

2019 INALJ Jobs

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12.30.2019

Issue 226 (includes all of 225)

Sponsored jobs *USA jobs *Canada jobs *International jobs

SPONSORED JOBS

[Main Branch Manager](#) / Main Library / Yuma, AZ / [for further info click here](#)

[Librarian](#) / Southwestern College / Chula Vista, CA

[Access Services Manager \(Administrator I\)](#) / Sonoma State University / Rohnert Park, CA

[User Experience Librarian](#) / University of Florida, George A Smathers Libraries / Gainesville, FL

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

[Reference & Instruction Librarian](#) / UMBC, Albin O. Kuhn Library & Gallery / Baltimore, MD / [for further info click here](#)

[Research Librarian](#) / Oak Ridge National Laboratory / Oak Ridge, TN / [for further info click here](#)

USA

USA – Virtual Work

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

Alabama

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

Alaska

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

Arizona

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

Sponsored

[Main Branch Manager / Main Library / Yuma, AZ / for further info click here](#)

Other jobs

Arkansas

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

California

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

Sponsored

[Librarian / Southwestern College / Chula Vista, CA](#)

[Access Services Manager \(Administrator I\) / Sonoma State University / Rohnert Park, CA](#)

Other jobs

[Reference Law Librarian / Los Angeles, CA](#)

Colorado

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

Connecticut

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

[PT Library Assistant I](#), Bloomfield Public Library CT

[Part-Time Library Technology Assistant](#) - The Weston Public Library

[Part-Time Project Assistant, Connecticut Digital Newspaper Project](#) - The Connecticut State Library - Hartford

[Part-Time Library Assistant I](#) - The Douglas Library of Hebron **1/17/** is looking for a Library Assistant I to assist us as we work to provide a welcoming, safe, and diverse environment for the members of our community. Ideal candidates will be technologically-savvy, passionate about providing excellent customer service, and have the ability to work independently and in groups. This position requires the ability to answer questions in person, on the phone, and through digital means. The Library Assistant I will need to interact with all age levels, be able to perform circulation functions using an automated system, shelve library materials and maintain shelf order. Must be comfortable with MS Office, web services, and have basic database knowledge. Requires a high school diploma or equivalent; relevant work experience preferred. Starting wage is 13.75 per hour. Nights and Saturday availability a must. 15 hours a week with occasional opportunity for more. Please send a completed town application and a letter of interest and resume to the Town Manager, Town of Hebron, 15 Gilead Street, Hebron, CT 06248 by January 17, 2020. Applications can be found at on the Town of Hebron's Employment Opportunities page. EOE.

Library Director - Town of Suffield. Reposted. **1/17/** The Town of Suffield is a quintessential New England town with a longstanding pledge to preserving its historic architecture and agricultural roots. The many people who serve Suffield through town government - as employees and volunteers alike - remain committed to developing and fostering a strong sense of community among its residents. The Town of Suffield is seeking a dynamic Library Director for our Kent Memorial Library. The position performs a variety of complex administrative, supervisory and professional work in the general oversight of Town of Suffield library employees, resources, budget and facilities. Responsible for the management of the public library collection and the provision of library services to patrons and community organizations. Serves the residents of Suffield in a positive, customer-oriented atmosphere that helps promote a welcoming, professional image for Town government. Essential Duties and Responsibilities: 1. Plans, supervises and evaluates the operation and activities of Town of Suffield library under policies and goals established by the Kent Memorial Library Commission, First Selectman and Board of Selectmen. 2. Develops, administers and evaluates library programs such as circulation, reference, reader's advisory services, children's services, community services, public information and all other programs supporting modern library practices. 3. Directs the development and maintenance of a public library collection of varied media; evaluates collection for balance and comprehensiveness; schedules withdrawals and inventory of materials. 4. Assures quality patron service, staffing, library programs and services, community relations, optimum access to the library collection, and updating of the collection. 5. Ensures compliance with internal controls for collection of all library fees. 6. Directs, advocates for and oversees the use of technology best practices for modern library operations. 7. Supervises, trains and monitors the performance of library employees and volunteers. 8. In collaboration with the Town's Human Resources Department, hires and administers personnel rules and regulations in accordance with collective bargaining agreement. 9. In collaboration with the Town's Public Works Department manages the cleanliness and maintenance of the library facilities and grounds. 10. Identifies and pursues funding and other resources in compliance with the Town's grant approval policies; prepares and recommends grant proposals; ensures compliance with grant requirements; assists in the preparation, review and

administration of vendor contracts and agreements. 11. Develops policies and procedures as necessary to ensure efficient management of library operations and implements directives from the Kent Memorial Library Commission and First Selectman. 12. Communicates effectively with library employees, community stakeholders, Kent Memorial Library Commission, supporting nonprofits and Town officials. 13. Attends Kent Memorial Library Commission meetings and provides monthly updates on activities, budget (including status of any grant), and operations. 14. Acts as liaison on fundraising campaigns with nonprofit organizations supporting Kent Memorial Library. 15. Researches, analyzes and reports on community needs with respect to library resources and facilities. 16. Collaborates with town agencies to enhance the library's ongoing commitment to cultural competency and diversity programming. 17. Prepares and presents a proposed annual Library budget; directs the implementation of and monitors adherence with the adopted budget; directs and performs financial and managerial analyses of operations and presents findings to applicable boards and commissions. 18. Confers and coordinates with State agencies, other public libraries, corporations, community and civic groups on the use of library facilities and the development of library programs; assists in facilitating interlibrary programming. 19. Directs the development and maintenance of systems, records, and documents that provide for the proper evaluation, control, and documentation of library activities and resources. 20. Represents Town at various meetings; serves as liaison to various government and community organizations. 21. Attends seminars and conferences to remain current on developments in modern library practices. 22. Maintains positive working relationships with local government officials, school officials, community and the public regarding program offerings and coordination of services; promptly and cordially, responds to inquiries and complaints pertaining to services and facilities.

Knowledge, Skills and Abilities:

1. Knowledge of principles and practices of public library functions.
2. Knowledge of current trends and developments in the field of leadership management, public administration, grants and foundations.
3. Skill in financial management and administering budgets.
4. Skill in the use of computers, including Microsoft suites, library related software and technology infrastructure necessary to operate a modern library.
5. Ability to work independently, be flexible and adapt to a fast-paced work environment.
6. Ability to work cooperatively with patrons of all ages, volunteers, community partners, colleagues, supervisors and boards.
7. Ability to plan, direct and evaluate work of library programs.
8. Ability to establish and maintain effective working relationships with employees, local government officials, school officials, community and civic groups, corporations and the public.
9. Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from employees, government officials, community and civic groups, patrons and the general public.
10. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.

Minimum Qualifications:

Education & Experience:

1. Master's degree in Library Science from an accredited college or university.
2. Five (5) years of increasing responsible experience in library administration, including a minimum of three (3) years supervisory experience.
3. Suitable experience may be substituted for education attainment if deemed appropriate by the Library Commission and First Selectman.

Hours: This is a full time forty (40) hours per week position. This position occasionally requires long hours beyond those scheduled hours, including monthly evening commission meetings, evening work and weekend work as job duties demand.

Compensation and Benefits: \$63,400 - \$73,400 annual salary commensurate with experience, benefits package to include: 13 Paid Holidays per Year • Paid Sick and Vacation Days • Medical, Dental and Vision Insurance • Defined Contribution Plan with Town Match • Short-Term Disability, Long-Term Disability and Life Insurance.

How to Apply: Applications can be found on the town web page at www.suffieldct.gov under town departments/Human Resources. Submit application along with resume by closing date of posting: January 17, 2020. Mail or email application and resume to: Town of Suffield, Attention Karin Ziemba, Human Resources Director, 83 Mountain Road Suffield, CT 06078, kziemba@suffieldct.gov

EEO Statement: It is the policy of the Town of Suffield to provide equal employment opportunity to all persons regardless of age, color, national origin,

citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

DC (Washington, DC)

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

Delaware

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

Florida

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

Sponsored

[User Experience Librarian](#) / University of Florida, George A Smathers Libraries / Gainesville, FL

Other jobs

[Adult Services Librarian](#)/ City of Crestview/ Crestview, FL

[Branch Manager- Regional Library](#) / Pasco County Government/ Hudson, FL

[Archivist](#)/ Delray Beach Historical Society/ Delray Beach, FL

[Archivist](#)/ Florida Dept. of State/ Tallahassee, FL/ Apply by **1/13**

[Cataloging Associate](#)/ Florida State University/ Tallahassee, FL

[Digital Services Librarian](#)/ Sarasota County Government/ Sarasota, FL

[Instructional Design Librarian](#)/ Ringling College of Art & Design/ Sarasota, FL

[Librarian \(Medical\)](#)/ US Dept. of Veterans Affairs/ Gainesville, FL

[Library Assistant](#)/ Manatee County Government/ N. Ellenton, FL

[Library Assistant I](#)/ City of St. Petersburg/ St. Petersburg, FL

[Library Assistant -Part Time – Youth Services](#)/ City of Boca Raton/ Boca Raton, FL

[Library Associate – Reference Section](#)/ Volusia County Government/ Deland, FL

[Library Associate 2 – Part Time](#)/ Library Systems & Services/ Kissimmee, FL

[Library Services Associate- Event Coordinator](#)/ City of Plant City/ Plant City, FL

[Public Communications Specialist \(Libraries\)](#)/ Pasco County Government/ Hudson, FL

Georgia

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

Hawaii

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

Idaho

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

Sponsored

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

Other jobs

Illinois

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

Indiana

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

Iowa

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

Kansas

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

Kentucky

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

Louisiana

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

Maine

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

Maryland

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

Sponsored

[Reference & Instruction Librarian / UMBC, Albin O. Kuhn Library & Gallery / Baltimore, MD / for further info click here](#)

Other jobs

[Environmental Due Diligence Program Manager](#) Aecom Technology Corporation Germantown, MD

Massachusetts

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

[Senior Manager, Market Research and Competitive Intelligence](#) Nuance Communications, Inc Burlington, MA

Michigan

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

[YA Services Assistant](#) / Clinton-Macomb Public Library / Clinton Township MI
[Youth & Teen Services Coordinator](#) / Plymouth District Library / Plymouth MI
[Reference Librarian](#) / Willard Library / Battle Creek MI

Minnesota

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

Mississippi

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

Missouri

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

Montana

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

Nebraska

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

[Due Diligence Analyst](#) Carson Wealth Omaha, NE

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

Nevada

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

New Hampshire

to find more sites to job hunt at in NH check out [INALJ New Hampshire home page](#):

New Jersey

to find more sites to job hunt at in NJ check out [INALJ New Jersey home page](#):

New Mexico

to find more sites to job hunt at in NM check out [INALJ New Mexico home page](#):

New York (state)

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

NYC

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

[Manager, Software Engineering](#) - Knowledge Management Facebook New York, NY

North Carolina

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

North Dakota

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

Ohio

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

Oklahoma

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

Oregon

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

Pennsylvania

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

[Environmental Due Diligence Specialist](#) Aecom Technology Corporation Conshohocken, PA
[Competitive Intelligence Associate \(R1093313\)](#) IQVIA Holdings Inc Plymouth Meeting, PA

Puerto Rico

to find more sites to job hunt at in PR check out [INALJ Puerto Rico home page](#):

Rhode Island

to find more sites to job hunt at in RI check out [INALJ Rhode Island home page](#):

South Carolina

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

South Dakota

to find more sites to job hunt at in SD check out [INALJ South Dakota home page](#):

Tennessee

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

Sponsored

[Research Librarian / Oak Ridge National Laboratory / Oak Ridge, TN / for further info click here](#)

Other jobs

Texas

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

Utah

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

Vermont

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

Virginia

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

[Competitive Intelligence Manager](#) General Dynamics Falls Church, VA

Washington

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

West Virginia

to find more sites to job hunt at in WV check out [INALJ West Virginia home page](#):

Wisconsin

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

Wyoming

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

CANADA

(all dates in US format, Month/Day)

Alberta

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

British Columbia

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

Manitoba

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

New Brunswick

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

Newfoundland & Labrador

to find more sites to job hunt at check out [INALJ Newfoundland & Labrador home page](#):

Northwest Territories, Nunavut & Yukon

to find more sites to job hunt at check out [INALJ NWT, Nunavut & Yukon home page](#):

Nova Scotia & PEI

to find more sites to job hunt at check out [INALJ Nova Scotia & Prince Edward Island home page](#):

Ontario

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

[Project Officer](#) / Canadian Association of Research Libraries (CARL) / Ottawa, ON / 1/6 at 5pm

Quebec

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

Saskatchewan

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

UK & Ireland

(all dates in US format, Month/Day)

Ireland

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

UK

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

Lecturer/Senior Lecturer in Information Systems or Information Management/ University of Sheffield / Sheffield UK Grade 8: £41,526 - £49,553 per annum with potential to progress to £55,750 through sustained exceptional contribution (Lecturer). Grade 9: £52,560 - £59,135 per annum with potential to progress to £68,529 through sustained exceptional contribution (Senior Lecturer)

<https://www.jobs.ac.uk/job/BXG000/lecturer-senior-lecturer-in-information-systems-or-information-management>

University Teacher/Senior University Teacher/ University of Sheffield / Sheffield UK Grade 8: £41,526 to £49,553 per annum with potential to progress to £55,750 through sustained exceptional contribution (University Teacher). Grade 9: £52,560 - £59,135 per annum with potential to progress to £68,529 through sustained exceptional contribution (Senior University Teacher).

<https://www.jobs.ac.uk/job/BXG518/university-teacher-senior-university-teacher>

Lecturer/Senior Lecturer in Data, AI and Society / University of Sheffield / Sheffield UK Grade 8: £41,526 to £49,553 per annum with potential to progress to £55,750 through sustained exceptional contribution (Lecturer). Grade 9: £52,560 - £59,135 per annum with potential to progress to £68,529 through sustained exceptional contribution (Senior Lecturer).

<https://www.jobs.ac.uk/job/BXG041/lecturer-senior-lecturer-in-data-ai-and-society>

International (other countries)

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

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