

# 2020 INALJ Jobs

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Issue 153 (includes all of 150-152)

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**Sponsored jobs \*USA jobs \*Canada jobs \*International jobs**

## [INALJ 2020 fundraiser info](#)

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### SPONSORED JOBS

[Library Scientist, Research Associate](#) / Sutter Hill Ventures / Palo Alto, CA

[Librarian – Lamb Branch](#) / Pueblo City-County Library District / Pueblo, CO

[Branch Chiefs \(Education Services; Information Resources and Services\)](#) /  
National Institutes of Health Library / Bethesda, MD

**Due to the general uncertainty regarding COVID-19 & employment, please consider checking with employers before applying to be certain their search is still on**

### USA

#### USA – Virtual - Telework - Remote

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

[Pathways Internship - Student Trainee \(Humanities Programs\)](#) Student Paid Internship- Divisions including the Division of Preservation and Access / The National Endowment for the Humanities (NEH) /DC telework

## **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](#):

## **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

**[Library Scientist, Research Associate / Sutter Hill Ventures / Palo Alto, CA](#)**

Other jobs

[Librarian I \(Provisional\)](#) / City of Oceanside

[Document Technician](#) / City of Oceanside

[Principal Librarian](#) / San Diego County Library / San Diego, CA / Apply by 9/3

[Head of Information Literacy](#) / Holy Names University / Oakland, CA

[Instructional Designer & Analyst](#) / University of California San Francisco / San Francisco, CA

[Director, Film and Television Archive](#) / University of California, Los Angeles / Los Angeles, CA / Apply by 9/1

[Librarian](#) / Marine Corps Community Services / Camp Pendleton, CA

[Digital Archivist](#) / Patagonia, Inc. / Ventura, CA

[Assistant Program Director, Instruction Services](#) / University of California, San Diego / La Jolla, CA /

Apply by 9/21

**Colorado**

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

Sponsored

[Librarian – Lamb Branch](#) / Pueblo City-County Library District / Pueblo, CO

**Connecticut**

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

**DC (Washington, DC)**

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

[Pathways Internship - Student Trainee \(Humanities Programs\)](#) Student Paid Internship- Divisions including the Division of Preservation and Access / The National Endowment for the Humanities (NEH) /DC telework

**Delaware**

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

[Assistant Library Director](#) / Georgetown Public Library / Georgetown, DE

**Florida**

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

**Georgia**

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

[Circulation and Technology Associate](#)/ Florida State University/ Tallahassee, FL  
[Electronic Resources Metadata Librarian](#)/ Florida State University/ Tallahassee, FL  
[Library Associate 2](#)/ Library Systems & Services LLC/ Celebration, FL

[Digital Services Librarian](#)/ Citrus County Library System/ Beverly Hills, FL/ Apply by **9/5**  
[Library Communications Facilitator](#)/ Citrus County Library System/ Beverly Hills, FL/ Apply by **9/5**  
[Teacher – School Librarian](#)/ Duval County Public Schools/ Jacksonville, FL  
[Children’s Librarian](#)/ Library Systems & Services LLC/ Homestead, FL

**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](#):*

**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

[Branch Chiefs \(Education Services; Information Resources and Services\) / National Institutes of Health Library / Bethesda, MD](#)

Other jobs

[Library Director](#) / Baltimore County Public Library / Towson, MD / Apply by 10/4

### **Massachusetts**

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

### **Michigan**

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

### **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](#):*

**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](#):*

[Library Media Specialist](#) / Trumansburg CSD / Trumansburg, NY / Apply by 8/31

[Library Media Specialist, Probationary](#) / Phoenix Central School District / Phoenix, NY / Apply by 9/2

[Library Teacher – Long Term Substitute](#) / Valley Stream Union Free School District Thirteen / Valley Stream, NY / Apply by 9/2

[Children's/Youth Services Associate](#) / Roeliff Jansen Community Library / Copake, NY / Apply by 9/8

[Public Services Consultant](#) / Mohawk Valley Library System / Schenectady, NY / Apply by 10/2  
[Temporary Head of Children's Services](#) / The Field Library / Peekskill, NY

Library Director I / Cohoes Public Library / Cohoes, NY / Apply by 9/15 /The Cohoes Public Library seeks an enthusiastic, energetic, community invested librarian to serve as Library Director. Working with the Board of Trustees, the City of Cohoes, and local stakeholders, the director provides leadership in providing high quality, 21st Century library services to our diverse community. Serving a growing population of more than 16,000, the Cohoes Public Library is a municipal public library and a member of the Upper Hudson Library System. The library has a collection of approximately 30,000 physical items, plus more than 64,000 digital items in a shared system-wide collection on the Overdrive platform. In 2019 library circulation totaled 31,800 items and had 37,500 library visits. A variety of programming for all ages is provided both inside the facility and at community sites. The library is located in a restored historic building, the former St. John's Episcopal Church. The Director reports to a nine member Board of Trustees and works closely with the City of Cohoes. The Director has primary responsibility for the operation and management of the library, collaborates with the Library Board on the annual budget request to the City of Cohoes, and serves as principle representative of the library in the community. Specific job activities include, but are not limited to: personnel administration; budget oversight; collection development; customer service; program planning and implementation, particularly for children; implementation of technology to enhance library services; and marketing/public relations. The library board encourages and supports the library director's participation in regional and statewide professional activities. The Library Director I is a Civil Service position. This is a provisional appointment pending Civil Service examination of training and experience. Prior to appointment, the successful candidate will be required to submit a completed Civil Service application. Minimum qualifications include possession of a Master's degree in librarianship from a library school accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education practices AND one year of satisfactory professional library experience. Eligibility for a New York State Public Librarian's certificate at the time of application is required and possession of the certificate is required at the time of appointment. The Library Director's annual salary will be \$40,000 - \$48,000 based on the selected candidate's skills and experience. The generous compensation package also includes health insurance and participation in the New York State Retirement System. Qualified applicants should submit a cover letter, resume, and contact information for three professional references to the Search Committee via email to [directorsearch@cohoespubliclibrary.org](mailto:directorsearch@cohoespubliclibrary.org).

Library Director / Port Byron Public Library / Port Byron, NY / Port Byron Public Library is searching for an enthusiastic person to lead the library as the social, educational, and cultural hub of our community. Working 28 hours per week, with some nights and weekends, the director will develop long-term strategies, relationships, and programs to address the needs and deploy our library, staff, collections, and other assets to support and enrich the library's community and the lives of those therein. The Library Director is responsible for the administration of all library functions within the goals, guidelines, and policies established by the Library Board of Trustees. This responsibility includes the organization and dissemination of information and services through the effective utilization of library resources. The director is also responsible for the facilities, financial management, and personnel of the library, under the

governance and oversight of the board. The Director is expected to provide a leadership role within the library, the community and the library profession. The Director serves as the official representative of the library. AREAS OF RESPONSIBILITY: General Administration and Management: Formulates and recommends policies to the library board-Implements library policies and procedures-\*Summits (probably meant submits) an annual budget to the library board in a timely way and directs and monitors expenditures

-Provides monthly financial planning data to the library board to assist in establishing short and long-term financial priorities- Looks for new revenues sources, collaborations with other organizations, and profit-centered approaches to services with the business community-Orients new trustees and serves as a resources for trustee activities-Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation-Directs the maintenance of the library building and grounds and recommends future space needs- Establishes and maintains a staff manual of library procedures-Demonstrates leadership within the organization: Takes initiative, solves problems, effects change through the action of others, and encourages the development of other staff through a positive work environment:: Planning, Organization, and Evaluation: Plans, organizes, coordinates, and directs a balanced program of library service to meet the immediate and long-range goals of the library and the community-Identifies the standard of excellence for all operations-Evaluates the effectiveness of library services in relation to the changing needs of the community-Provides for critical review of internal library operations such as acquisitions, circulation, etc.-Analyzes data affecting the library's operation such as legal, physical, and statistical factors--Investigates new trends and specific library programs and facilitates testing of new techniques, materials, and equipment to improve the operation of the library:: Personal Management: Develops staff job descriptions, recommends and administers personnel policies -Defines expectations for staff performance and sets goals for service and programming-Works to promote high staff morale-Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities- Ensures that staff performance appraisals are done on a regular schedule::Community and Professional Management: Recommends and administers public relations programs-Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library-Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, schools, and the general public DESIRED QUALIFICATIONS:Ability to think analytically and to develop new services and programming-Considerable knowledge of computers and data communications especially in regard to library application-Maintains confidentiality of library records and administrative matter-Highly developed verbal and written communication skills, social skills, and adaptability-Ability to make administrative decisions, develop policies and supervise staff-Ability to write grants

Effective interpersonal skills consisting of creative and diplomatic management abilities-Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies, governmental bodies and the general public Education: Associates Degree (Required) Bachelor's Degree (Preferred) Job Type: Part-time – 28 hours/week Salary: Negotiable dependent on experience and education Please send cover letter, resume and 3 references to:Port Byron Library Board of Trustees P.O. Box 520Port Byron, NY 13140



[Library Media Specialist – Leave Replacement](#) / Fayetteville-Manlius CSD / Manlius, NY / Apply by **8/27**  
[Part-Time Librarian, Children’s Department](#) / Great Neck Library / Great Neck, NY / Apply by **8/28**  
[Senior Librarian II – Children’s Department](#) / Great Neck Library / Great Neck, NY / Apply by **8/28**  
[Librarian Leave Replacement – Part-Time](#) / Mattituck-Cutchogue CSD / Cutchogue, NY / Apply by **8/31**  
[Part-Time Emerging Services Librarian](#) / Sayville Library / Sayville, NY / Apply by **8/31**  
[Library Media Specialist – Elementary](#) / Highland CSD / Highland, NY / Apply by **9/2**  
[Director](#) / Bayville Free Library / Bayville, NY / Apply by **9/4**  
[Director](#) / Schoharie Free Library / Schoharie, NY  
[Director of Library and Information Services](#) / Culinary Institute of America / Hyde Park, NY

Library Director / Argyle Free Library / Argyle, NY / The Library Director serves as the Chief Executive Officer of the Library and is responsible for the administration of all library functions within the goals, guidelines and policies established by the Library Board of Trustees. This responsibility includes the organization and dissemination of information and services through the effective utilization of library resources. The Director is also responsible for the facilities, programming and events, financial management and personnel of the Library, under the governance and oversight of the Board.; The Director is expected to provide a leadership role within the library, the community, and the library profession. The Director serves as the official representative of the Library. This is a part-time position, 20 - 30 hours per week.; Minimum Qualifications: MUST have at least an Associate’s Degree in any field, as per NY State Law; Desired Qualifications: A Bachelor’s Degree or an MLS from an ALA accredited institution.; Previous library work experience including experience coordinating with local organizations to develop community programs. Prior experience with social media including website and Facebook marketing for a business or organization. A background in management.; Responsibilities:; 1) General Administration and Financial Management; a) Make policy recommendations to the Board of Trustees and implement policies and procedures.; b) Participate in the budget process and monitor all expenditures.; c) Provide monthly financial planning information to assist in establishing both short term and long term priorities.; d) Provide orientation and resources to new Trustees and Employees.; e) Manage employees, provide training for employees as needed, and coordinate their schedules.; f) Direct the maintenance of the library building and grounds, and recommend future space needs and reorganization of library areas.; g) Establish and maintain a staff manual of library procedures.; h) Provide leadership, take initiative, solve problems, and effect change through development and encouragement of staff.; i) Research community needs, and plan and implement programs to support those needs.; j) Attend all Board of Trustee meetings, and ensure Trustees are aware of Southern Adirondack Library System (SALS) and other communications in a timely fashion.; k) Maintain the library website and social media.; l) Evaluate the effectiveness of the library collection and order materials (books, periodicals, DVDs, etc.) to support community needs.; m) Maintain an orderly and usable library catalog, in accordance with current library and SALS requirements.; n) Provide customer service, build relationships with community organizations, and provide an environment that is aligned with that of the Board and AFL policies.; o) Other duties, as assigned.; 2) Work and Physical Requirements; a) Duties require periods of standing, sitting, walking, navigating stairs, and carrying weight up to 30 pounds.; b) Public speaking.; c) Provide own transportation to work-related meetings, workshops, conferences, etc.; d) Occasional Saturday and evening hours as needed (board meetings, special events, etc.); To apply: Please send a cover letter and

resume to Argyle Free Library Personnel Committee, PO Box 238, Argyle, NY 12809 or email to [snellpr@gmail.com](mailto:snellpr@gmail.com).

## NYC

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

## North Carolina

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

[Coordinator, Media 2020/2021](#) / Rea Farms STEAM Academy / Charlotte, NC

[Part-Time Library Technician](#) / Tyrrell County Public Library / Columbia, NC

[Library Program Specialist - Resource Sharing Coordinator](#) / Harnett County / Lillington, NC

[SUPERVISORY LIBRARY BRANCH TECHNICIAN](#) / MCB Camp Lejeune / New River, North Carolina /

Apply by **9/9**

[Assistant Director - Prospect Development](#) / NC State University / Raleigh, NC / Apply by **9/1**

[Bookmobile Associate](#) / Braswell Memorial Public Library / Rocky Mount, NC

[Library Technician](#) / Department of the Navy / Camp Lejeune, NC

[Digital Scholarship Coordinator](#) / UNC Charlotte / Charlotte, NC

[Library Assistant \(part time\)](#) / Cabarrus County / Concord, NC

[Library Circulation Manager](#) / Harnett County / Lillington, NC

[Librarian - Reference, Local History & Genealogy](#) / Harnett County / Lillington, NC

[Media Specialist](#) / Union County Public Schools / Monroe, NC

[Media Specialist](#) / Rowan-Salisbury Schools / Salisbury, NC

[Librarian / Reference, Local History & Genealogy](#) / Harnett County Public Library / Lillington, NC / Apply by **9/2**

[Library Program Specialist / Youth Services](#) / Harnett County Public Library / Lillington, NC / Apply by **9/2**

[Library Circulation Manager](#) / Harnett County Public Library / Lillington, NC / Apply by **9/2**

[Courier \(Full-time\)](#) / Mecklenburg County / Charlotte, NC / Apply by **8/27**

[Archive Data Management Specialist I \(Data Center Support\)](#) / SBS / Raleigh, NC

## 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](#):

[Centralized Cataloger \(Part Time\)](#) / Washington County Library System / Washington, PA

[Director of Library Services & Operations](#) / University of Pennsylvania / Philadelphia, PA

[Library/Student Support Teacher K to Grade 6](#) / Norwood-Fontbonne Academy / Philadelphia, PA / Apply by **9/1**

[Assistant to Archivist/Curator \(Part Time\)](#) / Duquesne University / Pittsburgh, PA

[Long Term Substitute Library Aide Part time](#) / Joseph Ferderbar / Albert Schweitzer Schools / Langhorne, PA / Apply by **9/8**

[20% Librarian Long-Term Substitute](#) / McKnight Elementary School / Pittsburgh, PA / Apply by **8/29**

[Part-time Curatorial Assistant \(2-year position\)](#) / Wharton Esherick Museum / Malvern, PA / Apply by **9/25**

[Early Childhood Aide \(Part Time\)](#) / York County Libraries – Smith School / York, PA

[Assistant Archivist](#) / United Lutheran Seminary – Gettysburg Campus / Gettysburg, PA

[Anticipated Extended Day to Day Substitute Librarian \(Elementary Schools\)](#) / Hempfield School District / Landisville, PA / Apply by **8/31**

[Long-term Librarian \(Part Time\)](#) / The Learning Lamp / Johnstown, PA

[Part-Time Teaching Assistant – Archives and Record Management \(one-term position\)](#) / University of Pittsburgh / Pittsburgh, PA

[Library Assistant – Bibliographic Services \(Part Time\)](#) / County of Berks / Leesport, PA

[Financial Specialist – Part Time – Library System](#) / Cumberland County – Library System / Mechanicsburg, PA

[Bilingual Program Aide \(Part Time\)](#) / York County Libraries – Smith School / York, PA

[Executive Director](#) / Mifflin County Library / Lewistown, PA / Apply by **9/18**

## 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](#):*

**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](#):*

**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](#):

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## **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](#):*

## **Québec**

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

## **Saskatchewan**

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

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## **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](#):*

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## **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](#):*