIONS: Must have a MLS/MLIS degree from an ALA-accredited library school and eligibility for NYS librarian certification required. Must have performance evaluation of standard or above in public service positions. Must be willing to submit to fingerprinting by the NYC Department of Education. Must have the ability to work with a diverse population and effectively provide customer service to a large number of customers simultaneously. ABOUT QUEENS LIBRARY: Queens Library is a national and international leader in the delivery of public library service. Innovation and leadership are the hall marks of Queens Library. Our mission is to meet the needs of the community by offering lifelong learning opportunities and ensuring there is a positive impact in the community. Queens Library fulfills its goals by embracing innovation and change. With a history of offering pioneering programs that meet the diverse needs of the most diverse county in the US, Queens Library is a place where innovation and leaders are welcomed. Queens Library a private, non-profit corporation located in Queens, New York and includes 65 service locations with 1,700 employees. Queens Library is the proud recipient of the following awards: 2009 Library Journal, Library of the Year, 2014 ALA/Information Today, Library of the Future, 2013 ULC Top Innovators, 2013 American-Architect's Building of the Year (Queens Library at Glen Oaks).TO APPLY: Send your resume and cover letter to QLcareers@queenslibrary.org and reference "Outreach Librarian, MyLibraryNYC - EXTERNAL" in the subject line. Resumes will only be accepted by email.The Queens Library is an Equal Opportunity Employer.

Certified School Library Media Specialist / PS 047-Arthur Tappan / Manhattan, NY / We are looking for a Certified School Library Media Specialist for PS 047 – Arthur Tappan in Manhattan. The principal is looking for a teacher-librarian leader to lead a library program that serves students in grades K-8. The ideal candidate will provide collaborative instructional lessons and provide access to the wide range of resources the library has to offer. The principal is also looking for someone to build a culture of reading and will select a collection that students will enjoy.This is a Robin Hood Library funded position that includes a full-time library paraprofessional, out-of-school per session (extra duty pay) for extended library programming, and additional collection development funds. View the expectations of a Robin Hood Library Program here: http://nycdoe.libguides.com/ld.php?content_id=20230085 .If you are interested in being considered for an interview, please send your resume and cover letter to Richard Hasenyager at rhasenyager@schools.nyc.gov and Principal Hazell at KHazell@schools.nyc.gov.All new applicants need to also apply at <http://teachnyc.net>.You can view a list of current known vacancies at <http://nycdoe.libguides.com/getcertified>.

Associate Library Director / School of VISUAL Arts / New York, NY / Position Overview: Assists Library Director in management, supervision, and administration to provide quality library services to the SVA community. Duties and Responsibilities: Serves as the first line manager and supervisor for daily library operations; Manages the library when the Director is absent; Assists in planning, implementing and evaluating library goals and objectives; Supervises 2 professional librarians and 2 circulation managers;

Participates in reference service at the public reference desk and via email, chat; Conducts general and specialized library instruction classes; Contributes to library acquisitions; Participates in the library liaison initiative; Works with library director to establish ongoing weeding program; Oversees library donations including policy and procedures; Responsible for statistical reports, assessment and other data compilation as needed; Assists in the preparation of the library's annual operating budget; Provides leadership in working relationships and communication, ensuring high productivity and quality public service; encourages initiative and creativity; Plans, organizes, and implements special projects as needed or determined by the Director; Participates in professional activities and maintains current knowledge of developments and trends in the field especially those involved with art & design, and academic librarianship, at both the local and national level. Qualifications: MLS degree from an ALA-accredited institution; Strong background in the history of art and design preferred; Three years supervisory experience of professional librarians and other library staff; Three years reference experience in an academic, public or special library setting; Experience with formalized library instruction or teaching; Excellent communication skills, both verbal and written; Leadership ability; Excellent judgment and problem solving skills; Must be highly professional, responsible, and respectful of confidentiality and privacy issues; Experience with budget preparation and statistical reports. The School of Visual Arts (SVA) in New York City is an established leader and innovator in the education of artists. From its inception in 1947, the College has instituted numerous educational innovations, including the selection of professionals working in the arts and art-related fields as instructors. SVA provides an environment that nurtures creativity, inventiveness and experimentation, enabling students to develop a strong sense of identity and a clear direction of purpose. To apply for this position, please send a cover letter and resume to working@sva.edu. No walk-ins please. The School of Visual Arts is an equal opportunity employer.

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

[Reference / Extended Services Librarian](#) / University of Mount Olive / Mount Olive, NC

[Library Associate-Research Services Division](#) / City of High Point Public Library / High Point, NC

[School Educator IV-Resource Center Director](#) / State of North Carolina / Morganton, NC / Apply by **7/8**

[Athletics Communications Assistant](#) / UNC-Asheville / Asheville, NC / Apply by **7/10**

[Media Coordinator](#) / Gaston Elementary / Gaston, NC

[LIBRARY ASSOCIATE-Research Services Division](#) / City of High Point / High Point, NC

[Library Technician NF-2](#) / US Marine Corps / Jacksonville, NC / Apply by **7/11**

[Media Coordinator](#) / Northwest Elementary / Kinston, NC

[Library Fellow](#) / VISTA Technology / Research Triangle Park, NC

[Part-time Library Technical Assistant](#) / VISTA Technology / Research Triangle Park, 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

Ohio

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

[Library Director](#) / Lorain Public Library System / Lorain, OH / Apply by **7/18**

[Head of Access Services](#) / College of Wooster Libraries / Wooster, 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

- [Clinical Liaison Librarian](#) (Assistant Professor) / Library, Oregon Health & Science University / Portland, OR
- [Cataloging Assistant](#) (Library Assistant3; part-time) / Portland State University / Portland, OR / apply by 7/18
- [Library Assistant III](#) / Salem Public Library / Salem, OR / apply by 7/8
- [Library Assistant III](#), PTE / Salem Public Library / Salem, OR / apply by 7/19
- [Cataloging Librarian](#) / Salem Public Library / Salem, OR / apply by 7/15
- [Library and Instructional Technology Teacher](#) / Beaverton School District / Beaverton, OR / apply by 7/6
- [Librarian I](#) (Youth Services) / Sherwood Public Library / Sherwood, OR / apply by 7/13
- [Department Head-Teaching & Engagement](#) / Oregon State University / Corvallis, OR / Apply by 7/20
- [Bilingual Outreach Program Assistant](#) / Beaverton City Library / Portland, OR / Apply by 7/6

Pennsylvania

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

- [Youth Services Librarian 3](#) / Doylestown District Center Library / Doylestown, PA / Apply by 7/22
- [Scholarly Communications Assistant](#) / Gettysburg College, Musselman Library / Gettysburg, PA / Apply by 7/22
- [Librarian](#) / Northampton Community College / Tannersville, PA / Apply by 7/10
- [School Library Media Specialist](#) / York Academy Regional Charter School / York, PA
- [Reference & Instruction Librarian](#) / Penn State University – Berks Campus / Reading, PA / Apply by 7/15

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

- [Instructor\(a\)](#) / Universidad Interamericana de Puerto Rico / Bayamón, PR / Apply by 7/8

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

- [PK-12 Library](#) / Providence School Department / 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

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

[Public Library Circulation Clerk](#) / Town of Greeneville / Greeneville, TN
[Collections Initiatives Librarian](#) / University of Tennessee at Chattanooga / Chattanooga, TN / Apply by 7/8

Texas

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

[Systems & Discovery Services Librarian](#) / Sul Ross State University / Alpine, TX / Apply by 9/1
[Special Collections & Archives Librarian](#) / Newton Gresham Library, Sam Houston State University / Huntsville TX
[Library Assistant – Adult Services](#) / City of Frisco / Frisco, TX
[Library Aide](#) / Willis Independent School District / Willis, TX
[Program Specialist III \(Local Government Preservation Specialist\)](#) / Texas Historical Commission / Austin, TX
[Program Specialist II](#) / Texas Historical Commission / San Augustine, TX
[Administrative Assistant III](#) / Texas Historical Commission / San Augustine, TX
[Librarian II](#) / Texas A&M University – Corpus Christi / Corpus Christi, TX

Utah

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

[Electronic Resources Acquisitions and Licensing Librarian](#) / Brigham Young University / Provo, UT / Apply by 9/1

Vermont

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

[Instructional Services Librarian, Librarian II](#) / Willey Library, Johnson State College / Johnson, 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 Specialist I](#) / Germanna Community College / Fredericksburg, VA / Apply by 7/12
[Digital Production Manager](#) / The College of William and Mary / Williamsburg, 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

Wyoming

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

[Assistant Registrar \(PT\)](#) / Buffalo Bill Center of the West / Cody, WY

[Assistant Librarian](#) / Central Wyoming College / Riverton, WY

[Young Adult Manager/Public Services Librarian](#) / Converse County Library System / Douglas, WY / Apply by 7/8

[Library Information Specialist](#) / Gillette College / Gillette, WY

[Young Adult Services Coordinator \(PT\)](#) / Park County Library System / Powell, WY

[Library Assistant \(PT\)](#) / Northwest College / Powell, WY / Apply by 7/6

[Data Analyst](#) / Eastern Wyoming College / Torrington, WY

[Library Information Specialist \(PT\)](#) / Carbon County Library System / Rawlins, WY

[Sinclair Library Branch Manager \(PT\)](#) / Carbon County Library System / Sinclair, WY

[Library/Media Specialist](#) / Laramie High School, Albany County School District / Laramie, WY

[Library/Media Specialist](#) / Linford Elementary School, Albany County School District / Laramie, WY

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

[Reference and Instruction Librarian](#) / Scott Research and Collections Department, York University / Toronto, Ontario, CAN / Apply by 8/5

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

[Scholarly Communications Librarian](#) / University College Dublin / Belfield, Dublin, Ireland / Apply by 7/15

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

[Library Systems Manager](#) / The University of the South Pacifica / Suva, Fiji