

Four Positions: Maryland & Washington, DC

Posted on [December 31, 2018](#) by [LLAM News](#)

Positions: [Library Associate I](#)

Location: Children's Services Havre de Grace Branch, Harford County Public Library

Originally posted on the Maryland Library Association listserv.

Position Summary: Performs a variety of reference services within a branch and/or materials management responsibilities; assists individuals and groups in locating and obtaining materials and information; assists patrons with electronic resources; selects materials in all formats for all audiences; maintains adult, young adult and children collections, may manage specialized collections and programs for Detention Center, Learning and Sharing Center, Sharing the Gift program, Small Business, Children with Special needs, etc.; performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.

Position Functions:

1. Performs a variety of reference services within a branch;
2. Assists the public in the use of library resources, including computer catalogs, indexes, computerized search systems, and the Internet;
3. Searches online catalogs and shelves to locate information;
4. Performs in-depth reference searches and performing readers' advisory services;
5. Plans, assembles, and arranges displays of materials to support popular topics;
6. Conducts library tours and orientations;
7. Provides information on library activities, facilities, rules, and services to customers;
8. Provides library services to special populations and coordinating special programs such as summer readings, story times, or holiday programs;
9. Prepares and compiles required reports and statistics;
10. May maintain assigned collection;
11. May manage and coordinate activities associated with assigned population;
12. May coordinate library services and schedule library visits to the designated outreach sites;
13. May plan, prepare and deliver materials for assigned population and/or sites;
14. May prepare monthly newsletters for assigned program;
15. May develop training tools and conduct staff training;
16. May plan, direct, or carry out special projects involving library promotion and outreach activities.

Standard Functions:

1. Serves on committees and participates in workshops, seminars, and training as requested;
2. Represents Library at various outreach activities, as needed;
3. Notifies Supervisor with suggested ways to improve the efficiency and effectiveness of personnel and procedures and system-wide goals and objectives;

4. Maintains good public relations with the community through contacts with public officials, community leaders, volunteers, Friends of the Library, appropriate school personnel, and the general public;
5. Learns new skills and technologies to retain proficiency in areas of expertise;
6. Is dependable and punctual;
7. Maintains a positive, friendly, and cooperative attitude and provides consistent customer service;
8. Upholds all library policies and procedures as defined in Harford County Public Library's Policies and Procedures Manual;
9. Completes time sheet and other necessary forms and reports accurately and in a timely manner;
10. Performs other duties as assigned.

Position: Library Associate I (Part-time)

Location: Aberdeen Branch, Harford County Public Library

Originally posted on the Maryland Library Association listserv.

Position Summary: Performs a variety of reference services within a branch and/or materials management responsibilities; assists individuals and groups in locating and obtaining materials and information; assists patrons with electronic resources; selects materials in all formats for all audiences; maintains adult, young adult and children collections, may manage specialized collections and programs for Detention Center, Learning and Sharing Center, Sharing the Gift program, Small Business, etc.; performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.

Position Functions:

1. Performs a variety of reference services within a branch;
2. Assists the public in the use of library resources, including computer catalogs, indexes, computerized search systems, and the Internet;
3. Searches online catalogs and shelves to locate information;
4. Performs in-depth reference searches and performing readers' advisory services;
5. Plans, assembles, and arranges displays of materials to support popular topics;
6. Conducts library tours and orientations;
7. Provides information on library activities, facilities, rules, and services to customers;
8. Provides library services to special populations and coordinating special programs such as summer readings, story times, or holiday programs;
9. Prepares and compiles required reports and statistics;
10. May perform limited circulation duties, as assigned;
11. May maintain assigned collection;
12. May manage and coordinate activities associated with assigned population;
13. May coordinate library services and schedule library visits to the designated outreach sites;
14. May plan, prepare and deliver materials for assigned population and/or sites;
15. May prepare monthly newsletters for assigned program;
16. May develop training tools and conduct staff training;

17. May plan, direct, or carry out special projects involving library promotion and outreach activities.

Standard Functions:

1. Serves on committees and participates in workshops, seminars, and training as requested;
2. Represents Library at various outreach activities, as needed;
3. Notifies Supervisor with suggested ways to improve the efficiency and effectiveness of personnel and procedures and system-wide goals and objectives;
4. Maintains good public relations with the community through contacts with public officials, community leaders, volunteers, Friends of the Library, appropriate school personnel, and the general public;
5. Learns new skills and technologies to retain proficiency in areas of expertise;
6. Is dependable and punctual;
7. Maintains a positive, friendly, and cooperative attitude and provides consistent customer service;
8. Upholds all library policies and procedures as defined in Harford County Public Library's Policies and Procedures Manual;
9. Completes time sheet and other necessary forms and reports accurately and in a timely manner;
10. Performs other duties as assigned.

Position: Library Associate II

Location: Administrative Office, Harford County Public Library, Belcamp, MD

Originally posted on the Maryland Library Association listserv.

Position Summary: Performs a variety of materials management responsibilities; selects materials in all formats for all audiences as assigned using appropriate tools to assess and evaluate assigned library collections, including but not limited to budget guidelines, analysis and interpretation of statistical information and other data from a variety of sources; works reference desk hours in a branch as assigned; performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.

Position Functions:

1. Performs materials management tasks and activities;
2. Assesses and evaluates assigned collections;
3. Reviews, selects and orders materials in print and non-print formats;
4. Analyzes and interprets statistical and community information as part of the selection process;
5. Manages assigned selection budgets by following established finance procedures;
6. Interprets censorship and freedom of access issues as pertains to selection of materials for library customers;
7. Keeps abreast of publishing trends for materials;
8. Writes and compiles bibliographies and booklists;
9. Works regularly scheduled hours within a branch to perform reference services as well as help assess the collection maintenance activities, including weeding and assessment;

10. Prepares and compiles required reports and statistics;
11. Serve as a library liaison with vendors and publishers;
12. May include:
 - developing training tools and conducting staff training;
 - planning, directing, or carrying out special projects involving library promotion and outreach activities.

Standard Functions:

1. Serves on committees and participates in workshops, seminars, and training as requested;
2. Represents Library at various outreach activities, as needed;
3. Notifies Supervisor with suggested ways to improve the efficiency and effectiveness of personnel and procedures and system-wide goals and objectives;
4. Maintains good public relations with the community through contacts with public officials, community leaders, volunteers, Friends of the Library, appropriate school personnel, and the general public;
5. Learns new skills and technologies to retain proficiency in areas of expertise;
6. Is dependable and punctual;
7. Maintains a positive, friendly, and cooperative attitude and provides consistent customer service;
8. Upholds all library policies and procedures as defined in Harford County Public Library's Policies and Procedures Manual;
9. Completes time sheet and other necessary forms and reports accurately and in a timely manner;
10. Performs other duties as assigned.

Position: [Foreign Law Specialist](#)

Location: Foreign, Comparative and International Law Division I, Global Legal Research Directorate, Law Library, Library of Congress, Washington, DC

Salary: \$68,036 to \$88,450 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Foreign, Comparative and International Law Division I, Global Legal Research Directorate, Law Library.

The position description number for this position is 378650.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

This is a non-supervisory, bargaining unit position.

Relocations expenses will not be authorized for the person(s) selected under this vacancy announcement.

Responsibilities

The Foreign Law Specialist position is located in the Global Legal Research Directorate in the Law Library. The employee in this position serves as a Foreign Law Specialist for the Law Library of the Library of Congress. The Foreign Law Specialist is responsible for providing research, advice and assistance on foreign legal issues, questions, or situations to the United States Congress, Executive Branch Agencies, the Judiciary, and foreign law reference services to other constituencies, including the general public. In that capacity, the Specialist conducts legal

research and analysis and prepares or contributes to legal opinions, briefs, reports, memoranda, and comparative analyses related to the laws and legal systems of assigned jurisdictions (Nordic countries and the European Union, and Turkey and other Turkic speaking jurisdictions). The incumbent will respond to inquiries related to legal developments in assigned jurisdictions and international organizations where countries of assigned jurisdictions (Nordic countries and the European Union, and Turkey and other Turkic speaking jurisdictions) are members. In addition, the Specialist assists in the development of the Law Library's online products and recommends acquisitions to the Law Library's collections related to the assigned jurisdictions.

Performs a variety of foreign law research and provides reference services at various levels of complexity in regard to assigned jurisdictions (Nordic countries and the European Union, and Turkey and other Turkic speaking jurisdictions). Conducts legal research using printed, on-line, and other sources of information. Uses knowledge of sources of legal information, legal research methodology, and experience in legislative analysis to assist in the development and production of the Law Library's legal information systems. Participates in developing, producing, and promoting the Law Library's online products and services.

Prepares written reports for a wide range of legal inquiries where assignments cover conventional problems, questions, or situations and historical issues within assigned jurisdictions. Produces reports and other documents individually or as part of a team. Conducts scholarly work and prepares publications, presentations, and legal bibliographic materials related to assigned jurisdictions and/or area of subject matter expertise.

Surveys the Law Library's collection for assigned jurisdictions to identify deficiencies. Makes recommendations on the acquisition of needed materials and searches the catalogs and collections for law items under consideration. Reviews and selects all materials received in the Law Library on assigned jurisdictions. Assists with the development and technical processing of the collections within his/her areas of specialization where conventional problems, questions, or situations arise. Performs other functions relating to the development and maintenance of foreign legal collections for assigned jurisdictions in the Library.

Provides advice and assistance to the staff of the United States Congress, Federal agencies, and U.S. Courts on conventional foreign legal issues, questions, or situations. Provides advice on foreign laws and collaborates with various staff on issues relevant to the mission of the Law Library of Congress. Provides reference on laws of assigned jurisdictions to LOC patrons. To enhance the exchange of legal information, develops and maintains professional relations with colleagues in the United States and abroad.

Posted in [Job Vacancies](#) | Tagged [Law Library](#), [Maryland](#), [Public Library](#), [Washington DC](#)

Twelve Positions: Maryland & Washington, D.C.

Posted on [December 26, 2018](#) by [LLAM News](#)

Position: [Dean of University Libraries](#)

Location: University of Maryland, College Park, MD

Full vacancy announcement available on [ALA JobLIST](#).

The University of Maryland, College Park invites nominations and applications for the position of Dean of University Libraries. The University is seeking an accomplished and visionary leader who is committed to strengthening a great university library, acknowledged on the regional, national, and international stage, and who can leverage its considerable academic strengths as a major research university, the unique advantages offered by its unique location, and its overriding commitment to excellence in education and research.

Reporting directly to the Senior Vice President and Provost, the new Dean of the University Libraries will provide strategic leadership for the Libraries, developing a strategic vision and plan for the Libraries that will reflect the needs of the UMD user community, creating and strengthening dynamic partnerships with UMD's academic and administrative units to advance the University's research, teaching and global agendas and leveraging the University Libraries resources wisely and augmenting them through successful fundraising efforts. The Dean will join a strong, service-oriented staff and will lead them in the direction of a shared and well-articulated vision of the future.

The successful candidate must be dynamic, strategic, entrepreneurial, and innovative in recognizing and exploiting opportunities as well as in identifying and overcoming constraints. Ultimately, the successful candidate will provide the leadership to develop and achieve a vision of a university library in the 21st Century, a clear understanding of the major challenges facing research university libraries in a time of complex and extended transition; the ability to develop and maintain collaborative partnerships across campus and to engage, influence and facilitate synergies with UMD's external constituents, including state, regional and national consortia and organizations; an advanced understanding of digital technology trends and their impact on information management infrastructure; a demonstrated commitment to developing a diverse workforce and to advancing diversity goals and proven experience or potential for success in fundraising, donor cultivation and public relations. The search committee seeks talented candidates from traditional as well as non-traditional library backgrounds. Experience in and understanding of a Research Extensive University Library is preferred. The successful candidate will be qualified to be awarded the rank of Librarian IV with Permanent Status or that of Professor in an academic unit.

Confidential review of applications, nominations and expressions of interest begin immediately and will continue until an appointment is made. Inquiries, requests for the full position description, nominations, and application materials should be directed electronically to:

Gale Merseth, Partner and Beverly Brady, Managing Associate

Isaacson, Miller

263 Summer Street

Boston, MA 02210

<http://www.imsearch.com/6788>

Position: [Metadata & Discovery Librarian](#)

Location: National Geographic, Washington D.C.

Full vacancy announcement available on [ALA JobLIST](#).

The National Geographic Society Library seeks an energetic, knowledgeable and self-motivated metadata and discovery librarian with experience using Ex Libris Alma and Primo to provide strategic direction and innovative leadership in metadata services for library collections. This position works collaboratively with archival metadata specialists and the systems administrator in order to optimize information organization, discovery and access.

The Metadata and Discovery Librarian is responsible for collecting, preserving, and presenting print and digital information in all formats, creating bibliographic and archival metadata for collections, books, ebooks and other items, as required. This includes managing authorities and ensuring data quality, and other duties associated with the creation and maintenance of item- and collection-level data for a variety of print and digital content and materials.

This position requires a firm and broad conceptual understanding of metadata principles and archival and digital collection technologies and the ability to apply and adapt them to existing and emerging media in a variety of formats. This includes developing, documenting and revising workflows and policies, and providing collection analytics. The Librarian also will participate in the management of e-resources and assist with the expansion of online collections and new digital initiatives. This person acts as an active partner with technology vendors, providing feedback, suggesting improvements, and keeping the needs of the clients in the forefront.

This individual also provides reference services and processes payments for print and digital monographs, serials, databases, and other acquisitions: places orders, processes renewals, and resolves complex service problems.

Position: [Resident Librarian](#)

Location: American University, Washington, D.C.

Full vacancy announcement available on [ALA JobLIST](#).

American University Library invites early-career librarians to apply for its Residency Librarian Program. The Resident Librarian position is a fixed-term three academic year faculty appointment and is designed to provide an immersion into academic librarianship, with an emphasis on information literacy instruction and research support, and including opportunities to explore other areas of interest. Funding will be provided to support professional engagement at the national level. Through the experience and mentoring acquired by participating in the Residency Librarian Program, individuals will be able to demonstrate skills at the professional level, will be able to develop a professional network, and will be prepared for future career opportunities.

The Residency Librarian Program is part of the Association of College and Research Libraries (ACRL) Diversity Alliance. American University Library is one of the four founding institutions that established the Diversity Alliance member universities. The purpose of the resident program is to bring diverse entry-level librarians into the profession, to engage them in

professional experience and service at American University, to provide mentorship through their residency experience, and in building their research and professional service agenda, and ultimately, to prepare them for a career in academic librarianship. The Residency Program Librarian will join another Residency Program Librarian already in place at American University Library.

Position: [Supervisory Education Specialist \(Adult Learning Manager\)](#)

Location: Martin Luther King Jr. Memorial Library, Washington, D.C.

Full vacancy announcement available on [ALA JobLIST](#).

The Martin Luther King Jr. Memorial Library having identified lifelong learning as a priority, has a vital role to play in addressing the serious literacy needs in the city. That role includes maintaining a strong presence and leadership position in the city's long-range literacy initiative and in the network of D.C. and metropolitan Washington adult literacy providers. The Library system comprises the Martin Luther King Jr. Memorial Library (the downtown central library) and 25 neighborhood libraries. The Adult Literacy Resource Center (ALRC), a public service unit, provides literacy resources for adult developing readers, literacy practitioners and program managers, private and public agencies, and DC Public Library staff.

Duties:

- Serve as the Library's lead adult literacy education specialist and as an advisor or resource person on adult literacy to library staff, literacy providers and stakeholders
- Make recommendations regarding kinds and levels of services needed to better serve the primary and secondary target populations
- Plan, organize, and administer the day-to-day and long-range activities and work of the Adult Literacy Resource Center
- Represent the DC Public Library at local, regional, and national meetings related to adult literacy issues and training and library literacy services
- Write proposals to appropriate sources for funding of specific library literacy projects
- In collaboration with the Collections Department, ensure that the library has an up-to-date and responsive collection of adult literacy materials
- Promote the use of library literacy materials and services, advising customers of community literacy services, and involving the library in the network of D.C. and metropolitan Washington adult literacy providers and in national and regional literacy activities
- Implement a training plan to help staff throughout the system build basic skills for effectively engaging with adult learners.

Qualifications:

- Master's Degree in Adult Education required
- At least five years' experience providing direct public service in a library or as an adult education service provider, including at least 3 years' experience:
 - Supervising, training, developing and evaluating staff
 - Facilitating group conversations and leading training
 - Developing outreach in adult literacy and working with community partners.
 - Advising on adult education standards, programming and materials.
- At least two years advising on relevant grants and budget

Additional Qualifications

- Ability to use workplace and other technology, including email, internet, databases, social media, and other software.
- Experience serving diverse populations in a large urban environment preferred.

Position: [Digital Engagement & Content Assistant](#)

Location: Promundo-US, Washington, D.C.

Full vacancy announcement available on [CUA SLIS blog](#).

Promundo-US, an international non-governmental organization (NGO) working to promote gender equality and prevent violence, seeks a full-time Digital Engagement & Content Assistant to work in its Washington, DC office. This position will form part of Promundo's Communications team and will report to Annaick Miller, Communications Associate.

Job Responsibilities

We are looking for a creative-thinker, content developer, and web guru who is an excellent communicator to join Promundo as a Digital Engagement & Content Assistant as part of a dynamic communications team.

Responsibilities include:

- Social media content development, strategy, and management
- Track and manage communications and media analytics/reach (across website, social media, media mentions, etc.) and formulate recommendations for increased engagement
- Support and manage day-to-day communications with web development agency on updates, troubleshooting and maintenance, as well as implementing SEO strategies
- Update institutional and campaign websites (using WordPress)
- Edit and write institutional and campaign communications (such as blogs, web content, social media, etc.) in line with institutional and campaign messaging
- Develop graphic designs and layout materials for research & campaign dissemination (e.g. infographics, promotional materials, postcards, and one-pagers as needed)
- Track and propose strategies for best practices in digital engagement (including across web, social media, and online giving/fundraising strategies)
- Research and propose new, dynamic ways to present and deliver Promundo's messages as well as new research and programmatic findings
- Support the communications team as needed with other responsibilities

Required Skills and Experience

- Undergraduate degree (concentration in communications, media, international development, gender, public health, or related field preferred) or equivalent work experience of 3 years in a professional setting
- Office experience (communications/public relations/journalism experience preferred)
- Excellent English writing, editing, and proofreading skills
- Excellent attention to detail
- Hard worker and quick learner
- Proactive, able to handle multiple tasks and prioritize well, with strong self-motivation
- Graphic design (Adobe Design Suite, such as InDesign and Photoshop; Canva)
- Photo editing (Photoshop or other software)
- Web management and updating (WordPress or other CMS platform)
- Social media content development and strategy (Facebook, Twitter, YouTube, etc.)
- Communications analytics (Google Analytics, social media analytics, and media monitoring)

Desirable Qualifications

- Knowledge of gender, masculinities, international development, and/or social justice issues
- Second language skills (Spanish preferred; French, Portuguese, and/or Arabic also useful)
- Experience with social media management tools
- Experience having managed relationships with web development agencies
- SEO strategy
- Film editing
- Coding experience (HTML)
- IT, tech support, and web security
- Digital fundraising strategy

Position: Librarian (Instruction)

Location: Uniformed Services University of the Health Sciences, Bethesda, MD

Salary: \$81,548 to \$106,012 per year

Full vacancy announcement available on [USAJOBS](#).

You will serve as a LIBRARIAN in the Uniformed Services University of the Health Sciences Office of Information and Education Technology, Learning Resource Center's Reference and Information Services Department of UNIF SRVS UNI OF THE HLTH SCI.

Responsibilities

- You will manage the library instruction program.
- You will provide classroom-based reference instruction.
- You will identify and implement new topics and methods for instruction to meet the needs of the university's educational mission.
- You will design web-based learning modules.
- You will create and develop topics of interest to University patrons to be included in the instruction program.
- You will work with students to create modules for students on specialized library topics.
- You will conduct in-depth, highly specific scientific and medical searches for faculty, staff and students using medical and bioscience databases.
- You will advise patrons on the most effective use of bibliographic resources.
- You will serve as a Learning Resource Center liaison with the University's School of Medicine, Graduate School of Nursing and Postgraduate Dental Colleges.

Position: Deputy Law Librarian for Collections

Location: Library of Congress, Washington D.C.

Salary: \$126,148 to \$189,600 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Office of the Law Librarian, Library Collections and Services Group, Office of the Librarian.

The position description number for this position is 381810.

This position has no promotion potential.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

This is a supervisory, non-bargaining unit position.

Responsibilities

As designated by the Law Librarian, the Deputy Librarian has authority and responsibility for the day-to-day operations of the Law Library. The incumbent also has the authority to act upon designated matters and make decisions in collaboration with the Law Librarian. Those decisions could have broad or long-range impact on one or more significant programs or collections within the Law Library. The Deputy works collaboratively with the Law Librarian, establishing priorities, and the design, launch and execution of Law Library initiatives. The Deputy Librarian is responsible for the acquisition, organization and preservation of the Law Library's collection, ensuring the quality of the collection and rapid and effective access to it. The incumbent oversees the planning, development, management and usability of digital legal and legislative information resources hosted on site from the Law Library's physical materials and from remotely-hosted digital materials collaboratively developed with Law Library partners worldwide. Serving under the Law Librarian of Congress, the incumbent assists with achieving success on matters related to building and sustaining a preeminent portal to a world-class repository of global legal information that includes all levels of government from local governing bodies to transnational governing institutions. The incumbent ensures that Law Library collections and services meet the statutorily mandated requirements of the Law Library of Congress to serve the foreign legal research and analytical needs of the U.S. Congress. The incumbent develops and maintains relationships to further local, national, international and transnational partnerships. The incumbent also works collaboratively with senior Library of Congress managers to ensure integration of Law Library virtual services with Library of Congress digital priorities. The incumbent coordinates efforts with information entities in the U.S. Congress and other legislative branch agencies on Library legislative information initiatives.

Has overall responsibility, as well as delegated authority, for the oversight and administration of a broad, emerging and critical Law Library digital program. Responsible for the direction and management of all aspects of the Law Library's virtual presence and services by identifying, recommending and implementing program planning strategies and development of policy initiatives for web access to global legal information. Evaluates current and proposed plans and recommends actions to initiate new or modify existing strategies. Coordinates with senior Library managers and national/international experts in systems (e.g., semantic web technology) to plan, develop, host and maintain a state-of-the-art technology infrastructure to support a robust information system utilizing new technologies (e.g., federated searching and semantic web) that integrates with and supports the Library of Congress Web presence and policies.

Responsible for the formulation and administration of collection and service policies affecting the mission of the Law Library of Congress. Participates in the development, evaluation, and implementation of high-level policy for agency wide programs. Serves as the key advisor on various programs and events of the Service Unit. Counsels senior management staff and

officials at multiple levels of the Service Unit; and senior staff, private sector clients, and vendors concerning matters within the scope of the incumbent's activity. Serves on inter-agency, national, and/or international special work groups, task forces, or expert panels on special projects or studies critical to the resolution of far-reaching operating issues and problems.

Establishes and maintains effective working relationships with various high-level individuals, including Library officials, infrastructure unit directors, service unit directors, division chiefs, managers, and their staff. As required and assigned, directs, monitors, and participates in outreach initiatives with organizations outside the Law Library. Establishes and maintains close and cooperative working relationships with managers and officials within the Law Library and the Library of Congress.

Position: Librarian (Digital Collections and Automation Coordinator)

Location: Library of Congress, Washington D.C.

Salary: \$81,548 to \$106,012 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Geography and Map Division, Special Collections Directorate, Library Services.

The position description number for this position is 381251.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metro area.

The incumbent of this position will work a flextime work schedule.

This is a non-supervisory, bargaining unit position.

Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Responsibilities

Serves as the Division's expert in all areas utilizing computer technology and automation: cataloging, database management, Geographic Information Systems (GIS), office automation, and all areas of reference service. Recommends methods and procedures for utilizing computer assistance most effectively, participating in studies of the feasibility of automating specific activities, costs, equipment needs and service of Library practices and procedures, or of plans and data for testing system use. Writes guidelines and documentation for special projects involving major updating, correcting, or searching of databases. Serves as the Division's online systems monitor and coordinator for automation liaison personnel. Maintains continual contact with other organizational entities directly involved with the automation of cataloging and related activities. Serves as the Division's Contracting Officer's Representative (COR) for

minimal level cataloging, automation-assisted control of the collections, and other contracts involving automation on behalf of the Division.

Serves as a digital collections specialist for multiple workflows within the Geography and Map Division, handling complex situations requiring technical knowledge and judgment. Applies extensive knowledge of library policies, procedures, and workflows to acquire digital collection materials through a variety of acquisition methods and streams. Independently implements, tests, and improves workflows in order to achieve digital content management goals for collections under the care of the unit. Ensures that content for multiples incoming streams meets the Library's format and metadata technical standards for acceptance. Acquires, creates, or oversees creation of descriptive, technical and administrative metadata as needed or collection materials received. Creates and manages automated workflows for ingesting, reviewing, describing, inventorying, and storing digital content. Performs or coordinates quality review of metadata elements for a wide variety of tasks and workflows. Processes files after ingest as necessary prior to storage. Implements corrective actions, including solutions to preempt problems, as appropriate. Conducts or initiates and coordinates re-work for files not meeting project requirements. Uses software and hardware tools to transfer digital collections received from various sources into LC systems, including both physical and virtual locations. Works with Division staff within or outside the unit to resolve complex content management issues. Deletes or replaces digital objects; makes corrections. Utilizes software and hardware tools to assure proper storage locations and identifications. Creates and manages predominantly automated streams from acquisitions sources to storage on appropriate LC systems. Produces or coordinates production of derivative files as appropriate. Independently moves or rearranges files as storage architecture or strategies change. Assumes responsibility for application of approved digital content management technologies to digital content under the care of the unit. Monitors indicators of preservation status of custodial materials and takes appropriate corrective action as needed.

Plans and implements assigned digital acquisitions projects using approved project management methodologies. Suggests improvements to workflows for a wide variety of content streams and identifies risks and challenges to implementation. Establishes priorities and time-frames in coordination with management and stakeholders. Independently implements approved plans by scheduling and coordinating work, including determining division of work between specialists and technicians assigned to a project. Tracks project work flow using software tools and schedules activities required to move projects to completion, as appropriate. Reports on project status according to the schedules and mechanisms established for the Scan Lab.

Develops personal contacts to establish and maintain cooperative work relationships in order to provide or exchange information and professional knowledge related to multiple incoming streams of content. Consults with supervisors to resolve problems or issues. Collaborates with supervisor in planning and implementing workflow procedures, team priorities, goal setting and strategies for meeting production goals for the unit. In support of digital content management, assists in the training of staff within the section and service unit. Assists others inside and outside the Library with resolving digital collections management questions. Creates and makes presentations to various stakeholders or other audiences as needed.

Position: Archivist (2 vacancies)

Location: Library of Congress, Washington D.C.

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the **Preparation Section, Manuscript Division**, Special Collections Directorate, Library Services.

The position description number for this position is 368552.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

The incumbent of this position will work a flextime work schedule. Occasional Saturday service in the Manuscript Reading Room is required.

This is a non-supervisory, bargaining unit position.

Responsibilities

Analyzes and arranges bodies of records that are somewhat disorganized, demonstrating knowledge of archival theory and practice in planning and carrying out their organization and description. Possesses understanding of scholarly research and documentation practices. Completes preliminary analysis of the documentation systems and practices of the originating agency, organization, or individual whose materials are being processed. Undertakes research in published sources to complete gaps in the available information relating to the subject matter of the records to be archived. Evaluates the significance of archival material in its historical context and applies evaluation in helping create a plan of arrangement and description. Exercises initiative on special assignments requiring knowledge of archival procedures and academic subject matter.

Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information. Coordinates as necessary with collection curators and staff in other divisions relating to the transmission, handling, description, and storage of division material housed off-site or transferred elsewhere.

Attends workshops, conferences, seminars, or meetings in librarianship and other relevant fields for the purpose of training and professional development. Displays knowledge of collections in the Library. Presents information to groups and individuals with a similar understanding of the subject. Orients visitors and helps conduct tours.

Surveys internal collections to identify and inventory groups of materials for preservation and physical security. Follows prescribed specifications and procedures in preserving original material and reproducing originals for preservation. Monitors the quality and consistency of preservation methods and output. Monitors and coordinates procedures for routing materials for preservation treatment and for preparation of new materials to be added to the collections.

Serves as a resource in the development of overall preservation program policies and goals. Helps promote collection security by recommending and implementing improved methods of manually or electronically marking and labeling collections.

Provides information in response to reference service requests that require research among several record groups to locate the information. Assists scholars and researchers in finding significant records relating to the subject under consideration and advises them of relevant records in the division and Library. Substitutes on a temporary basis as necessary assisting readers in the division's public Reading Room.

Position: Archvists (2 vacancies)

Location: Library of Congress, Washington D.C.

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

These positions are located in the **American Folklife Center**, Special Collections Directorate, Library Services.

The position description number for this position is 368552.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

The incumbent of this position will work a flextime work schedule.

This is a non-supervisory, bargaining unit position.

Responsibilities

Analyzes and arranges bodies of multi-format ethnographic records, demonstrating knowledge of archival theory and practice in planning and carrying out their organization and description. Possesses understanding of scholarly research and documentation practices in folklife, ethnomusicology, documentary studies, oral history and/or other related subject areas.

Completes preliminary analysis of the documentation systems and practices of the originating organization or individual whose documentary materials are being processed. Undertakes research in published sources to complete gaps in the available information relating to the subject matter of the records to be archived. Evaluates the significance of archival material in its cultural and historical context and applies evaluation in helping create a plan of arrangement and description. Exercises initiative on special assignments requiring knowledge of archival procedures and subject matter.

Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information. Coordinates as necessary with collection curators and staff in AFC and in other divisions relating to the transmission, handling, description, and storage of division material housed off-site or transferred elsewhere.

Attends workshops, conferences, seminars, or meetings in librarianship and other relevant fields for the purpose of training and professional development. Displays knowledge of collections in the Library. Presents information to groups and individuals with a similar understanding of the subject. Orients visitors and helps conduct tours.

Surveys internal collections to identify and inventory groups of materials for preservation and physical security. Follows prescribed specifications and procedures in preserving original material and reproducing originals for preservation. Monitors the quality and consistency of preservation methods and output. Monitors and coordinates procedures for routing materials for preservation treatment and for preparation of new materials to be added to the collections.

Serves as a resource in the development of overall preservation program policies and goals.

Provides information in response to reference service requests that require research among several collections to locate the information. Assists researchers in finding significant records relating to the subject under consideration and advises them of relevant records in the American Folklife Center and Library. Assists readers in the division's public Reading Room during weekly desk shifts.

Position: Archivist (5 vacancies)

Location: Library of Congress, Washington D.C.

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the **Acquisition and Processing Section, Music Division**, Special Collections Directorate, Library Services.

The position description number for this position is 368552.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

The incumbent of this position will work a flextime work schedule.

This is a non-supervisory, bargaining unit position.

Responsibilities

Analyzes and arranges bodies of records that are somewhat disorganized, demonstrating knowledge of archival theory and practice in planning and carrying out their organization and description. Possesses understanding of scholarly research and documentation practices. Completes preliminary analysis of the documentation systems and practices of the originating agency, organization, or individual whose materials are being processed. Undertakes research in published sources to complete gaps in the available information relating to the subject matter of the records to be archived. Evaluates the significance of archival material in its historical context and applies evaluation in helping create a plan of arrangement and

description. Exercises initiative on special assignments requiring knowledge of archival procedures and academic subject matter.

Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information. Coordinates as necessary with collection curators and staff in other divisions relating to the transmission, handling, description, and storage of division material housed off-site or transferred elsewhere.

Attends workshops, conferences, seminars, or meetings in librarianship and other relevant fields for the purpose of training and professional development. Displays knowledge of collections in the Library. Presents information to groups and individuals with a similar understanding of the subject. Orients visitors and helps conduct tours.

Surveys internal collections to identify and inventory groups of materials for preservation and physical security. Follows prescribed specifications and procedures in preserving original material and reproducing originals for preservation. Monitors the quality and consistency of preservation methods and output. Monitors and coordinates procedures for routing materials for preservation treatment and for preparation of new materials to be added to the collections.

Serves as a resource in the development of overall preservation program policies and goals. Helps promote collection security by recommending and implementing improved methods of manually or electronically marking and labeling collections.

Provides information in response to reference service requests that require research among several record groups to locate the information. Assists scholars and researchers in finding significant records relating to the subject under consideration and advises them of relevant records in the division and Library. Substitutes on a temporary basis as necessary assisting readers in the division's public Reading Room.

Position: Archivist (3 vacancies)

Location: Library of Congress, Washington D.C.

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the **Technical Services Section, Prints and Photographs Division**, Special Collections Directorate, Library Services.

The position description number for this position is 368552.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

The incumbent of this position will work a flextime work schedule.

This is a non-supervisory, bargaining unit position.

Responsibilities

Analyzes and arranges bodies of records that are somewhat disorganized, demonstrating knowledge of archival theory and practice in planning and carrying out their organization and description. Possesses understanding of scholarly research and documentation practices. Completes preliminary analysis of the documentation systems and practices of the originating agency, organization, or individual whose materials are being processed. Undertakes research in published sources to complete gaps in the available information relating to the subject matter of the records to be archived. Evaluates the significance of archival material in its historical context and applies evaluation in helping create a plan of arrangement and description. Exercises initiative on special assignments requiring knowledge of archival procedures and academic subject matter.

Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information. Coordinates as necessary with collection curators and staff in other divisions relating to the transmission, handling, description, and storage of division material housed off-site or transferred elsewhere.

Attends workshops, conferences, seminars, or meetings in librarianship and other relevant fields for the purpose of training and professional development. Displays knowledge of collections in the Library. Presents information to groups and individuals with a similar understanding of the subject. Orients visitors and helps conduct tours.

Surveys internal collections to identify and inventory groups of materials for preservation and physical security. Follows prescribed specifications and procedures in preserving original material and reproducing originals for preservation. Monitors the quality and consistency of preservation methods and output. Monitors and coordinates procedures for routing materials for preservation treatment and for preparation of new materials to be added to the collections.

Serves as a resource in the development of overall preservation program policies and goals. Helps promote collection security by recommending and implementing improved methods of manually or electronically marking and labeling collections.

Provides information in response to reference service requests that require research among several record groups to locate the information. Assists scholars and researchers in finding significant records relating to the subject under consideration and advises them of relevant records in the division and Library. Substitutes on a temporary basis as necessary assisting readers in the division's public Reading Room.

Two Positions: Virtual & Maryland

Posted on [December 17, 2018](#) by [LLAM News](#)

Position: [Research Analyst \(Virtual\)](#)

Location: LAC Group

Originally posted on [LLSDC Job Listings](#).

LAC Group is seeking a full-time, experienced, Research Analyst, to work virtually for our Library as a Service (LaaS) platform. The Research Analyst will join a team of researchers in staffing a busy and diverse virtual research desk, performing and managing requests for legal, corporate, business development and other research from LaaS clients. All research and communication will be performed online and by phone, using both paid databases and open sources. The Research Analyst will report directly to the Director of Research & Intelligence and work with other analysts to complete research requests in a timely, professional, and cost effective manner. Research will be delivered directly to clients using a virtual reference desk platform. This is a full-time virtual position.

Responsibilities:

- Perform legal, corporate, business development and other research for LaaS clients using both paid databases (Westlaw, Lexis, Avention, etc.) and open sources (web searches, government databases, phone research, etc.)
- Communicate progress and research findings directly to client clearly and concisely
- Work with clients to clarify research objectives when necessary and provide follow-up on research requests
- Maintain current understanding of research methods and tools, including databases
- Keep Deputy Director apprised of research activities, client concerns, and issues that arise in the course of research
- Work with other Research Analysts to provide seamless service to clients even when working on complex and long-term projects
- Provide training and updates to research team regarding ongoing client projects
- On occasion, manage small research teams to accomplish more complex research objectives for clients
- Manage database access and other resources used for research
- Other duties as the arise according to client requests

Position: [Librarian](#)

Location: Westat, Rockville, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Westat is seeking a librarian with demonstrated experience in conducting complex bibliographic database searches and other in-depth research. This position is based in Rockville, MD.

Job Responsibilities:

- Provide expert literature search services, including systematic reviews, for published and grey literature in a variety of subject areas (e.g., health, education, social sciences).

- Develop sound search strategies, execute searches, and document search methods both independently and in collaboration with other librarians.
- Manage search results with bibliographic software programs (e.g., Reference Manager, EndNote).
- Assist with legislative monitoring and business development activities.
- Evaluate and search bibliographic, news, and business resources.
- Communicate effectively with requestors to understand, guide, and meet their research needs.
- Respond to complex reference questions.
- Develop promotional and training materials and conduct effective training in the use of research tools.
- Other special projects, as assigned.

To apply go to: <https://www.westat.com/careers/professional-positions> and enter 14725BR in the Job ID field.

Posted in [Job Vacancies](#) | Tagged [Maryland](#), [Virtual Position](#)[Edit](#)

Three Positions- Washington, DC

Posted on [December 14, 2018](#) by [LLAM News](#)

Position: [Librarian](#)

Location: Baker McKenzie, Washington, DC

Full vacancy announcement available on [AALL Career Center](#).

At Baker McKenzie we are different in the way we think, work and behave. Like no other firm and few other businesses. With more than 6,000 locally admitted lawyers and more than 5,800 business service professionals in 77 offices worldwide and five (5) Service Centers, we have a passionately collaborative community of 60 nationalities and are committed to world-class career development to everyone in every job at every level. Baker McKenzie can offer you both the uncompromising commitment to excellence expected of a top firm and a distinctive way of thinking, working and behaving – as a passionately global and genuinely collaborative firm.

The Washington, D.C. Office of Baker & McKenzie seeks an experienced Librarian to join our Library Services Team.

The Librarian will manage and execute the Office information and research services within the context of the Firm's Information and Research and Knowledge strategies; to work with the Library Manager, Country Knowledge Partner, and local knowledge team. The Librarian will act as the local point of contact for information and research requests and enquiries. The current focus on the role is research.

Duties for this role will include:

- Service Orientation – maintains and builds strong relationships with both internal and external clients. Demonstrates value through effective communication with stakeholders and key relationships.
- Knowledge & Expertise – understands and promotes the role and functionality of the firm's content and information repositories and resources. Manage the procurement of

local information resources in alignment with Product Management policies. Manage the relationship with local external information vendors. Delivers the Office information resources training plan, linked to GPG/GIG information and research strategy, working with the Expert function and Service Centres provides full information and KM resource training support. Develops, delivers, and assesses learning opportunities that prepare trainees, lawyers, and others for workplace excellence.

- People Management – collaborative, supportive, team player working with other in market Librarians and the wider Information & Research and KM communities.
- Work Management – supports and participates in the adoption and use of KM and Library systems. Participates in and leads projects as requested. Aware of and participates in firm’s goals. Participates in setting and aligning KM goals with PG goals, managing resources, and evaluating use. Reports on usage and space management.

Position: [Head, Congressional Services Section](#)

Location: Library of Congress, Washington, DC

Salary: \$134,789 to \$164,200 per year

Full vacancy announcement available on [USAJOBS](#).

Duties

Summary

The Congressional Research Service (CRS), Office of the Counselor to the Director is seeking a Head, Congressional Services Section (CSS). The Congressional Services Section is responsible for: the receipt of requests for information, research, analysis, and consultation from Members, committees, and staff of the U.S. Congress; the formulation/management of the requests; and, the assignment of requests to appropriate staff.

Responsibilities

The selectee will manage a highly skilled team of Congressional Relations Specialists through direct and subordinate supervision; resolve issues relating to CRS request policies and guidelines; and address questions, issues, and concerns raised by congressional clients and staff. The selectee will also serve as the subject matter expert for CRS’s automated client relationship management system (Mercury) and participate in planning for that system and other tools and technologies used in the Congressional Services Section.

Position: Librarian at a Museum facility

Location: Museum facility, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

Corestaff Services is seeking a qualified candidate for the position of Librarian at a Museum facility. The position is located in Washington, DC: however, the position may relocate to suburban Maryland in 2019. The Librarian is part of a multi-year government contract. Present funding extends through September 30, 2019.

The Librarian is required to support various projects and activities to prepare existing library collections for the expansion of research services and for the relocation of some library operations to a second facility.

Qualifications:

- MLIS and at least one year of experience, or equivalent knowledge and experience (at least three years)
- Experience cataloging in an integrated library system or other cataloging system
- Experience providing reference services to various kinds of researchers
- Experience handling, assessing condition, and housing rare and/or fragile materials
- Experience managing a large or complex collection
- Excellent organizational and project management skills; attention to detail; flexibility to adapt to changing circumstances
- Excellent communications skills, and the ability to work effectively in a team or independently
- Reading knowledge of at least one European language and/or Hebrew or Yiddish
- Knowledge of the history of the Holocaust and related subject matter.

For consideration email your resume to contracts@corestaff.com

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Law Library](#), [Washington DC](#)[Edit](#)

Five Positions- Maryland

Posted on [December 14, 2018](#) by [LLAM News](#)

Position: [Library Director](#)

Location: Queen Anne's County Library, Centreville, MD

Salary: \$75,610 to \$136,100

Full vacancy announcement available on [ALA Joblist](#).

Description

The Board of Trustees of the Queen Anne's County Library is seeking a creative, dynamic, and experienced leader to serve as full-time Library Director. The Director must work effectively with staff, patrons, trustees, and public officials. An innovative approach to library service along with patience, diplomacy and a sense of humor, are requisites. The ideal candidate will have a strong commitment to public service, have demonstrated personnel management experience, be familiar with current library technology, be a strong team builder, communicate clearly with a wide range of audiences, and possess an appreciation of the role of libraries in a democratic society. We expect the Director to demonstrate a spirit of friendliness, helpfulness, cooperation, and flexibility with the public, the Friends of the Library, the Library Board of Trustees and local government bodies. The Library hopes to begin a significant renovation of its Kent Island Branch in 2019 and candidates with experience managing building projects and working effectively with elected officials will be given particular consideration.

The Queen Anne's County Library serves a diverse, fast growing population of 49,000 people on the Eastern Shore of Maryland, located just over the Bay Bridge. The Library has a main library located in Centreville, an active and very busy branch on Kent Island, a dedicated staff of 43, and an annual budget of just under \$2 million.

The Library Director acts as the general executive officer of the QAC Library and is responsible for the administration of all aspects of library service subject to direction of the Board of Library Trustees. Internal responsibilities include preparing and managing the Library's budget, supervising branch librarians, overall strategic planning, and overseeing facilities maintenance and staff matters. The Director also regularly interacts with the community, government officials, the Friends of the QAC Library, and program sponsors, among others.

Position: [Chief of Materials Management](#)

Location: Prince George's County Memorial Library System, Largo, MD

Salary: \$80,031.00 – \$92,000.00

Full vacancy announcement available on [ALA Joblist](#).

Description

PGCMLS has an exciting opportunity for a Chief of Materials Management at our Administrative Offices in Largo, Maryland. The Chief of Materials Management is responsible for managing multiple departments including selection, acquisition, cataloging and processing, and inter-library loans. The successful candidate will develop, monitor, and manage the library's materials budget, build relationships with vendors and negotiates contracts.

Essential Duties:

- Oversees the operations of materials management for the library.
- Manages and supervises department supervisors and other staff who report to the Chief; monitors and evaluates job performance and oversees staff training and development.
- Responds to inquiries from library staff and vendors about materials management related issues.
- Prepares, manages, and monitors the materials budget.
- Meets with vendors to discuss new products; negotiates contracts and contract renewals.
- Reviews and approves selections and purchase orders.
- Reviews and approves invoices and responds to invoice questions.
- Coordinates training for library staff on new products and services.
- Creates and submits a variety of reports as requested, including monthly department updates and budget reviews.
- Assists with special projects – such as the creation of opening day collections – as required.
- Performs other duties as assigned.

Position: [Librarian III](#)

Location: North Point Branch, Baltimore County Public Library

Salary range: \$38,049-\$58,967

Full vacancy announcement is available on the [CUA SLIS blog](#).

At BCPL, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 11 million items and provides library services through its 19 branches, 4 mobile library vehicles, and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL in this position.

Job Summary:

- Assists customers in finding answers to a broad range of questions through use of print and on-line resources
- Guides customers in selecting appropriate materials for reading/viewing/listening either for personal pleasure or professional development
- Assists customers with technology related requests for service including e-reader devices

- Develops and maintains a portion of the Library's collection
- Plans and presents library-related programs and outreach services
- Serves on teams and committees within the branch and system-wide
- As needed, serves as Librarian in Charge by handling customer complaints and resolving facilities issues
- Supports innovation by embracing change, being flexible and anticipating customers' needs
- Demonstrates initiative by being a self-starter, rethinking processes, and effectively solving problems
- Demonstrates a commitment to teamwork by being an effective communicator and engaging in respectful and productive work relationships
- Actively pursues continuous learning by participating in training opportunities and sharing knowledge in the workplace

Position: [Collection Development Support Supervisor](#)

Location: Administrative Offices, Baltimore County Public Library, Towson, MD

Salary range: \$44,023-\$58,967

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Summary:

- Strong management and leadership skills. Management experience desired.
- Strong communication skills, both written and oral.
- Creative problem solver and willing risk taker.
- Excellent time management and delegation skills.
- Excellent team player, both within the department and across departments and branches.
- Recruits, hires, trains and evaluates clerical and shipping staff in Collection Development.
- Works with the Collection Development Manager to maintain budget records.
- Meets regularly with Virtual and Media Services and Marketing staff regarding web content and marketing initiatives and adds collection development content accordingly.
- Coordinates and schedules all Outreach and training, including but not limited to: Book -Buzz, Genre Bootcamp, and any outreach events where assistance can be provided to the branches.
- Maintains electronic resources statistics and works with Collection Development Manager to analyze.
- Manages and triages all customer requests for purchase.
- Maintains department scheduling, both in house and in terms of Outreach.
- Exercises appropriate authority in enforcing library rules and policies.
- Maintains professional growth and development through seminars, workshops, professional affiliations and other means to keep abreast of current and emerging trends.
- Actively participates on teams, committees and in work groups.

Position: [Circulation Assistant III](#)

Location: Catonsville Branch, Baltimore County Public Library

Salary range: \$26,696-\$39,626

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Summary:

- Performs routine circulation functions such as processing incoming, withdrawn, and problem materials, mail, reserves, and various reports
- Assists customers at the public service desk with library card registration, self-service technology, basic catalog searches and computer sign-up and questions

- Shelves materials and performs shelf reading tasks
- Assists with opening/closing procedures
- May handle building/equipment concerns, security issues & emergency situations
- Prepares cash drawers and may make cash deposits and prepare reports for Fiscal Services

Posted in [Job Vacancies](#) | Tagged [Maryland](#), [Public Library](#)[Edit](#)

Six Positions — Washington, D.C.

Posted on [December 11, 2018](#) by [LLAM News](#)

Position: [Research Librarian I](#)

Location: American Federation of State, County and Municipal Employees, Washington, D.C.

Full vacancy announcement is available on the [CUA SLIS blog](#).

Duties, requirements, and desired qualifications

This position is responsible for providing information and research services to union staff and leadership. The ideal candidate will be adept at: selecting and distributing news and other relevant information for a targeted audience, researching, analyzing, and disseminating information from diverse sources in response to patron requests, contributing to the management, organization, and assessment of the library collection, and providing outreach and instruction services for users of the Information Center.

Duties:

- Curates and assembles a daily email newsletter from a wide variety of sources, comprehensively covering key developments in topics of interest to AFSCME.
- Researches, retrieves, analyzes and disseminates information from electronic and print sources in response to reference requests.
- Synthesizes research findings into structured, digestible reports for a variety of audiences.
- Assists with collection management responsibilities including cataloging, identifying and evaluating potential acquisitions, shelving and weeding the collection.
- Performs outreach and instructional services for staff and provides access, assistance and support for Information Center resources.
- Researches, selects and independently assembles and distributes articles for AFSCME Information Center blogs.
- Creates fact sheets, user guides, and other documentation on internal and external electronic communications to foster user self-sufficiency.
- Conducts presentations or instructional sessions for internal and external audiences.
- Remains knowledgeable on issues affecting AFSCME members.
- May supervise clerical support staff.
- Performs other general duties as assigned.

Education and Experience Requirements:

Graduation from an accredited four-year college or university; an advanced degree in library or information science is strongly preferred, and three to five years of experience in a library or similar setting which provides the following skills.

Skills Requirements:

- Ability to identify requestors' needs through use of reference interviews and craft effective search strategies to address those needs.
- Ability to synthesize research findings and write clear, organized reports of research results based on the identified information need.
- Skilled in the use of digital technologies and experienced with electronic library information systems, databases and other information management and retrieval tools.
- Ability to perform sound research and make logical conclusions.
- Ability to evaluate, abstract and analyze data and technical information from diverse sources.
- Knowledge of library administration principles.
- Experience with knowledge and information management principles, strategies and technologies.
- Ability to develop positive working relationships with colleagues and Information Center users.
- Ability to effectively manage multiple demands and deadlines and to balance short- and long-term priorities.
- Ability to communicate effectively both orally and in writing.
- Commitment to AFSCME's mission.

Desired Qualifications:

- Working knowledge of advanced search logic techniques and optimal usage of complex legal, business and news databases.
- Experience with library technical services including administration of OPAC software or other discovery systems and knowledge of metadata and cataloging standards.
- Familiarity with data and information management technologies such as content management system administration, HTML, digital asset management and relational database structures.
- Interest in labor relations and public sector institutions, law and policy issues.

To be considered

Please send an email with an attached cover letter and resume to: recruiting@afscme.org. Include the position title, and if you are a current member of an AFSCME Local, in the subject line of your email. Applications will be considered until the position is filled. **However, we strongly encourage applying before December 19, 2018.**

Position: [Metadata Librarian](#)

Location: Federal Reserve Board, Washington, D.C.

Full vacancy announcement is available on the [CUA SLIS blog](#).

Position Requirements

The Research Library at the Board of Governors of the Federal Reserve System is seeking an experienced Metadata Librarian (within the Knowledge Analyst job family).

The Federal Reserve Board is the central bank of the United States, and its mission is to provide the nation with a safer, more flexible, and more stable monetary and financial system. As a Federal Reserve staff member, you will play an important role in accomplishing this mission. The Research Library, with a full-time staff of 16 librarians and 2 technicians, offers a full array of desktop and customized library services to the approximately 2,700 staff members at the Board.

The Metadata Librarian leads efforts to manage metadata necessary for the discovery, access, and stewardship of varied information collections and data resources that support the Federal Reserve Board's mission. The librarian is responsible for the creation and management of descriptive metadata in multiple databases for diverse materials, including traditional print, serials, online resources, and datasets. As the subject matter expert, the incumbent will apply their in-depth knowledge of relevant standards, rules, and best practices to the creation, analysis, enrichment, normalization, and maintenance of metadata. The librarian will also use their metadata expertise to aid in collaborative, team-based efforts in the Research Library and throughout the Board to develop innovative discovery tools, further workflow automation, enrich the Board's Subject Taxonomy, and enhance the institutional repository of Board research.

The responsibilities and duties will include:

-
- Providing subject matter expertise on library and metadata standards and authority control, recommending policies, developing processes and best practices, creating documentation, and keeping abreast of national and international developments in metadata standards, technologies, trends, and techniques
- Original and complex copy cataloging and authority control for a variety of materials, including monographs, serials, news, and data assets, in accordance with current standards and rules such as RDA, LCSH, LCC, MARC, NACO authority rules
- Ensuring an accurate inventory of print, serials, electronic resources, and data holdings
- Metadata quality control, cleanup, editing, enhancement, migration, and mapping, using tools such as the ILS's native headings reports, MarcEdit, and/or OpenRefine, and use of regular expressions and SQL queries
- Overseeing copy cataloging and physical processing workflow
- Collaboration with colleagues in serials (including holdings and check-ins), dataset cataloging (including documenting legal terms of use), and ILS administration
- Management of ERM (electronic resources module) coverage loads to support discoverability
- Assistance with development of the Board's taxonomy, institutional repository, data inventories, and other innovative tools to enhance discovery and automate workflows
- Participation as a member of various teams, including Collection Management, Technology, and Taxonomy and Metadata Teams
- Liaison work with external groups at the Board and in the larger Federal Reserve System, especially regarding data assets
- If necessary, assistance in managing vendor services and relationships
- Creation of the monthly recent acquisitions list

Qualifications:

Required:

- MLS/MLIS from an ALA-accredited institution
- Ability to solve problems independently or collaboratively, using sound judgment and analytical skills; ability to meet deadlines; excellent service-orientation; strong written and oral communication skills

- Full-time experience in library systems, cataloging, and authority work, in a variety of formats, including monographs, electronic resources, serials, and, if possible, data assets
- Mastery of original and complex copy cataloging standards and practices, such as MARC21, Dublin Core, FRBR, FRAD, RDA, AACR2-R, LCRI/LCPSS, LCSH, and LC classification schedules
- Expertise in multiple types of metadata, including descriptive, structural, technical, and operational
- Experience with metadata quality control, including use of automated routines for metadata maintenance
- Experience working with library systems and metadata tools, including: integrated library systems (ILS); OCLC Connexion; LC's Cataloger's Desktop and Class Web; MarcEdit, OpenRefine; RDA Toolkit
- Familiarity with emerging standards and information technologies in the metadata and electronic resources management area
- Knowledge of XML and linked data technologies (e.g., XSLT, RDF, OWL, SPARQL, BIBFRAME)
- Experience analyzing and remediating existing metadata to meet current standards
- Basic programming skills

Desired:

- Experience with institutional repository systems (e.g., OCLC CONTENTdm, Fedora, Omeka, DSpace, Dataverse, or comparable products)
- Experience cataloging data assets
- Familiarity with taxonomy development
- SharePoint experience
- Experience collecting and analyzing metrics for library services
- Knowledge of economics, finance, and business
- Knowledge of project management principles

Position: [University Librarian](#)

Location: Chicago School of Professional Psychology, Washington, D.C.

Full vacancy announcement is available on the [CUA SLIS blog](#).

The University Librarian oversees all aspects of library resources and services in support of academic programs, faculty teaching, and student learning at The Chicago School of Professional Psychology to include physical libraries and services to distance learning (blended and online students, as well as students attending locations with no physical library). The University Librarian provides collaborative leadership with campus librarians library staff and faculty, plans and manages activities, resources, and outreach to students. The University Librarian also performs the functions of the Campus Librarian at their home location.

Principal Duties:

University Library complex

- Provide vision and strategic direction for the university library complex in alignment with TCSPP's strategic vision and plan.
- Represent the University Library complex at Academic Affairs Leadership Council meetings.
- Supervise campus librarians from other campuses.
- Develop strong partnerships within the school by networking and conducting outreach.

- In collaboration with Campus Librarians, plan, implement and administer all library resources and services for students, faculty and staff wherever classes are taught and distance learning courses, in a context of continuous improvement.
- In collaboration with Campus Librarians, plan and supervise the assessment of all library resources and services for student learning and faculty effectiveness. Inform administration of the library's strengths and weaknesses in meeting college needs and accreditation standards.
- In collaboration with Campus Librarians, collaborate with faculty to assess, proved and improve the library collection and services to meet student and faculty needs.
- In collaboration with Campus Librarians, develop a program of library instruction and reference service in accord with current standards.
- In collaboration with Campus Librarians, prepare and manage annual library budget.
- Coordinate library website activity.
- In collaboration with Campus Librarians, plan activities across all libraries as a team and keep others informed.*Home Campus*
 - Oversee test kits and interlibrary loans as appropriate for the home campus.
 - Represent the Home Campus Library and provide updates at regular campus meetings.
 - Serve on Campus--wide committees and participate in Academic Department initiatives.
 - Assist students and faculty with scholarly research and provide instruction for online database resources.
 - Supervise, train and evaluate home campus library personnel and assist in their hiring.

Preferred Qualifications:

- Master's degree in Library Science or related field
- Knowledge of best practices in instruction and reference services.
- Experience supervising other professional librarian
- Experience in university library system or other academic setting
- Experience with online teaching and delivering instruction to diverse population of adult learners.

The Chicago School of Professional Psychology offers a generous compensation and benefits package, as well as the opportunity to work for a leader in the field of education. Some of our key benefits include: generous paid time-off, medical and dental coverage, company-paid life and disability insurance, retirement plan with employer contribution, multiple flexible spending accounts (FSA), tuition reimbursement, professional development, and regular employee appreciation events.

The Chicago School of Professional Psychology is an Equal Opportunity Employer.

Position: [Research & Knowledge Analyst](#)

Location: LAC Group, Washington, D.C.

Full vacancy announcement is available on the [CUA SLIS blog](#).

LAC Group is seeking a **Research & Knowledge Analyst** to join a prominent law firm's Washington, D.C. office. The Research & Knowledge Analyst will play an integral role in helping

the firm provide high-quality research and knowledge management and works on an alternating schedule. This is a full-time position offering competitive salary and benefits in a collaborative environment.

Responsibilities:

- Responsible for researching and providing information, analysis and expertise to attorneys and staff in all practice areas of the firm.
- Analyzes legal, corporate and general resources and communicates findings in a clear and concise manner.
- Helps plan and implement department outreach, training and orientation programs.
- Assists with the evaluation and recommendation of new information resources.
- Supports research and Knowledge Management initiatives for firm attorneys and staff across the globe, incorporating new technology.
- Performs ready reference and in-depth research on legal, corporate and other topics using online and print resources.
- Distills research results into clear and concise reports of findings.
- Creates and maintains new business alert services that identify matters of interest to existing and potential clients.
- Creates and maintains current awareness alert services.
- Works independently and with the Knowledge Strategy (KS) team and selected practice areas to choose, collect, organize, maintain, and update content for practice area websites and databases.
- Provides attorneys with access to and encourages the effective use of internal and external knowledge resources.
- Disseminates knowledge resources via firm-wide intranet and databases to attorneys.
- Collaborates with practice group leaders and other attorneys to design effective KS websites and databases.
- Establishes relationships with attorneys to promote awareness of KS initiatives and to solicit their participation.
- Uses workflow software for the distribution and recording of research requests.

Qualifications:

- Master's Degree in Library Science or equivalent experience (minimum of eight years) and
- Minimum of two years research experience in a law firm or corporate library.
- Expertise in using computer-based research tools including but not limited to: Lexis, Westlaw, Bloomberg, Intelligize, Securities Mosaic, Practical Law, Fastcase, PLI, Capital IQ, Deal Point Data.
- Advanced knowledge of relevant firm computer software programs (e.g., Outlook, Excel, PowerPoint), with the ability to learn new software and operating systems.
- Proven ability in using web page editors.
- Ability to handle multiple projects and shifting priorities.

Position: Archivist

Location: Library of Congress, Washington, D.C.

Salary: \$68,036 to \$88,450 per year

Full vacancy announcement available on [USAJOBS](#).

SUMMARY

This position is located in the Preparation Section, Manuscript Division, Special Collections Directorate, Library Services.

The incumbent of this position will work a flextime work schedule. Occasional Saturday service in the Manuscript Reading Room is required.

The position description number for this position is 368553.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

This is a non-supervisory, bargaining unit position.

Responsibilities

Independently performs a variety of archival activities for a moderately large number of record groups that are related by administrative connection or by subject matter, including planning for the analysis, arrangement, and description of physical and born digital collections and assuming primary responsibility for the completion of archival projects. Demonstrates full understanding of archival theory and practice and possesses a broad knowledge of scholarly research and documentation practices. Analyzes the documentation systems and practices of the originating agency, organization, or individual whose materials are being processed. Undertakes research in published sources to complete gaps in the available information relating to the subject matter of the records to be archived. Evaluates the significance of archival material in its historical context and applies evaluation in creating a plan of arrangement and description. Exercises initiative on special assignments requiring knowledge of archival management and related fields of academic study.

Interprets instruments of gift or deposit and related documentation to help resolve administrative and legal matters affecting the arrangement and availability of collections. Recommends criteria for the retention or disposition of material according to independent evaluation of its informational and historical value. Identifies material for conservation treatment and coordinates the preparation of material for permanent housing. Produces detailed descriptive guides for research use online. Evaluates and upgrades older finding aids to bring them into conformity with current archival descriptive standards.

Develops personal contacts to establish and maintain cooperative work relationships in order to provide or exchange information and professional knowledge relating to archival techniques and knowledge of archival procedures. Coordinates as necessary with collection curators and staff in other divisions relating to the transmission, handling, description, and storage of division material housed off-site or transferred elsewhere. Recommends changes in the

practices, formats, techniques, and resources employed by the division in the preparation of collections.

Reviews and monitors the completion of preservation projects. Surveys internal collections, identifying and inventorying groups of materials for preservation and physical security. Proposes long-term strategies for the preservation of collections. Assesses collections and archives considered for acquisition by the Library, with regard to condition, contents, scope, storage history, and other aspects pertinent to the preservation and long-term survival of the material.

Independently provides reference and research services in response to requests for information about records on specialized subjects or topics. Exercises a good grasp of the primary subject matter involved and of related subject matter fields, and a good knowledge of germane archival records in order to assist specialized researchers and other users of manuscript collections and archival records. In this capacity, substitutes on a temporary basis as necessary assisting readers in the division's public Reading Room.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- Knowledge of digital curation and descriptive tools, information technologies and integrated library systems to support archival functions.**
- Knowledge of American history and research sources used for processing and describing archival materials.**
- Knowledge of the principles, concepts, and techniques of archival work, including analysis, organization, and description of archival material.**
- Ability to perform preservation duties.
- Knowledge of reference and research services.
- Ability to build and maintain professional relationships and provide liaison services.
- Ability to communicate effectively other than in writing.

Position: Research Librarian (Government and Finance)

Location: Library of congress, Washington, D.C.

Salary: \$68,036 to \$88,450 per year

Full vacancy announcement available on [USAJOBS](#).

The Congressional Research Service (CRS) seeks a Research Librarian for the Government & Finance Division (G&F).

This position will provide research and library services to CRS colleagues and congressional clients in areas covered by G&F, such as appropriations, budgeting, Congress, cybersecurity, economic policy, elections, emergency management, executive and judicial branch oversight, financial services, legislative process, and public finance.

Responsibilities

CRS works exclusively for the U.S. Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As a legislative branch agency within the Library of Congress, CRS has been a valued and respected resource on Capitol Hill for more than a century.

CRS is well known for analysis that is authoritative, confidential, objective and nonpartisan. Its highest priority is to ensure that Congress has immediate access to the nation's best thinking on public policy issues of interest to its Members and committees.

The Government and Finance (G&F) Division's work focuses on how the three branches of government are organized, managed, and funded. This includes the organization, structure, operations and management of Congress, the executive and judicial branches; the congressional budget and appropriations process, the legislative process and congressional history; and issues related to American federalism, elections, emergency management, community development, and homeland security. Financial issues covered include banking, financial institutions, insurance and securities, taxation, public finance, fiscal and monetary policy, the public debt, and the economic impact of tax and budget policy. The division also covers entities with unique government responsibilities such as the Census Bureau, Federal Reserve, Postal Service, and FEMA.

Research Librarians work individually and as part of a team to provide research and library services across the full range of policy areas covered by the division and author products used each year by thousands of congressional clients on topics that include appointments/nominations, appropriations status tracking, federal awards tracking, federal disaster assistance programs, federal employees, grants work in a congressional office, and various types of congressional and legislative information.

Research Librarians are often involved in the following activities.

- Working under deadlines within specialized issue areas that may be obscure, ambiguous, and contentious.
- Rapidly building working knowledge of specialized issue areas and resources as part of successfully identifying, proposing, developing, and executing research projects.
- Collaborating and consulting with internal and external subject specialists to develop and improve research projects.
- Negotiating with clients and colleagues on the substance of research projects, which may include developing an array of different options and facilitating decisions related to sources, methodology, and form of a final product.
- Designing and writing products as a solo author or co-author that describe the findings of research projects. These products often include multiple elements such as abstracts, methodological descriptions, summaries, and tables.
- Making effective use of peer review of products by incorporating feedback from multiple colleagues into coherent and cohesive products.

- Working within a multi-level product development and review process to ensure accuracy, appropriate scope, adherence to organizational policies and values, and responsiveness of products.
- Delivering products to clients in writing, by phone, and in-person, often in combination, and in accordance with the circumstances of each unique research project and resulting product.

Candidates with a Master of Library Science (MLS) or equivalent degree and background working in a library, college/university, information center, or other research organization are encouraged to apply. Previous experience with public speaking in an instructional capacity is desired.

Research Librarian duties include:

- Information Research
 - Analyzing and solving moderately complex research problems within specialized policy research areas.
 - Assessing and negotiating the scope and deadlines of congressional and internal requests.
 - Responding to congressional and internal requests for information related to moderately complex issues requiring in-depth knowledge of the context/background of the issue and that is difficult to find and/or requires filtering/synthesis.
 - Developing and executing research methodologies for specialized topics and for moderately complex topics.
 - Preparing moderately complex responses to inquiries.
 - Promptly informing supervisor of potential problems with requests or delays in responding.
 - Designing, writing, and collaborating on various anticipatory products for Congress.
- Information Resources and Research Materials
 - Developing and maintaining knowledge of specialized research resources.
 - Identifying, testing and evaluating new specialized research resources; performing market analyses on competing resources; and recommending specialized information resources and research materials for purchase or renewal.
- Instruction and Outreach
 - Providing orientation and training/instruction to congressional clients, colleagues and peers on research methods and research resources.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- Ability to apply knowledge of research resources in government and finance**
- Ability to conduct information research**
- Ability to communicate in writing**
- Ability to utilize information technology

- Ability to interact collaboratively with others
- Ability to focus on the client
- Ability to solve problems and make decisions
- Ability to communicate effectively other than in writing

Candidates for this position may also be required to complete a writing/editing assignment.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Archivist](#), [Government Library](#), [Public Services](#), [Special Library](#), [Technical Services](#)

Nine Positions: Maryland

Posted on [December 11, 2018](#) by [LLAM News](#)

Position: [Information Technology Librarian](#)

Location: Mount St. Mary's University, Emmitsburg, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Coordinates the development of new technology applications that support library programs and services; identifies emerging technologies and develops programs and best practices for the Phillips Library; works collaboratively with library and university IT staff, faculty and students. Collaborates with faculty and other librarians to enhance students' research skills by the creation and delivery of instruction activities and class sessions.

Major Responsibilities:

1. Manage the library's OCLC WorldShare Management services, including sub-systems for cataloging and resources discovery, inventory control, acquisitions, and interlibrary loan.
2. Manage digital resources collection, including database products and licenses, EZproxy (user authentication software), MSM digital repository (ContentDM).
3. Manage technical data and account integrity for the library's large collection of digital resources including constant direct contact with campus networking staff and vendor/content provider's technical staff.
4. Manages the development and maintenance of the Library's website and social media sites.

Other Responsibilities and Tasks:

1. The Information Technology Librarian leads the Library's digital initiatives in collaboration with librarians, faculty, and university administration.
2. Provides expertise in identifying, evaluating, and making recommendations concerning the use of new and emerging technologies that support the library's mission.
3. Provides leadership and coordination for planning, implementing, and training for the adoption and integration of new technologies.
4. Evaluates user-side applications and their impact on information systems design and resource delivery.
5. Participates in regional and/or national professional activities to advance the development of digital library resources, including representing MSM at OCLC, MICUA and other regional librarian meetings.
6. Develops, implements, and maintains digital services, workflow's and policies throughout the library.

7. Collaborates directly with faculty to design library research instruction sessions that include information technology resources.
8. Collaborates with other librarians to provide research consultation and instruction to students on request.
10. Participates in the academic department liaison program including library instruction.
11. Coordinates library technology services with Mount's Frederick campus.
12. Serves on the campus-wide Technology Advisory Committee.

Minimum Qualifications:

MLS/MLIS/MIS degree from an ALA accredited program; demonstrated experience with electronic information services and library systems and their applications, specific knowledge and experience in managing OCLC WorldShare Management System and its sub-systems, OCLC WorldCat Discovery system, and EZ Proxy authentication system; experience with and strong commitment to customer service and library instruction; working knowledge of basic Microsoft Office applications, Web development tools, and social media; effective oral and written communication skills.

Experience/Qualifications:

Demonstrated enjoyment in working with the challenges of using technology applications to support library services.

Knowledge of current trends in digital library development, digitization standards and preservation, and digital rights management issues relating to digital materials.

Ability to work independently and effectively across organizational lines and in collaboration with a variety of individuals and groups to plan improvements and resolve problems.

Ability to learn and teach new technologies quickly, as well to effectively interact with others who possess a range of technological backgrounds.

Ability to provide training and instruction on processes to individuals or groups.

Excellent customer service skills with a commitment to customer service.

Strong analytical and organizational skills.

Knowledge and experience with current metadata schemes and evolving standards.

Effective communication, interpersonal, organizational, analytical, and problem-solving skills.

Position Status:

Full-time position

Open until filled

Ways to Apply

Applicants are requested to submit a resume, and cover letter which in part addresses the contribution the candidate can make to a Catholic liberal arts institution. Information is to be sent to:

Mount St. Mary's University Department of Human Resources Information Technology
Librarian Search 16300 Emmitsburg Rd. Emmitsburg, MD 21727

Or email resume materials to: resume@msmary.edu.

Position: [Library Associate – Adult Services](#)

Location: C. Burr Artz Public Library, Frederick, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

This para-professional position provides comprehensive library services for patrons of the C. Burr Artz Public Library with special emphasis on services and programs for adults, and also is involved in a wide range of library activities and operations. Supervision is received from the Assistant Branch Administrator.

Essential Duties and Job Responsibilities:

- Assist patrons of all ages with reference questions, reader's advisory requests and assistance with using library technologies, downloading e-content and related assistance
- Assist patrons in using computerized and print information sources and/or direct patrons to other appropriate sources
- Under direction, develop and present innovative programs and outreach activities for adults

- Work collaboratively with internal and/or community teams to develop innovative programs or events aligned with system-wide or major local community events
- Participate in implementation of system-wide programs, events and outreach
- Perform basic bibliographic searches related to interlibrary loan requests and reserves
- Explain FCPL policies and procedures to patrons and train patrons on the use of library resources
- Recommend materials for acquisition or withdrawal from circulation
- Maintain in-depth knowledge of the library collection and current literature
- Assist with the maintenance of the branch collection in an assigned area
- Working with the Supervisor, assist in planning and implementing marketing activities that communicate the mission and goals of the library and the value of library products and services to the public, organizations, businesses and other community entities
- Maintain working relationships with community businesses, groups, organizations and agencies, including outreach and programming
- Prepare displays, and develop programs to promote reading and other FCPL services
- Participate in department, branch, and system-wide work teams
- Attend workshops, meetings, and learning opportunities
- Perform other related duties as required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any single position may not be assigned all duties listed below, nor do the examples cover all duties that may be assigned.

Qualifications & Requirements:

The qualifications / requirements, knowledge/skills/abilities and physical demands or working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree from an accredited college or university
- Minimum 2 years of customer service work experience working directly with the public, in retail, education, or any other high traffic customer service setting

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to obtain and maintain Library Associate certification from the Maryland State Department of Education, plus willingness and ability to attend training sessions as applicable
- Working knowledge of public library practices and procedures
- Knowledge of research techniques and available research materials, as well as general readers' interest, authors, books and other formats of library materials
- Working knowledge of social media tools and techniques, with the ability to effectively communicate in an online environment to engage customers via social media
- Knowledge of standard computer applications and devices including tablets/mobile devices, software applications, and downloadable e-format materials.
- Ability to effectively access and utilize FCPL's computerized systems and the Internet, and the ability to effectively provide related instruction for patrons
- Ability to effectively organize work, problem solve, determine priorities, make decisions and complete assigned duties with minimal supervision

- Ability to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to prioritize, meet deadlines and effectively manage time in a busy environment
- Ability to effectively build relationships and partnerships with community organizations, businesses, and similar entities
- Strong internal and external customer service ability including ability to exhibit patience, tact, and courtesy working collaboratively in a team environment
- Ability to develop and maintain effective working relationships with patrons, co-workers and the general public
- Ability to demonstrate creativity, flexibility, positive attitude and good judgment
- Strong and effective spoken and written (English) communication skills.

PREFERENCE MAY BE GIVEN FOR:

- 1 year of recent (within the last 5 years) library work experience (not volunteer experience)
- Additional work experience providing direct customer service to the public

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

- While working in this position, the employee is required to frequently sit and walk; and occasionally stoop
- While working in this position, the employee is required to constantly work indoors
- During outreach programs and events the employee is frequently working outdoors; working in hot temperatures (above 100 degrees) working in cold temperatures (below 32 degrees) and walking on uneven ground

Additional Information/Examination Process:

- Ability to provide own transportation to meetings, workshops and branch libraries as needed
- Available for varied workdays and hours within the FCPL operating schedule

KIND OF EXAMINATION (may include)

1. An evaluation of training and experience
2. One or more interviews
3. A pre-employment drug test and physical examination

Position: [Library Associate – Children’s Services](#)

Location: C. Burr Artz Public Library, Frederick, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

This para-professional position works at C. Burr Artz Public Library and provides comprehensive library services for all patrons, with special emphasis on children’s services and programs, and also is involved in a wide range of library activities and operations. Direction may be given to staff as assigned. Supervision is received from the Supervisor, Children’s Services.

Essential Duties and Job Responsibilities:

- Under direction, develop and present innovative age-appropriate programs for children and outreach activities as assigned
- Maintain in-depth knowledge of the children’s collection and current literature
- Participate in implementation of system-wide programs, events and outreach for children
- Assist patrons of all ages with reference questions or readers’ advisory requests

- Assist patrons in using computerized and manual information sources and/or direct patrons to other appropriate sources
- Perform basic bibliographic searches related to inter-library loan requests and reserves
- Explain FCPL policies and procedures to patrons and train patrons on the use of library resources
- Assist with the maintenance of the branch collection in an assigned area
- Working with the Supervisor, assist in planning and implementing marketing activities that communicate the mission and goals of the library and the value of library products and services to the public, organizations, businesses and other community entities
- Actively seek out and engage in opportunities to promote the library in the community
- Establish and maintain working relationships and partnerships with community businesses, organizations, groups and schools, including outreach and programming
- Prepare displays and develop programs to promote reading and other library services
- Recommend materials for acquisition and/or withdrawal
- Participate in department, branch and system-wide work teams
- Attend workshops, meetings and learning opportunities
- Perform other related duties as required

Qualifications & Requirements:

- Bachelor's degree from a recognized college or university
- Minimum 6 months work experience and/or classroom training in working with children
- Minimum 1 year of customer service work experience in retail, education or any other high traffic customer service setting

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to obtain and maintain Library Associate certification from the MD State Department of Education, plus willingness and ability to attend training sessions as applicable
- Working knowledge of public library practices and procedures
- Working knowledge of children's literature, developmental stages, and interests
- knowledge of research techniques and available research materials, as well as general readers' interest, authors, books and other formats of library materials
- Knowledge of standard computer applications and devices including tablets/mobile devices, software applications, and downloadable e-format materials
- Knowledge of age appropriate literature, development stages, and interests
- Working knowledge of social media tools and techniques, and ability to effectively communicate in an online environment to engage customers via social media
- Ability to develop and conduct age appropriate programs, events and activities and perform effectively in front of children, their parents and caregivers
- Ability to effectively access and utilize FCPL's computerized systems and the Internet, and to effectively provide related instruction for patrons
- Ability to learn and integrate emerging technologies and STEM-related educational tools in programming
- Ability to create and market high-quality programming in a fast-paced, deadline-oriented environment
- Ability to effectively organize work, determine priorities, make decisions and complete assigned duties with minimal supervision
- Ability to prioritize, multi-task and effectively manage time in a busy environment
- Ability to demonstrate creativity, flexibility, positive attitude and good judgment

- Ability to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to develop and maintain effective working relationships with patrons, co-workers and the general public, with particular skill in working with children
- Ability to effectively build relationships and partnerships with community organizations, businesses, schools and similar entities
- Strong and effective spoken and written (English) communication skills,

PREFERENCE MAY BE GIVEN FOR

- 1 or more years of recent (within the last 5 years) experience working in a library (not volunteer experience)
- 1 or more years of work experience developing and presenting programs for children
- Additional work experience providing direct customer service

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

- While working in this position, the employee is required to constantly reach; frequently walk, occasionally sit, stoop and lift up to 20 pounds
- While working in this position, the employee is required to frequently work indoors
- During outreach programs and events the employee is frequently working outdoors; working in hot temperatures (above 100 degrees) working in cold temperatures (below 32 degrees) and walking on uneven ground.

Additional Information/Examination Process:

- Ability to provide own transportation to meetings/workshops and to various branch Libraries as needed
- Available for varied workdays and hours within the FCPL operating schedule

KIND OF EXAMINATION (may include):

1. An evaluation of training and experience
2. One or more interviews
3. A pre-employment background investigation
4. A pre-employment physical examination and drug test

Position: [Assistant Branch Administrator](#)

Location: C. Burr Artz Public Library, Frederick, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

This professional management position assists in managing the C. Burr Artz Public Library. This position directs the work of Adult Services and Maryland Room staff in information and resource management delivery, fosters good communication with staff, public and the library administration; and, assists in developing services that respond to community needs and interests as outlined in FCPL's strategic plan. Supervision is given to Adult Services and Maryland Room professional and paraprofessional staff; Supervision is received from the Branch Administrator.

Essential Duties and Job Responsibilities

- Manage the Adult Services department and Maryland Room to ensure the quality of collections and public service provided by staff
- Supervise, develop, and evaluate the performance of direct reports; oversee scheduling and workload assignment
- Train and mentor staff as needed
- Provide leadership to department staff in setting goals and objectives for fulfilling FCPL's mission and strategic plan

- Set expectations for exemplary customer service and train staff to meet them
- Collaborate with the Branch Administrator to address and support branch and system-wide issues and concerns
- Work with the Branch Administrator to identify, plan, implement, and evaluate promotional, marketing and outreach activities for communicating the vision and mission of the library.
- Oversee the development, maintenance, and evaluation of resources in the Adult Services department and Maryland Room, working with Materials Management
- Implement and direct merchandising and other strategies for in-house marketing of resources
- Use current technology to improve personal efficiency, branch efficiency, and delivery of customer service
- Build relationships and partnerships with community organizations, businesses and leaders for advocacy and financial support
- Perform Librarian-in-Charge duties to ensure safety and security of patrons, staff and the facility
- Train the public to efficiently use services and resources provided by the library
- Participate in interviewing and selection of department staff
- Interpret library policies and procedures for the public and staff
- Provide direct public service to patrons at service points
- Oversee management of the Passport Office
- Participate on branch and system-wide work teams
- Maintain professional growth through learning opportunities to maintain Professional Public Certification
- In the absence of the Branch Administrator III, fulfill the duties and daily responsibilities of that position
- Actively support the values of Frederick County Public Libraries
- Perform other duties as required

Qualifications & Requirements:

- Master of Library Science degree from an American Library Association accredited program
- Minimum 4 years progressively responsible work experience in a public library, within the last 10 years, with at least 1 year supervising or directing the work of others

OR

- Bachelor's degree from an accredited college or university
- Minimum 6 years of progressively responsible work experience in a public library, within the last 10 years, with at least 1 year supervising or directing the work of others
- Ability to obtain and maintain Library Associate certification from the MD State Department of Education, plus willingness and ability to attend training sessions as applicable
- NOTE: A related Master's degree may substitute for a portion of the professional or para-professional library work experience

KNOWLEDGE / SKILLS / ABILITIES:

- Working knowledge of modern management theory and practices with demonstrated effective skills and judgment in public library management and problem solving
- Effective leadership, flexibility, initiative and the ability to perform well under pressure
- Ability to effectively handle multiple priorities, assignments and unanticipated emergencies

- Ability to effectively work independently, cooperatively, and as part of a team
- Ability to effectively supervise, direct and evaluate the work of others, including strong and effective training and development skills
- Ability to provide effective leadership in public library services
- Knowledge of marketing principles with ability to effectively apply them to a library setting
- Knowledge of standard computer applications and devices including tablets/mobile
- Working knowledge of general and specialized reference materials and sources, and the most effective means to access information
- Ability to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to apply general knowledge to specific questions and use judgment appropriately
- Strong internal and external customer service ability including ability to exhibit patience, tact and courtesy working collaboratively in a team environment
- Working knowledge of, and ability to effectively use social media and other online tools to promote the library and to gather feedback from the public
- Ability to effectively create and analyze information, including written, statistical and numeric data
- Strong and effective spoken and written (English) communication skills, including the ability to effectively represent FCPL in the community through public speaking
- Ability to effectively build and maintain relationships and partnerships with community organizations, businesses, government officials and the general public

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

- While working in this position, the employee is required to frequently sit, walk and reach; and occasionally lift up to 20 pounds and drive
- While working in this position, the employee is required to constantly work indoors
- During outreach programs and events the employee is frequently working outdoors; working in hot temperatures (above 100 degrees) working in cold temperatures (below 32 degrees) and walking on uneven ground

Additional Information/Examination Process

- Ability to provide own transportation to meetings, workshops and branch libraries as needed
- Available for varied workdays and hours within the FCPL operating schedule

Closing Date: Wednesday, December 5, 2018 – 4:00pm

Salary: \$58,548.00 – \$70,257.00 Annually

Job Type: Full-Time Library

KIND OF EXAMINATION (may include):

1. An evaluation of training and experience
2. One or more interviews
3. A pre-employment physical examination and drug test

Position: [Librarian – Children’s Services](#)

Location: Harford County Public Library, Abingdon, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Position Summary: Performs professional librarian services including reference services within a branch and materials management responsibilities; assists individuals and groups in locating and obtaining materials and information; performs basic supervisory responsibilities for hourly staff as assigned; performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.

Application Period: Posted December 6, 2018; Closing Date: January 6, 2019.

Work Week: 37.5 hours per week; Work schedule includes day evening and weekend hours.

Essential Functions:

Position Functions:

1. Performs services within a branch, including but not limited to:
 - assisting the public in the use of library resources, including computer catalogs, indexes, computerized search systems, and the Internet;
 - searching online catalogs and shelves to locate information;
 - performing in-depth reference searches and performing readers' advisory services;
 - planning, assembling, and arranging displays of materials to support popular topics;
 - conducting library tours and orientations;
 - providing information on library activities, facilities, rules, and services to customers;
 - providing library services to special populations and coordinating special programs such as summer readings, story times, or holiday programs;
2. Performs materials management tasks and activities, including but not limited to:
 - assessing and evaluating assigned collections;
 - reviewing, selecting and ordering materials in print and non-print formats;
 - analyzing and interpreting statistical and community information as part of the selection process;
 - managing assigned selection budgets by following established finance procedures;
 - interpreting censorship and freedom of access issues as pertains to selection of materials for library customers;
 - keeping abreast of publishing trends for materials;
 - writing and compiling bibliographies and booklists;
3. Prepare and compile required reports and statistics;
4. Mentor professional and para-professional staff, as assigned;
5. May:
 - develop training tools and conduct staff training;
 - plan, direct, or carry out special projects involving library promotion and outreach activities;
6. Improve library leadership skills through:
 - Attendance at special workshops, classes, discussion groups, etc.
 - Performing reference and materials management activities in all service areas (A, J, YA) on a limited basis, as well as circulation activities;
 - Other opportunities as presented;
7. May supervise hourly staff (part-time hourly and substitute).

Supervision Functions:

1. Supervises hourly reference staff, including reference substitutes, and other hourly staff or volunteers as assigned;
2. Oversees the training of staff and volunteers, as assigned;
3. Administers the Performance Recognition System (PRS), the library's performance evaluation system, in accordance with published guidelines;
4. Approves annual leave and checks and tabulates timesheets for assigned staff;
5. Prepares monthly reports, meeting agendas, and monthly schedules;

6. Interprets and implements system wide policies and procedures;
7. Schedules and facilitates department/team meetings;
8. Ensures staff receive and understand system and department communications via written or electronic format;
9. May act as supervisor of team or work group and/or may supervise volunteers.

Standard Functions:

1. Serves on committees and participates in workshops, seminars, and training as requested;
2. Represents Library at various outreach activities, as needed;
3. Notifies Supervisor with suggested ways to improve the efficiency and effectiveness of personnel and procedures and system-wide goals and objectives;
4. Maintains good public relations with the community through contacts with public officials, community leaders, volunteers, Friends of the Library, appropriate school personnel, and the general public;
5. Learns new skills and technologies to retain proficiency in areas of expertise;
6. Is dependable and punctual;
7. Maintains a positive, friendly, and cooperative attitude and provides consistent customer service;
8. Upholds all library policies and procedures as defined in Harford County Public Library's Policies and Procedures Manual;
9. Completes time sheet and other necessary forms and reports accurately and in a timely manner;
10. Performs other duties as assigned.

In addition to the specific duties and responsibilities of this job, it is the responsibility of every employee to comply with the Harford County Public Library Values statement, customer service guidelines, and all other policies detailed in the Policies and Procedures Manual.

Minimum Requirements:

1. Master of Library Science degree from an accredited ALA institution;
2. State of Maryland Department of Education Professional Librarian Certification within six months of hire;
3. Experience in library setting, preferably public library;
4. Computer experience including reference databases and internet;
5. Ability to work day, evening, and weekend hours.

Knowledge, Skills, and Abilities

1. Thorough knowledge of the principles and practices of reference and readers' advisory services;
2. Thorough knowledge of reference sources and methods and ability to use said sources to research information for customers;
3. Broad knowledge of a variety of types of literature, authors, and titles;
4. Ability to develop and implement programs for children's, young adults and adult services;
5. Knowledge of electronic resources, including the Internet and database information retrieval;
6. Ability to operate relevant computer systems, including hardware and software, current audio-visual equipment; and office machines;
7. Organizational and planning skills;

8. Strong communication skills, both verbal and written;
9. Basic math skills.

Reporting Relationship: This position reports to the Branch Manager. Does not regularly supervise other staff. May supervise volunteers.

Work Environment:

1. Work requires light physical effort in the handling of light materials, up to 30 pounds, in non-strenuous work environment. For example, pushing/pulling of library carts to move library materials within the department, and set up and break down of displays.
2. Work also involves standing or walking up to 60% of the time.
3. Observes safe work place practices with uncluttered workspace, including office equipment, avoidance of trips and falls, proper lifting techniques and following fire regulations.
4. Ability to travel to branch/outside locations, as necessary.

Employees who work less than 37.5 hours per week are categorized as Non-Exempt for purposes of establishing eligibility for overtime pay under the Fair Labor Standards Act. Compensation for overtime must be in compliance with the Personnel Policies and Procedures Manual, Wage and Hour Law, and the Fair Labor Standards Act.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The library administration reserves the right to change, modify, delete, and supplement job duties based on the organizations needs.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

This and all library positions are eligible for system-wide transfer.
Harford County Public Library is an Equal Opportunity Employer.

Position: [Librarian - Children's Services](#)

Location: Harford County Public Library, Aberdeen, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Position Summary: Performs professional librarian services including reference services within a branch and materials management responsibilities; assists individuals and groups in locating and obtaining materials and information; performs basic supervisory responsibilities for hourly staff as assigned; performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.

Application Period: Posted December 6, 2018; Closing Date: January 6, 2019.

Work Week: 37.5 hours per week; Work schedule includes day evening and weekend hours.

Essential Functions:

Position Functions:

1. Performs services within a branch, including but not limited to:
 - assisting the public in the use of library resources, including computer catalogs, indexes, computerized search systems, and the Internet;
 - searching online catalogs and shelves to locate information;

- performing in-depth reference searches and performing readers' advisory services;
 - planning, assembling, and arranging displays of materials to support popular topics;
 - conducting library tours and orientations;
 - providing information on library activities, facilities, rules, and services to customers;
 - providing library services to special populations and coordinating special programs such as summer readings, story times, or holiday programs;
2. Performs materials management tasks and activities, including but not limited to:
 - assessing and evaluating assigned collections;
 - reviewing, selecting and ordering materials in print and non-print formats;
 - analyzing and interpreting statistical and community information as part of the selection process;
 - managing assigned selection budgets by following established finance procedures;
 - interpreting censorship and freedom of access issues as pertains to selection of materials for library customers;
 - keeping abreast of publishing trends for materials;
 - writing and compiling bibliographies and booklists;
 3. Prepare and compile required reports and statistics;
 4. Mentor professional and para-professional staff, as assigned;
 5. May:
 - develop training tools and conduct staff training;
 - plan, direct, or carry out special projects involving library promotion and outreach activities;
 6. Improve library leadership skills through:
 - Attendance at special workshops, classes, discussion groups, etc.
 - Performing reference and materials management activities in all service areas (A, J, YA) on a limited basis, as well as circulation activities;
 - Other opportunities as presented;
 7. May supervise hourly staff (part-time hourly and substitute).

Supervision Functions:

1. Supervises hourly reference staff, including reference substitutes, and other hourly staff or volunteers as assigned;
2. Oversees the training of staff and volunteers, as assigned;
3. Administers the Performance Recognition System (PRS), the library's performance evaluation system, in accordance with published guidelines;
4. Approves annual leave and checks and tabulates timesheets for assigned staff;
5. Prepares monthly reports, meeting agendas, and monthly schedules;
6. Interprets and implements system wide policies and procedures;
7. Schedules and facilitates department/team meetings;
8. Ensures staff receive and understand system and department communications via written or electronic format;
9. May act as supervisor of team or work group and/or may supervise volunteers.

Standard Functions:

1. Serves on committees and participates in workshops, seminars, and training as requested;
2. Represents Library at various outreach activities, as needed;

3. Notifies Supervisor with suggested ways to improve the efficiency and effectiveness of personnel and procedures and system-wide goals and objectives;
4. Maintains good public relations with the community through contacts with public officials, community leaders, volunteers, Friends of the Library, appropriate school personnel, and the general public;
5. Learns new skills and technologies to retain proficiency in areas of expertise;
6. Is dependable and punctual;
7. Maintains a positive, friendly, and cooperative attitude and provides consistent customer service;
8. Upholds all library policies and procedures as defined in Harford County Public Library's Policies and Procedures Manual;
9. Completes time sheet and other necessary forms and reports accurately and in a timely manner;
10. Performs other duties as assigned.

In addition to the specific duties and responsibilities of this job, it is the responsibility of every employee to comply with the Harford County Public Library Values statement, customer service guidelines, and all other policies detailed in the Policies and Procedures Manual.

Minimum Requirements:

1. Master of Library Science degree from an accredited ALA institution;
2. State of Maryland Department of Education Professional Librarian Certification within six months of hire;
3. Experience in library setting, preferably public library;
4. Computer experience including reference databases and internet;
5. Ability to work day, evening, and weekend hours.

Knowledge, Skills, and Abilities

1. Thorough knowledge of the principles and practices of reference and readers' advisory services;
2. Thorough knowledge of reference sources and methods and ability to use said sources to research information for customers;
3. Broad knowledge of a variety of types of literature, authors, and titles;
4. Ability to develop and implement programs for children's, young adults and adult services;
5. Knowledge of electronic resources, including the Internet and database information retrieval;
6. Ability to operate relevant computer systems, including hardware and software, current audio-visual equipment; and office machines;
7. Organizational and planning skills;
8. Strong communication skills, both verbal and written;
9. Basic math skills.

Reporting Relationship: This position reports to the Branch Manager. Does not regularly supervise other staff. May supervise volunteers.

Work Environment:

1. Work requires light physical effort in the handling of light materials, up to 30 pounds, in non-strenuous work environment. For example, pushing/pulling of library carts to move library materials within the department, and set up and break down of displays.
2. Work also involves standing or walking up to 60% of the time.

3. Observes safe work place practices with uncluttered workspace, including office equipment, avoidance of trips and falls, proper lifting techniques and following fire regulations.
4. Ability to travel to branch/outside locations, as necessary.

Employees who work less than 37.5 hours per week are categorized as Non-Exempt for purposes of establishing eligibility for overtime pay under the Fair Labor Standards Act. Compensation for overtime must be in compliance with the Personnel Policies and Procedures Manual, Wage and Hour Law, and the Fair Labor Standards Act.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The library administration reserves the right to change, modify, delete, and supplement job duties based on the organizations needs.

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Harford County Public Library is an Equal Opportunity Employer.

Position: [Assistant Branch Manager](#)

Location: Harford County Public Library, Harve de Grace, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Harford County Public Library (HCPL) is celebrating 70 years of progressive and innovative library service and has been the recipient of *The Daily Record's Innovator of the Year Award* 3 years in a row and 7-time *Library Journal Star Library*. HCPL has eleven branches, one administrative office and two outreach vehicles serving over 180,000 registered borrowers of all ages and has annual circulation of over 3.8 million. The Library is committed to connecting people with information and promoting the love of reading within the community.

Application Period: Posted: December 3, 2018. Closing Date: January 3, 2019.

Work Week: 37.5 hours per week; Work schedule includes day, evening and weekend hours.

Position Summary: Assists with managing the day-to-day operations, activities, and staff of the branch; directly supervises and oversees training for hourly reference staff, including reference substitutes and other hourly staff or volunteers as assigned; provides reference, collection and readers' advisory services to the public; oversees, plans and implements children, young adult and adult programs; performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.

Essential Functions:

Position Functions:

1. Provides reference, collection and readers' advisory services to the public;
2. Ensures appropriate "transfer of training" and information sharing activities have been developed and implemented for reference staff having attended training or staff development activities;
3. Assists in the development of branch staff schedules and, in conjunction with the Branch Manager, ensures accurate reflection of assigned reference tasks;

4. Oversees, plans and implements children, young adult and adult services as assigned by the Branch Manager;
5. Assists with overall branch management and oversees branch activities and personnel in the absence of the manager;
6. Prepares reports as directed;
7. Provides assistance and training on electronic resources to staff and patrons;
8. Performs collection maintenance activities, including weeding and assessment; keeping collections up to date; and ordering items;
9. Takes a leadership role in implementing changes and in fulfilling the goals and objectives of the library;

Supervision Functions:

1. Supervises hourly reference staff, including reference substitutes, and other hourly staff or volunteers as assigned;
2. Oversees the training of staff and volunteers, as assigned;
3. Administers the Performance Recognition System (PRS), the library's performance evaluation system, in accordance with published guidelines;
4. Approves annual leave and checks and tabulates timesheets for assigned staff;
5. Prepares monthly reports, meeting agendas, and monthly schedules;
6. Interprets and implements system wide policies and procedures;
7. Schedules and facilitates department/team meetings;
8. Ensures staff receive and understand system and department communications via written or electronic format;
9. May act as supervisor of team or work group and/or may supervise volunteers.

Standard Functions:

1. Serves on committees and participates in workshops, seminars, and training as requested;
2. Represents Library at various outreach activities, as needed;
3. Notifies Supervisor with suggested ways to improve the efficiency and effectiveness of personnel and procedures and system-wide goals and objectives;
4. Maintains good public relations with the community through contacts with public officials, community leaders, volunteers, Friends of the Library, appropriate school personnel, and the general public;
5. Learns new skills and technologies to retain proficiency in areas of expertise;
6. Is dependable and punctual;
7. Maintains a positive, friendly, and cooperative attitude and provides consistent customer service;
8. Upholds all library policies and procedures as defined in Harford County Public Library's Policies and Procedures Manual;
9. Completes time sheet and other necessary forms and reports accurately and in a timely manner;
10. Performs other duties as assigned.

In addition to the specific duties and responsibilities of this job, it is the responsibility of every employee to comply with the Harford County Public Library Values statement, customer service guidelines, and all other policies detailed in the Policies and Procedures Manual.

Minimum Requirements:

1. Masters degree in Library Science or other Master's degree in an approved library related curriculum from ALA accredited institution. (Note: will consider applicants that will complete such program within six months from date of application.)
2. Ability to obtain State of Maryland certification as a Professional Librarian within six months of hire;
3. Two years related professional library experience, including direct information service and training of customers and staff on use of computers, databases, preferably in public library;
4. Some supervisory experience;
5. Ability to work day, evening, and weekends hours.

Knowledge, Skills, and Abilities

1. Ability to gain advanced knowledge of Harford County Public Library policies and procedures;
2. Ability to act as a representative of Harford County Public Library to the public;
3. Extensive knowledge of branch practices and procedures;
4. Thorough understanding of the relationship of the facets of children's, young adult and adult services and the concepts necessary to develop strong cross services relationships;
5. Expert knowledge of relevant electronic resources, including the Internet and database retrieval;
6. Ability to effectively coordinate, supervise, train and communicate with other staff members;
7. Ability to maintain effective working relationships with other professionals;
8. Ability to develop and implement programs in children's, young adult and adult services
9. Extensive knowledge of modern research and investigative techniques and procedures;
10. Ability to keep relevant parties informed of all major issues and programs and to recommend changes as appropriate;
11. Ability to prepare and maintain accurate records;
12. Ability to prioritize and multitask;
13. Ability to operate relevant computer systems, including hardware and software, and office machines;
14. Strong communication skills, both verbal and written.

Reporting Relationship: This position reports to the Manager I – Branch or Manager II – Branch-. Directly supervises para-professional staff. May supervise volunteers.

Work Environment:

1. Work requires occasional physical effort in handling of materials, up to 30 pounds, in non-strenuous work environment. For example, set up and take down of tables, chairs or other equipment for meetings or events, pushing/pulling of library carts.
2. Work also involves standing or walking up to 60% of the time.
3. Requires sitting and use of computer and keyboard for extended periods of time.
4. Observes safe work place practices with uncluttered workspace, including office equipment, avoidance of trips and falls, proper lifting techniques and following fire regulations.
5. Ability to travel to branch/outside locations is required

Employees who work less than 37.5 hours per week are categorized as Non-Exempt for purposes of establishing eligibility for overtime pay under the Fair Labor Standards Act. Compensation for overtime must be in compliance with the Personnel Policies and Procedures Manual, Wage and Hour Law, and the Fair Labor Standards Act.

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Position: [Reference Librarian](#) (2 openings)

Location: LAC Group, Bethesda, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

LAC Group is looking for 2 **Reference Librarians** to support ongoing information dissemination efforts in disaster preparedness, response, and recovery. This is an exciting learning opportunity in the emerging field of disaster health information. This is a temporary assignment (start ASAP, contract ending Sep 2019) full time (40 hours a week; Monday to Friday) on-site opportunity. Must be a US citizen and able to pass a background check.

Responsibilities:

- Updating and maintaining existing materials on health issues related to specific disaster topics or incidents
- Updating and maintaining a website using a custom content management system (CMS).
- Testing new website and CMS features and working collaboratively with technical lead and developers to troubleshoot issues and defects.
- Ensuring all materials are Section 508 compliant
- Selection, data entry, and writing annotations for disaster medicine and public health emergency grey literature database, <https://disasterinfo.nlm.nih.gov/disaster-lit>
- Assisting partners, collaborators, and audiences by responding to inquiries; scheduling, planning, and attending meetings; meeting minute preparation, and corresponding via phone or email
- Testing and review of disaster health databases and mobile applications Assist in the updating and maintenance of existing training classes (online and in-person) and participation in disaster health information continuing education classes
- Attending meetings with potential opportunities to interact with disaster medicine and public health professionals and librarians
- Managing administration of Listservs
- Monitoring of multiple RSS feeds, social media, and other resources for new material to add to a Disaster Lit
- Monitoring, content development, and posting on the Twitter account, GovDelivery, and other tools for promoting agencies resources

Basic Qualifications:

- Must be currently enrolled or a graduate of an accredited MLS program.
- Excellent writing, editing, and proofreading skills. Writing sample required.
- Demonstrated experience publishing content to Web sites, use of a content management system (CMS) preferred.
- At least one year of professional level work experience
- Demonstrated experience with Microsoft Office products

Preferred Skills / Experience:

- Background in science, public health, allied health, emergency management desirable, but not required.
- Experience with section 508 compliance highly desired, but not required.
- Demonstrated experience with Google Analytics and/or other analytics software
- Demonstrated professional experience with social media marketing
- Demonstrated experience with basic HTML coding and code manipulation

Professional Skills:

- Ability to work within a team environment and contribute to consensus-based decision making
- Ability to identify, analyze, and solve problems creatively and independently
- Ability to handle multiple tasks simultaneously and shift priorities as directed
- Able to effectively work in a fast-paced environment with team members
- Excellent oral and written communication skills
- Excellent attention to detail
- Excellent interpersonal skills and ability to work with people at every level
- General computer and email skills

Position: Project Manager/Librarian

Location: Hedeglan Consulting LLC, Beltsville, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Primary responsibilities (Include but not limited to):

Full-time position requires 40 hours per week.

- Provide on-site management and leadership of contract for collection maintenance and document delivery services
- Responsible for contract performance, meeting performance standards, accurate reporting of statistics
- Supervise seven full-time staff to ensure efficient operation of contract
- Assess, manage, and improve workflow, adjusting to changes in technology, customer's priorities, and fluctuating work volumes
- Liaison with COR and designees
- Interface with company management and subcontractor regarding staffing, contract performance, and operations issues
- Coordinate collection management activities, including ongoing collection cleaning and shifting, with the COR and designees
- Prepare monthly narrative and statistical reports
- Search and identify sources for difficult-to-find items in a wide range of disciplines and in all languages
- Review and resolve interlibrary lending and borrowing problem requests

- Monitor and report and/or resolve problems with interlibrary loan/document delivery systems
- Respond to customer emails and phone calls
- Oversee and review collection maintenance activities such as weeding, rehousing, and re-labeling collection materials

Minimum Education/Experience Requirements:

- ALA-accredited master's degree in library or information science
- Significant experience working in resource sharing/interlibrary loan/document delivery
- Knowledge of interlibrary loan processes, best practices, and management
- Experience with library systems (e.g., OCLC WorldShare, Relais, Voyager, etc.)
- Demonstrated ability to troubleshoot technology, systems, and hardware problems
- Demonstrated ability to plan, prioritize, coordinate, and implement projects
- Knowledge of and experience with handling and maintaining a collection which includes material that is rare, old, and/or in poor condition
- Strong commitment to customer service
- Excellent organizational, analytical, and problem-solving skills
- Excellent written and verbal communication skills
- Ability to contribute and collaborate effectively as a member of a team as well as lead a team
- Knowledge of US copyright law as it applies to library services
- Supervisory/leadership experience
- Project management experience

Working Conditions

- Work performed at a federal research library in Beltsville, MD
- Working schedule 8:00 AM – 4:30 PM, Monday-Friday
- No travel required
- Lift and carry 25 pounds
- Use library stools and ladders and retrieve or shelve material above head
- Push book trucks with material weighing up to 200 pounds

Employment Requirements:

- Must be able to pass a criminal background investigation
- Must successfully complete a pre-employment drug test and comply with all requirements of the company substance abuse policy.

How to Apply:

Interested candidates can apply by sending their resume to apply@hedgelanconsulting.com

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Library](#), [Public Services](#), [Technical Services](#)

Two Positions: Washington, DC

Posted on [December 3, 2018](#) by [LLAM News](#)

Position: [Library Technician \(Copyright\)](#)

Location: United States Copyright Office, Library of Congress, Washington, DC

Salary: \$37,113 to \$48,249 per year

Full vacancy announcement available on [USAJOBS](#).

Summary:

Copyright is a form of legal protection provided by the laws of the United States (Title 17, U. S. Code) to authors of literary, dramatic, musical, artistic, and other works. Within the United States Copyright Office, the Office of Public Records and Repositories preserves, maintains, and services copyright-related records in physical and digital formats. The Library Technician prepares records for long-term storage, and retrieves and transports records in the Records Management Section

Responsibilities:

The United States Copyright Office, located within the Library of Congress and under the direction of the Register of Copyrights, administers the Copyright Law; advises Congress and government agencies on legal and policy matters; provides international representation on copyright issues; administers the national copyright registration system; provides collections materials to the Library through voluntary registration and mandatory deposit programs; records documents relating to copyright chain of title; administers statutory license provisions of the law, including collecting and distributing royalties; maintains the world's largest database of copyright public records; and provides information and reference services to the public.

Staff of the Office of Public Records and Repositories retrieve materials for court cases, perform searches and write search reports based on registered materials and other copyright records, provide certified and non-certified copies of copyright deposits, additional certificates and other copyright records, maintain the official records of the office, and respond to inspection requests from members of the public or Congress.

The position description number for this position is 354221.

This position has promotion potential to GS-06.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

The incumbent of this position will work a flextime work schedule.

This is a non-supervisory, bargaining unit position.

Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Provides support to public service librarians or other staff members assigned to work in the reading room. Charges records materials in and out of their assigned locations using manual and automated systems, and shelves library and records materials in proper sequence. Retrieves patron requested materials from storage. Routes collections, records or materials to other organizations as required. Validates the internal or external routing of materials,

securing items prior to routing or transporting to ensure safe delivery. Ensures materials are transported using secure conveyances. Inspects materials while handling them, and notifies supervisor or librarians of condition of materials needing attention. Identifies and prepares library materials (such as unbound periodicals and books needing repairs) for binding or rebinding. Repairs minor damage to print materials.

Posts official record changes or updates in manual or automated records or files. Conducts limited bibliographic searches of data bases. Verifies bibliographic citations.

Ensures materials are stored according to established archival storage standards, properly labeling storage containers as directed and ensures materials within containers is listed on required manifest sheets, or, is contained within a properly configured, labeled, and cataloged container.

Assists in locating records, personally conducting searches for records. Prepares equipment to accept standard and non-standard records. Answers routine questions regarding policies and procedures. Performs basic cataloging indexing duties.

Other duties as assigned.

Position: [Data Acquisitions Librarian \(Knowledge Analyst\)](#)

Location: Federal Reserve Board, Washington, DC

Originally posted on the iSchool Discussion listserv.

Position Description

The Knowledge Analyst participates in technical operations in the area of data and information acquisition, management, analysis or dissemination. The analyst provides analytical support to economists and other professionals at the Board and in the System. The support includes research and data services, information analysis, and contributions to the design and maintenance of metadata and knowledge management solutions.

Position Requirements

The Research Library at the Board of Governors of the Federal Reserve System is seeking a Data Acquisitions Librarian (within the Knowledge Analyst job family).

As the central bank of the United States, the Federal Reserve's mission is to provide the nation with a safer, more flexible, and more stable monetary and financial system. As a Federal Reserve staff member, you will play a critical role in accomplishing this mission.

Research at the Federal Reserve Board is data intensive and time-sensitive. The Research Library, with a full-time staff of 16 librarians and 2 technicians, offers a full array of desktop and customized library services to the approximately 2,700 staff members at the Board. More than 400 of the Board's staff are Ph.D. economists, and many more participate in the Board's research efforts.

For a portfolio of specific data and electronic subscription resources and subject areas, the data acquisitions librarian conducts reference interviews to learn about new data needs, maintains strong relationships with content vendors and data providers, negotiates both renewal of existing licenses and new licenses, arranges training, works with metadata librarians to ensure cataloging and access to data, and assists managers with budget projections. The librarian works with four colleagues engaged in similar activities including:

- Actively coordinating multiple contracts concurrently, assuring that acquisitions are completed to meet time-critical research needs.
- Working closely and communicating effectively with staff throughout the acquisitions process, including economists, vendors, managers and Board administrative, technical, procurement and legal staff.
- Meeting with vendors to understand the products and data available, communicating information to Board researchers, negotiating agreements, reviewing and editing contract documents, and preparing memos justifying purchases.
- Representing the interests of the Board in the development of consortial agreements within the Federal Reserve System, comprised of the Board and twelve Reserve Banks.
- Advising management and end users on copyright and data usage restrictions including participation on the Library's Data Review Team which ensures data used in projects are in compliance with license terms.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Washington DC](#)

Position: Firmwide Research Librarian, Washington, DC

Posted on [November 29, 2018](#) by [LLAM News](#)

Position: [Firmwide Research Librarian](#)

Location: Nixon Peabody, multiple locations, including Washington, DC

Originally posted on [LLSDC Job Listings](#).

Job ID: 2478

Position: Librarian

Location: Multiple Offices

Open Date: Friday, November 2, 2018

Job Description:

We are seeking an experienced Firmwide Research Librarian to conduct comprehensive legal research on complex fact patterns and legal issues.

A career at Nixon Peabody is the opportunity to do work that matters. It's the chance to use your knowledge to shape what's ahead. To share, to innovate, to learn at a firm that taps the power of collective thinking.

We've created a dynamic, energizing environment that promotes success for our clients and each other. We offer fast growth, connectedness and training in business as well as law. And our rigorous standards assure you are part of a diverse team of top talent at every turn.

At Nixon Peabody, our priority is to attract, retain and promote talented individuals who have an array of racial, ethnic, social, economic, religious, professional, personal, and other backgrounds. Therefore, we encourage talented individuals with diverse backgrounds and experiences to apply.

If you're someone who's looking toward the future, we'd love to hear from you.

Office: San Francisco, Chicago, Rochester, New York City, Boston, or Washington D.C.

Responsibilities:

- Provide in-depth legal and business research services to attorneys and staff in a wide variety of practice areas using both print and online resources.
- Demonstrated ability to handle complex litigation research, including finding cases and secondary materials related to specific fact patterns in a wide variety of jurisdictions.
- Gather, analyze, synthesize and present a summary of relevant, well targeted research findings to attorneys and staff to facilitate decision making and business planning.
- As part of the Library & Research Services Team, collaborate and coordinate with library staff in other geographies to provide seamless research service for attorneys in all firm locations. In particular, focus on providing backup during times of Library staff absences in other offices so as to maintain adequate coverage.
- Assist with managing workflow across all offices to insure balanced workload, coordination and prioritization of requests to meet attorneys, staff and client needs.
- Actively engages in innovation and Library outreach, training and orientation programs. Present research training programs for attorneys and staff through a variety of formats including in person sessions at attorney meetings and web enabled training.
- Establish relationships with attorneys to improve, expand and market the range of available information sources and services.
- Take part in special projects as requested by the Director of Library & Research Services, including evaluation of new information resources.
- Continue professional development through various firm and association sponsored activities.

Job Requirements:

- Masters of Library Science or Juris Doctor degree.
- 5+ years professional library related experience in a legal, corporate or professional services setting conducting in-depth research.
- Superior knowledge of complex research in multiple practice areas and jurisdictions.
- Solid proficiency in the use of both print and online resources.
- Highly developed analytical and critical thinking skills.

- Proven ability to be well organized, work quickly with great attention to detail, and prioritize and manage multiple time sensitive and diverse projects.
- Demonstrated commitment to providing superior quality client service.
- Self-motivated with the ability to work independently and collaboratively within and across departments and with all levels of personnel and to succeed in a teamwork environment
- Excellent verbal and written communication skills, including advanced presentation skills.

Nixon Peabody is an Equal Opportunity/Affirmative Action Employer: Disability/Female/Gender Identity/Minority/Sexual Orientation/Veteran. Pursuant to the San Francisco Fair Chance Ordinance and the Los Angeles Fair Chance Initiative, we will consider for employment qualified applicants with arrest and conviction records.

Posted in [Job Vacancies](#) | Tagged [Law Library](#), [Washington DC](#)[Edit](#)

Five Positions: Maryland

Posted on [November 29, 2018](#) by [LLAM News](#)

Position: [Librarian \(Biomedical\)](#)

Location: National Institutes of Health, Bethesda, MD

Salary: \$56,233 to \$106,012 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

The NIH Library is pleased to announce an exciting employment opportunity for an exceptional candidate with expertise in biomedical science to serve as NIH Library Training Program coordinator, helping NIH researchers and staff learn and apply a variety of skills and analysis techniques to their research. If you have experience providing instruction and leadership for training programs and want to play a significant role in a dynamic organization, then consider joining the NIH Library team.

Responsibilities:

- Designs, develops and oversees instructional and training programs on library programs, services, and systems.
- Provides or oversees the delivery of a wide variety of services that require searching for biomedical information beyond readily accessible sources of information and making diversions from standard practices and approaches for advising clients.
- Provides advice and consultation to biomedical research and medical staff on biomedical information searches and technologies.
- Performs complex searches requiring the collection and organization of biomedical data from various sources.
- Performs and oversees a broad range of technical functions such as cataloging of biomedical materials of mixed difficulty.
- Analyzes library operating practices and procedures, in order to improve the operating effectiveness and efficiency of the library and the management of biomedical information, and to develop techniques for making quality assurance inspections.

- Initiates and carries out special projects and assignments related to locating, cataloging, classifying, selecting, controlling or preserving information and accessing particularly critical or obscure biomedical information through automated systems.

Position: [Area Manager, Central](#)

Location: Prince George's County Memorial Library System (PGCMLS)

Salary: \$86,000.00 – \$98,000.00 (Yearly Salary)

Full vacancy announcement available on [ALA Joblist](#).

The Prince George's County Memorial Library System (PGCMLS) is seeking an experienced professional to plan, coordinate, and manage operations and activities of an assigned group of Library locations. The successful candidate will serve as a managerial representative of the Library, supervise personnel, have experience working with underserved communities, and assure excellence in customer service and maximum use of library resources, services, and facilities.

Essential Functions Include:

- Works in conjunction with and under the direction of the Chief Operating Officer for Public Services in the successful attainment of the Library System's goals and objectives.
- Oversees daily operations of the library branch.
- Ensures and facilitates the delivery of high-quality, customer-focused services, assists in ensuring the Library's services appropriately meet the needs of the community.
- Establishes customer service priorities and coordinates support services and activities in response to these priorities.
- Plans, coordinates, and manages operations and activities of an assigned group of library locations.
- Performs professional and administrative duties in planning, implementing, directing, and evaluating customer-focused library services.
- Builds collaborative relationships with professionals and staff in a highly collegial, interdisciplinary environment based on customer-first initiatives.
- Directs, coordinates and participates in the development and implementation of initiatives, goals, priorities, and service levels in assigned areas of focus.
- Provides key input to guide budget planning, development, and allocation. Ensures allocated resources are used effectively.
- Analyzes system service requirements and recommends changes to improve operational efficiency and/or better serve the needs of the customer.
- Conducts analyses in relation to branch and community service requirements; oversees the maintenance and development of branch library collections; ensures collection materials appropriately meet the customers' needs in each cluster branch.
- Represents the Library to and interacts with community groups, outside organizations, and the public; accurately communicates and builds and maintains productive community partnerships.
- Responds to staff inquiries and provides technical guidance and operational advice.
- Responds to and resolves customer inquiries and complaints.
- Works with Human Resources on the issues of hiring, discharge, suspension, disciplinary action, performance evaluations, and the grievance process.
- Stays apprised of contemporary issues, trends, and development in the fields of public library services and other specific services as assigned.

- Accurately communicates the Library's policies to the public.
- Manages and supervises department staff; monitors and evaluates job performance; oversees staff training and development.
- Oversees daily operations and planning for the needs of the area.
- Performs other duties as assigned.

Position: [Library Technician](#)

Location: National Library of Medicine, Bethesda, MD

Salary: \$20.25 an hour

Originally posted on [University of Maryland blogMLIS](#).

Zimmerman Associates, Inc., is seeking a full-time Library Technician to support the Digital Collections project at the National Library of Medicine (<https://collections2.nlm.nih.gov/>), located on the National Institutes of Health campus in Bethesda, Maryland. The work entails reformatting (scanning) copyright-permitted materials, resolving the images, and applying metadata so the content is searchable and accessible. This is a full-time job, and it pays \$20.25 an hour with a competitive benefits package that includes medical, vision, and dental insurance, a 401(k) package, and an education and continuing development program. Candidates should send a cover letter and resume to jkoniczko@zai-inc.com.

Position: [Technical Information Specialist](#)

Location: National Institutes of Health, Bethesda, MD

Salary: \$68,036 to \$126,062 per year

Full vacancy announcement is available on the [CUA SLIS blog](#).

If you are an exceptionally talented, knowledgeable and motivated individual with experience in providing expertise in the administration, utilization, and training of the technologies and services and want to play a significant role in a dynamic organization, then consider joining the Division of Library Services (DLS)! For more information, visit <http://drs.ors.od.nih.gov/Pages/default.aspx>.

Responsibilities:

- Provides expertise in the administration, utilization, and training of the technologies and services provided by the Library's Technology Hub.
- Responsible for retrieving, disseminating, or transmitting specialized information in the biomedical field in order to provide access to pertinent information needed by library users.
- Responsible for assuring reliable access to library resources by document delivery, interlibrary loan, and self-service photocopy services.
- Responds to reference inquiries, performs biomedical searches, and provides editorial support for manuscript and poster preparation and circulation of the print collection.
- Serves as an expert Technical resource in choosing from a full array of Technology Hub services and tools, and provides guidance and assistance to users in determining how best to accomplish their work utilizing available technologies.

Position: [Data and Evaluation Coordinator](#)

Location: Health Sciences and Human Services Library, University of Maryland, Baltimore

Salary: \$55,000, commensurate with experience

Originally posted on the Maryland Library Association listserv.

The National Network of Libraries of Medicine, Southeastern/Atlantic Regional Medical Library (NNLM, SEA, RML), housed within the University of Maryland, Baltimore (UMB) Health

Sciences and Human Services Library (HS/HSL), seeks a librarian to oversee the development and implementation of data science, technology, and evaluation programs to improve information access to health professionals and health consumers in the region.

The Data and Evaluation Coordinator is one of a team of five librarian-coordinators who work together facilitating resource sharing, training, and cooperative projects in AL, DC, FL, GA, MD, MS, NC, PR, SC, TN, USVI, VA, and WV. This position requires seasonal travel within the region to support the education and exhibits programs. For more information about NNLM SEA, visit <http://nnlm.gov/sea>.

Reporting to the Executive Director of SEA, this is a full-time, grant funded, non-tenure, and non-permanent status track faculty position at a rank of Librarian I or II. Previous professional library experience is welcome, but not required.

Major Responsibilities:

- Identifies, develops, and teaches classes and workshops in a variety of formats addressing and promoting aspects of data science, technology, evaluation, and access to biomedical information to health professionals, librarians, and the public.
- Tracks and monitors data science and technology trends and policy developments improving access to biomedical information by SEA members, healthcare and health information professionals, and the public.
- Assists SEA members, health and health information professionals, and health consumers with data, technology, and evaluation questions and questions related to NLM and NNLM products and services.
- Assists in the planning, promotion, and coordination of data science and technology projects and awareness programs in the region.
- Develops and reviews content on data science, technology, and evaluation for inclusion on the NNLM and SEA web sites, social media, and the regional electronic newsletter, *SEA Currents*.
- Presents information about NLM and NNLM programs in training sessions, demonstrations, meetings, exhibits, and other events. Works with other coordinators to exhibit NLM resources at national, regional, and state meetings of health professionals, information professionals, and the public.
- Serves as a liaison to recipients of data science and technology awards and advise on evaluation of outreach initiatives for the region.
- Supports initiatives as determined by the NNLM Research Data Management and Evaluation Working Groups and communicates information back to SEA staff and the region as necessary.
- Develops educational materials for inclusion on the NNLM and SEA websites focused on effective evaluation techniques, data science, and technology to improve access to quality health information for health professionals and the public.
- Cooperates with other Regional Medical Libraries and Offices to produce national programming and participates in national NNLM initiatives as appropriate.
- Maintains accountability for NLM deliverables, including workshops, exhibiting, presentations, newsletter contributions, web and social media content

Four Positions: Washington, DC

Posted on [November 26, 2018](#) by [LLAM News](#)

Position: [Senior Manager of Library Services](#)

Location: Eversheds Sutherland (US) LLP, Washington, DC

Full vacancy announcement available on [ALA Joblist](#).

Description:

We have an exciting opportunity for a Senior Manager of Library Services in the Atlanta, GA or Washington, DC office of Eversheds Sutherland (US) LLP. We are searching for someone who wants to be a valued contributor and member of a talented and dynamic team of lawyers, paralegals, and staff.

The Senior Manager of Library Services is responsible for the efficient and cost-effective operation and innovation of the Firm's libraries and the delivery of high-quality reference, research, and knowledge services and strategies, throughout the Firm's US offices.

Responsibilities and Duties:

- Supervises, coaches and evaluates all library staff.
- Works closely with the Director/Chief and advises on the appropriate implementation of knowledge trends, legal technology trends, law firm business trends, and legal developments across the Firm.
- Manages the Firm's US online and print research collections, including contract negotiations for online services, product review and assessment, purchasing and cancellation decisions, and space planning.
- Ensures the timely review of all print and electronic materials and makes recommendations for additions, deletions and enhancements to the collection.
- Partners with business development to identify opportunities for internal and client-facing knowledge sharing.
- Promotes the effective use of information resources by attorneys and staff and monitors usage to achieve maximum value.
- Works closely with Technical Information Services to ensure that data storage and filing methodologies provide ease of use, logical storage and reduction in duplicity of data or outdated information.
- Acts as the source point for information service support, data mining best practices, and data research.
- Performs research as needed and maintains a thorough knowledge of resources, techniques, and best practices for legal and business research in the private sector.
- Develops strategic plans, policies and projects, in collaboration with the Director/Chief, to advance departmental goals and enhance value to the Firm.
- Creates and administers the departmental budget.
- Participates in Firm orientation and training of new attorney and staff members to enhance their knowledge of Firm resources, capabilities and services.
- Communicates regularly with Director/Chief and the counterpart at Eversheds Sutherland (International) to increase knowledge and resource sharing between the two

teams and identify areas for global collaboration and standardization of operations and resources.

- In conjunction with the Director/Chief, executes on interdepartmental initiatives to support the Firm's strategic goals.
- Serves as a member of committees, groups and teams as requested by the Director/Chief.
- Other duties as requested.

Position: [Library Technician](#)

Location: U.S. Serials Social Sciences Section, U.S. Arts, Sciences, and Humanities Division, Acquisitions & Bibliographic Access Directorate, Library Services, Library of Congress

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located U.S. Serials Social Sciences Section, U.S. Arts, Sciences, and Humanities Division, Acquisitions & Bibliographic Access Directorate, Library Services.

The position description number for this position is 173746.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area. The incumbent of this position will work a flextime work schedule. This is a non-supervisory, bargaining unit position.

Responsibilities

Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

This position is located in any of the divisions that come under the Directorate of Acquisitions and Bibliographic Access. It is a hybrid position that combines the major technician duties for the functions of acquisitions, cataloging, and serials control. The duties include performing acquisitions searching, placing orders, receiving items, paying invoices, serials check-in, and any other activities needed to support the acquisitions of materials for the library. The duties also include those to support the function of performing cataloging for the library such as shelflisting, record creation, copy cataloging, database maintenance activities, and searching. Often there will be a foreign language requirement for this position depending on the geographical area for which functions are being performed. For example, staff processing and cataloging materials from South America need knowledge of the Spanish language.

Position: [Library Technician](#)

Location: Reader Services Section, Music Division, Collection and Services Directorate in Library Services, Library of Congress, Washington, DC

Salary: \$45,972 to \$59,762 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Reader Services Section, Music Division, Collection and Services Directorate in Library Services at the Library of Congress. The position reports directly to the Supervisor, Reader Services Section. The incumbent assists with public reference service in the

Performing Arts Reading Room, and collection management and maintenance activities involving the Music Division's holdings

Responsibilities

The Performing Arts Reading Room is open Monday thru Saturday from 8:30am to 5:00pm. This position requires some Saturday duty on a rotating schedule.

The position description number for this position is 379434.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

The incumbent of this position will work a flextime work schedule and some Saturday.

This is a non-supervisory, bargaining unit position.

Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

The incumbent's duties include: accurately identifying and retrieving collection materials for researchers; assisting in the work-flows of the Performing Arts Reading Room, including opening and closing procedures, circulation desk duty, and instructing readers on safe handling of collection material and use of various equipment in the reading room; sorting, arranging, and shelving a variety of materials; accessioning, barcoding, inventorying materials; preparing materials for use/offsite storage; performing specialized preservation and phased conservation tasks; filing, housing, preparing items for binding; maintaining records and compiling monthly statistical reports for all areas of work.

Position: [Library Technician \(Collections\)](#)

Location: Library of Congress, Washington, DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

The incumbent is responsible for assisting Division supervisors and staff with the resolution of processing workflow problems and for providing input for the resolution of technical discrepancies arising from the implementation of the Library's Integrated Library System (ILS) and its specific applications to Law Library workflow. This position is located in the Collections Services Division of Library Services.

Responsibilities

Makes decisions regarding collections maintenance issues for a unit. Applies in-depth knowledge to complex collections maintenance issues in the ILS. Maintains statistical reports of work performed and submits them on a weekly basis. Develops plans to expedite sorting, arranging, and shelving of special collections material such as legal Gazettes, computer disks or

microform receipts. Demonstrates initiative in recognizing and solving problems, inconsistencies, and errors in ILS bibliographic, holding and items records.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Law Library](#), [Technical Services](#), [Washington DC](#)

Four Positions: Maryland

Posted on [November 20, 2018](#) by [LLAM News](#)

Position: [Librarian \(Agriculture and Food Law\)](#)

Location: Agricultural Research Service, Department of Agriculture, Beltsville, MD

Salary: \$96,970 to \$126,062 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

The following position is located within the United States Department of Agriculture (USDA), Agricultural Research Service (ARS), National Agricultural Library, Information Products Division, Digital Library Branch, in Beltsville, MD.

This is a term, time-limited appointment with an initial duration no less than 13 months and can be extended up to a total of 4 years.

Responsibilities

Major Duties may include, but are not limited to:

- Provides technical reference and research support on inquiries related to agricultural and food law.
- Applies legal and legislative research methodologies to agriculture and food law, and legal and legislative collection development.
- Develops novel web content publishing guidelines for digital publications to improve information products and services.
- Develops and sustains partnerships to promote access to informational library resources and develop improvements
- Prepares written reports and requests in order to improve informational library products and services
- Participates in library-wide initiatives focused on enhancing technology services and public access to products and services.
- Uses finding aids and online services to identify primary and secondary source legal and legislative information
- Initiates, plans, and coordinates all necessary tasks on special law librarianship projects and programs

Position: [Librarian III, Children's Services](#)

Location: Hyattsville Branch, Hyattsville, MD, Prince George's County Memorial Library System

Salary: \$64,420.00 – \$74,055.00 Salary/year

Full vacancy announcement available on [ALA Joblist](#).

The Prince George's County Memorial Library System (PGCMLS), a public library in the state of Maryland, seeks a librarian who is passionate about library services for children and families and making a real difference. The successful candidate will be bilingual in English and Spanish

and will lead a department of five librarians/associates in providing community-responsive programs. Apply today!

Hours: Full Time (40 hours/week). Schedule includes a combination of day, evening and Saturday hours.

Salary/Benefits: \$64,420/year or \$30.97/hour, plus earn \$1.20/hour for Spanish language skills. Benefits include multiple health insurance options, flexible spending accounts, participation in the Maryland State Teachers Retirement System, paid time off, and more!

Application Process: Submit online application, cover letter, resume, and complete our pre-employment assessment preferably by November 30, 2018. Apply at <https://ww1.pgcmls.info/website/employment-1297>.

Job Summary: Under the direction of the Area Manager, provides quality reference and readers' advisory service, promotes services and collections in an age level department in a large branch, coordinates the maintenance and development of the collection, manages an age level department in a large branch, trains, supervises and evaluates staff in supervisory line, assumes authority for the branch in the absence of the Area Manager, keeps abreast of professional developments, seeks to continually improve performance, performs circulation duties as applicable, substitutes in other branches, and adheres to all PGCMLS policies and procedures and the union contract.

Position: [Collections Development Strategies Librarian](#)

Location: University of Maryland, College Park

Full vacancy announcement available on [ALA Joblist](#).

Position Summary: The Collection Development Strategies Librarian will work in a highly collaborative organization to create and implement innovative approaches to providing effective stewardship of print and electronic collections. The main work will focus on gathering and managing data supporting collection development and collection assessment and making decisions about the collections based on that data. The Collection Development Strategies Librarian will have a leadership role in planning and executing deselection and transfer projects for print collections and identifying alternate formats as appropriate, as well as the right-sizing of on-campus collections in McKeldin Library, campus branch libraries and collections housed off-site. The Librarian will assist in gathering, managing, manipulating and reporting data drawn from in-house systems such as ALEPH and from a wide range of vendor supplied data and data available from external organizations. The Librarian will also serve as liaison to regional and national collections initiatives, shared print, and specialized data repositories.

Minimum Qualifications:

- Masters in Library and/or Information Science from an ALA accredited institution, or equivalent.
- Minimum one year library experience in an academic or research library, or equivalent, including collection management or technical services.

- Demonstrated ability to work effectively with faculty, staff, and students in a multicultural and diverse environment.
- Excellent interpersonal, and communication skills.
- Strong analytical skills and experience gathering, assessing, interpreting, and presenting quantitative and qualitative data for varied audiences.
- Demonstrated ability to plan, coordinate, and implement effective projects.

Position: [Library Manager II](#)

Location: Parkville Branch, Baltimore County Public Library

Salary range: \$68,276-\$105,891

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Summary:

- Under the general direction of an Assistant Director, manages the day-to-day operations including circulation, information, programming, and outreach services.
- Serves as the branch leader in gaining commitment for BCPL's strategic plan, implementing changes in library service, and communicating a shared vision for standout user experiences.
- Builds and maintains effective work relations with staff, customers, administration, and the community.
- Responsible for supervising, training, and evaluating the work performance of staff. Creates a work environment that fosters continuous improvement and values teamwork. Demonstrates a commitment to guiding staff in their professional growth and supporting system-wide succession planning efforts.
- Seeks to make a distinctive and lasting impact on the community by engaging with customers and stakeholders to ensure that BCPL delivers on its mission.
- Engages in direct public service and develops and maintains a thorough understanding of BCPL rules and policies and ensures their appropriate application to customer service transactions.
- Uses management and technology skills to improve branch efficiency and effectiveness in the delivery of services.
- Enforces library rules and policies and handles building and security issues.
- Monitors the use of library services and branch spaces and makes recommendations for changes and new services.
- Actively participates on system-wide teams and promotes the library in the community.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Library](#) [Edit](#)

Three Positions: Washington, DC

Posted on [November 19, 2018](#) by [LLAM News](#)

Position: [Librarian Relations Consultant](#)

Location: LexisNexis, Washington, DC

Originally posted on [LLSDC Job Listings](#).

The Librarian Relations Consultant is responsible for driving research revenue and positively impacting product use, preference and advocacy within the assigned law firm accounts by understanding and communicating librarian client needs; training and supporting librarians on new and existing LexisNexis offerings; and generating leads for new products and content. The Librarian Relations Consultant also works on special projects that benefit librarian clients, and

represents LexisNexis at select industry conferences and events. The Librarian Relations Consultant works closely with the LexisNexis account team for assigned law firm accounts.

To view the full job description and apply, click here: <https://4re.referrals.selectminds.com/lexisnexis/jobs/library-relations-consultant-19499>

Position: [Librarian \(Manuscript-Historian\)](#)

Location: Library of Congress, Washington, DC

Salary: \$96,970 to \$126,062 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

Two (2) Librarians (Manuscript Historians-Specialists) will be selected from this vacancy announcement. One specialist will be selected to work with the Library's collections in the history of science and technology in America with a subject expertise sufficient to acquire collections in that field, and one specialist will be selected to work with the Library's collections related to modern American history with a subject expertise sufficient to acquire collections in that area.

Responsibilities

The Manuscript Specialist (Historian) has primary curatorial and acquisition responsibilities for the collections of the Manuscript Division, one of the foremost special collections repositories in the world. The division collects and preserves personal papers of prominent individuals and the records of political, social, and professional organizations, and makes these materials available to researchers. The specialist works under the general supervision of the chief of the Manuscript Division and performs at a high degree of responsibility in the areas of acquisitions, interpretation of collections, outreach, and advanced reference capacities.

Possesses authoritative knowledge in an era of American history, such as the modern period, or in a narrower but very complex subject area of American history, such as the history of science and technology. Uses this highly specialized knowledge to locate hard-to-find materials, personal papers, organization records, historical documents, and other manuscript and archival materials and to negotiate with the creator or owner to acquire the materials.

Researches and writes books, articles, blog posts, and other publications. Makes presentations on historical topics involving complex interrelationships of historical facts and requiring substantial critical judgment. Presentations and publications are heightened by the necessity to present an objective, comprehensive picture of the subject under consideration that clearly establishes the relative values and importance of the many and varied historical facts involved.

Proposes and oversees digital projects and physical exhibitions, and curates their content.

Uses a comprehensive knowledge and understanding of American history, archival methods and the research needs of the scholarly community. Analyzes existing Library of Congress manuscript and archival holdings to identify areas that need to be supplemented or where holdings in specific fields are inadequate. Prepares memoranda of recommendation. Reviews

plans for organizing newly acquired manuscript collections. Develops criteria for disposing of unneeded material and justifies recommendations regarding the disposition of redundant or inappropriate material of little or no historical documentary value from newly acquired collections of personal papers and organization records. Analyzes the condition of collections and recommends preservation treatment to safeguard them from deterioration, damage or destruction, or from impairment of their value through disarrangement or alteration. Considers the need for microfilming, digitizing, or photocopying.

Works as needed collaboratively with other subject specialists and curators, and with librarians, archivists, digital liaisons and designers, exhibition coordinators, and administrators in various units and research centers of the Library, and/or at other institutions and agencies in the analysis, promotion, and interpretation of Library collections. Prepares analytic reports on acquisitions and division activities and holdings.

Makes collections and the information in or about them available in response to individual requests. Exercises a highly specialized knowledge of the subject matter and archival holdings in order to assist specialized researchers and other users of the manuscript collections and archival records.

Position: Experienced Metadata Cataloger, Russian or Spanish Language Specialty

Location: Backstage Library Works, on-site at the Library of Congress

Full vacancy announcement is available on the [CUA SLIS blog](#).

Backstage Library Works is seeking a cataloger to work on-site at the Library of Congress, processing Russian or Spanish language materials.

Catalogers will work with materials to create original MARC records according to the library's RDA record guidelines. Prior to hiring, each cataloger must demonstrate knowledge of standard cataloging practice and moderate fluency in the language in which they will be specializing. We will not be accepting entry level candidates.

Catalogers may be hired as full-time hourly employees of Backstage Library Works, or as independent contractors working at a per-record rate (see below for details). All work must be performed on-site at the library but contract catalogers are encouraged to apply.

This project is expected to run through June, 2019. However, this is a short-term position, and each cataloger's employment will conclude with the completion of their language category.

Catalogers should clearly state their language(s) of expertise in the cover letter.

TO APPLY:

Please submit a cover letter and resume via email to Alex McComas (amccomas@bslw.com). Include the language(s) for which you are applying and your preference for working as a contractor or full-time employee.

Applications will be accepted until the positions are filled.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Law Library](#), [Washington DC](#)[Edit](#)

Two Positions: Maryland

Posted on [November 19, 2018](#) by [LLAM News](#)

REPOST: Position: Catalog/Index Librarian

Location: Department of Legislative Services, Annapolis, MD

Salary Range: \$40,400 – \$62,900

DEPARTMENT OF LEGISLATIVE SERVICES

Office of Policy Analysis

RECRUITMENT NOTICE

Position: Catalog/Index Librarian (Legislative Librarian I)

Salary Range: \$40,400 – \$62,900

Principal Duties:

- Original cataloging of state government documents in various formats
- Copy cataloging using OCLC
- Indexing proposed legislation and print publications
- Fulfilling interlibrary loan requests
- Catalog Maintenance

Qualifications:

- MLS degree
- Experience using OCLC, AACR2, LCSH, MARC formats
- Work with integrated library systems, preferably Sirsi
- Strong communication and interpersonal skills
- Experience in government documents, public policy and legislative issues, preferred

SEND RESUME WITH LETTER OF INTEREST BY NOVEMBER 30 TO:

Department of Legislative Services

Human Resources Office

90 State Circle, Room 311

Annapolis, MD 21401-1991

Fax: 410 946-5140 or 301 970-5140

e-mail: jobs@mlis.state.md.us Website: <http://dls.maryland.gov/>

Code 24/18LLMD (Required on all Resumes)

The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates

law, regulation or legislative policy.

11/14/2018

Position Title: Legal Library and Research Administrator

Location: Gebhardt & Smith LLP, One South Street, Suite 2200, Baltimore, Maryland 21202

Description:

Gebhardt & Smith LLP, a 20-lawyer firm, is seeking a full time legal library and research administrator to manage the firm's legal library, as well as perform legal and general research. The administrator will also assist with discrete litigation projects and, periodically, electronic discovery. No experience with respect to legal research, litigation or electronic discovery is required; the firm provides on-the-job training in these areas. Salary and benefits are competitive with the marketplace. The position is available immediately; the individual who previously held this position moved out of state.

To apply, please send your resume to ltancredi@gebsmith.com.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Law Library](#), [Maryland](#)

Two Positions- Maryland

Posted on [November 14, 2018](#) by [LLAM News](#)

Position: [Metadata Specialist Coordinator](#)

Location: University of Maryland, College Park, MD

Full vacancy announcement available on [ALA JobLIST](#).

Category: Exempt, Regular

Department: Discovery and Metadata Services

Benefits: 22 Days Annual Leave, 15 Days of Sick Leave, 3 Days Personal Leave, 15 Paid Holidays, Tuition Remission, Health, Dental, Vision, and Prescription

The Metadata Specialist Coordinator is responsible for coordinating and managing activities related to complex problem solving, database corrections, metadata enhancement and quality control, and advanced copy and original cataloging of collections at University of Maryland Libraries. The Metadata Specialist applies relevant national, University System of Maryland and Affiliated Institutions (USMAI), and local policies related to bibliographic database corrections, advanced copy cataloging, and quality control in catalogUSMAI, WorldCat, the WorldCat knowledge base, Digital Collections, and various digital library systems. The incumbent will work with library resources in all subjects, in various languages, and in a variety of formats, both tangible and electronic. The Metadata Specialist maintains the accuracy of bibliographic description and holdings information and ensures discovery and access of print and electronic materials.

Reporting to the Head of Discovery and Metadata Services, the Metadata Specialist Coordinator will participate in the planning and implementation of policies, workflows, and special projects to achieve departmental goals and objectives. The Metadata Specialist manages multiple workflows from different sources and with competing priorities. The incumbent may participate in committees and group activities in the department, division, and University Libraries.

Physical Demands

- Able to work for extended periods at a computer screen using a graphical user interface, in a multiple window environment with a variety of font sizes
- Able to maintain sustained concentration with detailed work
- Moderate physical activity is required for lifting books, pushing book trucks, and packing/disposing of materials
- Able to lift heavy materials, work with dusty materials, and carefully handle materials in poor condition
- Requires traveling to other buildings on campus and working in a variety of situations

Requirements

- Bachelor's degree from an accredited college or university, or an equivalent combination of education and experience.
- Five years progressively responsible relevant experience in an academic or research library in bibliographic database management, copy cataloging, or activities related to the primary duties of the position
- Proficiency with searching and retrieving bibliographic records in integrated library systems
- Proficiency with the Windows interface, desktop computer applications, and a major email client
- Experience with Microsoft Office products, including Excel
- Able to work in the environment described in "Physical Demands"
- Able to take direction, as well as work independently, as part of a unit and department in a production-oriented, quality focused, dynamic environment
- Excellent interpersonal and communication skills
- Evidence of strong customer service orientation

APPLICATIONS: Electronic applications required. Please apply online at <https://ejobs.umd.edu/postings/65124>. No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter which includes the source of advertisement, a resume, and names/e-mail addresses of three references. Applications will be reviewed as they are received and accepted **until 12/09/2018**.

Position: [Branch Manager III](#)

Location: Waldorf West Branch, Charles County Public Library, Waldorf, MD

Originally posted on the Maryland Library Association listserv.

Grade: 17

Salary: \$77,462

Closing Date: 11/30/2018 at 5:00 PM

Charles County Public Library is seeking a qualified and experienced Branch Manager to coordinate the day-to-day operations and delivery of programs and services of a large branch library; plan; supervise and develop staff; work closely with other Branch Managers for system-wide strategic planning; oversee branch security guards; act as a Director or Assistant Director as required.

Duties:

1. Establishes priorities and work schedules for effective utilization of branch staff.
2. Recommends for hire, trains, supervises, coaches and evaluates branch staff.

3. Plans and supervises collection development of branch to ensure collections meet community needs.
4. Analyzes reports, timesheets and branch statistics.
5. Assists customers with a consistently high level of customer service.
6. Handles all funds collected and deposited in the branch.
7. Recommends and implements goals and objectives for the branch.
8. Resolves customer complaints.
9. Communicates and interprets library policies, procedures and rules.
10. Communicates administrative information and decisions to branch staff.
11. Oversees the branch budgets for materials and staff.
12. Oversees and coordinates branch security guards.
13. Participates in developing and implementing short- and long-range strategic plans for the library.
14. Manages special projects as needed.
15. Oversees programming in the branch and assists as needed.
16. Cultivates and maintains relationships with a variety of external library partners and community organizations.
17. Professionally represents the library at community and organizational events that further the Library's missions and goals.
18. Fulfills continuing education requirements and stays current with library developments.
19. Performs other duties as assigned.

Requirements:

1. MLS degree from ALA accredited library school or BA and coursework towards an MLS degree within five years.
2. Five years related experience and increasingly responsible positions in a public library including two years supervisory experience.
3. State of Maryland Certification as Professional Librarian within eighteen months of hire.

Application Process

Please send your application, resume and cover letter to Human Resources via email to hr@ccplonline.org or send to the address below:

2 Garrett Ave.

La Plata, MD 20646

ATTN: Marina Turner, HR

Applications can be found on the Library's website at www.ccplonline.org.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#), [Public Library](#), [Public Services](#), [Technical Services](#)

Technical Services/Research Law Librarian Position- Washington, DC

Posted on [November 13, 2018](#) by [LLAM News](#)

Position: [Technical Services/Research Law Librarian](#)

Location: CIA, Washington, DC

Salary: \$96,970 – \$126,062

Originally posted on [LLSDC Job Listings](#).

As a Technical Services/Research Law Librarian for the CIA, you will assist with the management of core legal information repositories for the Office of General Counsel (OGC) to support its broad spectrum of practice areas. You will participate in the selection, acquisition and maintenance of targeted legal information resources by providing guidance on legal research resources and best practices; by providing current awareness of legal developments across OGC practice areas; and by conducting unique legal research that leverages advanced research skills against specialized resources.

To apply: <https://www.cia.gov/careers/opportunities/support-professional/technical-services-research-law-librarian.html#job-details-tab3>

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Washington DC](#)[Edit](#)

Three Positions- Maryland

Posted on [November 13, 2018](#) by [LLAM News](#)

Position: [Coordinator, Collection Maintenance & Retrieval](#)

Location: University of Maryland, College Park, MD

Full vacancy announcement available on [ALA Joblist](#).

As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland Libraries serve more than 37,500 students and 4,200 faculty of the flagship College Park campus. The University of Maryland Libraries share the teaching, learning and research goals of the university. Its role as a key academic resource is evident in its service to the academic community and its actionable strategic plan. Recent membership in the Big Ten Academic Alliance is particularly meaningful to the University Libraries and will further propel the university's ascendancy in academic excellence.

Under the direction of the Director of User Services and Resource Sharing, manages daily operations of the Collection Maintenance and Retrieval unit, which includes managing and maintaining all aspects of the McKeldin Library collection of approximately two million volumes as well as of Severn Library, a high-density storage collection of 600,000 volumes and growing. Plans and oversees collection shifting and realignment projects in McKeldin and Severn libraries and transfer of collections from campus libraries to Severn Library; provides expertise for collection-related projects in other UMD Libraries. Provides leadership, coordination, resource management, and staff supervision of the unit; collects and analyzes relevant statistics, including stacks space and high-density storage use assessments. Provides public service to library users and other library staff members at the Library Services Desk, including communicating library policies and procedures. With other unit Heads and Coordinators, provides leadership within the department of User Services & Resource Sharing and provides administrative support to the department Director. Participates in library, campus, and/or consortia teams and committees as appropriate. Directly supervises 3.5 full-time permanent and one part-time temporary staff. Provides indirect supervision to approximately 15-20 student employees.

Position: [Access Services Supervisor/Reserves Assistant](#)

Location: Loyola Notre Dame Library, Baltimore, MD

Originally posted on the Maryland Library Association listserv.

The Loyola Notre Dame Library is looking for an enthusiastic, customer service oriented, and responsible individual to join our Collections and Access Services Department as the Access Services Supervisor/ Reserves Assistant. Reporting to the Access Services Librarian, this position supervises the Help Desk Tuesday through Saturday, 7:30 am–3:30 pm. Hours vary during summer and intersessions. The successful candidate will assist library patrons by circulating material, providing information services support, troubleshooting technology and hardware problems, and ensuring building security. The Access Services Supervisor / Reserves Assistant also supervises student employees, manages stacks maintenance, maintains relevant departmental statistics, leads Library reserves, and completes other duties as assigned.

The full job description is available on the [LNDL website](#).

Position: [Discovery and Electronic Resources Librarian](#)

Location: Loyola Notre Dame Library, Baltimore, MD

Originally posted on the Maryland Library Association listserv.

The Loyola Notre Dame Library seeks a flexible, innovative librarian with electronic resource management experience to join our Acquisitions unit. The Discovery and Electronic Resources Librarian will manage the life cycle of electronic resources and work collaboratively with units throughout the Library and with University System of Maryland & Affiliated Institutions (USMAI) colleagues to provide accurate access to electronic content and improved discoverability for users. Under the supervision of the Acquisitions and Resource Management Librarian, the successful candidate will be a creative problem solver and proactively incorporate new and emerging practices and technology into the electronic resources environment. The Discovery and Electronic Resources Librarian will be a continuous learner who applies expertise developed through work experience and professional development opportunities.

The full job description is available on the LNDL

website: <https://www.lndl.org/about/employment-opportunities>

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#)[Edit](#)

Two Positions: Maryland & Washington, DC

Posted on [November 8, 2018](#) by [LLAM News](#)

Position: [Director of Library and User Services](#)

Location: Washington Research Library Consortium (WRLC), Bowie, MD

Full vacancy announcement available on [ALA Joblist](#).

SUMMARY: The Director of Library and User Services plays a key role in achieving the Washington Research Library Consortium's (WRLC) vision and mission by providing strategic planning, operational management and technical expertise for services and systems that support library services, resource sharing, and shared collections. The Director of Library and User Services is a member of the WRLC leadership team, coordinating and collaborating with personnel from the libraries, universities and vendors as appropriate. This position reports to

the Executive Director and supervises staff responsible for planning, implementing and maintaining WRLC's digital library systems applications and the Shared Collections Facility.

DUTIES AND RESPONSIBILITIES

1. Library Management Systems Support: Plans, directs and manages the library and end-user facing aspects of the WRLC digital library systems. Oversees staff who evaluate and recommend digital library applications; provide systems support and problem resolution; configuration and workflow analysis; and training. Coordinates with Information Technology staff to address problems and enhance services. Monitors the library systems marketplace and plans for future software requirements.
2. Shared Collections: Manages consortial shared collections program operations. Oversees provision of required data to WRLC partner libraries in support of collection decisions. Coordinates shared collection operations with external partners. Manages staff who support e-resource licensing and access and coordinates with the Coordinated Collections Committee and other WRLC committees, as appropriate.
3. Shared Collections Facility: Manages WRLC's high density shelving facility. Oversees staff and contractors who perform inventory control and provide access services for items in the facility. In conjunction with the participating libraries, develops policies for usage of the facility. Performs cost analysis and price determination in coordination with the Executive Director. Monitors the condition of the offsite storage physical plant, and coordinates maintenance and repairs with the Director of Finance and Administration.
4. Supervision: Promotes appropriate staff development and assignments. Periodically reviews WRLC's skill set requirements and staff capabilities, identifies and arranges training opportunities for staff, and initiates changes in job assignments or responsibilities as necessary. Recruits, hires, and trains staff as needed.
5. Outreach: Serves as WRLC's primary liaison to the WRLC Steering Committee, and participates in other committees and task forces as required. Cultivates collaborative relationships with colleagues in the WRLC organization, the partner universities and vendors. Provides constructive input for enhancements to services or revisions to policies and procedures. Serves as backup to other positions as necessary. Undertakes special projects and perform other duties as assigned. Seeks new knowledge and updates skills to enhance performance in all areas of responsibility.

Position: [Metadata and Discovery Librarian](#)

Location: National Geographic Society Library, Washington DC

Originally posted on the Potomac Technical Processing Librarians (PTPL) listserv.

The National Geographic Society Library seeks an energetic, knowledgeable and self-motivated metadata and discovery librarian to provide strategic direction and innovative leadership in metadata services for library collections. This position works collaboratively with archival metadata specialists and the systems administrator in order to optimize information organization, discovery and access.

The Metadata and Discovery Librarian is responsible for collecting, preserving, and presenting print and digital information in all formats, creating bibliographic and archival metadata for collections, books, ebooks and other items, as required. This includes managing authorities and ensuring data quality, and other duties associated with the creation and maintenance of item- and collection-level data for a variety of print and digital content and materials.

This position requires a firm and broad conceptual understanding of metadata principles and archival and digital collection technologies and the ability to apply and adapt them to existing and emerging media in a variety of formats. This includes developing, documenting and revising workflows and policies, and providing collection analytics. The Librarian also will participate in the management of e-resources and assist with the expansion of online collections and new digital initiatives. This person acts as an active partner with technology vendors, providing feedback, suggesting improvements, and keeping the needs of the clients in the forefront.

This individual also provides reference services and processes payments for print and digital monographs, serials, databases, and other acquisitions: places orders, processes renewals, and resolves complex service problems.

Responsibilities:

- Manages library management system (Alma) and discovery tool (Primo) to optimize access to library and archive collections and e-resources. Collaborates with other library + archives units and IT on data management and system integration with archives catalog and digital preservation archive. Develops and maintains library cataloging and workflow policies, maintenance standards, and best practices for a shared ILS environment. (35%)
- Creates original and copy cataloging for a wide range of formats, including serials, non-print materials, and e-resources, using current and emerging metadata schemas, principles and practices such as MARC, RDA, Library of Congress classification and Dublin Core. Provides collection analytics, and supervises contract catalogers as needed. (30%).
- Provides expert metadata consulting services for Library, Archives, and enterprise projects. Employs emerging metadata schemas to link content across multiple data repositories, and improve search optimization and discoverability of internal and external data. (10%)
- Processes payments for all print and digital monographs, serials, databases, office supply and other acquisitions: places orders, processes renewals, and resolves complex service problems. (15%)
- Provides reference services and supports interlibrary loan. (10%)

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#), [Special Library](#), [Washington DC](#)

Two Positions: Washington, DC & Virginia

Posted on [November 5, 2018](#) by [LLAM News](#)

Position: [Director of Research and Analytics](#)

Location: Association of Research Libraries, Washington, DC

Full vacancy announcement available on [ALA Joblist](#).

The Association of Research Libraries (ARL) has an exciting opportunity for an experienced professional interested in leading the Association's institutional and organizational effectiveness program to meet the needs and interests of [ARL members](#). ARL's strategic initiatives call for an emphasis on assessment that reflects libraries' contributions to research, teaching, and learning outcomes in universities and other research institutions, as well as supporting data-driven analytics and evidence-based decision-making.

Reporting to the executive director, the director will evaluate existing programs, and design, develop, and implement internationally recognized research practices, tools, and infrastructures. The position leads all functions related to the collection, analysis, and reporting of institutional data from member institutions, as well as the reporting of the collective impact of ARL members and more broadly, research libraries, on higher education and society. As an international leader, ARL seeks a leader intent on advancing the field of research library analytics and assessment, particularly as it moves to understand and communicate outcomes and impact. The incumbent will strategically engage and support this community.

Duties and Responsibilities

Leadership and Management

- Build from the [Assessment Program Visioning Task Force's vision for research and evaluation](#) in supporting institutional, organizational, and strategic effectiveness of member libraries, and as appropriate, research libraries more generally
- Support the achievement of the Association's assessment vision with strategic initiatives and programs for measurable goal attainment
- Lead a small expert team, providing opportunities for growth and performance success
- Evaluate current practices, and implement and steward adoption of effective, sustainable, and practical assessment methodologies
- Implement and evolve ARL's Research Library Impact Framework
- Develop and monitor the Research and Analytics budget, revenues and expenditures; participate in grant proposals as appropriate
- Balance input and recommendations from multiple sources, including but not limited to the ARL Board of Directors, executive director and staff, ARL membership, and the Assessment Committee

Communication and Community

- Communicate about the program's research and analytics agenda and results with members and, as appropriate to the broader research and learning community, policy makers, and the public
- Support the development and advancement of a community of members engaged in library analytics and assessment
- Collaborate with other leaders in research library analytics and assessment to advance the standards and metrics by which research libraries are measured
- Represent ARL as co-leader of the Library Assessment Conference

Data and Analytics

- Support evidence-based decision-making by implementing a membership data-collection program focused on research library effectiveness and value
- Establish standards and procedures that ensure data integrity, privacy, and security. Support ARL members in evaluating, interpreting, and communicating data and findings
- Provide analytics support to ARL staff in order to advance ARL priorities

Position: [Trademark Librarian](#)

Location: ASRC Federal, Alexandria, VA

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Description

ASRC Federal Space & Defense, a subsidiary of ASRC Federal Holding Company, is expanding its staff in the Trademark Law Library and is seeking a Trademark Librarian in Alexandria, VA. This is a great opportunity for a recent Library Science graduate!

Roles/Responsibilities:

- Under the direction of the Director and Senior Librarian, plans, organizes, and coordinates work activities involved in obtaining and making library resources available to the trademark attorneys and other customers.
- Primary duties for this position are reference assistance and research using a wide range of materials.
- Performs research using on-line search techniques, automated tools, print material, and other resources as necessary.
- Analyzes search requests, interviews requesters when needed, develops search strategies, and reviews and provides search results.
- Provides information and updates for content of library web pages.
- Makes recommendations for collection development.
- Assists with updating and maintaining both physical and electronic collections.
- Performs cataloging of new materials. Performs check-in and management of serials.
- Follows guidelines for the security of library collections and equipment.
- Assists in user training efforts and in the development of documentation for new staff and USPTO employees.
- Assists with marketing efforts for promoting the library and its available resources.
- Processes and fills requests for full text literature from internal and external resources.
- Assists with compilation of library statistics.
- Works independently under overall project objectives and requirements.
- Apprises supervisor about progress and unusual complications.

Posted in [Job Vacancies](#) | Tagged [Law Library](#), [Special Library](#), [Virginia](#), [Washington DC](#)[Edit](#)

Fourteen Positions: Maryland & Washington, DC

Posted on [November 2, 2018](#) by [LLAM News](#)

Position: Project Manager/Librarian

Location: Hedgelan Consulting, Beltsville, MD

Full vacancy announcement available on [CUA SLIS blog](#).

Primary responsibilities (Include but not limited to):

- Provide on-site management and leadership of contract for collection maintenance and document delivery services
- Responsible for contract performance, meeting performance standards, accurate reporting of statistics
- Supervise seven full-time staff to ensure efficient operation of contract
- Assess, manage, and improve workflow, adjusting to changes in technology, customer's priorities, and fluctuating work volumes
- Liaison with COR and designees
- Interface with company management and subcontractor regarding staffing, contract performance, and operations issues
- Coordinate collection management activities with the COR and designees
- Prepare monthly narrative and statistical reports
- Search and identify sources for difficult-to-find items in a wide range of disciplines and in all languages
- Review and resolve interlibrary lending and borrowing problem requests
- Monitor and report and/or resolve problems with interlibrary loan/document delivery systems
- Respond to customer emails and phone calls
- Oversee and review collection maintenance activities such as weeding, rehousing, and re-labeling collection materials

Minimum Education/Experience Requirements:

- ALA-accredited master's degree in library or information science
- Significant experience working in resource sharing/interlibrary loan/document delivery
- Knowledge of interlibrary loan processes, best practices, and management
- Experience with library systems (e.g., OCLC WorldShare, Relais, Voyager, etc.)
- Demonstrated ability to troubleshoot technology, systems, and hardware problems
- Demonstrated ability to plan, prioritize, coordinate, and implement projects
- Strong commitment to customer service
- Excellent organizational, analytical, and problem-solving skills
- Excellent written and verbal communication skills
- Ability to contribute and collaborate effectively as a member of a team as well as lead a team
- Knowledge of US copyright law as it applies to library services
- Supervisory/leadership experience
- Project management experience

Working Conditions

- Full-time position requires 40 hours per week
- Working schedule 8:00 AM – 4:30 PM, Monday-Friday
- Work performed at a research library in Beltsville, MD
- No travel required

Employment Requirements:

- Must be able to pass a criminal background investigation
- Must successfully complete a pre-employment drug test and comply with all requirements of the company substance abuse policy.

Experience:

- Supervising: 2 years (Preferred)
- Integrated Library System: 2 years (Preferred)
- Project Management: 2 years (Preferred)

Apply here: <https://www.indeed.com/viewjob?jk=d7c5468a95d203ae>

Position: [Metadata Information Architect](#)

Location: LAC Group, Washington, D.C.

Full vacancy announcement available on [CUA SLIS blog](#).

LAC Group is seeking a **Metadata Information Architect** to work in the Washington, D.C. area providing high-quality Metadata support. Must be able to pass a background check. This is a full time (40 hours a week; Monday to Friday) 9 months long project with a possibility of extension. US citizens only.

Responsibilities:

- Guide the development of functional information architecture requirements for Web applications and search, with other team members
- Define, advocate, and apply the best business and user experience best practices at system and UI level
- Work closely with the content team to drive the content strategy for blog, website, video, social and other content forms with the goal of improving findability in the enterprise
- Develop and maintain current state and future state information architecture artifacts for conceptual, logical and physical levels of abstraction
- Develop and manage information architecture for search application, map metadata, and controlled vocabularies to deliver focused, relevant information via site search or browse.
- Analyze content and advice users on content and metadata to improve findability of content
- Develop search optimization best practices and strategies
- Analyze search analytics, develop actions to be taken based on user behavior and develop reports showcasing overall statistics and use behavior
- Establish information architecture metrics to analyze user behavior patterns that drive IA and usability improvements to the Intranet and the enterprise in general
- Implement/modify Best Bets, suggested starting points for search results
- Work with users on responding to inquiries about findability issues
- Troubleshoot findability issues and recommend actions to improve overall findability
- Perform relevancy testing and suggest changes for better results
- Work with users to capture the functional requirements
- Monitor and evaluate search results and search performance across the major search channels
- Identify issues and opportunities for future search and taxonomy growth.
- Work with various stakeholder groups to articulate information requirements and build familiarity with information architecture principles and artifacts

- Create metadata, taxonomy, and search plans and collaborate with other enterprise architecture domains to develop comprehensive solution architectures that include the information perspective

Required skills

- Experience with search engine mechanisms and functionalities, combined with in-depth knowledge of search logic and results yielded from a query language
- Experience in Office 365 or SharePoint 2016 is highly desirable
- Experience with using metadata, taxonomies, controlled vocabularies, and search standards.
- Intermediate to advanced skills in MS Word, Excel, PowerPoint
- Experience with Visio, web analytics and concept mapping software desirable
- The ability to use charts and graphs to convey core architecture concepts;
- Familiarity with concepts in economics and finance
- Experience in search services, and a strong understanding and familiarity with controlled vocabularies and the principles and mechanics of effective information management tools including taxonomy formulation, metadata development, navigation design, and enterprise search.
- Ability to balance business requests with users growing needs in the development and growth of taxonomies.
- Direct experience in conducting and documenting user research, including scenarios, use cases, personas, and wireframes.
- Excellent oral and written communication skills
- Strong customer focus with a demonstrated ability to work seamlessly with business sponsors and technologists
- Excellent research and analysis skills
- Excellent verbal and written skills and the ability to speak appropriately to a variety of audiences
- Good communication, influencing, interpersonal and negotiating skills. Adapts the content, style, and tone of communications to the needs of the audience; varies the language and business terms with different customers.
- Ability to think creatively about business problems and to connect research insights to business solutions
- Experience in working on multiple projects simultaneously
- Experience working in large organizations with geographically dispersed teams and complex technical environments
- Strong diplomatic, interpersonal and teamwork skills; demonstrated client orientation; sensitive to working in a multicultural environment.

Qualifications

- At least five years of related work experience
- Master's degree in library, information or computer science-related field
- Creative problem-solving abilities
- Ability to work effectively in a multicultural, multi-project environment and ability to respond immediately to often changing business priorities.
- Must be a US Citizen

Position: [Technical Information Specialist \(Indexer\)](#)

Location: American Psychological Association, Washington, D.C.

Full vacancy announcement available on [CUA SLIS blog](#).

The Technical Information Specialist (TIS) analyzes and synthesizes content from scholarly journal articles, book, chapters, and other sources to create records for APA's discovery solutions.

This position requires the collection of specific data elements from scholarly journal articles, book, chapters, and other sources used in the creation of abstracted records for APA's psychology discovery solutions. The accurate interpretation, abstracting and indexing of the data, using the precise application of our controlled vocabulary will facilitate highly reliable and valid retrievability. In addition to excellent writing skills, the following are highly desired: Understanding of why and how thesauri are used, experience using Boolean logic in database searching, and basic understanding of psychometric methods and research methods used in psychology or other behavioral sciences.

Education and Experience:

- Bachelor's degree is required, preferably in psychology or related social science field, with significant course work in psychology methods.
- Two years' experience in online production in a scholarly publication environment is also required.

Computer Skills Required:

- Proficient with Adobe Acrobat
- Proficient with Microsoft Office including Word, Excel
- Familiarity Web-Based Production Systems
- Advanced proficiency with Internet Search Systems and Databases

Responsibilities:

- Performs record creation and quality assurance activities across APA's online discovery solutions as assigned.
- Selects articles, books, and chapters, and tests from scholarly publications in psychology and related fields from English and non-English publications.
- Creates records representing the content of documents or tests, providing users with accurate descriptive information and precision search and retrieval. Such processes may require decision making and problem solving beyond that prescribed in the guidelines or that must be fast-tracked to meet deadlines.
- Performs Quality Assurance reviews of basic records created by staff, freelancers, and outsource vendor(s) in various databases.
- Performs duties that support record production, such as templating, contributing to machine-aided indexing, developing and testing quality control methodologies.
- Collaborates with other staff across OPD/APA on various projects and initiatives.
- Other duties as assigned.

Application Instructions:

Qualified candidates must apply online through APA's applicant system and attach a cover letter and resume specifying your salary expectations. Applications that are submitted without both documents are considered incomplete and will not be reviewed for consideration. **Once your application is submitted, you will receive a confirmation email. Please make sure to check your Spam folder if you do not receive an email from us.**

Position: [Information and Data Management Officer](#)

Location: Central Intelligence Agency, Washington, D.C.

Full vacancy announcement available on [CUA SLIS blog](#).

As an Information and Data Management Officer for the CIA, you will focus on the management of data, information, and knowledge across all Agency equities in order to increase discoverability, facilitate dissemination, and provide timely and relevant digital intelligence in every directorate and mission center. This includes every aspect of the information lifecycle, including: classification, cataloging, storing, maintaining records and information assets, declassification review, public release, privacy and civil liberties protection, and archiving.

You will work closely with internal partners to formulate search strategies, identify data sources, retrieve digital information, consult on digital data curation processes, procedures, and policies, and conduct high-profile information review and release activities to support public requests and legal/oversight inquiries. You will also have the opportunity to collaborate across the Agency and Intelligence Community in support of information and data management solutions and efforts.

Occasional travel throughout the Washington, DC metropolitan area and other domestic and foreign travel may be required.

OFFICES OF THE CIA – DIRECTORATE OF DIGITAL INNOVATION

The Directorate of Digital Innovation (DDI) is at the forefront of defining the future of digital expertise within the CIA. DDI focuses on developing the workforce with cutting-edge skills, investing in IT infrastructure, and modernizing the way the Agency does business. DDI officers help accelerate the integration of innovative methods and tools to enhance the CIA's cyber and digital capabilities on a global scale and ultimately help safeguard our nation. [Learn more about the Directorate of Digital Innovation.](#)

US citizenship required (dual-national US citizens eligible). All positions require relocation to the Washington, DC metro area.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in one of the following fields or related studies:
 - Archives/Digitization Management
 - Business Administration
 - Computer/Data Science
 - History
 - Information/Data/Knowledge Management
 - Information Technology
 - International Affairs/Relations
 - Library/Information Science
 - Law
 - Management Information Systems
 - Paralegal Studies
 - Philosophy
 - Public Administration

- GPA of at least 3.0 on a 4-point scale is preferred, but exceptions may be made for extenuating circumstances
- Excellent presentation skills, especially as it relates to briefing technical and non-technical audiences
- Ability to work independently and in a team environment
- Interpersonal skills

DESIRED QUALIFICATIONS:

- Master's degree in one of the following fields or related studies:
 - Archives/Digitization Management
 - Business Administration
 - Computer/Data Science
 - History
 - Information/Data/Knowledge Management
 - Information Technology
 - International Affairs/Relations
 - Library/Information Science
 - Law
 - Management Information Systems
 - Paralegal Studies
 - Philosophy
 - Public Administration
- Work experience related to information and data management

ALL APPLICANTS MUST SUCCESSFULLY COMPLETE:

- A thorough medical and psychological exam
- A polygraph interview
- A comprehensive background investigation

To be considered suitable for Agency employment, applicants must generally not have used illegal drugs within the last 12 months. The issue of illegal drug use prior to 12 months ago is carefully evaluated during the medical and security processing.

If you are ready to apply, add this position to your job cart. You can add up to four (4) positions. Job cart selections will only be retained during this site visit, so be sure to click "Apply Now" before closing the browser window. After clicking "Apply Now" you will be taken to the application account creation page. The positions will appear in the cart once you have created an account.

Apply here: <https://www.cia.gov/careers/application-process/apply-now.html>

DO NOT submit multiple applications; this will only slow the review of your application and delay processing. Please read the Application Instructions carefully before you begin the online application process.

Important application instructions for this position:

The following items must be attached to your on-line application (PDF format preferred):

- Resume
- Cover letter in which you specify your qualifications for one or more positions. Please address why you want to work in this role and what differentiates you from other applicants.
- Unofficial transcripts for all degrees

Position: [Louis B. Thalheimer Associate Librarian for Researcher Services](#)

Location: Folger Shakespeare Library, Washington, D.C.

Full vacancy announcement available on [CUA SLIS blog](#).

The Folger Shakespeare Library, located in Washington, D.C, seeks an experienced, collaborative, and service-oriented librarian to join its staff in the endowed position of **Louis B. Thalheimer Associate Librarian for Researcher Services**. The Louis B. Thalheimer Associate Librarian for Researcher Services (AL-RS) will work closely with the Director of Collections and Eric Weinmann Librarian, leadership within the Collections division, the researcher services team, and individuals from across the institution to grow and enhance the services provided to a researcher population that includes; traditional scholars, students from grade school to graduate school, research fellows, teachers, artists, seminar attendees, authors, and the general public. The Researcher Services team interacts daily with a variety of audiences in ways that span from answering reference calls, to providing tours, to managing the movement of our rare materials, to working closely with researchers who are diving into new areas of study.

Collaborating with both collections-based colleagues and across the diverse functions of the institution, the AL-RS will be a key partner in forwarding the institutional goal of creating meaningful access to the collections. While maintaining and enhancing the Folger's welcoming and productive environment, the AL-RS will work with colleagues to develop, execute, and analyze programs and initiatives that exceed researcher expectations. With an emphasis on librarianship as service, an understanding of front-line public services work, and a creative approach to problem solving, the AL-RS will provide leadership, management, and guidance to a dedicated seven-person team engaged in the full cycle of researcher and reference services in a hybrid open/non-circulating and closed stack library. They will be responsible for reviewing and updating procedures and policies, within their area, that provide exemplary service to all audiences, while preserving the unique materials for future use. The AL-RS will provide reference services as needed, work directly with researchers on Folger directed projects, contribute to grant initiatives, participate in strategic initiatives, and actively contribute to the day to day activities of a busy research library.

Requirements:

Our ideal candidate will approach rare materials librarianship with a desire to be a facilitator, rather than a gatekeeper. We are seeking a candidate that understands the demands of public services work, is knowledgeable and innovative about creating access to unique collections, and is committed to fostering a collaborative work environment. Candidates should have a familiarity with the current issues and current standards relevant to reference and access services in research libraries. The ability to work creatively in a rapidly changing and complex environment, set priorities, and meet tight deadlines is needed. Excellent communication, decision-making, leadership, managerial, and analytical skills are essential. Successful candidates will have at least 5 years of effectively leading and managing staff engaged in diverse activities, in a similar environment. At least 3 years of experience in

managing projects from planning to completion, answering reference questions, and working with special collections is also needed. An M.L.I.S from an ALA-accredited institution, or equivalent experience or training, is required for this position. Reading knowledge in at least one modern foreign language desired- particularly Latin, Italian, French, and/or German. An interest in, and awareness of, early modern English literature and history with knowledge of Shakespeare is needed.

Interested candidates should submit a cover letter and resume. Incomplete applications will not be accepted. No phone calls please. The Folger is an Equal Opportunity Employer.

Position: [Library Technician](#)

Location: LAC Group, Washington D.C.

Full vacancy announcement available on [CUA SLIS blog](#).

LAC Group is seeking **Library Technician** to support a project processing East and South Asian language materials for a major Federal library in the Washington, DC area. This is a long-term full time (40 hours a week; Monday to Friday) benefited contract position. Must be available to start ASAP!

RESPONSIBILITIES

- Use an Integrated Library System (ILS) to prepare serials and other multipart publications for binding.
- In addition to binding preparations, staff will update library holdings, shift collections to accommodate growth, pin and link serial volumes to manage inventory and re-shelve material.

QUALIFICATIONS:

- Experience working with an Integrated Library System (Voyager preferred) to manage serials in Asian languages
- Ability to work quickly and accurately and follow complex directions
- Knowledge of either Japanese or Korean is preferred, but not required

Position: [Supervisory Librarian \(Section Head\)](#)

Location: Library of Congress, Washington, D.C.

Salary: \$114,590 to \$148,967 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Iberia/Rio Office Section, African, Latin American and Western European Division, Acquisitions and Bibliographic Access Directorate, Library Services.

The position description number for this position is 137599.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

This is a supervisory, non-bargaining unit position.

Responsibilities

The incumbent of this position serves as Section Head and is responsible for managing the work, including acquisitions and cataloging functions, of the section, overseeing the work of a staff of librarians and library technicians performing these functions, and performing administrative and human resource management functions relative to the staff supervised. The incumbent serves under the administrative supervision of the division chief. The incumbent works highly independently, exercising considerable judgment, and carries out duties and responsibilities in accordance with broad overall guidelines and policies.

Supervises a group of employees performing work up to the GS-13 level. Provides administrative and technical supervision necessary for accomplishing the work of the unit. Determines the human resources needed to accomplish the work of the unit, and independently plans, schedules, coordinates and carries out the unit's activities.

Performs the administrative and human resource management functions relative to the staff supervised. Establishes guidelines and performance expectations, including quality assurance, for staff member which are clearly communicated through the formal employee performance management system. Observes workers' performance and demonstrates and conducts work performance critiques. Provides informal feedback and annual formal evaluations to employees. Resolves informal complaints and grievances. Develops work improvement plans, recommending personnel actions as necessary. Provides advice and counsel to workers related to work and administrative matters. Effects disciplinary measures as appropriate to the authority delegated in this area. Reviews and approves or disapproves leave requests. Assures that subordinates are trained and fully comply with safety regulations.

Serves as an expert in the organization, development, and implementation of multiple projects. Serves as a project leader, team leader, or chairperson for working groups, task forces, committees, etc. Coordinates the details involved in special projects of lasting importance. Utilizes critical judgment to determine scope, emphasis, approach, appropriate techniques, and manner of presentation. Develops technical standards or protocols applicable to a library function. Participates in planning the work of a unit, including formulating goals and objectives and identifying improvements in methods and procedures. May serve as COTR or administer service contracts.

Makes significant recommendations to change, interpret, or develop important or innovative policies, programs, approaches, or analysis methods. Assesses the availability of financial and human resources, and independently plans, schedules, coordinates and carries out activities related to the library acquisitions program. Assists in preparing and overseeing the acquisitions budget.

Interprets and revises existing training policy and program guidance for use by others, including section, division, and/or directorate members. Independently plans, schedules, coordinates, and monitors the effectiveness of training operations. Solves problems in particularly difficult circumstances. Plans new or significantly updated methods of training, incorporating the latest in information technology. Prepares/edits instructor manuals, technical manuals, training manuals, or user manuals. Analyzes training needs at the section

and division levels in order to identify or develop appropriate training. May also conduct formal classroom training as necessary.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- Ability to supervise, motivate and lead a diverse workforce.**
- Knowledge and application of the principles, concepts, and techniques of library science to manage acquisitions and/or cataloging programs for Spanish and/or Portuguese language library materials.**
- Knowledge of integrated library systems, library applications, and other information technologies.**
- Ability to analyze, plan, develop and/or execute library programs and projects.
- Ability to provide consultation or liaison duties.
- Ability to provide training.
- Ability to effectively communicate in writing in English.
- Ability to communicate effectively other than in writing.

Position: [Digital Project Coordinator](#)

Location: Library of Congress, Washington D.C.

Salary: \$81,548 to \$106,012 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Digital Resources Division, Global Legal Collection Directorate, Law Library.

The position description number for this position is 378885.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metro area.

The incumbent of this position will work a flextime work schedule.

This is a non-supervisory, bargaining unit position.

Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Responsibilities

The incumbent develops work plans, intake specifications, and conversion specifications for image, text, and video capture specific to assigned projects. The incumbent reviews digital material for quality issues and coordinates reworking (for digital reformatted material) or re-submission (for digital originals). When all material which has been ordered is reviewed, notifies the supplier of acceptance of work. Oversees the preparation for and archiving of the digitized materials in a secure and stable repository.

The incumbent participates in the processes for incorporating digital work into the Law Library's web site and storing or archiving completed work comprised of digital assets working with Library staff responsible for web coordination and the digital repository. Creates mock-up of web documents; develops and inserts hypertext links; and reviews web content for accuracy and completeness. Assembles and reviews digital collections for accuracy and completeness. Makes recommendations of release of digital material to the public. Participates in developing and implementing procedures for management and security of digital resources in line with policies established across the Library, to support security of heritage assets, including reporting requirements. For digital reformatting projects, works with the Library conservators and managers to plan and schedule physical evaluation of materials to be digitized and its conservation treatment as appropriate.

Assists in the design, implementation, and evaluation of programs and projects, including policy and communication issues. Identifies and recommends resources for digital projects and, as directed, prepares budget proposals and justifications. Prepares online digital projects (digital originals or digital reformatting) planning documents which encompass all aspects of workflow, selection, preparation, production and technical design, estimating server storage space required. Submits such plans for technical review. Implements approved plans by scheduling and coordinating the work. Tracks project workflow using computer software tools, and schedules activities required to move digital projects to completion, as appropriate. Prepares reports and documentation of projects and other division digital work. As required, serves as the project leader for specific digital projects. Ensures all digital activities and plans for assigned project(s) to conform to (or enhance) current division and Law Library bibliographic and custodial practices and that they make optimum use of scarce resources and staff expertise.

Serves as a liaison to the Chief, DRD on matters pertaining to digital collections life-cycle activities. Establishes and maintains effective working relationships with Law Library staff at multiple levels as well as across unit lines and industry professionals on digital collections management. Initiates, establishes, and maintains professional relationships with librarians, IT, digital acquisition specialists and industry professionals in order to share resources and information. Serves as a liaison for DRD at professional conferences, seminars, and exhibits to make presentations or for professional development to keep abreast of current trends in technology. Communicates with digital collections stakeholders throughout the Law Library and outside of the agency with industry professionals. Coordinates digital workflow activities with specialists in various units within the Law Library and curatorial units across the Library, with DCMS, and the Office of Chief Information Officer. Communicates orally and in writing to both technical and non-technical staff concerning digital collections activities. Works collaboratively inside and outside the agency to facilitate and encourage the development and implementation of institution-wide and national best practice standards.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- Ability to coordinate the creation of digital images and metadata content.**

- Ability to organize, plan, and track digital projects.**
- Ability to interact collaboratively with others at all levels.**
- Ability to communicate effectively in writing.
- Ability to perform project management functions.
- Ability to communicate effectively other than in writing.

Position: [Program Specialist](#)

Location: Institute of Museum and Library Services, Washington, D.C.

Salary: \$68,036 to \$88,450 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

The Institute of Museum and Library Services is the primary source of federal support for the nation's libraries and museums. We advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development. Our vision is a nation where museums and libraries work together to transform the lives of individuals and communities.

Responsibilities

This position is located in the Office of Museum Services (OMS) and serves as the Program Specialist. The incumbent will participate in grants management work involving Federal grants and cooperative agreements and provide grants-related assistance and services to both applicants and awardees. The position works on various phases of the receipt and processing of museum grant applications as well as the monitoring and assessing of awardee performance. Under the supervision of the Supervisory Grants Management Specialist, the position assists with the processing of grant applications and in grant administration; and provides significant program support to the Grant Management Team. Assists with incoming applications including reviewing for eligibility and completeness, budget review and analysis, and associated application contacts. Utilizes grants management database, entering data and creating reports as may be required. Assists with review process, including mailings, reviewer support activities, preparation for panel meetings, and other elements of the review and award process. Reviews interim and final performance reports. Prepares letters and associated documents supporting change requests and extensions for approval. Supports the work of the Office of Museum Services through cooperation with others to manage variable workloads and assistance with a variety of tasks including general clerical support. Participates in staff meetings and special committees and task forces and assists with planning for the implementation of program changes and improvements in agency operation. Performs a variety of office automation duties which require knowledge of various types of equipment and software. Updates and maintains databases, spreadsheets, and other reports and documents in support of application and grant management activities. Prepares a wide variety of recurrent and nonrecurrent correspondence, reports, and other documents. Reviews and processes incoming and outgoing correspondence, materials, and publications. Provides information to applicants and awardees regarding grant programs and processes. Assists with panel meetings and director's meetings, including preparation of support materials and note taking. Performs other related duties as assigned.

Position: [Librarian \(Reference/Law\)](#)

Location: Executive Office of the President, Office of Administration, Washington, D.C.

Salary: \$81,548 to \$106,012 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Executive Office of the President, Office of Administration. The Librarian (Reference/Law) will be responsible for responding to reference and research requests requiring definitive and authoritative information; performing rapid and accurate literature and case law searches providing information to clients in a precise and readily accessible format; developing training materials and marketing resources to assist clients with use of electrical resources.

Responsibilities

As a Librarian (Reference/Law), GS-1410-12, your typical work assignments may include the following:

- Providing reference and research services to the EOP, especially in the areas of law, legislation, business, and international trade,
- Recommending new print and digital materials and services for the Library in the incumbent's areas of expertise,
- Planning, creating, and updating materials for the Library's intranet site,
- Developing and providing training and marketing resources to ensure effective EOP use of Library-provided resources, and
- Serving as the principal backup to the senior Law Librarian in providing complex legal and legislative research support to EOP.

Position: [Librarian Technician](#) (Information Management Technician)

Location: Library of Congress, Washington, D.C.

Salary: \$50,912 to \$66,191 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

The position is located in the Collections Management Division, Library Services. Incumbent is responsible for a variety of activities in support of collections inventory control and tracking, both behind-the-scenes activities, e.g. problem resolution, quality control, searching collections storage areas for items not readily found or for which a problem might be present, support of the inventory program; and for direct public service, e.g. staffing a circulation station.

Responsibilities

Incumbent must possess familiarity with the databases employed by the Library, thorough understanding of LC cataloging and classification practices, and excellent interpersonal skills, frequently serving as the first line of contact for account holders, including Members of Congress and their staff, Library staff, other libraries, special borrowers and others.

Conducts searches in order to identify and resolve problems with library materials generated by collections integrity programs, the transfer of collections from Capitol Hill to off-site storage locations, especially Ft. Meade, special projects and the review of incoming materials. Problem resolution may entail searching collections storage and processing areas for items that are not readily found primarily because of labeling, cataloging or other problems impacting retrieval.

Identifies and searches for requested items that are vague or not readily found, using an extensive knowledge of bibliographic tools and procedures. Serves as an expert in the full range of reference and bibliographic tools, both manual and online, e.g. the LC ILS and other automated files, the card shelflist, the Official Catalog, national bibliographies to identify vague or fragmentary entries. Identifies and notes errors in the LC ILS record which may require editing of the entry. Forwards items and notes to the appropriate LC unit to correct the online record. Uses a sound knowledge of the flow of materials through the processing channels of LC, and traces materials which may be at any stage of the processing cycle. Reviews and verifies holdings information in the Shelflist and other available databases, both manual and online.

Annotates holding information on the Shelflist cards when necessary. Notifies appropriate personnel of mistakes found on Shelflist cards. Reviews items forwarded to the Section and/or on the shelves that are mislabeled, mis-cataloged, and/or in need of further investigation. Makes the necessary notations to reflect needed or suggested changes. Forwards items to appropriate unit within the Library for correction. Performs complex searches to identify the relationship of the piece in hand to the collection as a whole. Forwards misrouted materials to the appropriate custodial divisions. Makes recommendations on items which may be removed from the Library's permanent collections using guidelines prepared by the Library's Selection Officers and Acquisitions Policy Statements. Identifies and processes superseded volumes which have been revised, recompiled or replaced by later dated volumes or editions. Determines items in need of preservation treatment such as boxing, rebinding, and re-housing using established guidelines and procedures. Supports inventory management programs by providing quality control of contractors and Library staff.

Incumbent conducts search requests that contain inaccurate or incomplete information. Bibliographic/Holdings/Item Records. Searches and identifies bibliographic records in the online catalog for items in the Library's collection that are being prepared for circulation. Creates holdings and/or item records where none are already present. Creates basic descriptive cataloging records for items that are not found in the Library's online catalog, suppressing these records from view in the public catalog. Assigns custodial locations when creating new records for materials assigned to locations other than the general collections. Updates existing cataloging records to correct item-specific errors such as call number and location data. Marks duplicate holdings and item records for deletion. Links the barcode on the physical item to the bibliographic record to create an inventory record for that specific item. Patron Records. Searches and identifies patrons in the Library's circulation module in preparation for charging material or updating records. Where necessary, creates new patron records and updates existing records, coordinating closely with the Accounts Management of CMD. Inventory Control and Circulation. Checks out books to the public and Library staff according to the Library's regulations and security procedures. Creates inventory and patron records as necessary. Checks out books to offsite loan patrons, creates inventory records and, as necessary, patron records

Completes complex searches to identify the relationship of the piece in hand to the collection as a whole. Receives items referred by staff reviewing new, rebound and relabeled materials coming into the general collections in which a potential problem has been identified. Resolves problems by performing such activities as comparing the accuracy of the label and spine markings on the book in hand with information in the LC ILS Item and Holdings records. Where a discrepancy is found to exist, does the necessary searching/problem resolution to identify what the problem is and what the solution(s) may be.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- Ability to provide effective customer service.
- Ability to work in a team environment interacting collaboratively with others

- Ability to use integrated library systems, databases, and other computer software applications. **
- Ability to plan work and meet deadlines
- Knowledge of library processes and procedures to identify, analyze and correct problems with library materials.**
- Knowledge of library processes and procedures to perform circulation duties in a library setting.**
- Ability to communicate effectively other than in writing.

Position: Librarian (Collections Specialist) – Local History & Genealogy

Location: Library of Congress, Washington, D.C.

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the History and Genealogy Section, Researcher and Reference Services Division, General and International Collections, Library Services.

The position description number for this position is 010703.

This position requires some walking, standing, bending, and carrying of light items.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

This is a non-supervisory, bargaining unit position.

Responsibilities

The Researcher and Reference Services Division plans and administers general reference and research services in the Main Reading Room, and the Local History & Genealogy, and Microform Reference Services by providing assistance to researchers seeking solutions to research problems. Constituents include Congress, other government agencies, scholars and the general public. To facilitate such research, the Division's specialists recommend the acquisition of print, micro format and computer file materials of research value in the humanities and social sciences. In addition, the Division has custodial responsibility for the Library's growing holdings of micro format material, and computer file material, such as CD-ROMs, computer software and books with disks. The Division maintains reference collections for its reading rooms, bearing responsibility for the development, bibliographic control, processing, and general custody of these collections. For visiting scholars the Division offers a program of special services and facilities, including colloquia and intellectual exchange. The work of the Division affects the development of Library programs and the policies, standards, and principles used by librarians in government, public and academic libraries throughout the United States. The incumbent exercises initiative, judgment, tact, and flexibility in meeting the reference requirements of constituents, is familiar with the rapidly growing and complex body of library and information science, and maintains a working knowledge of the operation and resources of the Division and the Library as a whole.

Provides reference services in person, by telephone, electronic media, and formal correspondence; the bibliographic source materials are of limited technical complexity and are found within the Library's collection. Serves as both a generalist and subject specialist

providing the Library's constituents basic information and reference research services. Conducts a thorough reference interview, analyzes questions and requirements, and suggests search strategies. Is knowledgeable of the Library's resources from the general, special and/or reference collections in all formats. Acquires knowledge of special catalogs and collections, areas of specialization of Library staff members (language as well as subject), and printed, non-print, and electronic reference sources. Is knowledgeable about a wide of variety of sources including those of other libraries and organizations. Directs users to the proper specialists, resources, services, divisions, or reading rooms within the Library, or to other agencies or institutions. Utilizes knowledge of the general resources of other libraries and organizations.

Provides reference and research services of limited technical complexity. Is assigned a subject specialty and is knowledgeable of the basic resources in assigned subject area. Develops knowledge of historical and current trends in subject area. With supervisor, identifies and completes training opportunities in subject area. Gains knowledge of Division resources in subject area in all formats. Writes, compiles, or revises research materials. Monitors and reports on trends in scholarship and collection use.

Uses standard methods, techniques, concepts, and principles to perform assignments. Participates in developing the reference collections and the general collections as assigned, including materials in all formats (print, microform and electronic). Selects and recommends appropriate titles and drafts requests for major purchases. Recommends replacement or claiming of missing materials, identifies the need for additional copies of titles in heavy demand and monitors approval plans as required. Surveys the Library's holdings to familiarize him/her with the Library's collections.

Activates and controls standardized computer system and peripheral equipment operations. Provides guidance and access to information resources, both inside and outside the Library, through databases, telecommunication networks, and cooperative arrangements. Troubleshoots and resolves problems encountered during searches. Trains and assists the public in the use of the OPAC, electronic databases, and reference resources.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- Knowledge of Genealogy and U.S. Local History.**
- Ability to provide reference and research services related to Genealogy and U.S. Local History.**
- Knowledge of information technology including integrated library systems and electronic resources.**
- Knowledge of the principles, concepts, and techniques of library science.
- Ability to communicate in writing.
- Ability to communicate effectively other than in writing.

Position: [Visual Information Specialist](#), CG-1084-11

Location: Federal Deposit Insurance Corporation, Washington, D.C.

Salary: \$79,343 to \$127,062 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Division of Administration, Corporate Services Branch of the Federal Deposit Insurance Corporation and provides support in the areas of design, layout and production of printed and visual material.

Additional selections may be made from this vacancy to fill identical vacancies that occur subsequent to this announcement.

Responsibilities

-Responsible for the design layout and production of printed material, as well as for the design and display of such visual materials as photographs, illustrations, diagrams, graphs, objects, models, presentations, charts, and exhibits.

-Working from a concept or theme from the requestor, considering if the presentation would compete with others, and the nature of the audience, the incumbent realizes the design.

-Meets with the requestor/client before beginning the assignment to discuss, analyze, and clarify the assignment; to offer different approaches to the work suggesting various ways to translate the written word to a visual concept; advises and suggests alternatives to design problems; suggests which written material would be best communicated visually; sets up a timeline for deadlines at various stages of the development in the design process in order to stay on task and to keep the requestor informed as the process evolves.

-Uses a variety of resources such as library and Internet to research the subject to gather materials that best communicate the concept/theme. Decides what output would be best for the display/presentation.

-Creates internet materials ranging from spot illustrations to web page concepts. Develops internet materials that are designed to reach audiences with differing levels of knowledge and interest.

-Plans and decides which software program, trim size, color, texture and weight of paper, color(s) of inks, folding specifications, printing process, and any special handling (i.e. travel ability) would work best for a particular assignment.

-Prepares a pre-press file or camera-ready art to be given to the printer to output the job. Reviews the printer's proofs (i.e., blueline, color keys and/or chromalines); also, on occasion, may visit the printer for a press inspection to ensure accuracy and precision in the final product.

Position: [Research Manager](#)-Natural Resources and Earth Sciences Section

Location: Library of Congress, Washington, D.C.

Salary: \$134,789 to \$164,200 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

The Research Manager leads the Natural Resources and Earth Sciences Section of the Resources, Science and Industry Division in the development of policy research and analysis relevant to congressional needs. Issues include natural resources policy and implications in key areas including institutional, economic, regulatory, and scientific issues related to public lands; fish and wildlife; water resources; forestry, terrestrial, coastal, and marine ecosystems; earth sciences; and natural hazards.

Responsibilities

The Research Manager leads the Natural Resources and Earth Sciences Section of the Resources, Science and Industry Division in the development of policy research and analysis relevant to congressional needs. Issues include natural resources policy and implications in key areas including institutional, economic, regulatory, and scientific issues related to public lands; fish and wildlife; water resources; forestry, terrestrial, coastal, and marine ecosystems; earth sciences; and natural hazards.

Duties include:

- Ensures that the work results in objective, authoritative analysis with which the Congress can assess the consequences of legislative/policy options;
- Proactively establishing relationships with committees of jurisdiction, building long-term relationships with clients, and taking initiative to seek out new congressional contacts for CRS;
- Manages congressional requests, concerns, and needs in policy areas within the research management responsibility of the section;
- Collaborates with other managers to ensure an integrative approach to the work by fully identifying significant policy problems facing the Congress, developing analytical approaches to address these problems, and applying appropriate resources;
- Manages and supervises policy analysts, including communicating performance standards and expectations to staff, observing staff performance, giving feedback, and assessing performance; and
- Performs special assignments as directed by the division's Assistant/Deputy Assistant Director.

Candidates with research and research management experience in issues covered by the Natural Resources and Earth Sciences Section, and who have strong interpersonal skills and are capable of leading a highly motivated and talented research staff committed to providing Congress the highest level of nonpartisan, authoritative, objective policy analysis are encouraged to apply.

CRS works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As a legislative branch agency within the Library of Congress, CRS has been a valued and respected resource on Capitol Hill for more than a century.

CRS is well known for analysis that is timely, authoritative, confidential, objective and nonpartisan. Its highest priority is to ensure that Congress has immediate access to the nation's best thinking on public policy issues of interest to its committees and Members.

Manages research, leads staff, and advises the Assistant Director and Deputy Assistant Director. Ensures that research and analysis is conducted in a fully collaborative manner both within and outside the section, reflects the congressional agenda, and is relevant to congressional policy making. Leads, plans, organizes and coordinates research, including major research projects related to sensitive or complex public policies of national or international significance, which are often multidisciplinary in nature, and may include research performed by outside consultants. Ensures that research and analysis undertaken is of the highest quality and meets CRS' standards of objectivity, responsiveness, non-partisanship, balance, timeliness, legislative relevance, authoritativeness, and accessibility. Reviews research to ensure that it complements other Service research and analyses; is accurate, well-organized, and cogent; meets professional and service standards; adheres to CRS policy guidelines; and is responsive to the legislative needs of Members and committees of Congress. Establishes and maintains relationships with Members and committees of Congress.

Contributes to and assists in developing CRS-wide strategic goals and priorities. Communicates those goals and priorities to staff. Oversees the implementation of CRS-wide policies, procedures, standards and guidelines by staff. Effectively communicates management initiatives to staff and ensures that staff are able to acclimate to the changing needs of Congress and the CRS research community. Conveys to senior management information and concerns from staff.

Directly supervises staff members in the Natural Resources and Earth Sciences Section of the Resources, Science and Industry Division. Leads staff toward meeting the Library's and CRS's vision, mission, and goals by managing performance, communicating effectively, fostering continuous improvement and innovation, building and maintaining relationships, leveraging diversity and inclusiveness, thinking systematically and inspiring change.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- Knowledge of natural resources policy**
- Ability to manage research**
- Ability to review the analysis of others**
- Ability to lead and manage staff
- Ability to communicate in writing
- Ability to convey information orally through briefings, consultations, and other presentations
- Knowledge of congressional decision making
- Ability to collaborate
- Ability to build relationships
- Ability to communicate effectively other than in writing
- Ability to exercise judgment and discretion

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Maryland](#), [Public Services](#), [Special Library](#), [Technical Services](#), [Washington DC](#)

Three Positions: Washington, DC

Posted on [October 29, 2018](#) by [LLAM News](#)

Position: Law Librarian

Location: USDA Office of the General Counsel (OGC), Washington, DC

Originally posted on [LLSDC Job Listings](#).

The USDA Office of the General Counsel (OGC) is seeking a candidate for a detail as the OGC Law Librarian. The conditions of the detail will be handled on a case-by-case basis and will require an agreement between the gaining and losing organizations. The assignment will begin November 12, 2018, and run for a period not to exceed three months, with the possibility of extension. This detail opportunity is open to all U.S. citizens.

This detail is a part-time detail (16 hours per week) available in the Law Library at USDA OGC located at 1400 Independence Ave, SW, Washington, DC. The candidate will be providing the services of a Law Librarian during their tenure.

The qualified candidate will possess the ability to communicate effectively, have strong organizational capabilities, have knowledge and experience with handling WESTLAW and LEXIS searches, and be self-motivated.

Apply by 11:59 p.m. October 31, 2018 by sending resume and cover letter with Law Librarian Detail in subject line to OGC, ATTN: Angela Ervin at OGCInternships@ogc.usda.gov.

USDA is an Equal Opportunity/Reasonable Accommodation Employer. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency.

Position: Digital Asset Librarian

Location: White House Historical Association, Washington, DC

Salary: \$35,000.00 – \$45,000.00 (Yearly Salary)

Full vacancy announcement available on [ALA Joblist](#).

Description:

The White House Historical Association is seeking a Digital Asset Librarian to join its Digital Library team on a one-year contract. Primary duties will include the identification of digital and analog images, researching their provenance, and writing metadata and descriptions according to in-house standards. The Digital Asset Librarian also assists with the digitization of photographs, slides, and other materials for ingest and participates in developing and maintaining metadata standards. Additional responsibilities may include: training staff to use the Digital Library and assisting in the supervision of department interns. This is a one year contract position at the White House Historical Association in downtown Washington D.C.

Please submit a cover letter describing relevant experience and a resume including the names and contact information of three references to Dr. Stephanie Tuszynski, Director of the Digital Library, via email to STuszynski@whha.org by November 12, 2018. The White House Historical Association is an equal opportunity employer.

Required Skills:

- MLS or MLIS from an ALA-accredited institution.
- Familiarity with metadata formats, standards, and schema (e.g., Dublin Core, METS, MODS, EAD, etc.).
- Experience with digitization software and hardware.
- Demonstrated experience with research methodologies, particularly related to historical research.
- Ability to work independently and meet deadlines.
- Superior writing skills, including the ability to write for multiple audiences.

Preferred Skills:

- Knowledge of copyright and the rights and reproduction process.
- Experience with oral history projects.
- Experience with or degree in American history.

Position: [Business Research Librarian](#)

Location: Eversheds Sutherland, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

We have an exciting opportunity for a Business Research Librarian in the Atlanta, GA or Washington, DC office at Eversheds Sutherland (US) LLP. We are searching for someone who wants to be a valued contributor and member of a talented and dynamic team of lawyers, paralegals and staff.

The Business Research Librarian will work with the Library and Research Services team to provide business, industry and competitive intelligence research in support of attorneys and the Client Practice and Business Development group (CPD). This position will also support the legal research team as needed.

Responsibilities and Duties:

- Provide research on companies, industries, competitors, and individuals as requested by attorneys or members of CPD and synthesize this information into usable reports, and assist other business research librarians with the same.
- Handle routine requests including executive biographies, basic company reports, litigation profiles, and conference attendee information.
- Create, monitor and distribute daily news alerts on clients, companies, topics, and trends using appropriate online resources to support attorneys and Business Development Managers.
- Assist with specific legal research requests and projects as assigned by legal research librarians, law librarians and/or Library Manager.
- Understand existing tools and resources, and assist in the evaluation, differentiation and selection of business and news information resources.
- Provide back-up to the legal reference desk rotation, responding to requests from attorneys and staff on behalf of the department.
- Maintain research statistics for the business research team.
- Additional duties and responsibilities as requested by the Library Manager.

Knowledge, Skills, and Abilities:

- Master's Degree in Library or Information Science from an accredited college or university.
- Seven to ten years in a law firm, corporate library or similar business research role preferred. Experience with online databases including CapitalIQ, D&B Hoovers, and West Monitor Suite.
- Excellent communication skills, both oral and written, are required. Excellent interpersonal skills; attention to detail; strong organization and time management skills; customer service orientation; tactful and professional when dealing with clients; interested in learning and problem solving.
- Computer skills with knowledge of MS Office Suite and proficiency in Word, Excel and Outlook is required. Familiarity with online news, business, legal and industry resources.

Posted in [Job Vacancies](#) | Tagged [Law Library](#), [Special Library](#), [Washington DC](#)

Four Positions: Maryland

Posted on [October 29, 2018](#) by [LLAM News](#)

Position: [ALMA Network Zone Manager](#)

Location: Washington Research Library Consortium (WRLC), Bowie, MD

Full vacancy announcement available on [ALA Joblist](#).

Summary: The ALMA Network Zone Manager enables the success of the Washington Research Library Consortium (WRLC) university partners by managing, coordinating and contributing to resource management, discovery, resource-sharing and fulfillment in the Alma Network Zone. The Network Zone Manager is responsible for ensuring accurate information, database integrity and ongoing development to support workflows in all functional areas of the Alma platform. The ALMA Network Zone Manager works closely with library staff and with WRLC central staff to enhance collaboration and improve the efficiency and effectiveness of Network Zone workflows and operations. This position reports to the Director, Library and User Services.

Duties and Responsibilities:

1. ALMA Network Zone management: Coordinates and implements the overall management of the Alma Network Zone for the WRLC. Assesses consortial needs, makes recommendations and implements approved Network Zone policies, procedures and access. Manages import, export and deletion of Network Zone records. Monitors monthly updates, tests enhancements and reports results. Troubleshoots issues arising within the Network Zone environment and resolves them in support of the partner libraries.

2. Shared electronic resource management: Manages shared electronic content maintained in the Network Zone, including the import, creation, activation and maintenance of shared electronic collections and testing of shared collections in the Primo discovery environment.

3. Library Systems support: Provides support and problem-resolution for the Alma environment for the WRLC libraries and for Trinity Washington University. Monitors existing, new, and proposed Network Zone functionality to support increased collaborative work, including engaging the technical services community about needed functionality and

advocating with vendors for improvements and issue resolution. Contributes to planning for system developments and enhancements by working with library staff to identify problems, outline potential solutions, and implement requested configuration changes. Contributes to Primo support activities.

4. Outreach and Communication: Represents the WRLC organization on committees and task forces. Coordinates with library and university staff, vendors and other stakeholders to ensure the needs of all WRLC partners are considered in decisions. Regularly communicates status and planning information to appropriate WRLC staff and the library partners. Prepares and provides documentation on WRLC policies and recommended workflows. Develops reports and other management information resources as required. Works with library staff to provide training for new features/workflows as required.

5. Professional Responsibilities: Serves on committees and task forces as required. Provides constructive input for enhancements to services or revisions to policies and procedures. Serves as backup to other positions as necessary and perform other duties as assigned. Seeks new knowledge and update skills to enhance performance in all areas of responsibility.

Position: [Archives & Reference Librarian](#)

Location: Hagerstown Community College, Hagerstown, MD

Salary Range: Grade 10 – \$42,134 annual salary

Originally posted on University of [Maryland blogMLIS](#).

Education and Experience:

Education and experience – Must be currently enrolled in an ALA-accredited MLIS/MLS/IS program with a minimum of six credit completed, plus 2+ years of experience in an academic or comparable library environment; OR Master’s degree in Library Science from an ALA-accredited institution, plus at least a year of experience in an academic or comparable library environment. Coursework and/or experience in archival work, including records management and archival organization. Knowledge of Microsoft Office applications. Familiarity with a community college environment. Skills and abilities – High level of expertise in reference services and use of online resources. Demonstratively strong customer service skills and ability to work with a variety of people including students, faculty, staff, and the general public. Strong presentation/teaching skills. Proficiency in oral and written communication. Ability to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multi-cultural workplace.

Position: [Project Manager \(Museum Specialist\)](#)

Location: Museum, Bowie, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Description

Project Manager – Object Cataloging Project

The Project Manager oversees all aspects of an object cataloging project for a Museum in the Washington, DC area. The Project Manager leads a team of artifact catalogers in conducting

historical and genealogical research and writing object descriptions and donor biographies for inclusion in the Museum's online catalog. The Project Manager trains staff, develops workflow procedures, reviews and edits all records and supervises staff responsible for cataloging a collection of thousands of museum artifacts in various materials.

The Project Manager is expected to work closely with the client throughout the duration of the project. The Project Manager is the point of contact with the client and CORESTAFF Services and is responsible for managing all aspects of the project.

Responsibilities include:

- Provide leadership and direction of the project
- Develop, implement and evaluate program policies, procedures and standards
- Manage organization and workflow
- Hire, train, and provide guidance to catalogers
- Perform quality assurance
- Act as point of contact with client
- Provide status updates to the client
- Provide status updates to Corestaff management

Required Experience

- Museum and/or library experience is essential.
- A minimum of seven years of supervisory experience is required, preferably in a museum or library.
- A Master's Degree in art history, library science, history, museum studies or a related field is required.
- Must have excellent written and oral communication skills.
- Foreign language skills preferred but not required.
- Project management experience strongly preferred.

Position: [Campus Access Services Supervisor](#)

Location: Montgomery College, Takoma Park Silver Spring Campus, Maryland

Full vacancy announcement is available on the [CUA SLIS blog](#).

Montgomery College is Maryland's premier community college, serving more than 60,000 students each year through credit and noncredit programs. We are dedicated to providing an exceptional education for all of our students, and we recognize that our faculty and staff are integral to our continued success. We give employees the environment, tools, and opportunities they need to make a difference.

Job Description Summary

Montgomery College, Takoma Park Silver Spring Campus, has an immediate need for a full-time Campus Access Services Supervisor, S03164, in the Library. The normal work schedule is Monday – Friday, 9:00am-5:30pm and may vary by semester based on the needs of the department. The position is exempt and non-bargaining.

Montgomery College is a public, fully accredited, open admission institution. Led by President DeRionne P. Pollard, Ph.D., Montgomery College is dedicated to student success and widely recognized for the quality and scope of its academic programs. Do you want to join us in our mission of providing an exceptional education and fostering student success? The faculty and staff of MC are integral to our continued excellence. We are looking for dedicated professionals for opportunities throughout the College.

Job Description

The Montgomery College Library facilitates student success by collaborating with the College community in the creation and delivery of innovative services in a culture of excellence and accountability. The Montgomery College Library has three libraries on three different campuses. This position provides oversight to access services on one campus. The Campus Access Services Supervisor is responsible for ensuring effective service-oriented management of access services, including the daily operations, long term planning of circulation services and the single service desk, information services, course reserves and stacks management operations, routine patron IT support and access in the library, fines and fees, and assuring facility maintenance and security. Makes recommendations to improve the quality of services and contributes to and participates in collegewide library planning and decision making.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#), [Special Library](#)[Edit](#)

Four Positions: Maryland & Washington, DC

Posted on [October 22, 2018](#) by [LLAM News](#)

Position: [Special Collections Librarian/Archivist](#)

Location: Frostburg State University, Frostburg, Maryland

Originally posted on the Maryland Library Association listserv.

The Lewis J. Ort Library at Frostburg State University is seeking a [Special Collections Librarian/Archivist](#) to provide vision and leadership in managing the programs and operations of the library's Dr. David M. Gillespie Special Collections and the J. Glenn Beall Archives. Deadline for applications is **November 16, 2018**.

The Dr. David M. Gillespie Special Collections maintains thousands of historic documents, maps, photographs, painting, audio, film and other artifacts related to Frostburg State University, items by and/or about Western Maryland citizens, local history and geography of Western Maryland and the surrounding counties in West Virginia and Pennsylvania. The J. Glenn Beall Archives is the repository for the public and private papers of U.S. Senator J. Glenn Beall, Jr. (R-MD, 1971-1977), the private papers of his father U.S. Senator J. Glenn Beall (R-MD, 1953-1965) and selected documents of George Beall (U.S. Attorney for Maryland, 1970-1975). It also houses materials related to George A. Meyers, former labor secretary of the Communist Party of the USA and his colleagues, the writings and memorabilia of economist Victor Perlo, member of the Communist Party of the USA, and William Price's photographs and film of the B&O and Western Maryland railroads and the C&O Canal from the 1930s through the 1970s.

Position: [Research Analyst](#)

Location: Steptoe & Johnson LLP, Washington, DC

Originally posted on [LLSDC Job Listings](#).

Step toe, an Am100 law firm, is seeking an experienced Research Analyst to join its DC Office's Research & Information Services department. This position will be responsible for providing sophisticated research and reference services to support the firm's attorneys and staff. The position will be engaged in legal research—statutory, regulatory and case law— and non-legal research, including corporate and factual background investigations. This position will be responsible for analyzing and summarizing findings and delivering well-targeted results. The position will also be engaged in current awareness and monitoring projects, training programs, and knowledge initiatives. We are seeking a professional with excellent communication skills, a strong client service orientation, intellectual curiosity, and the ability to work independently and as a member of a team.

Candidates must demonstrate expertise with legal information sources and a wide variety of interdisciplinary and cross-disciplinary materials. Mastery of Microsoft Office applications is required. At least three years of previous experience in a legal research setting (law firm, academic, court or corporate information center) is also required, as is a JD or MLS or equivalent degree. Some evening or weekend hours may be required.

To

apply: <https://apply.step toe.com/viRecruitSelfApply/ReDefault.aspx?FilterREID=6&FilterJobCategoryID=19&FilterJobID=207>

EOE/AA/Minority/Female/Disability/Veteran

Position: [Research and Reference Specialist](#)

Location: WilmerHale, Washington, DC

Full vacancy announcement available on [AALL Career Center](#).

Job Summary

Provides reference and research assistance in support of the various administrative departments throughout the firm. Assists reference staff on research and reference projects. Works with Director, Manager or Supervisor on Library and Research projects.

Principal Duties and Responsibilities

- Provides research and reference assistance to attorneys in all practice areas in a timely and effective manner using various print and electronic resources. Bills time to client/matters as appropriate.
- Provides research and reference assistance to support the functions of the various administrative departments of the firm, including but not limited to, Client Development and New Business/Conflicts.
- Performs regular monitoring of news, dockets, legislative and regulatory changes, and other subject area monitoring as necessary. Assists in the preparation of related updates, newsletters, and other communications.
- Maintains working knowledge of the library collections, online database resources, interlibrary loan availability, document delivery, and other resources as appropriate. Shows proficiency in primary database usage, search strategy and syntax, and licensing restrictions.

- As part of the Research & Reference Services team, provides reference desk coverage as assigned and follows internal procedures for the handling of requests as set by the Director and Research & Reference Services Manager.
- Works with Research & Reference Services Manager to support the maintenance of intranet reference collections by performing regular link checking and data collection/input to facilitate integration of subject-specific resources into larger firm portal.
- Participates in resource evaluation projects including pilots of new services, comparisons of resources, and preparation of related evaluative memos.
- Assigned to focus on areas of the practice, administrative departments, subject or topic areas as required by the Research & Reference Services Manager to meet the needs of the Firm.
- Works with Director, and Research & Reference Services Manager on departmental projects and initiatives as requested.

Position: Library Technician (Digitization Technician)

Location: Serial and Government Publications Division, General and International Collections Directorate, Library Services, Library of Congress, Washington, DC

Salary: \$41,369 to \$53,774 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Serial and Government Publications Division, General and International Collections Directorate, Library Services and working in the National Digital Newspaper Program.

This position is Indefinite, NTE 2 years.

The position description number for this position is 375719.

This is a non-supervisory, bargaining unit position.

Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Responsibilities

Performs arrangement and description work in a major body of records that describe digitized materials. Assesses the correctness of item entries in different fields and makes corrections as needed. Identifies duplicate entries. Copies records when needed. Creates new records or adds to or edits existing records as appropriate. Consults with senior staff frequently prior to correcting or significantly altering questionable database entries.

Applies knowledge of the full range of library rules, procedures, and operations to respond to a wide variety of non-standard library collection maintenance issues. Prepares, organizes, and collates collection materials as necessary for digitization and processes the digital files produced as needed so that they may be included in digital projects. May physically transport collection materials between custodial divisions, conservation offices, scanning operations, and/or contractors. As required, digitizes library materials using scanners or digital camera according to specifications provided. Receives computer files representing digitized items and files containing associated metadata, processes and places in appropriate locations on servers. Checks files representing digitized items against established quality standards prior to acceptance. Where files fail to meet such standards, documents problems and works with senior staff to request rework.

Completes a sequence of detailed routines in searching online databases. Uses search tools in a variety of online databases that have different search interfaces and protocols. Follows a limited number of applicable instructions concerning the recognition and comparison of dates, authors, titles, filenames, directory structures, and other conventions. Determines whether records describe items in hand or items represented by digital files. Assists in the implementation of digital projects as assigned by senior staff. Creates and updates data in in-house databases for digital project production.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Archivist](#), [Government Library](#), [Law Library](#), [Maryland](#), [Washington DC](#)

Nine Positions: Maryland, Washington, D.C. & Virginia

Posted on [October 17, 2018](#) by [LLAM News](#)

Position: [Data Services Librarian](#)

Location: University of Maryland, Baltimore, Baltimore, MD

Full vacancy announcement available on [ALA JobLIST](#).

The Health Sciences and Human Services Library (HS/HSL) at University of Maryland, Baltimore (UMB) seeks an innovative, forward-thinking Data Services Librarian to develop robust research data-related services for UMB faculty, staff, and students. This dynamic librarian will guide and expand the Library's efforts in data management planning, discovery and access of research data, data sharing and publication, and data visualization. The Data Services Librarian will actively collaborate with faculty and staff within the HS/HSL and with partners throughout the University.

This new position is a member of the Services Division, home to information services, research and education services, and bioinformation services. This is a permanent status-eligible full-time, non-tenure track faculty position reporting to the Associate Director of Services. For more information about the HS/HSL, visit <https://www.hshsl.umaryland.edu/>.

RESPONSIBILITIES:

- Develop research services related to the discovery, management, analysis, and visualization of research data.
- Identify software and tools supporting the discovery, management, analysis, and visualization of research data.
- Deliver expert one-on-one consultations to faculty, students, and staff supporting research data needs.
- Develop and lead dynamic in-person and online instructional programming on data-related topics and tools.
- Engage with University partners integrating research data services into administrative units and academic programs within UMB schools (dentistry, graduate school, medicine, nursing, pharmacy, social work).
- Promote research collaboration and data sharing by developing a marketing strategy and conducting outreach activities to grow the UMB Data Catalog, a searchable collection of records describing datasets.

- Participate actively in committees within the HS/HSL, the University, and professional organizations.
- Pursue research and professional development activities.

POSITION REQUIREMENTS:

- Master of Library Science or equivalent advanced degree from an ALA-accredited program.
- Background in working with qualitative and/or quantitative research data.
- Experience with scientific programming (such as R, Python) and statistical software (such as SPSS and SAS).
- Knowledge of data repositories and public data sets in the health sciences.
- Excellent written and oral communication skills.
- Demonstrated strong service orientation and skills.
- Demonstrated ability to work independently and in a team environment.

PREFERRED:

- Certification in data science or advanced training in data handling.
- Experience in a health sciences environment.
- Experience with data visualization tools such as Tableau or D3.js.
- Experience providing instruction to a range of audiences, including faculty and students.
- Familiarity with the HIPAA privacy rule and federal human subjects research guidelines.

APPLICATIONS:

Application materials must include a CV/resume; cover letter which includes the source of advertisement; 3 references including names, addresses, and phone numbers; and a separate signed/dated affidavit page (stating “I verify that my CV is current and accurate” – does not need to be notarized). Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by **October 26, 2018**. Interested applicants should apply using the following link: <http://bit.ly/DataServicesLib>.

MINIMUM SALARY: \$55,000, commensurate with experience

BENEFITS:

Generous benefits include choice of retirement, medical, and dental plans; 22 days of annual leave; 15 days of sick leave; 3 personal days and 14 holidays. Regular employees, as well as their spouses and dependent children, may receive tuition remission for most programs at many campuses of the University System of Maryland.

Position: [Associate Director, Library Technology and Digital Strategies](#)

Location: University of Maryland, Baltimore County, Kuhn Library & Gallery, Baltimore, MD
Full vacancy announcement available on [ALA JobLIST](#).

The Albin O Kuhn Library & Gallery at the University of Maryland, Baltimore County seeks an experienced manager to become a key member of the Library Executive Team and to provide future vision, oversight, leadership and strategic direction for the library’s information technology infrastructure including the exploration, integration and implementation of new and emerging technologies.

This permanent status-eligible full-time, non-tenure track library faculty position at the rank of Librarian II reports to the Library Director. The Associate Director works closely with the UMBC Division of Information Technology (DoIT) to advise library leadership on current, new and emerging library applications and knowledge systems that will advance the library’s vision, mission and strategic plan (<https://library.umbc.edu/admin/StrategicPlan2018.pdf>)

Working in a collaborative library and university environment, the Associate Director will manage a full time staff of 4 and student workers. Competitive candidates will have three or more years of progressively responsible experience supporting information technology, including project management and management over a technical support organization. Candidates are expected to have a strong record of supervisory effectiveness that reflects mentorship and the professional development of direct reports. Competitive candidates are expected to possess a thorough understanding of current information technologies and a knowledge of widely-used hardware, software applications, resources and techniques in an academic environment and should also be able to demonstrate an ability to initiate, manage and complete technology projects.

UMBC is an Affirmative Action/Equal Opportunity Employer. Candidates from diverse backgrounds, including women, under-represented minorities, Veterans, and individuals with disabilities are particularly encouraged to apply. The Albin O. Kuhn Library & Gallery value diversity of thought, perspective, experience, and background and are actively committed to a culture of inclusion and respect. Interest and experience in working with a diverse student and staff population is valued.

Position Responsibilities:

- Leads the library's investigation and implementation of emerging technology to better serve library's clientele.
- Develops a technology plan that builds on the University and Library strategic plans to address new opportunities and pursue possibilities of adapting and applying technology solutions.
- In collaboration with the Director and Associate Directors, participates in library planning; serves on library-wide, university and university system committees and task forces including the Library Executive Council.
- Represents the UMBC Library on appropriate state, regional and national committees.
- Represents the UMBC Library in the adoption and technical integration of new University System of Maryland and Affiliated Institutions technology projects.
- Works in partnership with the campus DoIT for discovery, planning and implementation of new technology and insures that library systems and computing are robust and operational.
- Keeps current with trends and issues in the IT industry, including current technologies and costs.
- Provides leadership in coordinating and defining technology requirements for library-wide projects and initiatives.
- Oversees Library Information Technology Services composed of library faculty and staff and student employees and works with other areas of the library and university that are affiliated with

Required Qualifications:

- ALA accredited MLS or equivalent advanced degree.
- Minimum 3 years of progressively responsible professional experience in IT-related project management in an academic library setting.
- Demonstrated experience and scholarship to be eligible for appointment at the rank of Librarian II and to meet the university requirements for reappointment, promotion, and

permanent status as outlined in part 6.6 of the Faculty Handbook <https://provost.umbc.edu/faculty-handbook>

- Experience with library technologies and technology planning and demonstrated knowledge of current technology trends.
- Demonstrated experience in implementing new technologies or services, e.g. virtual servers, immersive technologies, and maker spaces.
- Strong analytical and decision making skills.
- Minimum 3 years of experience managing and developing
- Proven leadership and management skills.
- Proven experience working in a collaborative team environment.
- Ability to work collaboratively across the University to advance the technology needs of the library and library users.
- Excellent interpersonal skills including ability to communicate clearly, knowledgeably and personably both verbally and in writing.

Preferred Qualifications:

- Knowledge and understanding of significant trends and issues in the application of information technology to libraries and higher education, including research support and information management services and solutions.
- Experience working with Windows, Mac, and Linux operating systems, client side computing and cloud technology.
- Experience developing IT policies for workflows and software support.
- Experience working with assistive technology for accommodation and accessibility.
- Demonstrated record of participation in relevant professional associations and ongoing professional development.
- Experience working with a larger campus information and computing group.
- Experience working in a consortia of libraries.

Position: [Assistant Professor – College of Information Studies](#)

Location: University of Maryland, College Park, College Park, MD

Full vacancy announcement available on [ALA JobLIST](#).

Position Summary/Purpose of Position:

The College of Information Studies at the University of Maryland, College Park (Maryland's iSchool), invites applications for a tenure-track Assistant Professor with a focus on youth digital practices and emerging literacies. We seek a candidate whose work complements and extends the College's theoretical and methodological traditions in informal learning contexts. Though not required, we especially encourage candidates who study informal contexts with younger populations (i.e., children from birth to 13) to apply. The successful candidate will teach at the undergraduate and graduate level, engage in an active program of high-impact research, provide research advising to students at all levels, and engage in service to the profession and shared governance within the university.

The successful candidate will conduct research and teaching at the intersection of two or more of these disciplines: library science, learning sciences, Human-Computer Interaction, or information science. Examples of topics of interest for this position include youth digital practices, design of learning experiences, design of technology, assessment of informal learning, youth development, family learning, play-based learning, early digital literacy development, equity and justice; candidates with interests in other related topics are also encouraged to apply. Similarly, we encourage applicants who leverage a range of disciplinary methodologies and theories in their work, including, but not limited to critical race theory, large-scale data analytics, and ethnographic approaches.

Position Duties/ Responsibilities:

This is a tenure-track appointment. Tenure-track faculty are on a 9-month appointment, with possible opportunities for summer teaching and research and collaboration with other faculty in the College. Tenure-track assistant professors are hired for 3 years, with potential renewal for three more years and tenure. Salary and benefits are competitive based upon qualifications and experience.

For this position, the successful candidate will be involved in:

- Developing and implementing research projects as well as disseminating research results and impacts
- Designing and developing curricula related to youth-related courses and programs
- Crafting exceptional research and educational experiences for students
- Taking leadership roles in the College and relevant professional communities, particularly related to program and curriculum development
- Participating fully in faculty governance of the College and the University
- Contributing to a vibrant community of scholars and teachers at a top-ranked iSchools through research, consulting, and/or outreach effort

Minimum Qualifications:

- A PhD degree earned at the time of appointment
- Peer-reviewed research relevant to youth digital practices and emerging literacies, or related areas

Preferred Qualifications:

- Recognized for notable research projects, peer-reviewed publications, or other scholarly contributions related to youth digital practices and emerging literacies, or related topics
- Teaching experience in courses related to library science, learning sciences, Human-Computer interaction, information science, education, or a related field
- A record or vision for securing external funding
- Demonstrated dedication and service in academia, professional organizations, and research communities

To apply/ you will need to provide:

- A letter of interest that clearly describes your background and expertise in the area, and the specific contributions you would make to the iSchool and the University of Maryland
- Your CV
- A list of 3 professional references For each reference include the person's title, institution, contact information (including phone number and e-mail address), the capacity in which you know (or have known) this person, and how long you have known this person
- A statement of your teaching philosophy
- A statement of your research philosophy

To **apply** please use the UMD ejobs link: <https://ejobs.umd.edu/postings/64139>

Position: [Digital Projects Librarian](#)

Location: University of Maryland College Park – Libraries, College Park, MD

Full vacancy announcement available on [ALA JobLIST](#).

The Digital Projects Librarian will be a self-directed, production-oriented individual who will manage digitization projects, primarily grant digitization projects, and projects related to the grants for the University of Maryland Libraries. The candidate should be knowledgeable in digitization and digital project standards and best practices for file creation and metadata; file

management; digital collections repositories; and digital preservation. The candidate will also be knowledgeable in project and budget management, and have an understanding of granting agencies and foundations, and their requirements for digitization projects. The Digital Projects Librarian will collaborate on writing grants in support of digitization projects, though the position is not contingent on grant funding. This position is intended to sustain or expand the Libraries' ability to fund and support mass digitization projects in all formats.

The position will manage the fourth award of the Historic Maryland Newspapers initiative, a two-year project funded by the National Endowment for the Humanities (NEH) and supported by the Library of Congress (LC) under the auspices of the National Digital Newspaper Program (NDNP). Historic Maryland Newspapers will select, digitize, and contribute to the Library of Congress' Chronicling of America collection approximately 100,000 pages from historically- and culturally-significant newspapers from across the state of Maryland. The candidate will perform outreach for this project. The UMD Libraries has been the Maryland state partner of the NDNP project since 2012. The position will also manage other digitization grant projects and other grant projects that support the major grant projects, such as smaller outreach or education projects, as they are awarded.

Reporting to the Manager, Digital Conversion and Media Reformatting (DCMR), the Digital Projects Librarian will collaborate with staff in Digital Conversion and Media Reformatting, Digital Programs and Initiatives, and many other collection departments in the Libraries. The Librarian may also collaborate with campus and other external partners, including the campus Division of Research, Office of Research Administration, who applies for grants on behalf of the campus. The candidate will provide technical guidance and support to collection managers and other project team members in pursuing and managing digitization grants, support the processes and workflows specified in projects, and manage the assets created until they are ingested and archived.

The Digital Projects Librarian will supervise hourly student employees and possible grant project staff, as required by future projects.

Requirements

- Master's degree in Library or Information Science from an ALA-accredited institution of higher education by the start of employment, or an advanced degree in a relevant field.
- Strong project management skills including demonstrated ability to prioritize tasks, meet project milestones, document decisions and procedures, and communicate outcomes
- Knowledge of digitization and digital preservation research and practice
- Knowledge of funding agencies and requirements
- Evidence of capability to manage budgets
- Excellent verbal and written communication skills
- Demonstrated ability of attention to detail
- Demonstrated experience creating or maintaining project documentation and workflows
- Ability to create a program of research and service appropriate for Libraries faculty on the permanent status track
- One year of prior experience working with libraries or other cultural heritage materials
- Project management experience

- Experience supervising students or other employees
- Experience with digitization, digital preservation, and relevant workflows
- Demonstrated experience in instructional or outreach settings

For the full position description and faculty requirements, please go to: <http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions>.

Position is appointed to Librarian Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant's experience and relevant credentials. Applicant must meet the Libraries' requirements for promotion, which includes a commitment to professional development, service, and self-directed research, scholarship, and/or creative activities. For additional information, consult the following website: <http://www.president.umd.edu/policies/2014-ii-100b.html>.

APPLICATIONS: *Electronic applications required.* Please apply online at <https://ejobs.umd.edu/postings/64130>. No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter, which includes the source of advertisement, a curriculum vitae, and names/e-mail addresses of three references.

Applications will be reviewed as they are received and accepted until **November 4, 2018**.

Position: [Manager, Client Services — Knowledge Services](#)

Location: RAND Corporation, Arlington, VA

Full vacancy announcement available on [ALA JobLIST](#).

Description

The RAND Corporation is seeking a dynamic manager for the Library Client Services Group in Knowledge Services. Under the direction of the Director of Knowledge Services, this position is responsible for all aspects of staff and operations of the Client Services Group. The Group provides reference and consulting services, training and outreach, document delivery, and local services (circulation, collection maintenance and space use).

The successful candidate will provide leadership to a dispersed team, will be tech savvy, action oriented, and have a vision for providing services in a global, distributed environment. They will be comfortable with a collaborative team environment and be results oriented. Depending on discipline expertise, provide reference and consulting services to RAND research staff.

Duties & Responsibilities:

- Establishes and implements strategic direction for Client Services
- Establishes and implements policies and procedures for Client Services
- Supervises/manages staff, conducts performance reviews, and hires, mentors and provides training opportunities for staff
- Monitors and evaluates service quality and effectiveness
- Develops and implements innovative services and programs to serve the needs of various constituent client groups
- Depending on discipline expertise and need, provides reference and consulting services to RAND research staff
- Participates in Collection Development activities
- Participates in development of the KS budget and monitors Client Services spending throughout the year
- Assists the Director and Associate Director in developing and implementing long and short-term strategies to accomplish Knowledge Service's objectives

- Work collaboratively with other Managers within Knowledge Services

About Knowledge Services

Knowledge Services provides a variety of services to the RAND community: Client Services, Corporate Archives and Intranet/Systems. Client Services encompasses functions commonly found in academic and research libraries: reference, research consultation, training and outreach and onsite services (circulation, collection maintenance). Staff in this group (6 professional, 3 para-professional) are located in 3 of RAND's offices (Santa Monica CA, Arlington VA, and Pittsburgh PA) but serve the RAND community worldwide.

Requirements

- MS/MA in library/information science
- Minimum 6 years providing public/reference/client services in an academic or special library setting
- At least 2 years of experience supervising library/information professional staff
- Experience working with faculty or professional research staff in either an academic or corporate environment
- U.S. citizenship and ability to obtain a security clearance
- Effective communication skills: verbal, written, and group presentations
- Demonstrated ability to manage and motivate a team through effective leadership, communication, facilitation, evaluation, and rewards
- Strong organizational skills, with the ability to balance multiple priorities
- Analytical abilities, including using statistics to support service improvement
- Understanding of and familiarity with strategic planning processes

To apply, please visit the RAND Corporation employment web site at <https://www.rand.org/jobs.html>.

Position: [Reference and Research Librarian](#) (Federal Library)

Location: Cadence Group, Washington, D.C.

Full vacancy announcement available on [ALA JobLIST](#).

RESPONSIBILITIES

- Search for, identify, and vet expert witnesses
 - Create comprehensive and highly detailed expert witness vetting reports of friendly and adverse witnesses for Justice Department litigation. Vettings include in-depth analysis of background reports, legal proceedings, expert witness depositions and trial testimonies, Daubert motions, author publications, professional licenses, news searches, and web and social media research.
 - Track down hard-to-locate assets; routinely conduct searches on state databases, commercial resources, and social media to locate information on individuals
 - Perform complex legal research and legislative analysis of both current and historical legal topics using complex resources and specialized finding aids for the following divisions: Civil Appellate, Office of Legal Counsel, National Security Division, United States Attorney's Office, Environmental Division, Civil Rights and many others.
 - Locate information, often of a specialized or technical nature, from a wide variety of published and unpublished sources and electronic databases
 - Collaborate with division attorneys, economists, paralegals, statisticians, research assistants, law interns, and field office staff
- Respond to inquiries made face-to-face, by telephone, or by virtual means

REQUIREMENTS:

- Solid understanding of federal and state court systems, how to read a docket sheet, how a case progresses through a court, what the different types of filings are, and legal terminology
- Expertise in finding legal resources and government documents from a wide variety of electronic resources, including Westlaw, Lexis, Bloomberg Law, and HeinOnline
- Knowledge of complex resources and special finding aids
- Extensive legal research experience a big plus
- Extreme attention to detail
- Proficient at finding both print (like West's Key Number System) and electronic resources
- Ability to clearly communicate with attorneys, economists, library techs, paralegals, statisticians, law interns, field office staff, and research assistants
- Highly proficient at locating information from free government resources, like GPO FDsys, Congress.gov, and regulatory agency websites
- Familiarity with any of the following: Lexis, Westlaw, Factiva, Ebsco, Mergent Online, HeinOnline, JSTOR, Proquest Congressional, GPO FDsys, Congress.gov, and regulatory agency websites
- Experience working in a federal government agency highly desired
- Minimum of 2 years of experience fulfilling library reference and research requests
- Accredited Masters Degree in Library Science
- Juris Doctorate a plus

Position: [Supervisory Librarian](#) (Section Head)

Location: Library of Congress, Washington D.C.

Salary: \$114,590 to \$148,967 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Southeast Asia & South Asia Section, Asian & Middle Eastern Division, Acquisitions and Bibliographic Access Directorate, Library Services, with collateral duties as acting Supervisory Librarian of the Middle East Section. The incumbent of this position serves as Section Head and is responsible for managing the work, overseeing the work of a staff of librarians and library technicians, and performing administrative and human resource management functions.

Responsibilities

Supervises a group of employees performing performing work up to the GS-13 level. Provides administrative and technical supervision necessary for accomplishing the work of the unit. Determines the human resources needed to accomplish the work of the unit, and independently plans, schedules, coordinates and carries out the unit's activities. Establishes guidelines an performance expectations, including quality assurance, for staff members which are clearly communicated through the formal employee performance management system. Ensures the security and control of library materials.

Serves as an expert in the organization, development, and implementation of multiple projects. Serves as a project leader, team leader, or chairperson for working groups, task forces, committees, etc. Coordinates the details involved in special projects of lasting importance. Utilizes critical judgement to determine scope, emphasis, approach, appropriate techniques, and manner of presentation. Develops technical standards or protocols applicable to a library function. Participates in the planning of the work of a unit, including formulating goals and objectives and identifying improvements methods and procedures. May serve as COTR or administer service contracts.

Makes significant recommendations to change, interpret, or develop important or innovative policies, programs, approaches, or analysis methods. Assesses the availability of financial and human resources, and independently plans schedules, coordinates and carries out activities related to the library acquisitions program. Assists in preparing and overseeing the acquisitions budget. Ensures the comprehensiveness and accessibility of library collections. Makes extensive unreviewed technical judgments regarding library operations. Evaluates offers of gifts for compatibility with library acquisition policies and recommends acceptance or rejection. Selects experts to represent the library at auction sales. Analyzes and develops new practices and standards for metadata that are cited as authoritative by other libraries. Participates in the development of national policies for major cataloging programs. Consults with colleagues as well as the staff of libraries throughout the nation and the world involved in cooperative cataloging projects.

Interprets and revises existing training policy and program guidance for use by others, including section, division, and/or directorate members. Independently plans, schedules, coordinates, and monitors the effectiveness of training operations. Solves problems in particularly difficult circumstances. Plans new or significantly updated methods of training, incorporating the latest in information technology. Prepares/edits instructor manuals, training manuals, or user manuals. Analyzes training needs at the section and division levels in order to identify or develop appropriate training. May also conduct formal classroom training as necessary.

Conditions of Employment

The Supervisor leads his/her staff toward meeting the Library's vision, mission, and goals by acting decisively, leveraging diversity and inclusiveness, demonstrating flexibility and resilience, fostering continuous improvement and innovation, and fostering integrity and honesty. To view the Library's Supervisory Core Competencies click the following link: http://www.loc.gov/hr/employment/uploads/loc_supervisor_core_competencies.pdf.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- Knowledge of integrated library systems, library applications, websites, and databases for Roman and non-Roman script materials, and other information technologies.**
- Ability to supervise, motivate and lead a diverse workforce.**
- Knowledge and application of the principles, concepts, and techniques of library science to manage acquisitions and cataloging programs for Roman and non-Roman script materials.**
- Ability to provide consultation or liaison duties.
- Ability to lead, plan, coordinate and manage programs and projects
- Ability to provide training.
- Ability to communicate effectively in writing in English
- Ability to communicate effectively other than in writing

Position: [Supervisory Archivist](#) (Assistant Head, Preparation Section, Manuscript Division)

Location: Library of Congress, Washington D.C.

Salary: \$96,970 to \$126,062 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Preparation Section, Manuscript Division, Special Collections Directorate, Library Services.

This is a supervisory, non-bargaining unit position.

The position description number for this position is 111416.

This position requires occasional Saturday service in the Manuscript Reading Room.

The salary range indicated reflects the locality pay adjustment for the Washington, D.C. metropolitan area.

Responsibilities

As part of one of the largest manuscript repositories in the United States and in the world, the Preparation Section is key to the Manuscript Division's mission of preparing for reader use material that encompasses the breadth and chronology of American history, including the papers of presidents, cabinet members, Supreme Court justices, writers, scientists, inventors, business leaders, reformers, and prominent non-governmental organizations. As assistant Head of the Preparation Section, works under the general direction of the Head of the Section and is responsible for directing a group of employees in the processing of collections, housing and storing them, keeping records, providing training and reference assistance for staff members, and handling and/or declassifying classified documents, complying with all applicable federal regulations. The incumbent must have strong managerial and interpersonal skills and comprehensive knowledge of the principles and practices of archives.

Directs the daily operations of staff in the processing of archival material according to established archival procedures. Performs extensive research in published sources to fill in significant gaps in information relating to the organization, description, and preservation of archives. Makes recommendations relating to the bibliographic and documentation systems of the Division, including those made available on the Internet or by other electronic means. Reviews for accuracy and relevance all categories of Division records and their dissemination within the Library and to the public.

Responsible for the physical restoration and preservation of all manuscripts and other materials in the Division's custody. Effects the recommendations of supervisors and area specialists concerning materials that are to be restored, preserved, or bound, and the particular method to be employed.

Schedules the flow of this work to the Conservation Office and provides instructions and follow-up as necessary. Recommends material for preservation reformatting and schedules and provides instructions for its reproduction. Manages the special equipment and supplies necessary to process and preserve collections. Assures the proper controls and conditions for the housing and storage of collection material.

Under the direction of the Head of the Preparation Section, executes the plans and operations of the section in creating and maintaining a uniform system of archival and bibliographic controls over all manuscripts and other material in the custody of the Division, and devises, recommends, approves, and/or directs procedures for accessioning and technical processing, conservation, and preservation of such material.

Assists the Head of the Section in maintaining physical security of the Division's collections, including classified material, equipment and space. Supervises the preparation and maintenance of official statistical work records in the section. Coordinates the preparation of registers, indexes, and other finding aids and controls that are developed in the Division.

Provides expert advice on specialized preservation issues. Surveys internal collections, identifying and inventorying groups of materials. Analyzes, determines, and prioritizes preservation needs. Develops and proposes long-term strategies for the preservation of collections.

Develops specifications and procedures for the preservation copying of originals, using standards developed in the archival preservation field. Monitors the quality and consistency of preservation and electronic copies to ensure adherence to established archival standards and specifications.

Functions as a Division Security Officer, responsible for receiving, receipting for, and assuming full and complete custody of all classified materials in the Division under the conditions and safeguards stipulated by the Library and other Federal Agencies. Consults as appropriate with other security officers in the Division and the Library on matters affecting the performance of the Division's security duties.

Serves as an official spokesperson for the Division and for the Library on matters relating to archival organization of classified and unclassified materials and the technical processes. Initiates, establishes, and maintains professional relationships with librarians and other specialists in order to share resources and information as well as to coordinate workflow within the library.

Coordinates and reviews the preparation of registers, indexes, and other finding aids and controls developed in the Division. Works in close coordination with the specialists, the Head of the Reference and Readers Services Section, and the Chief and Assistant Chief of the Division responsible for such technical matters as application of standards in format, the rules for entry and filing, and the maintenance and improvement of the Division's bibliographic and retrieval systems.

Conditions of Employment

The Supervisor leads his/her staff toward meeting the Library's vision, mission, and goals by acting decisively, leveraging diversity and inclusiveness, demonstrating flexibility and resilience, fostering continuous improvement and innovation, and fostering integrity and

honesty. To view the Library's Supervisory Core Competencies click the following link: http://www.loc.gov/hr/employment/uploads/loc_supervisor_core_competencies.pdf.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- Ability to supervise staff.**
- Knowledge of library archival records and collections management processes and procedures.**
- Knowledge of automated tools, technologies, and metadata standards, such as integrated library systems, digital curation applications, and general office software, to support archival functions.
- Ability to provide consultation or liaison duties.
- Ability to provide research and reference services.
- Ability to perform preservation duties.
- Ability to communicate in writing.
- Ability to communicate effectively other than in writing.

Position: [E Discovery Specialist](#), CG-301-11/12

Location: Federal Deposit Insurance Corporation, Washington D.C.

Salary: \$79,343 to \$146,769 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Legal Division, Litigation and Resolutions Branch, Professional Liability and Financial Crimes Section of the Federal Deposit Insurance Corporation, Washington, DC and supports the attorneys who provide legal advice and counsel on professional liability claims arising from failed financial institutions.

Additional selections may be made from this vacancy announcement to fill identical vacancies that occur subsequent to this announcement.

Responsibilities

Conducts research using library references, files, corporate records, private and governmental studies, electronic databases (such as Westlaw, LEXIS, and PACER, CLEAR), and other pertinent sources to supply needed legal or factual information for inclusion in memoranda, directives, and pleadings.

Analyzes data, develops recommendations and justifications for the attorneys for use in interpretation and advisory requests, or in litigation.

Prepares memoranda and correspondence reflecting relevant facts, sources, legal authorities and citations. Assists in drafting legal documents such as subpoenas, exhibits and witness preparation documents for hearings.

Maintains pleadings, evidentiary documents, and other materials, including electronically stored information (ESI) for investigations and litigation, and case and other matter files for the section.

Designs and executes search strategies for employing E-discovery software applications such as Discovery, Relativity, and Clearwell to locate, recover, and organize potentially responsive

ESI in connection with investigatory and litigation work. Has an expertise in coding documents and using the analytical tools available with such software applications.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Services](#), [Technical Services](#), [Virginia](#), [Washington DC](#) | [Leave a reply](#)

Three Positions: Maryland & Virginia

Posted on [October 10, 2018](#) by [LLAM News](#)

Position: [Electronic Resources & Discovery Librarian](#)

Location: Albert S. Cook Library, Towson University, Towson, MD

Full vacancy announcement available on [ALA Joblist](#).

Description

The Electronic Resources and Discovery Librarian will provide leadership and expertise in integrating, organizing and managing electronic resources. This position assists the Assistant University Librarian (AUL) for Content Management with all aspects of the life cycle of e-resources, including purchasing, licensing, access, and maintenance of all electronic materials. The Electronic Resources & Discovery Librarian works cooperatively with units across the library to ensure that the library's subscription databases, e-journals and e-books are discoverable and accessible by patrons. Serves as a liaison and subject specialist to department(s) and related disciplines as assigned. Plans and teaches information literacy in liaison area and other disciplines. Designs and implements library initiatives to support student success and retention. Participates in library assessment initiatives. This position is a 12 month faculty status position. Librarians are expected to progress successfully along the promotion and permanent status track and participate fully as members of the library faculty. Rank is determined by qualifications at time of appointment.

Requirements

- ALA-accredited Master's degree in library/info science.
- Knowledge of the full e-resources life cycle: acquisitions; access; administration; user support and troubleshooting; evaluation/usage statistics and reports.
- Knowledge of library and bibliographic standards pertaining to e-resources, especially serials and continuing resources (MARC, RDA, CONSER, KBART, COUNTER, SUSHI).
- Familiarity with electronic resources management tools such as Serials Solutions and EZproxy.
- Familiarity of e-resources acquisitions trends including journal package deals, aggregator databases, DDA/PDA, evidence-based acquisitions and how they relate to e-resources.
- Familiarity with e-resources licensing issues (archival rights & perpetual access, LOCKSS/CLOCKSS/Portico, ILL and e-reserves use, data and text mining, model license terms).
- Familiarity with accessibility compliance standards (Section 508, WCAG 2.0).
- Experience with web discovery services, link resolvers, OpenURL/Z39.50, knowledge base maintenance, proxy and authentication services (EZproxy, Shibboleth).
- Strong, positive interpersonal and collaborative skills; ability to work in a team environment.
- Excellent oral, written and interpersonal communication skills.
- Demonstrated initiative and ability to work independently and collaboratively on a variety of

projects simultaneously.

- Demonstrated excellent organizational, analytical, time management and project management skills.
- Ability to work flexibly and creatively in a changing and fast paced environment with a diverse population. Demonstrated ability to maintain an active research program focused on the role, impact, and dynamics of electronic and digital resources in higher ed and academic libraries
- Demonstrated ability to meet the University's criteria for promotion and permanent status of library faculty.
- Demonstrated competencies as outlined in "Core Competencies for E-Resources Librarians" <http://bit.ly/2rxINEB>

Position: Research Librarian

Location: University of Maryland School of Pharmacy

Originally posted on the Maryland Library Association listserv.

Research Librarian

This position is funded by the Clinical Use of Bulk Drug Substances Nominated for Use in Compounding by Outsourcing Facilities grant sponsored by the FDA. The program duration is three years. This is a full time position that will continue over the duration of the project.

Scope

This position will be responsible for aiding in research regarding the use of bulk drug substances in pharmaceutical compounding nominated for inclusion on the List of Bulk Drug Substances Approved for use in Compounding by 503b Facilities. A key component of this project is a thorough systematic literature review of each substance under review, approximately 225 in total. This position will require collaboration with researchers at the University of Maryland, Baltimore throughout the entire systematic literature review process. This includes assisting with the development of the search strategy, creating and executing the search in the relevant databases, managing the search results, searching the grey literature, providing guidance throughout the review process (including PRISMA guidelines and identifying best practices), and drafting the literature search methods and appendix sections of any resulting publications.

This position can be fulfilled in person or via remote work. If working remotely, the librarian may be asked to travel to Baltimore periodically for in-person meetings with the research team.

Requirements

Master of Library Science or equivalent degree from an ALA-accredited program.

Experience conducting advanced literature searches in a variety of databases.

Recommended

Prior research experience in systematic literature reviews.

Experience conducting literature searches in the health sciences.

Experience using bibliographic tools such as EndNote to manage large numbers of references.

How to Apply

Please email your CV and cover letter to Ashlee Mattingly, PharmD, BCPS, at amattingly@rx.umaryland.edu. Applications will be accepted until the position is filled.

Position: [Supervisory Librarian \(Supervisory Technical Services Specialist\)](#)

Location: Technical Services Section, Prints and Photographs Division, Special Collections Directorate, Library Services, Library of Congress, Washington, DC

Salary: \$96,970 to \$126,062 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Technical Services Section, Prints and Photographs Division, Special Collections Directorate, Library Services.

The position description number for this position is 378881.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

This is a supervisory, non-bargaining unit position.

Responsibilities

Serves as Supervisory Technical Services Specialist in the Technical Services Section, Prints and Photographs Division, Special Collections Directorate within Library Services at the Library of Congress. The position reports directly to the Head, Technical Services Section and is responsible for supervising staff who are responsible for receiving, organizing, digitizing, preserving and creating inventory control and cataloging records for all collection items and related materials acquired by the Library of Congress Prints and Photographs Division. The incumbent works highly independently, exercising considerable independent judgment, and carries out duties and responsibilities in accordance with broad overall guidelines and policies pertaining to visual materials.

Supervises a group of employees performing work up to the GS-13 level. Provides administrative and technical supervision relative to the staff supervised. Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work; Assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees; Observes workers' performance; demonstrates and conducts work performance critiques. Establishes guidelines and performance expectations for staff and clearly communicates these through the formal employee performance management system. Provides informal feedback and periodically evaluates employee performance. Creates individual development plans and recommends training for staff. Resolves informal complaints and grievances. Recommend appointment, promotion, or reassignment and develops work improvement plans, recommending personnel actions as necessary. Provides advice and counsel to workers related to work and administrative matters. Effect minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases. Reviews and approves or disapproves leave requests and certifies time and attendance records for staff.

Leads the accessioning, physical processing, digitization and description of visual collections according to established procedures. Manages the receipt of visual collections acquired through gift, deposit, transfer, exchange, copyright, and purchase. Oversees the unpacking and verification of the completeness and condition of incoming materials and the maintenance of accessioning records. Maintains close control over the quality of accessioning, physical organization and processing, and cataloging of the materials in the collections. Along with senior Team staff, the incumbent monitors the quality of all levels of cataloging. Has direct responsibility for the accuracy and consistency of all inventory, cataloging and indexing controls produced by the Team, whether for internal control or for national and international publication and distribution. Contributes to the development of rules and standards for cataloging, control, and automation of visual materials, and for electronic imaging, in libraries and archives, which serve as the basis for national and international networking of bibliographic data and access to images. Exercises significant responsibilities in dealing with other units or organizations on these matters, to include advising officials of higher rank.

Exercises care to ensure that government property, especially Library collection material, is properly handled and kept secure to avoid loss or damage, and that persons under his/her supervision meet their responsibilities in this regard. Working with the Section Head and Chief, effectively monitors and manages space in division storage areas. Oversees the determination of archival supplies, technical equipment, and facilities needed for the Team, recommending staff and resources to devote to particular projects or to allocate among program segments.

Maintains current knowledge of trends in the professional literature and with developments in bibliographic and archival control as practiced in comparable institutions. Develops or assists in the development of community-wide rules and standards for processing, cataloging, describing, or digitizing visual materials.

Attends meetings of professional organizations and publishes technical articles regarding the work of the Library of Congress and of the Prints and Photographs Division in the area of his or her competence. Prepares or oversees the preparation of analytical reports and publications pertaining to the Team's areas of responsibility.

Independently plans and carries out studies of topics or areas related to visual materials. Exercises a highly specialized knowledge of all aspects of work related to archival visual materials. Serves as a resource person assisting staff of the Prints and Photographs Division in providing reference services related material housed in the division in accordance with the division's reference procedures.

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Three Positions: Maryland & Virginia

Posted on [October 4, 2018](#) by [LLAM News](#)

Position: [Customer Experience Manager](#)

Location: Howard County Library System, Ellicott City, MD

Full vacancy announcement available on [ALA Joblist](#).

Description: The Customer Experience Manager is responsible for conceptualizing, developing and implementing enhancements to educational experiences and services to exceed customers' expectations and advance the mission and vision of Howard County Library System

RESPONSIBILITY

- Positions Howard County Library System (HCLS) as a major component of public education for all ages
- Effectively lives the Seven Pillars of HCLS' strategic plan (Authentic Values, Strategic Vocabulary, Everyone a Leader, Winning Teamwork, Community Partnerships, The Power of Us, and Fiercely Loyal Customers), motivating others to do so as well
- Fully embraces HCLS' educational mission, effectively communicating our curriculum, which comprises Three Pillars (Self-Directed Education, Research Assistance & Instruction, Instructive & Enlightening Experiences)

JOB REQUIREMENTS

- Proactively employs a range of methods to engage customers and gather information that will be used to optimize their experience
- Directs the design and implementation of initiatives to advance customer service and experience
- Develops and implements quantitative and qualitative measures to ensure service and experience exceeds customers' expectations
- Conducts studies and research to discover new tools, technologies and products to serve customers
- Makes recommendations regarding resource allocation or service modifications based on data analysis
- Contributes to the design of facilities and points of service to promote customer-centric organization of space and resources
- Teaches Service is Personal, the HCLS customer service philosophy, during the onboarding process
- Collaborates with managers at all levels to advance customer service and experience
- Ensures customers receive timely, personalized, accurate and thorough responses to questions, concerns and recommendations communicated through askhcls (email)
- Serves as a member of the Leadership Team, contributes to the strategic plan, provides input on policies, procedures, initiatives and decisions
- Participates in continuing education events (seminars, workshops, conferences, online) to strengthen knowledge and skills

Position: Public Services Librarian

Location: Chesapeake College, Wye Mills, MD

Originally posted on the Maryland Library Association listserv.

Chesapeake College is currently accepting cover letters and resumes for the following replacement position: Public Services Librarian

Responsibilities: This position is responsible for leading and teaching in the information literacy and embedded librarian programs, staffing the library service desk, and participating in intra-divisional projects. It has oversight of public services areas such as but not limited to information literacy, reference, outreach, and library service desk staff. Serves as Foundation Center representative.

Required: MLS from an ALA accredited program. Strong interpersonal skills. Strong oral and written skills. Strong service orientation. Ability to work collegially and collaboratively. Experience with Microsoft Office software. A minimum of two (2) years in classroom instruction, electronic information retrieval, development of instructional materials, resource evaluation, and library reference work. Experience working with electronic resources in an academic library, teaching information literacy, experience in reference, and experience working with library technology preferred.

Interested applicants should submit a cover letter and resume to hr@chesapeake.edu on or before Thursday, November 15, 2018.

Chesapeake College is an Equal Opportunity Employer
Minorities and Women are encouraged to Apply

Position: [Librarian, Partnership & Programs](#)

Location: Arlington County's Central Library, Arlington, VA

Salary: \$56,243.20 – \$90,001.60 (Yearly Salary)

Full vacancy announcement available on [ALA Joblist](#).

Description: Arlington County's [Central Library](#) is seeking a Librarian with a passion for programming and exemplary customer service, to help shape the future of the Library's public programming and partnerships.

Specific duties include:

- Overseeing programming for the new library bookmobile in coordination with programming staff county-wide;
- Working with a system-wide team to plan and deliver programming;
- Working with internal and county partners to create new initiatives and building partnerships with area organizations and businesses;
- Managing the library's volunteer program and coordinating with branch volunteer coordinators;
- Collecting, collating, and organizing statistics for presentations and reports; and
- Operating the library's bookmobile.

The ideal candidate will be creative, community-focused, energetic, possess strong collaboration, leadership, and communication skills and be knowledgeable about current and emerging trends in programming and creating partnerships in public libraries.

Requirements: Minimum: Master's Degree in Library Science or Information Science from an ALA accredited college or university and up to three years of experience serving in a Librarian role that included developing, implementing, coordinating and promoting library programs and services.

Applicants may be hired up to the senior level which requires 3 years, or may be hired at lower levels with 1 year required at entry level and two years required at the journey level.

Desirable experience: Preference will be given to applicants with one or more of the following:

- Coordinating volunteers and staff members work;
- Delivering innovative programming; and
- Providing customer service, with a strong background in doing outreach to the community.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Library](#), [Virginia](#) | [Leave a reply](#)[Edit](#)

Five Positions: Washington, DC

Posted on [October 4, 2018](#) by [LLAM News](#)

Position: [Research Analyst](#)

Location: Morris & Foerster LLP, (Office locations flexible, includes Washington, DC)

Originally posted on [LLSDC Job Listings](#).

Morrison & Foerster LLP, an Am Law 50 law firm with 16 offices worldwide, has an opening for a Research Analyst within our Research Services Department. The role can be based in any of our U.S. offices. (San Francisco, Palo Alto, Los Angeles, San Diego, Denver, New York, D.C., Northern Virginia)

The Opportunity

Join the Research Services team of a billion dollar global law firm in a dynamic fast-paced Research Analyst role. The Research Analyst works as part of a firmwide team to provide research expertise for business development efforts and client work. S/he monitors and identifies information sources and data to identify potential opportunities and presents research findings clearly and concisely. The Analyst also participates on firmwide project teams.

1. As part of the firmwide research team, provide research expertise to support the firm's practice areas and business development efforts, including research related to markets, industries, and competitors.
2. Retrieve, package, and present information in response to requests from attorneys and colleagues in research function as well as other departments in the Firm.
3. Handle a high volume of routine research requests including document retrieval requests, requests to mine websites and other sources, and requests to populate spreadsheets with specified data.
4. Create current awareness tools, newsletters, and alerts for ongoing monitoring of clients, industries, and events.
5. Demonstrate strong writing skills and the ability to distill and present research work product in a concise, professional manner.

Ideal Candidate

1. Bachelor's degree required plus a minimum of two years related experience or equivalent combination of relevant education and experience. Master's degree in Library Science or Information Science or equivalent degree such as a J.D., M.B.A., or other advanced degree is a plus.

2. Knowledge of the legal materials and databases used to support the Firm's practice areas and research needs for client work and for business development efforts.
3. Demonstrate strong research skills and a deep understanding of research strategies.

Position: Library Technician (Special Collections Technician)

Location: Newspaper Section of the Serial and Government Publications Division, Library of Congress, Washington, DC

Salary: \$50,912 to \$66,191 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

The position is located in the Newspaper Section of the Serial and Government Publications Division. The incumbent is responsible for a wide variety of activities related to the processing of special collections material (18th century newspapers, historic newspapers, comic books, pulp magazines) in the custody of the Serial and Government Publications Division.

Responsibilities

The incumbent has a thorough knowledge of the division's collections and the policies, procedures, and workflow related to the processing of special collections materials in English and foreign languages. The incumbent has knowledge of the LC-ILS (Integrated Library System) online public access catalog (OPAC) and cataloging module and of the RDA format for serials and newspapers in order to locate bibliographic data, perform OCLC copy cataloging as needed, and create IBC, summary holdings and item records. The incumbent utilizes word processing, spreadsheet software, and database software for the creation of reports and to perform collection related analysis. The incumbent is able to conduct historical research in order to expedite processing and to assess material for exhibit purposes. Additionally, the incumbent communicates orally and in writing to assist researchers and division staff in accessing and using materials in person and virtually.

This position is located in the Newspaper Section, Serial And Government Publications Division, Collections and Services Directorate, Library Services.

The position description number for this position is 345702.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

The incumbent of this position will work a flextime work schedule.

This is a non-supervisory, bargaining unit position.

Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

In an automated cataloging environment, the incumbent performs copy cataloging from OCLC for special collections titles as needed. Under review of senior staff, creates and revises

bibliographic records, including Initial Bibliographic Control (IBC) records and performs content designation on newly created and updated bibliographic records. Creates and updates holdings and item records for special collection material. Resolves routine problems and refers difficult problems and items needing authority work to division cataloger.

Performs all aspects of acquisition support work to acquire and process special collection material from purchase, Copyright, gift, exchange, or transfer upon receipt by the division. Reviews special collection serials to determine if material needs to be claimed and completes appropriate claiming paperwork.

Consults the full range of reference sources, which may include print, automated files, and internal and external databases or web sites.

Searches large in-house databases and the ILS to identify appropriate custody of acquired material and possible duplicates. Performs preliminary cataloging, identifies variant editions of special collections material (notably of comic books), and processes special collections material. Locates, identifies and resolves problems with special collections generated by inventory and special projects.

Develops plans to expedite sorting, arranging, and shelving of incoming or returned material. Demonstrates initiative in recognizing and solving problems, inconsistencies, and errors in piece identification and housing. Works independently with the collections.

Identifies at-risk items for conservation needs. Performs minor in house conservation maintenance for the division's use. Observes and arranges for the secure handling of materials.

Retrieves special collection materials for library staff, researchers, or exhibits. Independently locates items not readily available on the shelf.

Assists researchers virtually and in-person with the use of the library's resources including the use of the division's bibliographic reference sources. Communicates orally and in writing with a broad spectrum of clients regarding routine question on using materials in the division's special collections. Provides information to library staff, researchers, and other libraries.

Writes and/or edits documents and reports. Researches items in special collections for the creation of captions for exhibits as well as descriptions appropriate for finding aids and division web pages.

Position: [Librarian \(Library Programs Assistant for Architecture, Design and Engineering\)](#)

Location: Curatorial Section, Prints and Photographs Division, Collections and Services Directorate, Library Services, Library of Congress, Washington, DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Curatorial Section, Prints and Photographs Division, Collections and Services Directorate, Library Services.

The position description number for this position is 254000.

The incumbent of this position will work a flextime work schedule.

This is a non-supervisory, bargaining unit position.

Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Responsibilities

Uses standard approaches to perform a variety of duties related to special projects involving administrative and program issues. Conducts extensive research and compiles data from diverse sources. Extracts and assembles information, conducts analysis and develops reports or presentations.

Coordinates special events such as public program lectures and meetings with donors. Schedules and receives special visitors; gives tours of Library facilities, collections and/or operations; and arranges visits to other institutions and benefactors.

Provides reference and research services of limited technical complexity to researchers where user needs are determined easily from interviews and/or written requests. Provides accurate, competent research guidance on the use and technical aspects of special collections. Examines publications, electronic resources and trends in topics related to a specialized field. Develops knowledge of collections for use in performing research tasks. Prepares basic and standard responses to written, telephone or electronic media inquiries.

Assists with the full range of librarian duties, including reference, processing, preservation, publication and exhibition work. Identifies and provides basic documentation on items and collections for purposes of preservation, processing and cataloging. Monitors condition and preservation needs of items in collections. Assists with special reference services, such as unprocessed collections. May participate in professional associations related to the field.

Assists in producing written materials on a specific subject matter. Examines material for conformity to proper style. Prepares written documents, including reports, articles, memos and formal correspondence. Edits portions of documents or reports and assists in developing and presenting information. Analyzes changes to various projects and prepares reports of the changes for review.

Work may involve drafting in publishable form expository, descriptive or analytical text for such products as online or printed publications, catalogs, checklists, brochures, finding aids, collections guides, monographs, articles and consumer products. Through correspondence, research assistance and personal contacts, may inform the interested public (government officials, scholars, publishers, writers, learned societies, etc.) of the Library's resources and services.

Position: [Librarian \(Senior Cooperative and Instructional Program Instructor\)](#)

Location: Cooperative and Instructional Programs Division, Acquisitions and Bibliographic Access Directorate, Library Services, Library of Congress, Washington, DC

Salary: \$96,970 to \$126,062 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Cooperative and Instructional Programs Division, Acquisitions and Bibliographic Access Directorate, Library Services.

The position description number for this position is 335039.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

This is a non-supervisory, bargaining unit position.

Responsibilities

The Cooperative and Instructional Programs Division trains and coordinates internal and external training and manages and participates in the cooperative cataloging programs, National Union Catalog of Manuscript Collections and the Program for Cooperative Cataloging (PCC) for which it serves as the Secretariat. The position serves as the Senior Cooperative and Instructional Programs Instructor is a key member of a team responsible for designing, developing, and carrying out "best practices" for online and instructor-led instructional programs for staff and management in Library Services and for administering training activities through the service unit's training website by offering classroom and online courses focusing on on-the-job activities and evaluating the effectiveness of the program and courses offered.

Develops comprehensive original course content for courses in advanced technical processing and systems to meet defined course objectives. Plans, coordinates, designs, and develops instruction for extremely complex systems or experimental pilots for materials processing and delivery.

Plans and develops experimental programs, evaluates results, and applies the findings to solutions of problems. Evaluates training interventions and prepares staff development and training evaluation studies, and applies learning theories and principles to manage the development and revision of experimental and innovative instructional materials.

Implements training and establishes policy and procedures for developing and delivering training related to the creation of metadata, reference, and services to the end user.

Delivers designed courses, seminars, and workshops on technical processing, automated technical processing, and office automation software packages pertinent to the Library staff working in the area of acquisitions, cataloging, reference, and preservation. Presents courseware in a variety of formats: handouts, cheat sheets, webinars, and quizzes, in classroom, online, blended, and web-based settings.

Provides Library Services staff at all levels with leadership and guidance on new developments and national trends in Library Services educational programs, such as webcasting, web conferencing, and web design. Develops and applies new training methods, approaches, and technology or revises and adapts existing methodology to fit new situations. Serves as a principal staff member to provide professional advice and guidance on matters of instructional materials development and delivery.

Serves as an authoritative consultant, establishes guidelines and policy for evaluation and quality assessment of new or modified instructional programs. Studies developments in the fields of performance technology and instructional design for possible application to Library Services' education or training programs.

Position: [Supervisory Librarian \(Knowledge Services\)](#)

Location: Congressional Research Service (CRS), Library of Congress, Washington, DC

Salary: \$114,590 to \$148,967 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

The Congressional Research Service (CRS) seeks a Supervisory Librarian for its Knowledge Services Group (KSG). The selectee will supervise a team of digital and knowledge services librarians engaged in information and knowledge management activities. The supervisory librarian collaborates with stakeholders in CRS to identify opportunities and requirements for managing information and/or knowledge, develops and manages projects, and resolves issues.

Responsibilities

The Supervisory Librarian will work with information professionals, analysts, attorneys, and information technology staff to investigate and recommend methodologies, tools and services to solve highly complex program issues or problems and to facilitate the use of relevant data, information and knowledge in research and analysis. Review potential options and recommend innovative solutions to provide information services to internal and congressional clients. Create and coordinate activities that involve highly complex problems and/or special requirements to develop, integrate, and organize content to meet user requirements. Lead the integration of new features and technologies into websites and portals. In addition, evaluate results and documents best practices, applying standard and emerging practices of librarianship and other fields and disciplines as they relate to information and knowledge management.

Candidates with experience and knowledge of current and emerging practices or librarianship or other fields and disciplines related to information and knowledge management are encouraged to apply.

CRS works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As a legislative branch agency within the Library of Congress, CRS has been a valued and respected resource on Capitol Hill for more than a century.

CRS is well known for analysis that is authoritative, confidential, objective, and nonpartisan. Its highest priority is to ensure that Congress has immediate access to the nation's best thinking on public policy issues of interest to its Members and Committees.

Supervisory Librarian duties include:

Supervises a group of employees performing work up to the GS-13 level. Provides administrative and technical supervision relative to the staff supervised. Plans work to be accomplished by subordinates, sets/adjusts short-term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty/requirements of assignments, and the capabilities of employees. Observes workers' performance; demonstrates/conducts work performance critiques. Establishes guidelines and performance expectations for staff and clearly communicates these through the formal employee performance management system. Provides informal feedback/periodically evaluates employee performance. Resolves informal complaints/grievances. Recommends appointment, promotion, or reassignment and develops work improvement plans, recommending personnel actions as necessary. Provides advice/counsel to workers related to work/administrative matters. Reviews/approves/disapproves leave requests and certifies time and attendance records for staff. Assures that subordinates are trained and fully comply with safety regulations.

Leads, plans, organizes, coordinates and directs group efforts; contributes to the development and implementation of strategic projects, archive and information services, knowledge management, digital services, acquisition processing, data analysis and ongoing KSG programs of critical significance. Directs/shapes the character and overall nature of projects. Organizes/develops projects using expert knowledge/judgment to determine scope, emphasis, approach, appropriate techniques, and the project plan. Develops criteria, standards, and expected outcomes for the projects or programs. Formulates goals/objectives and identifies opportunities for improvements in methods/procedures. Oversees projects from requirements analysis through development and production, providing expert advice and guidance to project team members.

Serves as a principal liaison for collaboration between KSG groups, other CRS divisions and offices, and other Library of Congress units and offices. Consults with information professionals throughout CRS and the Library of Congress regarding the development/enhancement of

information research and information management techniques. Identifies and communicates “best practices” in order to eliminate duplicative efforts.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Law Library](#), [Washington DC](#) | [Leave a reply](#)

Six Positions: Maryland & Washington, DC

Posted on [September 29, 2018](#) by [LLAM News](#)

Position: [Network Zone Manager](#)

Location: Washington Research Library Consortium, Bowie, MD

Full vacancy announcement available on [ALA JobLIST](#).

SUMMARY: The Network Zone Manager enables the success of the Washington Research Library Consortium (WRLC) university partners by managing, coordinating and contributing to resource management, discovery, resource-sharing and fulfillment in the Alma Network Zone. The Network Zone Manager is responsible for ensuring accurate information, database integrity and ongoing development to support workflows in all functional areas of the Alma platform. The Network Zone Manager works closely with library staff and with WRLC central staff to enhance collaboration and improve the efficiency and effectiveness of Network Zone workflows and operations. This position reports to the Director, Library and User Services.

DUTIES AND RESPONSIBILITIES:

- Network Zone management: Coordinates and implements the overall management of the Alma Network Zone for the WRLC. Assesses consortial needs, makes recommendations and implements approved Network Zone policies, procedures and access. Manages import, export and deletion of Network Zone records. Monitors monthly updates, tests enhancements and reports results. Troubleshoots issues arising within the Network Zone environment and resolves them in support of the partner libraries.
- Shared electronic resource management: Manages shared electronic content maintained in the Network Zone, including the import, creation, activation and maintenance of shared electronic collections and testing of shared collections in the Primo discovery environment.
- Library Systems support: Provides support and problem-resolution for the Alma environment for the WRLC libraries and for Trinity Washington University. Monitors existing, new, and proposed Network Zone functionality to support increased collaborative work, including engaging the technical services community about needed functionality and advocating with vendors for improvements and issue resolution. Contributes to planning for system developments and enhancements by working with library staff to identify problems, outline potential solutions, and implement requested configuration changes. Contributes to Primo support activities.
- Outreach and Communication: Represents the WRLC organization on committees and task forces. Coordinates with library and university staff, vendors and other stakeholders to ensure the needs of all WRLC partners are considered in decisions. Regularly

communicates status and planning information to appropriate WRLC staff and the library partners. Prepares and provides documentation on WRLC policies and recommended workflows. Develops reports and other management information resources as required. Works with library staff to provide training for new features/workflows as required.

- **Professional Responsibilities:** Serves on committees and task forces as required. Provides constructive input for enhancements to services or revisions to policies and procedures. Serves as backup to other positions as necessary and perform other duties as assigned. Seeks new knowledge and update skills to enhance performance in all areas of responsibility.

Requirements

QUALIFICATIONS:

Expected: ALA accredited master's degree in library or information science, master's degree in related field, or equivalent education and experience. At least three years' demonstrated experience with metadata schema (MARC, Dublin Core, METS, FRBR, RDA), working with MARC bibliographic records, building and running batch processes and understanding of cataloging workflows. Demonstrated experience with the licensing and management of electronic resources.

Excellent written, oral, and interpersonal communication skills. Ability to create documentation in various forms, including communicating a high level of technical detail to a variety of audiences. Strong organizational and problem-solving skills. Demonstrated ability to work collaboratively in a team environment and to manage multiple projects and priorities successfully.

Preferred: Knowledge of acquisitions workflows. Experience with consortial database maintenance, preferably with Alma and Primo. Ability to analyze large data sets. Experience with MarcEdit and using scripting languages to transform large sets of data. Experience using web-based API's for data retrieval and/or management.

Position: [Development Manager \(Full-Time\)](#)

Location: Charles County Public Library – La Plata Branch, La Plata, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Summary:

Under the direction of the Executive Director, the Development Manager will be responsible for encouraging the community to learn about, engage with, and invest in the Charles County Public Library's mission through multi-tiered fundraising, grant writing, community relations and engagement, and resource/ donor development. The Development Manager will provide leadership on all fundraising initiatives including special events, major gifts, planned giving, sponsorships, donor cultivation and grant writing. S/he should be able to identify, organize and manage the fundraising activities of CCPL with a focus on new opportunities to obtain ongoing and increased support from corporations, public and private organizations, and individuals. S/he will work closely with the Executive Director to execute a comprehensive major gifts/development plan and strategy for CCPL to communicate the value of the library to the community and drive revenue growth.

Job Duties:

1. Plans and implements a comprehensive Fundraising plan and strategy that incorporates fundraising goals, timelines, revenue forecasts and strategies for donor acquisition, corporate and foundation support, and special events.
2. Provides leadership, direction, and coordination for fundraising and revenue generating

initiatives that support the CCPL Strategic Plan.

3. Works with the ED, staff, and board members in the identification, cultivation and solicitation of key donors, major gifts prospects and major capital campaign donors to increase donor participation in CCPL programs.
4. Plans, creates, executes and evaluates strategic and donor-focused fundraising campaigns and activities.
5. Develops and maintains close working relationships with the philanthropic community, individual and corporate donors, sponsors, board members and volunteers.
6. Researches, pinpoints, and manages potential grants/grantors.
7. Makes donor stewardship a priority through regular communication with donors, such as handwritten notes, emails and phone calls.
8. Designs and prepares development writing projects, from inception through delivery.
9. Assists in the development of the Development Department budget, including income and expenditure projections.
10. Compiles financial, statistical and informational reports (e.g. weekly, monthly, annual reports; incident, special event reports; etc.) as requested by the Executive Director.
11. Performs other duties as assigned.

Requirements:

1. Completion of a Bachelor's Degree from an accredited college or university, preferably in business, marketing, public relations, communications, or related field.
2. Minimum of 5 years of progressively responsible non-profit development experience.
3. Experience developing and managing strategic fundraising/development plans and budgets.
4. Demonstrated experience developing successful community relationships, donor cultivation, fundraising events and revenue streams.
5. Experience working independently and collaboratively on cross-functional teams.
6. Strong written and verbal communication skills.
7. Grant writing experience.
8. Database creation or management experience.
9. Experience with fundraising software such as Bloomberg, Raiser's Edge, Salesforce, or similar is ideal.

Salary: \$61,325 Closing Date: October 5, 2018 at 5 PM

Application Process:

Interested current Charles County Public Library staff should submit a Request for Transfer/Promotion found on the Extranet, Resume and Cover Letter to: Human Resources via email by the closing date.

External candidates should send application, resume and cover letter to Human Resources via email to hr@ccplonline.org or send to the address below.

Garrett Ave. La Plata, MD 20646 ATTN: Marina Turner

Applications can be found on the Library's website at www.ccplonline.org.

HR Note: Due to the high volume of applications we receive, we are unable to provide status updates. Each application is carefully reviewed. If you are selected for a phone or in person interview, you will be contacted directly by the Human Resources Department.

Position: [Library Associate I \(Youth Services\)](#)

Location: St. Mary's County Library – Lexington Park Library, Lexington Park, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

POSITION: Library Associate I – Youth Services, 35.5 hours per week

CLOSING DATE: October 9, 2018

LOCATION: Lexington Park Library

START DATE: November 13, 2018

HOURS: Mon – Tues 9-5, Wed 12-8, Thurs 9-5, rotating Fri/Sat 9-5, other based on library needs

SALARY: Grade 4, \$36,182.00 per year, enrollment in MD State Retirement System

REQUISITES:

- Bachelor's Degree
- Two years or more of related experience desirable.
- Basic knowledge of electronic resources, including the Internet and database information retrieval.
- Basic knowledge of relevant computer systems, including hardware and software, current audiovisual equipment, and office machines.
- Ability to gain working knowledge of St. Mary's County Library policies, practices, and procedures.
- Ability to act as a representative of the library to the public.
- Ability to gain working knowledge of the principles and practices of information, collection, programming and outreach services.
- Ability to gain working knowledge of electronic resources, including the Internet and databases.
- Ability to develop, promote and present programs and classes.
- Excellent interpersonal and communication skills.
- Excellent customer service skills.

DUTIES INCLUDE:

- Provides information, programming, outreach, collection development, and circulation services to customers of all ages, specializing in youth (birth to 17).
- Serve as youth services librarian within the youth services department and focus on children's collection maintenance, children's programming, and children's outreach as well as assisting customers at service desks.
- Special projects as assigned.

Position: [Technical Information Specialist](#)

Location: National Institutes of Health, Bethesda, MD

Salary: \$96,970 to \$126,062 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

The NIH Library is pleased to announce an exciting employment opportunity for an exceptional candidate to serve as coordinator for the NIH Library Bioinformatics Support Program, helping researchers and staff to learn and apply bioinformatics analysis techniques to their research. If you have experience providing outreach and leadership for bioinformatics and you want to play a significant role in a dynamic organization, then consider joining the NIH Library team.

Responsibilities

- Serves as the team leader and coordinator for bioinformatics, identifying goals and objectives and developing strategies to meet them.

- Recommends guidelines, policies, and procedures; and, ensures that administrative tasks, such as collecting, analyzing, and reporting statistics which document the service levels and trends in service provision, are accomplished.
- Coordinates bioinformatics classes from outside vendors and guest speaker for NIH researchers and staff, including developing and delivering a program of instruction in the use of bioinformatics databases and analytical tools.
- Teaches NIH researchers and staff to use a range of bioinformatics databases and various analytical tools related to the following areas: sequence analysis, similarity searching, structural analysis, gene expression, and text/data mining.
- Acts as information advisor and consultant to NIH branches and laboratories to aid them in locating, accessing, identifying, and managing information.
- Develops approaches and methods for solving the many complex problems associated with bioinformatics.
- Provides reference and research services in response to requests for information relating to bioinformatics and other biomedical subjects.
- Evaluates, recommends, and supports electronic resources, such as software applications, pertinent to the bioinformatics support program.
- Develops and implements new web-based applications and user services; pursues professional development by making presentations at and attending conferences.

Position: [Library Technician](#)

Location: Library of Congress, Washington, D.C.

Salary: \$37,113 to \$48,249 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Middle East Section, Asian And Middle Eastern Division, Acquisitions & Bibliographic Access Directorate, Library Services. The incumbent of this position performs major technician duties for the functions of acquisitions, cataloging, and serials control. A foreign language may be required for this position depending on the geographical area for which functions are being performed.

Responsibilities

The position description number for this position is 128316.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

The incumbent of this position will work a flextime work schedule.

This is a non-supervisory, bargaining unit position. Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Follows well-established procedures and specific instructions from the supervisor, and uses a variety of interrelated steps and procedures, to order and process different types of library materials from different acquisition sources.

Performs rudimentary searches of reference sources which may include print, automated files, and internal and external databases.

Receives, inspects, and processes library material in all formats received from all sources (governmental, exchange, gift, purchase). Learns to prepare acquisition acknowledgment letters. Assists in determining material that needs to be claimed and learns to issue appropriate claims to suppliers. Learns to process cancellations or adjustments to acquisition records. Records receipts for specific types of serials, such as inkprint periodicals, on the appropriate entry in online or manual files. Learns to check in serials in other formats (e.g., bound volumes, microforms, CDROMs).

Open, sorts, and processes incoming mail, including regular, registered, certified and freight mail. Stamps materials with the appropriate acquisition stamp and date. Promptly forwards misrouted mail to its correct destination. Assures prompt delivery of time-sensitive mail. Maintains supplies and performs basic equipment maintenance.

Shelflists materials under close supervision, using standard tools and according to established procedures. Consults the shelflist or the appropriate classification schedule to verify whether the class number assigned is consistent with the subject heading(s). Completes the subclassification, and establishes the elements of the location symbol to the point at which the call number for each item is unique or places it in conflict with neighboring items. Corrects or updates bibliographic data when needed.

Searches entries in automated and manual catalogs. Updates and inputs data and records based on annotations prepared by senior staff. Adds copies to the database, transcribes the correct call number in the item, adds holdings to the file, and assigns copies to the reference or custodial collections.

Receives training in content designation for newly created and updated bibliographic records. With the assistance of a designated trainer, learns to perform database maintenance including modifications, updates, and corrections. Also works with a trainer to learn to create and revise bibliographic records, including initial bibliographic control records (IBCRs). Refers problems and items needing authority work to senior staff.

Following extensive library rules, procedures, and operations, processes library collections. Distinguishes the type of material, and separates and properly distributes all types of library collection items for processing. Completes appropriate forms for accessioning, recording, and statistical reports. Using large bibliographic databases, receives and sorts materials into bound and unbound categories. Checks in materials. Prepares materials for digital conversion or binding. Attaches call numbers. Disposes of items not considered useful for library programs.

Orients and provides information to patrons about specialized programs, reader registration procedures, physical layout, and directions to other library locations. Answers routine directional questions. Assists readers in using computerized searching tools.

Assists patrons participating with library programs. Verifies the credentials of all visitors and monitors users to make sure they select from proper stacks of materials based on their eligibility. Maintains a high degree of tact and courtesy in dealing with visitors.

Searches and retrieves items from collections that are needed by patrons. Organizes data into a catalog record as prescribed by the appropriate rules for varying levels of cataloging and inputs the data online. Inputs data, such as completed call number and the technician's charge online. Proofs records to ensure the correct tag sequence order.

Performs routine searches of various computer and card catalogs and files to locate and/or verify bibliographic or acquisitions data in support of various library functions for acquisitions and cataloging. Efficiently searches specialized online databases, such as library-related databases including LC/ILS, ISSN, and OCLC to locate records for material in hand.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. (Input appropriate KSAs.)

- Proficiency in English and Turkic languages, including Azerbaijani and the languages of Central Asia.**
- Knowledge of library acquisitions and cataloging rules, practices and procedures.**
- Ability to use an Integrated Library System (ILS), computerized search tools, databases and other computer applications.**
- Ability to communicate in writing in English in a clear, concise and organized manner.
- Ability to perform library functions that support the unit or section.
- Ability to plan and organize work assignments and set priorities in order to meet deadlines.
- Ability to communicate effectively other than in writing.

Position: Librarian (Education and Training Specialist)

Location: Library of Congress, Washington, D.C.

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Conservation Division, Preservation Directorate, Library Services.

The position description number for this position is 169972.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

This is a non-supervisory, bargaining unit position.

Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Responsibilities

The incumbent recommends policy with regard to outreach, reference, education and training in the areas of conservation, preservation, and collections care; defines and carries out projects; and establishes priorities for reference education and outreach activities. This position is responsible for maintaining expertise in one or more specialized preservation or conservation activities such as emergency preparedness, storage and environmental controls, or collections care, and provides reference and training using a working knowledge in all areas as assigned. At entry level (GS-9), the incumbent completes routine assignments using specialized knowledge, and assists the division chiefs with major programs and services in training and outreach.

Works to maintain personal contacts and cooperative work relationships in order to share information about the Preservation Directorate program, publications, and preservation services.

Supports the Preservation Directorate training program by assisting in the implementation of prepared training courses and materials. Assists in developing, coordinating, and conducting training programs related to preservation. Implements course plans while presenting classroom instruction. Provides training to custodial staff at LC in the area of care and handling and other preservation areas.

Presents information to groups and individuals within the Library community and within the Library of Congress. As assigned, provides support to LC custodial divisions; serves on other LC committees or task forces as the work requires.

Coordinates the use of audio-visual aids/technological tools for instruction. Prepares instructional guides, information packets, and other resource materials. Researches training needs as new functions are added and changes in existing procedures take place. Maintains current knowledge and implements the use of the latest advancements in technical tools, methodologies, and other instructional material.

Organizes and analyses standard subject data in order to determine its relationship or relevance to the project-at-hand. Information is obtained, analyzed, and organized using standard rules, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements in approaches to the work relating to preservation education, and provides responses to inquiries.

Assists in the production of written materials on a specific subject matter in the Preservation Directorate program. Examines material for conformity to proper style. Prepares written documents, including reports, articles, and formal correspondence through "Ask a Librarian" queries through Question Point scripts and other means of inquiry. Edits portions of documents or reports and assists in the development and presentation of the information. When required, produces materials in formats ready for electronic publication via the web and e-mail. Analyzes changes to the various projects at hand and prepares reports of the changes for review.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- Knowledge of the principles, concepts and techniques of preservation.**
- Ability to interact collaboratively with others to provide consultation and liaison services.**
- Ability to train others.
- Ability to communicate in writing.
- Ability to organize and analyze information and interpret data related to preservation duties.
- Ability to communicate effectively other than in writing.

Posted in [Job Vacancies](#) | Tagged [Government Library, Maryland, Public Library, Public Services, Special Library, Technical Services, Washington DC](#) | [Leave a reply](#)

Four Positions: Maryland & Virginia

Posted on [September 26, 2018](#) by [LLAM News](#)

Position: [Manager II \(Assistant Director for Programming and Outreach\), Grade M](#)

Location: Montgomery County Public Libraries, Rockville, MD

Salary: \$88,388-160,454

Full vacancy announcement available on [ALA Joblist](#).

Description Montgomery County Public Libraries (MCPL) is seeking an energetic, results-oriented professional with extensive library project management experience, strong communication and organizational skills, and a concentrated customer service focus to join our collaborative and dynamic administrative team.

This individual will lead the Department's community engagement efforts, serving the needs of the County's majority/minority residents. Community engagement includes the management of our award-winning Outreach team, marketing, partnerships, programming from birth to seniors and coordinating the Department's early literacy efforts. Working with the other Assistant Directors to support the Director in developing strategies to accomplish MCPL's Strategic Plan will be integral to this position.

Requirements

Minimum Qualifications

Education: Master's Degree in Library Science or Library Information Science from a college or university accredited by the American Library Association.

Experience: Seven (7) years of progressively responsible professional experience in organizational management related to public libraries, three years of which were in a supervisory or executive capacity. *Note: The term "executive" is further defined as a high echelon or high-level position in an organization that is assigned technical research, management advisory services responsibilities, or policy-making duties and responsibilities that exerts considerable influence on organizational policy, plans, and*

operations through technical research, management advisory services, and/or policy-making duties and responsibilities (e.g., County positions at Grade 30 or above).

Equivalency: None

Employees will be responsible for maintaining appropriate level of Continuing Education (Contact Hours) to sustain State licensure requirements for this position.

Preferred Criteria

The applications of those individuals meeting the minimum qualifications will be reviewed to determine the extent, relevancy of training, and experience in the following areas:

- Using project management techniques to design, implement, monitor and modify services and procedures, and develop alternatives
- Strategic planning and fostering the growth of County and community partnerships that will directly benefit the Library and its customers
- Supervising the work of several branch or unit managers
- Persuading, convincing and influencing others for the purpose of achieving desired results
- Using a variety of tools in assessing community needs, and planning and implementing programs in response to diverse and underserved populations' needs and interests

Position: [Librarian III \(Full-Time\)](#)

Location: North Point Branch, Baltimore County Public Library

Salary: \$44,023.00 to \$58,967.00 per year, commensurate with experience

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Summary: At Baltimore County Public Library, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, developing innovative learning environments, and creating gracious library spaces. If you are enthusiastic, self-motivated, and open to new ideas consider joining the Baltimore County Public Library as a full-time [Librarian III](#).

Key Responsibilities

- Assists customers in finding answers to a broad range of questions through use of print and on-line resources
- Guides customers in selecting appropriate materials for reading/viewing/listening either for personal pleasure or professional development
- Assists customers with technology related requests for service including e-reader devices
- Develops and maintains a portion of the Library's collection
- Plans and presents library-related programs and outreach services
- Serves on teams and committees within the branch and system-wide
- As needed, serves as Librarian in Charge by handling customer complaints and resolving facilities issues

- Supports innovation by embracing change, being flexible and anticipating customers' needs
- Demonstrates initiative by being a self-starter, rethinking processes, and effectively solving problems
- Demonstrates a commitment to teamwork by being an effective communicator and engaging in respectful and productive work relationships
- Actively pursues continuous learning by participating in training opportunities and sharing knowledge in the workplace

Education/Experience Requirement:

- Bachelor's degree from an accredited college. Successful completion of the Library Associates Training Institute (LATI) or an MLS from an ALA accredited school within two years of date of hire
- Knowledge of public library services and operations gained through one year of service as a Librarian
- Knowledge of print, electronic and online information resources
- Ability to establish and maintain relationships with customers, community groups and co-workers of diverse backgrounds
- Ability to plan, organize and present a variety of activities and presentations
- Ability to demonstrate effective written and verbal communication skills
- Willingness and ability to travel throughout the system, work a variety of schedules that include evenings and weekends and accept system-wide transfers
- Must pass post offer criminal background check

We offer an excellent benefit package that includes: Four weeks of vacation; sick and personal leave; subsidized healthcare coverage; pension eligibility; and other benefits. Annualized Salary: \$44,023.00-58,967.00. Commensurate with experience.

To apply: Send an email to humres@bcpl.net and attach two documents:

- 1) a completed BCPL employment application which you can find on our website www.bcpl.jobs
- 2) your cover letter and resume as one PDF document.

Include your last name in the title of the documents.

Indicate the job title Librarian III- North Point in the subject line of your email.

Application Deadline: October 26, 2018

Vacancy #: 2019-030

Position: [Librarian/Information Services Team Lead](#)

Location: Cadence Group: NASA Goddard Space Flight Center Library, Greenbelt, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Position Description:

The Information Services (IS) Team Lead is responsible for supervising the NASA Goddard Library Information Services Team and their operation; the day-to-day supervision of the Library's reference and research services, circulation, access services, the information desk, Interlibrary Loan (ILL), maintenance of the physical collection, outreach, current awareness, and educational aspects of the Library. The IS Team Lead provides assistance to customers in navigating information resources available to them and provides expert reference and research services. The IS Team Lead is responsible for developing an in-depth understanding of the research needs and culture of the community, and based on that understanding, developing information services, resources, and tools to assist them with their work. In addition, the IS Team Lead assures that the physical Library environment is well organized, functional, attractive, and responsive to user requests and needs.

Responsibilities:

- As a senior member of the Library team, collaborates with the Leadership Team to develop new ideas, concepts, and methodologies of benefit to the Library or the IS Team.
- Responsible for oversight of all IS activities, including managing the IS schedules, activities, reporting, policies and procedures, and overall services. Regularly reviews and provides feedback on all IS interactions. Ensures coverage of all IS activities, including the Information Desk, QuestionPoint, Interlibrary Loan, circulation, and maintenance of the physical space.
- Coordinates periodic maintenance of the physical shelves including shifting, weeding, and inventory activities.
- Provides backup assistance in coordinating collaborative events in the Library space.
- Ensures that users are provided with access to, and instruction in, obtaining the information they need in the best format and in a timely manner.
- Coordinates and supervises the Information Services Team, including assignment and monitoring of tasks and overall performance evaluations.
- Compiles, enters, and maintains metrics data, and provides departmental representation in oral and written reporting on team activities, including circulation, ILL, and reference requests, and produces reports on the teams' accomplishments.
- Prepares and updates procedures and policies for the IS Team.
- Produces management reports (weekly activities, monthly reports, annual reports and project deliverables) as required.
- Provides marketing and outreach as necessary (e.g., summer intern activities).
- Develops and publishes Dateline announcements, blog articles.
- Creates signage as needed.
- Conceptualizes and develops in-Library displays.
- Develops current awareness materials designed to promote the Library and its activities.
- Works with the Library Leadership Team to develop educational events and presentations to benefit Goddard personnel and promote Library services.
- Conceptualizes and implements an ongoing program of promoting the Library's services and resources through various methods (presentations, webinars, Library website, etc.)
- Identifies opportunities to partner with other onsite organizations in order to promote the Library's services and resources.
- Provides expert reference and research services to the Government.

- Ensures the prompt discharge and re-shelving or re-filing of all Library materials and all other collection maintenance activities, including shifting, inventory control, and locations updating in the SirsiDynix Library system.
- Oversees all circulation activities. Provides timely production and distribution of overdue notices, hold and reserve notifications; the creation, update and maintenance of the customer records and SirsiDynix circulation table values; the prompt reply and fulfillment of InterLibrary Loan (ILL) borrowing requests.
- Ensures continuous operation of photocopiers and other Library machines, the efficient and complete attention to customer information needs and the referral to the government of those that require extensive research, and the coordination of outreach activities.

Requirements:

- MLS from an accredited library school
- USA citizen
- 3-4 years experience in reference and information services
- 3-4 years library supervisory experience minimum
- Ability to stay abreast of new trends in libraries and technology
- Sirsi/Dynix or comparable ILS experience
- Proven oral and written communication and interpersonal skills as well as organizational skills
- Ability to climb, stoop, kneel and reach within the book stacks

Desired:

- Knowledge of scientific and technical information resources
Previous experience in Federal Library environment
Knowledge and/or interest in bibliometric management tools such as Mendeley and bibliometric analysis tools

Position: [Regulatory Research Analyst](#)

Location: CSRA, Arlington, VA

Job Description:

About GDIT

General Dynamics Information Technology and CSRA have united to create the premier provider of high-tech IT solutions to the government IT market. Together as General Dynamics Information Technology, we deliver cost-effective, next-generation IT solutions and services to the Department of Defense, the intelligence community and federal civilian agencies as they modernize their information systems.

Program Description

Launched as an official “.gov” website in 2014, NIAID [ClinRegs](#) provides detailed regulatory profiles for 19 (soon to be 20) countries where NIAID supports clinical research. The website has approximately 2,500 users a month from around the world. By providing well-documented

and current information in a single place, ClinRegs serves as a central resource and time-saver for persons involved in planning and implementing international clinical research. The GDIT project team support all aspects of the ClinRegs website, including regulatory research and writing, stakeholder outreach and communications, website development and maintenance, and NIAID governance.

Position Description:

Seeking a researcher/writer to develop and maintain country-specific clinical research regulatory profiles for publication on National Institutes of Health website (clinregs.niaid.nih.gov). Candidate will work closely with team members, particularly the content team, to research and develop content.

Researcher/writer will identify and consult relevant information sources, including but not limited to official governmental websites, regulatory and legislative documents, legal and regulatory affairs websites, and subject matter experts, to obtain relevant and pertinent regulatory information.

The use of online translation services may be necessary when information is not available in English.

Researcher/writer will analyze research findings and draft content for country profiles that complies with the project's content standards and style guidelines. She or he will also review and validate draft material produced by other members of the content team.

If working full-time on the project, the researcher/writer will have the opportunity to support other aspects of the content management process, such as publishing and website testing.

Requirements:

- Demonstrated experience conducting regulatory research and analysis
- Strong writing, editing, and verbal communications skills
- Strong attention to detail and ability to self-check and proofread own work
- Organized and self-disciplined
- Experience working with multiple team members to complete project deliverables
- Flexible in responding to shifting priorities and able to work on multiple research and writing tasks simultaneously

Education: Bachelor's Degree with minimum 5 years' experience

Additional Beneficial Experience:

- Experience working in peer-review environment
- Familiarity with clinical research and pharmaceutical industry issues and requirements
- Experience working with the content management systems, such as Drupal
- Experience working with Microsoft SharePoint

- Experience working with machine translation tools, such as Google Translate and Microsoft Translator
- Proficiency in a second language

Work Location: GDIT office Arlington, VA or telework in the Washington, DC metro region

Posted in [Job Vacancies](#) | Tagged [Maryland](#), [Public Library](#), [Special Library](#), [Virginia](#) | [Leave a reply](#)

Two Positions: Maryland & Washington, DC

Posted on [September 24, 2018](#) by [LLAM News](#)

Position: [Librarian II \(Full-Time\)](#)

Location: Randallstown Branch, Baltimore County Public Library

Salary: \$39,132 to \$52,457 per year, commensurate with experience

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Summary:

At Baltimore County Public Library, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, developing innovative learning environments, and creating gracious library spaces. We circulate over 10 million items and provide library services through our 19 branches, 4 mobile library vehicles and a growing virtual online presence. If you are enthusiastic, self-motivated, and open to new ideas consider joining the Baltimore County Public Library as a full-time Librarian II.

Key Responsibilities:

- Assists customers in finding answers to a broad range of questions through use of print and on-line resources
- Guides customers in selecting appropriate materials for reading/viewing/listening either for personal pleasure or professional development
- Assists customers with technology related requests for service including e-reader devices
- Develops and maintains a portion of the Library's collection
- Plans and presents library-related programs and outreach services
- Serves on teams and committees within the branch and system-wide
- As needed, serves as Librarian in Charge by handling customer complaints and resolving facilities issues
- Supports innovation by embracing change, being flexible and anticipating customers' needs
- Demonstrates initiative by being a self-starter, rethinking processes, and effectively solving problems
- Demonstrates a commitment to teamwork by being an effective communicator and engaging in respectful and productive work relationships
- Actively pursues continuous learning by participating in training opportunities and sharing knowledge in the workplace

Education/Experience Requirements:

- Bachelor's degree from an accredited college. Successful completion of the Library Associates Training Institute (LATI) or an MLS from an ALA accredited school within two years of date of hire
- Knowledge of public library services and operations
- Knowledge of print, electronic and online information resources
- Ability to establish and maintain relationships with customers, community groups and co-workers of diverse backgrounds
- Ability to plan, organize and present a variety of activities and presentations
- Ability to demonstrate effective written and verbal communication skills
- Willingness and ability to travel throughout the system, work a variety of schedules that include evenings and weekends and accept system-wide transfers
- Must pass post offer criminal background check

We offer an excellent benefit package that includes 4 weeks of vacation and other paid leave, a variety of subsidized health care options, pension eligibility, and other related benefits.

Annualized Salary: \$39,132 – 52,457, commensurate with experience.

To apply:

Send an email to humres@bcpl.net

Attach two documents:

- 1) a completed BCPL employment application which you can find on our website www.bcpl.jobs
- 2) your cover letter and resume as one PDF document.

Include your last name in the title of the documents. Indicate the job title Librarian II-Randallstown in the subject line of your email.

Application deadline: October 21, 2018 Vacancy #: 2019-027

Position: [Library Technician](#)

Location: Reference and Reader Services Section, Rare Book and Special Collections Division, Collections and Services Directorate, Library Services, Library of Congress, Washington, DC

Salary: \$45,972 to \$59,762 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in Reference and Reader Services Section, Rare Book and Special Collections Division, Collections and Services Directorate, Library Services. The reference assistant is responsible for providing reference and research services, customer service, collection maintenance, and preservation and security of Library collections.

Responsibilities

The position description number for this position is 356942.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

The incumbents of these positions will work a fixed work schedule, Monday through Friday, starting at 8:30 am and ending at 5:00 pm.

This is a non-supervisory, bargaining unit position.

Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

The collections are varied in medium, format, physical condition, and intellectual property rights requirements, with attendant concerns for security, preservation, and safe handling.

The collections are accessed by means of complex, diverse, and often multilayered intellectual controls and surrogates in written, filmed, and electronic forms. Reference and reader services in the research centers under the purview of the Collections and Services divisions play a critical role in establishing a positive image of the Library and furthering the Library's goal of providing a high level of responsive, effective, and professional service to the full range of Library users worldwide.

Independently conducts background research on the collections for reference and research correspondence assigned, often using automated tools. Sorts incoming reference correspondence. Answers ready reference questions. Prepares and sends correspondence by identifying appropriate stock answers and relevant reference aids. As assigned, may answer basic reference correspondence involving reproduction requests, rights information, locating incompletely identified items, and well-defined subjects. As assigned, may work on related research service projects.

Communicates with a broad spectrum of clients regarding routine questions about access, handling, and use of collection materials. Maintains a high degree of tact and courtesy in dealing with visitors. Aids reference staff in orienting new readers by providing reader registration services and information about the physical layout of the reading room and directions to other Library facilities. Answers basic questions about the scope of the division's collections. Orients readers to the open files in the reading room. Assists readers in using online and manual public access catalogs and other finding aids. Drawing upon experience with collections, may suggest search strategies and may refer patrons to specific pieces in the collections. Responds to patron requests for collections that must be served under supervision. Speaks directly to readers concerning departures from special rules and practices for handling pictorial materials. May provide reference service in the reading room under guidance from senior staff. Monitors surveillance cameras. Assists reference staff in answering incoming telephone calls; interprets questions and answers basic inquiries as well as routine directional questions.

Applies knowledge of the full range of library rules, procedures, and operations to resolve a wide variety of problems. Efficiently and accurately reshelves books and other materials pulled from the Division's collections, which may include diverse formats and subjects, varied types of labeling systems, and numerous locations within the Division's storage facilities and the reading room. Shares responsibility for retrieving material requested by patrons. Identifies material that cannot be refilled because of incomplete call numbers or other problems and makes recommendations for marking and refiling these materials.

Assists in maintaining the Division's reference book collection by performing various tasks such as refiling and relabeling. Assists in preserving the collections by identifying materials in need of repair or rehousing. Coordinates the Section's collection maintenance supplies. As assigned, may work on related processing and preservation projects.

Posted in [Job Vacancies](#) | Tagged [Government Library, Maryland, Public Library, Washington DC](#) | [Leave a reply](#)

Four Positions: Maryland, Washington, DC & Virginia

Posted on [September 21, 2018](#) by [LLAM News](#)

Position: [Data Scientist](#)

Location: LAC Group, Beltsville, MD

Full vacancy announcement is available on [CUA SLIS blog](#).

Job Summary:

LAC Group is seeking two qualified Data Scientists for a full-time and part-time opportunity with a major Federal Agency in Beltsville, MD. The Data Scientist will assist the agency in providing data management services for a broad cross-section of the agency's research portfolio and increasingly to other agricultural researchers. Background in data science, data analytics, and repositories particularly in the agricultural and ecological sciences is a plus. We have 2 positions available for this one year contract. One full time (40 hours a week; Monday-Friday) benefited position and one part-time positions (20-30 hours a week) with no benefits.

Responsibilities:

- Develop and get approval for a detailed planning document for several specific data analytics projects through consultation with Subject Matter Experts such as librarians, scientists, and administrators.
- Conduct each analysis project as planned.
- Attend regular Ag Data Commons and Data Science team meetings in order to gain appropriate context for analyses, gain feedback on approaches, and provide feedback to other team members.
- Recommend data management system and curation process improvements so that KSD can better support data science activities in the future, such as improvements to application programming interfaces, data descriptions, and data quality.

Qualifications:

- Bachelor's Degree in a relevant field (Information, Data Science, Computer Science, Biology)
- Coursework or one year of work experience indicating technical proficiency in basic data science skills. This includes knowledge and experience in some or all of the following:

Unix/Linux shell command line, Jupyter notebooks, various data structures and common methods in data transformation; programming, markup, and query languages such as R and Python, HTML and XML, SQL and databases; tools such as Open Refine; and use of Application Programming Interfaces.

- Coursework or one year of work experience with data analytics, natural language processing, machine learning, network analysis, or reasoning technologies to discover hidden relationships and to generate insights that support informed decision-making and scientific research. Includes experience with analytics and visualization tools (possible examples are Tableau, PowerBI, ArcGIS Story Maps, and D3).
- Coursework or one year of work experience indicating knowledge of statistical concepts and their application to deriving insights from data. Knowledge of research catalogs, repositories, and applications such as Geonetwork, DKAN, PubAg, and VIVO.
- Ability to work as part of a multidisciplinary team including domain scientists, data specialists, and/or IT specialists to develop plans and communicate findings through written and oral reports, abstracts, summaries, charts, graphs, and other products.

Position: [Library Technician \(Rare Books\)](#)

Location: LAC Group, Washington, D.C.

Full vacancy announcement is available on [CUA SLIS blog](#).

Job Summary:

LAC Group is seeking a Library Technician, Rare Books for a project with a major Federal library in Washington DC. The library technicians will work in a high-volume production environment working with catalog records. The candidates must have strong computer skills and familiarity with library cataloging standards and procedures. Candidates must be able to follow detailed, complex instructions for processing a wide variety of material. This is a full-time opportunity with benefits.

Qualifications:

- Broad subject knowledge and experience with bibliographic catalog records
- Experience with Integrated library Systems (especially Voyager) in creating, editing, and search bibliographic records
- Experience searching library catalog databases such as OCLC or Voyager
- Familiarity with LC Classification, AACR2, and MARC as well as familiarity with RDA and DCRM(B)
- Familiarity or knowledge of one or more Romance and other European languages is a plus

Position: [Reference Librarian](#)

Location: Progressive Technology Federal Systems Inc., Fort Belvoir, VA

Full vacancy announcement available on [ALA JobLIST](#).

POSITION DESCRIPTION:

- Perform original research and reference service for faculty, staff, students, and external customers.
- Perform reference interviews and follow-up via various format deliveries (e.g., in person, email, phone, video, teleconferencing)
- Provide expertise and service within available library resources – licensed/public domain.
- Prepare research and information literacy instructional lessons. Teaching sessions may be recorded and broadcast on the internet, via live video teleconferencing or other electronic media
- Collocate, organize, and classify licensed/public domain resource content within specific subject areas in support of library tasking.

- Assist faculty with special projects involving library resources.
- Research and remain current on new resources, services, and tools and apply innovative skills in recommending those that may optimize the library's mission and performance.
- Compose content relevant to organization mission. Market library resources and services.
- Must be able to communicate clearly and effectively in multiple formats, including but not limited to prose, verbal presentations, and multiple existing electronic formats (social media).
- Identify needed updates to content on the library's intranet and other websites.
- Compile and report on the metrics/statistics for the library's research and reference services.
- Must be comfortable working multiple simultaneous assignments managing personal time to achieve completion as required and be able to consistently deliver high quality products in an environment of dynamic change.
- Create and maintain documentation related to all duties. Perform other related duties and participate in special projects as assigned.

REQUIREMENTS:

The candidate must have the following experience:

- 3 years experience performing providing library reference support.
- Demonstrated experience using electronic library resources (EBSCOHost, OCLC, ProQuest, SirsiDynix Symphony)
- Understanding of and adherence to current copyright laws. Proficiency in Microsoft Office and Adobe Acrobat.
- Demonstrated experience in developing content on Springshare LibGuides.

DESIRED SKILLS:

Ability to integrate knowledge gained from a Master's in Library Science from ALA-accredited institution. Reference/research work experience in military libraries.

EDUCATION:

Master's in Library Science Required

Position: [Digital Scholarship Consultant](#)

Location: George Mason University, Fairfax, VA

Full vacancy announcement available on [ALA JobLIST](#).

George Mason University Libraries is seeking a dynamic, innovative, and service-oriented individual to collaborate with colleagues on digital scholarship efforts, methods, and tools for the University Libraries' Digital Scholarship Center (DiSC).

George Mason University has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff, and strongly encourages candidates to apply who will enrich Mason's academic and culturally inclusive environment.

The George Mason University Libraries' Digital Scholarship Center (DiSC) supports the interdisciplinary teaching and learning needs in digital scholarship for students, staff and faculty, by providing digital research support in the areas of: creating, finding, and using data; data management, curation, and archiving; geographical information systems (GIS); digital scholarship methods and applications (humanities, social sciences, and sciences); digital projects planning and management; and related scholarly communication issues.

Reporting to the director of the Digital Scholarship Center, the Digital Scholarship Consultant will:

Responsibilities:

- Collaborate with DiSC and University Libraries' faculty and staff to provide digital scholarship services and to further digital scholarship and scholarly engagement;
- Conduct research consultations and lead instruction for individuals, groups, and course-related, using digital tools and techniques supported by DiSC;
- Provide expertise on digital humanities projects, methods, and tools;
- Keep current on trends, tools, issues and needs in digital scholarship;
- Partner with university faculty, staff, and relevant stakeholders to manage digital scholarship projects;
- Promote DiSC to faculty, staff, and students through outreach and marketing;
- Plan, facilitate, and participate in DiSC events and workshops;
- Work either independently or as part of a team, to innovatively and effectively support digital scholarship initiatives;
- Stays abreast of digital scholarship developments and trends in order to deepen expertise and respond to student and faculty needs.

Required Qualifications:

- ALA-accredited Master's degree in Library or Information Science or ALA-recognized foreign equivalent, and/or related graduate degree;
- Knowledge of research tools and methodologies in digital scholarship such as text mining and analysis, data visualization, social network analysis, GIS & mapping, etc;
- Understanding of research trends and applications in digital humanities or digital scholarship;
- Experience with teaching to individuals and groups;
- Demonstrated public presentation as well as oral and written communication skills;
- Strong project management skills;
- Ability to work effectively with diverse academic groups;
- Ability to build and sustain key relationships with faculty, students and professional colleagues;
- Strong understanding of trends affecting academic librarianship including scholarly communication issues;
- Ability to work collaboratively with multiple stakeholders in order to manage digital scholarship projects;
- Contribute to the goals and strategic initiatives of the Libraries through leadership of and/or active participation in committees.

Preferred Qualifications:

- Undergraduate or graduate degree, or significant coursework in a humanities discipline;
- Demonstrated ability with Omeka Classic or Omeka-S;
- Facility with or ability to master scripting languages utilized in digital scholarship, such as Python or R.

Appointment/Benefits:

12-month professional faculty appointment with or without rank; health plan options and paid life insurance; several retirement plans, including TIAA-CREF; 24 vacation days and 12 paid holidays; tuition waiver for self.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Services](#), [Technical Services](#), [Virginia](#), [Washington DC](#) | [Leave a reply](#)[Edit](#)

Five Positions- Washington, DC

Posted on [September 20, 2018](#) by [LLAM News](#)

Position: [Research & Knowledge Analyst](#)

Location: Skadden, Arps, Slate, Meagher & Flom LLP, Washington, DC

Originally posted on [LLSDC Job Listings](#).

Skadden is seeking a Research & Knowledge Analyst to join our Research & Knowledge Services team in the Washington, D.C. office. The work schedule for the position is Monday – Friday: 9:30 a.m. – 5:30 p.m. with alternating work hours. As a member of Skadden’s professional staff, the Research & Knowledge Analyst will play an integral role in helping the firm provide high-quality service to clients.

ESSENTIAL FUNCTIONS:

- Responsible for researching and providing information, analysis and expertise to attorneys and staff in all practice areas of the firm.
- Analyzes legal, corporate and general resources and communicates findings in a clear and concise manner.
- Helps plan and implement department outreach, training and orientation programs.
- Assists with the evaluation and recommendation of new information resources.
- Supports research and Knowledge Management initiatives for firm attorneys and staff across the globe, incorporating new technology.
- Performs ready reference and in-depth research on legal, corporate and other topics using online and print resources.
- Uses question and answer skills to conduct effective reference interviews.
- Distills research results into clear and concise reports of findings.
- Creates and maintains new business alert services that identify matters of interest to existing and potential clients.
- Creates and maintains current awareness alert services.
- Works independently and with the Knowledge Strategy (KS) team and selected practice areas to choose, collect, organize, maintain, and update content for practice area websites and databases.
- Provides attorneys with access to and encourages the effective use of internal and external knowledge resources.
- Disseminates knowledge resources via firm-wide intranet and databases to attorneys.
- Collaborates with practice group leaders and other attorneys to design effective KS websites and databases.
- Establishes relationships with attorneys to promote awareness of KS initiatives and to solicit their participation.
- Uses workflow software for the distribution and recording of research requests.

- Monitors email on firm-issued mobile devices while out of the office and during off hours and coordinates with staff in the Washington, DC and other offices to complete pending requests.
- Ensures continuity of Research & Knowledge Services operations during supervisor absences.

QUALIFICATIONS:

- Expertise in using computer-based research tools including but not limited to: Lexis, Westlaw, Bloomberg, Intelligize, Securities Mosaic, Practical Law, Fastcase, PLI, Capital IQ, Deal Point Data.
- Advanced knowledge of relevant firm computer software programs (e.g., Outlook, Excel, PowerPoint), with the ability to learn new software and operating systems.
- Proven ability in using WYSIWYG web page editors.

EXPERIENCE/EDUCATION:

- Master's Degree in Library Science or equivalent experience (minimum of eight years) and
- Minimum of two years research experience in a law firm or corporate library.

To apply : <https://www.skadden.com/careers/staff/opportunities/washington-dc/research-and-knowledge-analyst>

Skadden is an Equal Opportunity Employer (Disability/Vet/other protected categories). For more information, please

visit [Skadden.com/careers](https://www.skadden.com/careers).

Position: [Librarian](#)

Location: Network Services, Network Division, National Library Service for the Blind and Physically Handicap, National Programs, National and International Outreach, Library of Congress, Washington, DC

Salary: \$81,548 to \$106,012 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in Network Services, Network Division, National Library Service for the Blind and Physically Handicap, National Programs, National and International Outreach.

The position description number for this position is 374003.

The incumbent of this position will work a flextime work schedule.

This is a non-supervisory, bargaining unit position.

Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Responsibilities

Provides a full range of library service to United States citizens living abroad who are eligible for NLS service. Organizes and coordinates assignments that involve complex and novel or obscure problems and/or special requirements. Uses and maintains an automated circulation system to track patron information. Maintains patron reading histories which are kept

manually. Is directly responsible for recommending/selecting materials for readers from the available braille and recorded books and magazines, utilizing a thorough knowledge of these resources, of contemporary and classical literature, and of the reading interests of those served. This includes searching online databases for titles and subjects requested by readers.

The incumbent provides day to day services to current patrons. This includes receiving correspondence; selecting books as needed and ensuring that books are sent to patrons on a continuous basis. The incumbent is also responsible for the inputting of patron information into Web-READS automated circulation system, initiating service, preparing and disseminating the handbook which informs patrons on service functions; ensuring that equipment and catalogs are sent to new patrons; responding to correspondence from patrons for specific requests for materials; performing online searches, if necessary to identify availability of title(s).

Maintains Braille and Audio Reading Download (BARD) patrons files; verifies patron's eligibility for BARD; approves/rejects individuals applying for BARD; transfers BARD files when patron moves from overseas to U.S. service area. Knowledgeable regarding BARD training materials. Handles Magazine on Cartridge (MOC) module ensuring that overseas patrons receive and return audio magazines. Provides support for non-technical aspects of BARD for both Apple and Android products.

Conducts tours for foreign visitors and orientation sessions for NLS and network librarians and makes oral presentations to staff and visitors to the section as required. Represents the section at NLS national conferences and NLS exhibits. Prepares reports as required.

Directs materials for foreign agencies serving blind readers including maintaining historical files, correspondence and paperwork from foreign libraries. Maintains current knowledge of libraries serving the blind in other countries and are interested in receiving excess braille books disposed of by the network of cooperating braille lending libraries.

Position: [Librarian](#)

Location: Israel and Judaica Section, Asian and Middle Eastern Division, Acquisitions and Bibliographic Access Directorate, Library Services, Library of Congress, Washington, DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Israel and Judaica Section, Asian and Middle Eastern Division, Acquisitions and Bibliographic Access Directorate, Library Services.

The position description number for this position is 58498.

The incumbent of this position will work a flextime work schedule.

This is a non-supervisory, bargaining unit position.

Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Responsibilities

Catalogs various materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Establishes personal and corporate names and uniform titles for inclusion in the name authority file. Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloger's reference collection, online databases, the world wide web, and the collections of the Library. Recommends resolutions to problems and inconsistencies in the cataloging process.

Provides services and deals with materials that are non-technical in nature, of limited technical complexity, or easily acquired. Coordinates proper purchasing information, correct bibliographic identification, and correct coding in the information system. Contacts dealers, subscription agents, vendors, overseas offices, government agencies, and/or exchange partners to coordinate the ordering process. Consults acquisition reference material to determine whether recommended item is appropriate for purchase, copyright claim, exchange, gift, loan, or other type of acquisition. Examines recommendations for acquisition to identify processing and custodial requirements and to identify acquisition of out-of-scope materials. Maintains liaison with recommending officials and subject specialists to understand their needs. Consults acquisition reference material to determine whether recommended item is appropriate for purchase. Reviews and approves invoices for payment for all formats of material. Determines availability of funds.

Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements to cataloging-related issues.

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accord with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.

Works to maintain personal contacts and cooperative work relationships to provide or exchange information. Consults with Team Leader and cataloging policy staff to recommend changes and additions in descriptive and subject cataloging rules. Offers suggestions and advice to Team Leader on operational and technical problems. Collaborates with Team Leader and other staff in planning and implementing team activities including: workflow procedures, team

priorities, cataloging projects of an experimental nature, goal setting and strategies for meeting team production goals. Assists others inside and outside the Library with language, subject and cataloging problems.

Position: Librarian

Location: Germanic and Slavic Division, Library of Congress, Washington, DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Germanic and Slavic Division that comes under the Directorate of Acquisitions and Bibliographic Access. It is a hybrid position that combines major duties of both the acquisition specialist and the cataloger. There is a Swedish language requirement for this position.

Responsibilities

The incumbent obtains, analyzes, and organizes information using standard reference tools to create metadata for a variety of materials in an automated cataloging environment. The bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made in accordance with Library of Congress and international policies and procedures. The incumbent searches entries in automated and manual catalogs. Assigns headings and added entries to metadata records. Establishes personal and corporate names and authorized access points for inclusion in the name authority file. Creates and revises bibliographic records, authority records, and classification schedules. Performs MARC coding of bibliographic and authority records. Performs research in reference resources, online databases, the internet, and the collections of the Library. Recommends resolutions to resolve problems and inconsistencies in the metadata creation process.

Analyzes material to determine subject content and its relationship to the existing collections. Determines appropriate subject headings and assigns classification numbers. Proposes subject headings and/or classification numbers for inclusion in the international subject authority file and/or classification schedule. Participates in formulating plans for changes and improvements to metadata related issues.

Provides acquisitions for materials in accordance with Library of Congress and US Government acquisitions regulations. Coordinates proper purchasing information, correct bibliographic identification, and correct coding in the information system. Contacts dealers, subscription agents, vendors, overseas offices, government agencies, and/or exchange partners to coordinate the order process. Consults acquisitions reference material to determine whether recommended items are appropriate for purchase, exchange, gift, or other type of acquisition. Examines recommendations for acquisition to identify processing and custodial requirements and to identify acquisition methods for out-of-scope materials. Maintains liaison with recommending officials and subject specialists to understand their needs. Reviews and approves invoices for payment for all formats of material. Determines availability of funds and monitors fund accounts throughout fiscal year.

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accordance with established guidelines. Communicates with recommending officer and assists in preparing annual subscription and approval plan renewal documents. Prepares documentation and communicates with proxy for auction purchases. Participates in formulating plans for changes and improvements to collection development policies.

Develops and works to maintain professional contacts and cooperative work relationships in order to provide or exchange information and establish acquisitions contacts. Consults with Section Head and policy staff to recommend changes and additions in acquisitions policies and metadata standards and rules. Offers suggestions and advice to Section Head and appropriate stakeholders on operational and technical problems. Collaborates with Section Head and other staff in planning and implementing section activities including: workflow procedures, section priorities, metadata projects of an experimental nature, goal setting and strategies for meeting section production goals. Assists others inside and outside the Library with language, subject and metadata problems.

Position: [Senior Librarian](#)

Location: National Endowment for the Humanities, Washington, DC

Salary: \$81,548 to \$106,012 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

NEH is an independent grant-making agency of the government dedicated to supporting research, education, preservation, and public programs in the humanities.

Responsibilities

The NEH library holds reference collections (both digital and physical) for the use of NEH staff. It also provides interlibrary loan and other library functions, primarily to NEH staff members. The library also has an Institutional Repository (IR) that is used to hold digitized archival materials created by NEH staff. This IR has both public and agency-facing interfaces.

Organizes, oversees, preserves and provides access to the depository collection of selected NEH-funded grant products, and NEH publications and documents of enduring value. Planning the program of the library and integrating it into the operations of the agency. Developing and implementing policies for the library's operations, including circulation policies, ingest policies, and others as needed. Provides direct supervision of the library staff and oversight of other collections located within other NEH divisions. Serves as the NEH's Federal Agency Records Officer, taking general direction from the agency's Senior Agency Official for Records (SAOR).

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Law Library](#), [Special Library](#), [Washington DC](#) | [Leave a reply](#)

Two Positions- Maryland

Posted on [September 18, 2018](#) by [LLAM News](#)

Position: [Supervisory Librarian](#)

Location: Agricultural Research Service, Department of Agriculture, Beltsville, MD

Salary: \$134,789 to \$164,200 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

The position is located in the Data Production Division and serves as the Associate Director for Data Production with responsibility for making policy; planning, coordinating, directing, and evaluating program requirements; implementing national and industry standards; and ensuring the production of high quality data products through effective work processes.

Responsibilities

Major Duties may include, but are not limited to:

Managing, directing, budget and program planning, and evaluating division policies, programs and services.

Providing technical and administrative supervision to staff members.

Participating with recognized experts and key officials in formulating, conducting, and assessing programs in agricultural and information sciences.

Expressing ideas and facts to individuals or groups effectively.

Fosters an innovative environment for learning, sharing, and problem-solving across organizational boundaries by maintaining a continuing exchange of ideas with NAL and other librarians, information professionals, the scientific community, and commercial entities.

Position: [Assistant Archivist](#)

Location: United States Naval Academy, Annapolis, MD

Salary: \$56,233 to \$88,450 per year

Originally posted on the Maryland Library Association listserv.

We're hiring! The United States Naval Academy invites applications for an exciting position as Assistant Archivist in the Special Collections and Archives Department. Located on the beautiful Severn River in historic Annapolis, the Naval Academy is a Middle States accredited, top tier liberal arts college and service academy with a demonstrated excellence in teaching and research. The Naval Academy is also committed to hiring faculty and staff dedicated to educating and representative of its diverse student body. [The Special Collections and Archives \(SC&A\) Department](#) has an outstanding collection of rare books, manuscripts, photographs and other documents and the official records of the Naval Academy. With its wonderful range of unique materials, including those related to Naval history and science as well as many other topics, SC&A is an essential resource for study and research at USNA and beyond. Reporting to the Naval Academy Archivist and Head of SC&A, this Assistant Archivist will appraise and implement the retention schedule for archives; arrange and describe records in both digital and analog form and create descriptive aids for them; provide general and specialized research assistance related to all materials in SC&A; and contribute to the electronic records program.

This federal (GS) position is open to all qualified U.S. citizens. See USAJOBS announcement for requirements. Salary is competitive and commensurate with qualifications and experience; position includes a full federal benefits package.

USA JOB ANNOUNCEMENT AND

APPLICATION:<https://www.usajobs.gov/GetJob/ViewDetails/510739300>

Applications must be received by October 2, 2018!

Posted in [Job Vacancies](#) | Tagged [Archivist](#), [Government Library](#), [Maryland](#), [Special Library](#) | [Leave a reply](#)

Assistant Circulation Manager II (Full-Time) – Baltimore County Public Library – Essex Branch

Posted on [September 14, 2018](#) by [LLAM News](#)

Position: [Assistant Circulation Manager II \(Full-Time\)](#)

Location: Baltimore County Public Library – Essex Branch, Essex, MD

Annualized Salary: \$38,049 – \$50,979 commensurate with experience.

Full vacancy announcement available on [CUA SLIS bog](#).

Job Summary:

At Baltimore County Public Library, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating gracious library spaces. We circulate over 10 million items and provide library services through our 19 branches, 4 mobile library vehicles, and a growing virtual online presence. We contribute to the success of Baltimore County by being a place that supports diversity and inclusion through acceptance, dialogue, and collaboration. If you are enthusiastic, self-motivated, and open to new ideas consider joining the Baltimore County Public Library team as a full-time Assistant Circulation Manager II.

Key Responsibilities:

- Under the general direction of the Circulation Services Manager, assists in the overall operations of the Circulation Department in a branch library.
- Participates in the supervision, training, and performance evaluation of part-time circulation staff and demonstrates a commitment to guiding staff in their professional growth.
- Assists the Circulation Manager in the development and implementation of circulation practices that are aligned with BCPL's customer service philosophy and strategic direction.
- Develops and maintains a thorough understanding of BCPL rules and policies and ensures their appropriate application to customer service transactions.
- As a member of the library management team; plans, organizes, and communicates workplace changes.
- Uses management and technology tools to improve efficiency and ensure excellent customer service.

- Enforces library rules and policies and handles security issues and emergency situations as necessary.
- Actively participates on system-wide teams and promotes the Library in the community.

Education/Experience Requirements:

- Graduation from high school or high school equivalency is required. A college degree is desirable.
- Comprehensive knowledge of public library circulation operations acquired through four years of progressively increasing work responsibilities in a public library environment. One year of supervisory experience is preferred.
- Substantial experience using an ILS is required with Polaris experience preferred.
- Proficiency using MS Office applications is required. Additional technology experience using Google Drive or other cloud applications, scheduling software, and mobile technology is preferred.
- Excellent verbal and written communication skills are required.
- Must possess effective problem solving skills and the ability to exercise good judgment.
- Must be self-motivated and be able to demonstrate flexibility and creativity.
- Must demonstrate a commitment to working productively and respectfully with people of diverse backgrounds.
- Ability to stand at a public service desk for lengthy periods of time, push carts and shelve materials.
- Ability to bend, lift up to 25 lbs. and push/pull a wheeled cart weighing up to 100 lbs.
- Ability to handle multiple priorities, tasks, and emergencies in a fast paced environment.
- Ability to travel throughout the system and work a variety of schedules that include evenings and weekends.
- Must pass post offer criminal background screening.

We offer an excellent benefit package that includes: Four weeks of vacation; sick and personal leave; subsidized health care coverage; pension eligibility; and other benefits.

To apply:

Send an email to humres@bcpl.net and attach two documents:

1. a completed BCPL employment application which you can find on our website www.bcpl.jobs
2. your cover letter and resume as one PDF document.

Include your last name in the title of the documents.

Indicate the job title: Assistant Circulation Manager II in the subject line of your email.

Application Deadline: October 11,2018

Vacancy #:2019-025

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#), [Public Services](#) | [Leave a reply](#)[Edit](#)

Four Positions- Washington, DC

Posted on [September 13, 2018](#) by [LLAM News](#)

Position: [Library Technician \(Collections\)](#)

Location: Library of Congress, Washington, DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

The incumbent is responsible for assisting Division supervisors and staff with the resolution of

processing workflow problems and for providing input for the resolution of technical discrepancies arising from the implementation of the Library's Integrated Library System (ILS) and its specific applications to Law Library workflow. The incumbent must demonstrate an expert knowledge of the ILS and its modules (acquisitions; serials; cataloging; circulation; and on-line public access).

Responsibilities

Makes decisions regarding collections maintenance issues for a unit Applies in-depth knowledge to complex collections maintenance issues in the ILS. Maintains statistical reports of work performed and submits them on a weekly basis.

Identifies, investigates, searches, and resolves technical processing problems and discrepancies associated with implementation of the integrated library system modules.

Performs preliminary searching of non-duplicates, recording such information as title data, personal name, edition data, publisher, and place and date of publication. Completes complex searches to identify the relationship of the piece in hand to the collection as a whole, identifying variant editions, and slipping them with annotated slips to facilitate the cataloging process. Locates, identifies and resolves problems with library materials generated by ongoing inventory and collections improvement programs and special projects. Reviews rebound and relabeled materials coming into the law collections. Checks the accuracy of the label and spine markings.

Serves as an expert in the intricacies of the library's many catalogs and retrieval tools. Performs the most difficult special search requests. Identifies items that are vague or not readily found in the library's catalogs, publishers' lists, or in other bibliographic lists. Locates and expedites the retrieval of elusive and difficult to locate materials. Utilizes all possible means of originality and inventiveness in identifying specific items in book reviews, trade lists, bibliographies and other authoritative sources. Maintains an expert working knowledge of the current custodial and processing activities in the Law Library. Also remains alert to changing procedures throughout the library, as well as the location and availability of little-known special collections of processed or partially processed materials that may not be recorded in the principal catalogs of the Law library.

Searches and transcribes information from computerized and manual files. Organizes and completes complex manual and computerized searches in multiple systems, including the LAW shelf-list, the Law Library card catalog, the Official catalog, and the Integrated Library System to determine holdings of the Law Library. Searches other utilities such as OCLC and RLIN to determine holdings of other libraries, as well as for clues to see if the Law Library should own a particular title. Inventories existing holdings of the Law Library into the Integrated Library System.

Position: [Librarian](#)

Location: Library of Congress, Washington, DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

The Literature Section at the Library of Congress seeks a cataloger with strong cataloging and classification skills primarily for material in one or more of the following subject areas: Literature, Linguistics, Mass Media and related areas (e.g., Journalism, Motion Pictures, Theater) and/or Classics. This position requires the ability to communicate in one or more of the following languages; German, Spanish, Italian or French.

Responsibilities

Creates original and copy cataloging records in all formats, including print and special formats; creates authority records, performs authority control and database maintenance, and works on special projects.

Using professional judgment, applies bibliographic metadata standards and principles to clearly describe materials in order to provide effective access to them. Works collaboratively with other catalogers and with other internal units and external organizations that provide or use the metadata.

Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Performs research in the cataloger's reference collection, online databases, scholarly research tools, the Internet, and the collections of the Library.

Recommends resolutions to problems and inconsistencies in the cataloging process. Works with cataloging policy staff to recommend changes and additions in descriptive, classification, and subject cataloging rules.

Uses library technology and encoding/structural standards to perform work related to metadata creation. This may include: bibliographic utilities and knowledge bases (e.g., OCLC); linked data principles (e.g., RDF); and emerging library applications (e.g., BIBFRAME).

Provides consultation or performs liaison duties to help solve technical problems, interact collaboratively on projects, and exchange information with persons inside and outside of an organization, including supervisors, experts, colleagues, and/or trainees.

Collaborates with the Section Head and other staff in planning and implementing team activities including: workflow procedures, team priorities, cataloging projects of an experimental nature, goal setting, and strategies for meeting team production goals. Assists others inside and outside the Library with language, subject, and cataloging problems.

Actively participates in discussions relating to discovery, access, retrieval, and management of objects in ILS, discovery, and digital repository systems. Advises on the application of appropriate current and emerging cataloging/metadata schema to facilitate access to digital resources and physical collections.

Position: [Librarian \(Reference & Research Specialist\)](#)

Location: Library of Congress, Washington, DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position serves as a Reference and Research Specialist in the Science, Technology and Business Division (ST&B). ST&B provides reference and research service to Congress, foreign and U.S. Government agencies, national and international scholars, research and scientific institutions, professional and business communities, and the general public. The position also has collection development responsibilities and knowledge of trends in his/her field and in reference technologies is expected.

Responsibilities

Reviews a variety of brochures, catalogs, journals, and other sources of items for possible acquisition in order to develop collections in areas of subject responsibility.

Provides reference and instructional services to individual researchers and groups where needs are relatively easy to determine from client interviews in person or over the telephone.

Provides reference and instructional services to individual researchers and groups where needs are relatively easy to determine from client interviews in person or over the telephone, or from written requests, and the bibliographic source materials are of limited technical complexity and are readily accessible, i.e., found within the library's collection or can be located within a database by use of standard search procedures.

Assists in preparing research guides and finding aids on specific topics of recognized client interest using standard search strategies, and in converting finding aids and research tools to web-based products. Assists senior librarians in revising or updating research materials.

Position: [Librarian \(Digital Curation\)](#)

Location: District of Columbia Public Library

Minimum Rate: \$52,570.00

Full vacancy announcement available on [ALA Joblist](#).

Job Summary

This position will serve as a curator located in the special collections department. Under the general direction of the Special Collections Manager, the Digital Curation Librarian is primarily responsible for managing digitization and digital preservation for the Library's unique and historical materials and curating digital content.

Qualifications

This position requires a Master's Degree/MLIS from an ALA accredited graduate program in Library/Information Science; a minimum of two years of experience for all special skill listed as required and a minimum of one-year experience for special skills preferred.

Additional Qualifications

The following specialized experience is required:

- Experience in digital librarianship.
- Experience strategizing, developing and communicating policies and processes for creating accessions, processing, ingesting and describing born-digital materials.
- Experience coordinating outsourced digitization projects with vendors, implement internal quality checks for deliverable.
- Experience developing efficient workflow models for in-house digitization and scan-on-demand services.
- Experience using Library's digital assets management system (DAMS), the DAMS as it relates to the OPAC, and other discovery tools.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Public Library](#), [Washington DC](#) | [Leave a reply](#)[Edit](#)

Three Positions- Virginia

Posted on [September 13, 2018](#) by [LLAM News](#)

Position: [Research Services Librarian](#)

Location: George Mason University Antonin Scalia Law School, Arlington, VA

Originally posted on [LLSDC Job Listings](#).

The George Mason University Law Library invites well-qualified applicants for the position of Research Services Librarian located on the Arlington campus. George Mason University has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff, and strongly encourages candidates to apply who will enrich Mason's academic and culturally inclusive environment.

The Research Services Librarian is responsible for providing library services to students, staff, faculty, and alumni. Duties include reference and research services, law student instruction, outreach to law students and other patrons, serving as a library liaison to law faculty, collection development, and other duties as assigned.

Responsibilities:

- Provide legal reference and research services to faculty, students, staff, and alumni.
- Plan and provide legal research instruction to law students in the Legal Research, Writing, and Analysis (LRWA) program in coordination with the other librarians and the LRWA faculty; assist in the preparation of teaching materials, tutorials, and student exercises.
- Plan, organize, and provide other research classes for law students, such as Prepare-to-Practice, Writing for Seminar Papers, etc.
- Provide liaison support to law school faculty, including training in the use of print and electronic resources, TWEN support, preparation of bibliographies, and facilitation of interlibrary loan and document delivery.

- Assist with First-Year Orientation, including preparation of materials for the orientation packet before orientation and legal research instruction during orientation.
- Coordinate with the Reference and Outreach Services Librarian to assist with and participate in the provision of instruction in the second-year LRWA program.
- In coordination with the other law librarians and the Scholarly Writing faculty, ensure effective planning and provision of legal research instruction and assistance to students enrolled in Scholarly Writing.
- Coordinate reference office coverage with other librarians to ensure that assistance is available during posted hours.
- Provide back-up support for other reference staff duties as needed.
- Develop and maintain both print and web-based guides to legal research.
- Provide library tours to faculty, staff, students, and visitors.
- Make sure that reference statistics are collected and posted on the library's intranet.
- Assist with scheduling and training part-time reference librarians.
- Serve on the Collection Development Committee and participate in collection development with other librarians to evaluate, update, and implement collection development policies and identify titles for selection, cancellation, and weeding.
- Perform other duties as required.
- Other professional activities:
 - Attend professional meetings and conferences.
 - Participate in Mason committee meetings and work with Mason libraries and librarians, as applicable;
 - Serve on Search Committees as needed.

Position: [Life Sciences Librarian](#)

Location: George Mason University, Universities Libraries, Fairfax, VA

Full vacancy announcement available on [ALA Joblist](#).

The George Mason University, University Libraries seeks to fill the position of Life Sciences Librarian. George Mason University has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff, and strongly encourages candidates to apply who will enrich Mason's academic and culturally inclusive environment.

Responsibilities:

The Life Sciences Librarian manages a combination of duties and expectations, with direct responsibilities in: Reference and Research Consulting; Teaching, Learning and Literacies; Collections and Content; Outreach and Engagement; and Scholarly Communications. In addition, the incumbent will contribute to the development of programs benefiting STEM disciplines in the Libraries' Digital Scholarship Center. The primary focus of the position is support of faculty and students in the College of Science's biology, systems biology, and bioinformatics departments. The incumbent will also support researchers in the Krasnow Institute for Advanced Study, as well as the information literacy programs developed for George Mason University Aspiring Scientists Summer Internship Program; and the College of Science's Governor's School, located on the Science and Technology campus. The position reports to the Lead, Science and Technology Team and Mercer Library and will serve on both Mason's Fairfax and Science & Technology campuses.

Duties include:

- Research/reference and outreach services in person and virtually;

- Develops and maintains online research guides and related materials;
- Selects print and electronic format resources to support faculty and student research and instruction in assigned departments;
- Provides library instruction and support for face-to-face and online/distance education classes in assigned departments and programs;
- Acts as an affiliate to Libraries' Digital Scholarship Center for STEM projects;
- Develops working partnerships and relationships with teaching faculty, researchers and students;
- Follows trends in scholarship in assigned departments and programs in order to respond to student and faculty needs;
- Supports research projects and instruction within assigned departments and programs;
- Collaborates with other Science and Technology Team subject librarians to develop programming and market library services to users;
- Helps others to increase their awareness and acceptance of cultural differences;
- Participates on committees, task forces, projects, etc. within the Mason University Libraries, the university, and, as appropriate, the community;
- Performs other duties, as requested, which fall within the scope of a member of the University Libraries' faculty.

Position: [Public Services and Instructional Technology Librarian](#)

Location: Northern Virginia Community College, Alexandria, VA

Salary Range: \$65,101.00 – \$84,433.00

Full vacancy announcement is available on the [CUA SLIS blog](#).

Basic Function:

Under the direction of the Alexandria Campus Dean of Learning & Technology Resources, assumes responsibility for overall management of library public services; supervises work study students; provides library instruction; supports Library instructional technologies and serves as liaison to campus and college IT services, participates in collection development including OER, library planning, and campus and college activities and committees.

Duties and Responsibilities:

Under the direction of the Alexandria Campus Dean of Learning & Technology Resources, assumes responsibility for overall management of library public services; supervises work study students; provides library instruction; supports Library instructional technologies and serves as liaison to campus and college IT services, participates in collection development including OER, library planning, and campus and college activities and committees.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Law Library](#), [Virginia](#) | [Leave a reply](#)

Four Positions- Maryland

Posted on [September 13, 2018](#) by [LLAM News](#)

Position: [Visual Communication and Outreach Librarian](#)

Location: Priddy Library, Universities at Shady Grove, Rockville, MD

Full vacancy announcement available on [ALA Joblist](#).

The Universities at Shady Grove (USG) is a regional higher education center of the University System of Maryland (USM) located in Rockville, Maryland. USG is an innovative partnership of nine public universities providing access to more than 80 high-demand undergraduate and

graduate degrees specifically selected to respond to the workforce needs of the county and region. USG currently serves over 3900 students enrolled day-time, evening, full-time and part-time degree programs. The campus is projected to grow to 7500 students and is planning additional facilities to expand its health sciences and engineering degree offerings.

NATURE OF WORK:

The Priddy Library is seeking an innovative and enthusiastic information professional who will offer liaison services to the Publications Design (graduate); Simulation & Digital Entertainment (undergraduate); and Communication (undergraduate) programs at the Universities at Shady Grove (USG). The incumbent will provide subject-specific information literacy instruction, visual literacy (visual media) instruction, manage collections related to assigned subject areas, maintain strong relationships with faculty and students in assigned undergraduate and graduate programs, and enhance curricula and research innovation at USG. The successful candidate will also be responsible for planning and implementing outreach activities and marketing for the library.

Position: [Business/Instructional Librarian](#)

Location: Salisbury University Libraries, Salisbury, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Primary Job Duties:

Serve as the librarian liaison to several academic departments in the Perdue School of Business. The librarian will be responsible for instruction, collection development, and other support for the liaison departments' teaching and research-related information needs. Creative and effective instruction is especially important. Participate in providing face-to-face and electronic reference services, including some evening and weekend hours. Cooperate with other librarians in library-wide instructional activities, such as developing activities for and teaching sessions of freshman English classes. Serve on committees and task forces and be active professionally.

Minimum Qualifications:

MLS from an ALA-accredited institution or equivalent degree from a foreign institution by start date. Related experience working in academic or research libraries. Demonstrated knowledge of principles and best practices in information literacy instruction. Demonstrated knowledge of business reference sources and best practices in reference services and information literacy. The ability to be flexible is absolutely essential. Must be committed to contributing to a culturally diverse educational and work environment.

Preferred Qualifications:

Undergraduate or graduate degree in business. Reference and library instruction experience specifically in business. Excellent interpersonal, presentation, and communication skills.

Applications received by October 5, 2018 will receive first consideration. The position will remain open until filled. Salary is competitive and commensurate with qualifications and experience. Appointment will be contingent upon verification of eligibility to work in the U.S.

For more information and to apply, please visit our website <http://www.salisbury.edu/HR/Jobs/>

Position: [Librarian I](#)

Location: Annapolis Regional Library, Anne Arundel County Public Library, Annapolis, MD

Salary range: \$47,419 – \$78,354

Full vacancy announcement is available on the [CUA SLIS blog](#).

Minimum Requirements:

Possession of a Master's Degree in Library Science from an American Library Association accredited program, one year work experience in a library, and supervisory experience preferred. Bilingual Spanish skills desired.

Responsibilities:

Providing library services of reference, readers' advisory, programming and outreach, and library instruction to the public of all ages. Acts as part of branch's management team and assists in the management of branch operations, and the supervision of branch staff. May assume responsibility for branch operations as designated person in charge in absence of management.

Necessary Special Requirements: Ability to secure certification as a Professional Public Librarian in the State of Maryland within 120 days following appointment; ability to meet re-certification requirements by completing 90 contact hours of continuing education every 5 years.

Position: [Librarian I \(Full-Time\)](#)

Location: University of Maryland University College, Largo, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Specific Responsibilities Include:

- Provide basic and in-depth research assistance to UMUC students, faculty and staff in a variety of formats and provide subject matter expertise
- Teach information literacy skills and create and revise instructional materials
- Perform liaison activities with faculty and administrators in the Graduate School's Education department in support of Library resources and services and represent the UMUC Library on USMAI committees
- Participate in the Library's Reference and Instruction projects including developing and designing Web-based learning objects to support academic programs, and searching for and selecting Open Educational Resources
- Perform other job related duties as assigned
- All candidates must be willing to work onsite at the Academic Center in Largo, Maryland.
- Relocation and travel expenses not covered by UMUC

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#), [Public Library](#) | [Leave a reply](#)[Edit](#)

Two Positions: Washington, DC

Posted on [September 10, 2018](#) by [LLAM News](#)

Position: [Assistant Law Librarian](#)

Location: Federal Reserve, Washington, DC
Salary Grade Low: 25

Originally posted on [LLSDC Job Listings](#).

The Assistant Law Librarian performs administrative functions for the Law Library and Legal Records office at the direction of the Law Librarian, in addition to performing all of the duties and responsibilities of either a Legislative Librarian or a Reference/Cataloging Librarian, as set forth in those respective job descriptions. The Assistant Law Librarian assumes responsibility for the Law Library in the absence of the Law Librarian.

- Successful candidate will have advanced knowledge of the concepts, principles, and practices of librarianship or information management typically acquired through the completion of a Master's Degree in Library Science and through 3 to 5 years of relevant experience.
- Knowledge of the legislative process, legislative documentation, and printed and automated legislative and regulatory research tools.
- Experience compiling legislative histories, monitoring Congress, and providing legislative reference service.
- Successful candidate must demonstrate strong organization and planning skills, good management and outstanding information technology skills, as well as the ability to work independently and handle a diverse workload.
- Requires excellent communication and customer service skills including the ability to work effectively with others.

The Assistant Law Librarian performs many varied duties in assisting the Law Librarian with the day-to-day operations of the Law Library such as planning and implementing new legal research tools; keeps current on new policies and procedures for management of Board and Legal Division information, as well as on technological developments in the program area; and keeps current on trends in legislative and administrative objectives and understands how they may result in future banking law modifications.

Please apply online at <https://www.federalreserve.gov/careers.htm>

All inquiries, please contact Jessica Nevins at Jessica.j.nevins@frb.gov

Position: [Head of Reference](#)

Location: Georgetown University Law, Washington, DC

Full vacancy announcement available on [AALL Career Center](#).

[Georgetown University Law Library](#) is seeking applications for a Head of Reference, based in the Edward Bennett Williams Law Library.

Located in the nation's capital, and within walking distance of the U.S. Congress and the Supreme Court, Georgetown University Law Center is recognized for the quality of scholarship, its renowned faculty, and for its exceptionally talented and diverse student body. Focused on service, excellence and innovation, it is among the largest academic law libraries in the nation and includes a comprehensive collection in U.S., international, foreign, and comparative law materials.

The Head of Reference manages all aspects of the library's reference department to ensure that the library provides high-quality professional research and information services to Law Center faculty, staff, students, and other patrons.

Responsibilities include, but are not limited to:

- Coordinating reference desk coverage provided by 15-20 librarians covering weekday, evening, and weekend hours
- Supervising legal research instructional programs
- Oversees development of guides and other research aids for the library website
- Participating in collection development with a focus on U.S. law
- Leading reference service initiatives and outreach programs

The position directly supervises 6 full-time librarians and coordinates both the library's faculty liaison program and one full-time paraprofessional in consultation with Heads of the International and Foreign Law Department and Library Research Services.

Qualifications:

- D. from an ABA-accredited law school or non-U.S. J.D. equivalent
- Master's degree from an ALA-accredited school of library and/or information studies or non-U.S. Master's degree equivalent
- 3 or more years of library experience
- Supervisory experience
- Experience teaching
- Experience with legal research materials, including online legal databases
- Excellent written, verbal, and interpersonal communication skills
- Evidence of teamwork, strong service and work ethic, creativity, initiative, and flexibility

Salary is commensurate with experience and qualifications.

To apply for the Head of Reference position, please submit applications via the Georgetown University Careers portal and include a cover letter, a current resume, and the names and contact information for three references. Address applications to Joseph W. Thomas, Acting Director of the Law Library. To receive full consideration, application materials should be received by October 3, 2018.

Georgetown University is an Affirmative Action, Equal Employment Opportunity Employer.

Posted in [Job Vacancies](#) | Tagged [Law Library](#), [Washington DC](#) | [Leave a reply](#)

Eight Positions: Maryland, Virginia & Virtual

Posted on [September 7, 2018](#) by [LLAM News](#)

Position: [Open and Sustainable Learning Coordinator](#)

Location: Virtual Library of Virginia/George Mason University, Fairfax, VA

Full vacancy announcement available on [ALA JobLIST](#).

Description

The Virtual Library of Virginia (VIVA), a State Council of Higher Education for Virginia-sponsored program housed at George Mason University and Virginia's academic library consortium, seeks to fill the position of Open and Sustainable Learning Coordinator. George Mason University has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff, and strongly encourages candidates to apply who will enrich Mason's and VIVA's academic and culturally inclusive environment.

Responsibilities:

The Open and Sustainable Learning Coordinator is responsible for the statewide development and implementation of the promotion, programming, and training elements of VIVA's Open and Affordable Course Content Initiative. This position works to directly advance VIVA's goal of implementing sustainable and economically viable models of scholarly communication that provide barrier-free access to resources for students and researchers.

Duties:

- Coordinate and implement the outreach and training components of VIVA's statewide Open and Affordable Course Content Program.
- Serve as a central contact and facilitator for the VIVA Open Textbook Network program and its System and Campus Leaders.
- Build and maintain consensus across stakeholder groups, and advocate effectively for OER and the VIVA program to a wide variety of audiences.
- Support the work of the VIVA Open and Affordable Course Content Committee and its associated task forces, including coordinating the annual Open Textbook Network Best Practices Forum.
- Work closely with the Assessment and E-Resources Program Analyst to evaluate and communicate programmatic success to a wide variety of stakeholders.
- Develop and promote a coherent view of open and affordable course content options available to faculty, including Open Educational Resources (OER), VIVA shared collections, local library holdings, and affordable content available for central licensing and acquisition.
- Serve as a statewide resource for libraries interested in helping faculty to adapt, publish, and implement OER, including licensing policies and copyright compliance issues.
- Identify and cultivate partners for open and affordable learning solutions and actively investigate new models and approaches for the development, promotion, and implementation of these solutions within libraries.
- Monitor and communicate about issues, trends, and best practices in open and affordable course content and copyright and intellectual property issues within the higher education landscape. Communicate to the VIVA community emerging models of scholarly communication that provide barrier free access to resources for students and researchers.

Requirements

Required Qualifications:

- ALA accredited Master's Degree in Library or Information Science or foreign equivalent, or an equivalent combination of relevant graduate study and experience.
- Significant and demonstrably successful experience working collaboratively in a complex and culturally diverse higher education setting.

- Outstanding oral and written communication skills, planning and organizational skills, and interpersonal skills.
- Demonstrated knowledge of intellectual property and copyright issues in the academic environment, including trends in Open Access and open education.
- Demonstrated project management and team leadership of individuals and groups as well as the ability to work independently.
- Demonstrated flexibility in adapting to change and ability to work well under pressure, meet deadlines, and balance multiple functions and tasks.
- Candidate must be willing and able to travel to meetings and to attend conferences and meetings representing VIVA.

Preferred Qualifications:

- Knowledge of current and emerging trends at library consortia.
- Experience or demonstrated skills in instruction, curriculum design, and teaching with technology.
- Familiarity with grant writing and experience fulfilling grant reporting requirements.
- Aptitude for thinking creatively and developing products and services, such as publications, training materials, workshops, conferences, and other tools relevant to open education and scholarly communications.
- Understanding of current library publishing landscape and alternative publishing models, with an emphasis on open content.
- Experience with editing web pages and managing websites.
- A record of active professional engagement including professional presentations and publications.

Appointment/Benefits/To Apply:

12-month professional faculty without rank appointment; health plan options and paid life insurance; several retirement plans, including TIAA-CREF; 24 vacation days and 12 paid holidays; tuition waiver for self. Salary is competitive and commensurate with qualifications and experience.

VIVA serves as Virginia's academic library consortium, representing 72 nonprofit academic libraries within the Commonwealth of Virginia. Members include all of the 39 state-assisted colleges and universities as well as 32 of the independent (private, nonprofit) institutions and the Library of Virginia. VIVA's mission is to provide, in an equitable, cooperative and cost-effective manner, enhanced access to library and information resources for the Commonwealth of Virginia's nonprofit academic libraries serving the higher education community.

See <http://www.vivalib.org> for more information about VIVA.

The George Mason University library system, comprised of a large central library and four other distinctive libraries, is located on three campuses in the Northern Virginia-metropolitan Washington DC region. One of Virginia's leading academic research libraries, the Mason Libraries continues to gain steadily in national stature as it undergoes extensive transformation in all areas that are key to a 21st century research library – innovative technologies and services, expert library faculty and skilled staff members, growing collections, publishing, modern facilities, and transformational partnerships. Visit us at library.gmu.edu for more information.

Special Instructions to Applicants:

All applications for this position (FA43FZ) MUST be submitted online at George Mason's employment page (<https://jobs.gmu.edu/>). Applicants must submit letter of application,

resume, and the names, addresses (including e-mail) and phone numbers of three current references. Questions should be directed to Renee Prokop (rprokop@gmu.edu), Human Resources Coordinator, Office of the Dean of Libraries. Review of applications will begin **October 13, 2018**.

Position: [Public Services and Instructional Technology Librarian \(Full-Time\)](#)

Location: Northern Virginia Community College, Alexandria, VA

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Summary:

Under the direction of the Alexandria Campus Dean of Learning & Technology Resources, assumes responsibility for overall management of library public services; supervises work study students; provides library instruction; supports Library instructional technologies and serves as liaison to campus and college IT services, participates in collection development including OER, library planning, and campus and college activities and committees.

Duties and Responsibilities:

Under the direction of the Alexandria Campus Dean of Learning & Technology Resources, assumes responsibility for overall management of library public services; supervises work study students; provides library instruction; supports Library instructional technologies and serves as liaison to campus and college IT services, participates in collection development including OER, library planning, and campus and college activities and committees.

Minimum Qualifications:

MLS or MLIS degree with 18 graduate semester hours in Library Science or Library Information Science. Relevant library, teaching and/or customer service experience.

Preferred Qualifications:

- Some supervisory and academic library experience. Additional graduate work.
- Community college experience.

Required Knowledge, Skills, and Abilities:

- Knowledge of library systems and practices
- Knowledge of emerging professional trends and current developments in library and instructional technology
- Demonstrated ability to provide excellent customer service
- Good organizational, technology, verbal and written communication skills.

Position: [Librarian III – Access Services and Electronic Resources Coordinator](#)

Location: Johns Hopkins University School of Medicine, Baltimore, MD

Full vacancy announcement available on [ALA JobLIST](#).

General summary/purpose:

The Access Services and Electronic Resources Coordinator oversees online access, electronic resources acquisitions, and collection development activities for the Welch Medical Library. This position has a deep understanding of the best practices and emerging trends in access management and collections procurement in academic research libraries. The position successfully collaborates with library Informationists, Finance teams, the Office of Procurement, and Legal Counsel to acquire and license materials to support all Hopkins affiliated academic health center entities including the Schools of Medicine, Public Health, and Nursing as well as the Johns Hopkins Hospital, Bayview Medical Center, Howard County General Hospital, Suburban Hospital, Sibley Hospital, Kennedy-Krieger Institute, and All Children's Hospital. The position reports to the Associate Director, Finance and Administration.

Specific duties & responsibilities:

- Leads the development of acquisition policies, procedures, and workflows
- Manages access to collection resources to ensure continuity, viability, and sustainable access

- Coordinates collection development activities in conjunction with the Associate Director
- Manages an annual collections budget for the Welch Library of \$4.4 million
- Directs the acquisition and licensing of electronic resources
- Collaborates with other institutional libraries, financial teams, procurement offices, and legal counsel to effectively and efficiently acquire resources
- Team Lead for coordinating access resolution and electronic resources acquisitions
- Establishes effective business relationships with current and prospective publishers, subscription agents, electronic resources vendors, and consortia
- Trains and mentors staff to ensure effective operations and build understanding of evolving practices, trends, and standards
- Interacts regularly with Informationists to assess collections adjustments, cancellations, or additions
- Primary link with the library's IT group in support of online access for both on-campus and remote access
- Enhance expertise in all aspects of e-resource management through participation in workshops, webinars, professional associations / networks and continued awareness of the scholarly research process

Minimum qualifications (mandatory):

MLS or MLIS from an ALA accredited institution is required. 3-5 years of experience in an academic health environment or medical library as a team lead. Experience with multi-consortial purchasing, negotiating contracts, writing and managing RFP's. Understanding of link resolver software, metasearch software, data collection software, and administrative functions of proprietary databases. Knowledge of copyright and intellectual property protocols.

Preferred qualifications:

Experience working successfully in a multi-library organizational structure. Working knowledge of at least one Western European or non-Western European language. Understanding of standards and protocols such as open URL, central authentication services, and electronic data interchange. Library technical services experience with cataloging, serials, or acquisitions.

Special knowledge, skills, and abilities:

Understanding of link resolver software, metasearch software, data collection software, and administrative functions of proprietary databases. Knowledge of copyright and intellectual property protocols. Strong interpersonal, written and oral communications skills as well as strong organizational, analytical, and problem-solving skills.

Requirements

This job requires a MLS or MLIS from an ALA accredited institution is required. 3-5 years of experience in an academic health environment or medical library as a team lead. Experience with multi-consortial purchasing, negotiating contracts, writing and managing RFP's. Understanding of link resolver software, metasearch software, data collection software, and administrative functions of proprietary databases. Knowledge of copyright and intellectual property protocols.

Position: [Catalog/Index Librarian](#)

Location: Maryland Department of Legislative Services, Annapolis, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Principal Duties:

- Original cataloging of state government documents in various formats
- Copy cataloging using OCLC
- Indexing proposed legislation and print publications

- Fulfilling interlibrary loan requests
- Catalog Maintenance

Qualifications:

- MLS degree
- Experience using OCLC, AACR2, LCSH, MARC formats
- Work with integrated library systems, preferably Sirsi
- Strong communication and interpersonal skills
- Experience in government documents, public policy and legislative issues, preferred

Send Resume with Letter of Interest By September 19, 2018 TO:

Department of Legislative Services

Human Resources Office

90 State Circle, Room 311

Annapolis, MD 21401-1991

Fax: 410 946-5140 or 301 970-5140

e-mail: jobs@mlis.state.md.us Website: [http://dls.maryland.gov/
http://dls.maryland.gov/careers/current-job-openings/](http://dls.maryland.gov/http://dls.maryland.gov/careers/current-job-openings/)

Code 16/18-CA (Required on all Resumes)

Position: Cataloger (Full-Time)

Location: LAC Group, Beltsville, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Summary:

LAC Group is seeking a Cataloger to work at a Federal Agency in Beltsville, MD providing high quality original and copy cataloging work for a major Federal Library. This is a one year term full time (40 hours a week; Monday to Friday) contract position with benefits. Must be able to pass background check.

Responsibilities:

- Retrospective conversion of serials
- Search Voyager and OCLC for existing records
- Edit and create bibliographic records
- Perform new cataloging duties as requested

Qualifications:

- MLS from an accredited library school as well as 2 or more years of cataloging experience.
- Experience with Microsoft Office (especially Outlook and Word)
- Experience with RDA, AACR2 and MARC records
- Experience with OCLC and Voyager
- Experience with Library of Congress Subject Headings
- Experience with serials cataloging

Position: Library Associate I – Teen Services (Full-Time)

Location: Harford County Public Library, Aberdeen, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Position Summary:

Performs a variety of reference services within a branch and/or materials management responsibilities; assists individuals and groups in locating and obtaining materials and information; assists patrons with electronic resources; selects materials in all formats for all audiences; maintains adult, young adult and children collections, may manage specialized collections and programs for Detention Center, Learning and Sharing Center, Sharing the Gift program, Small Business, etc.; performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.

Work Week:

37.5 hours per week; Work schedule includes day, evening and weekend hours.

Position Functions:

- Performs a variety of reference services within a branch
- Assists the public in the use of library resources, including computer catalogs, indexes, computerized search systems, and the Internet
- Searches online catalogs and shelves to locate information
- Performs in-depth reference searches and performing readers' advisory services
- Plans, assembles, and arranges displays of materials to support popular topics
- Conducts library tours and orientations
- Provides information on library activities, facilities, rules, and services to customers
- Provides library services to special populations and coordinating special programs such as summer readings, story times, or holiday programs
- Prepares and compiles required reports and statistics
- May perform limited circulation duties, as assigned
- May maintain assigned collection
- May manage and coordinate activities associated with assigned population
- May coordinate library services and schedule library visits to the designated outreach sites
- May plan, prepare and deliver materials for assigned population and/or sites
- May prepare monthly newsletters for assigned program
- May develop training tools and conduct staff training
- May plan, direct, or carry out special projects involving library promotion and outreach activities.

Standard Functions:

- Serves on committees and participates in workshops, seminars, and training as requested
- Represents Library at various outreach activities, as needed
- Notifies Supervisor with suggested ways to improve the efficiency and effectiveness of personnel and procedures and system-wide goals and objectives
- Maintains good public relations with the community through contacts with public officials, community leaders, volunteers, Friends of the Library, appropriate school personnel, and the general public
- Learns new skills and technologies to retain proficiency in areas of expertise; Is dependable and punctual
- Maintains a positive, friendly, and cooperative attitude and provides consistent customer service
- Upholds all library policies and procedures as defined in Harford County Public Library's Policies and Procedures Manual

- Completes time sheet and other necessary forms and reports accurately and in a timely manner
- Performs other duties as assigned.

In addition to the specific duties and responsibilities of this job, it is the responsibility of every employee to comply with the Harford County Public Library Values statement, customer service guidelines, and all other policies detailed in the Policies and Procedures Manual.

Minimum Requirements:

- Bachelors Degree.
- Ability to attend Library Associate Training Program and to complete the program within 2 years after starting the program for Library Associate I.
- 1 year of direct customer/public service experience.
- Computer experience including Internet.
- Ability to work day, evening, and weekends hours.

Knowledge, Skills, and Abilities:

- Ability to gain working knowledge of library practices and procedures, including accurate use of current reference and search tools and the standard automated library system
- Working knowledge of the principles and practices of reference and reader's advisory services
- Ability to operate relevant computer systems, including hardware and software, and office machines
- Working knowledge of electronic resources, including the Internet and bibliographic utilities
- Ability to develop and present programs
- Strong communication skills, both verbal and written
- Basic math skills.

Reporting Relationship:

- This position reports to Branch Manager or Assistant Branch Manager. Does not regularly supervise other staff. May supervise volunteers.

Work Environment:

- Work requires light physical effort in the handling of light materials, up to 30 pounds, in non-strenuous work environment. For example, pushing/pulling of library carts to move library materials within the department, and set up and break down of displays.
- Work also involves standing or walking up to 60% of the time.
- Observes safe work place practices with uncluttered workspace, including office equipment, avoidance of trips and falls, proper lifting techniques and following fire regulations.
- Ability to travel to branch/outside locations, as necessary.

Employees who work less than 37.5 hours per week are categorized as Non-Exempt for purposes of establishing eligibility for overtime pay under the Fair Labor Standards Act. Compensation for overtime must be in compliance with the Personnel Policies and Procedures Manual, Wage and Hour Law, and the Fair Labor Standards Act.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The library

administration reserves the right to change, modify, delete, and supplement job duties based on the organizations needs.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

This and all library positions are eligible for system-wide transfer.

Position: [Public Services Librarian](#) (Full-Time)

Location: Carroll Community College, Westminster, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Summary:

Responsible for coordinating services to students, staff, faculty and the community including; reference, circulation and library instruction. This position reports to the Director of Library and Media Services. This position requires one evening shift per week (2pm – 10pm) and an occasional Saturday. New graduates are encouraged to apply.

Essential Job Functions:

- Coordinates information literacy instruction including planning, design, implementation, and assessment.
- Provides information and reference service across multiple formats, library instruction both in the classroom, online via embedding in courses and creating tutorials and research guides, and at the reference desk.
- Acts as liaison to assigned academic units and regularly communicates with these faculty members regarding library programs, instruction, resources, and services.
- Provides library instruction for classes.
- Maintains course-related subject research guides and tutorials.
- Participates in the materials selection process by recommending titles for purchase from review media and evaluates material for deselection.
- Provides instruction, assistance, and troubleshooting in the use of computers, printers, and other technology in public service areas as needed.
- Keeps abreast of the profession through professional reading, membership in professional associations, and attendance at meetings, conferences, workshops, webinars, and consultations with librarians at other institutions.
- Attends faculty meetings, Librarian meetings, and serves on committees as assigned.
- Performs other duties as assigned

Minimum Requirements to Perform Work:

- Master's Degree in Library/Information Science from ALA accredited program such as MLS/MILS/MLIS/MIS
- One year of academic library experience at the professional level.
- Experience with Microsoft Office Suite, online catalogs and databases
- Ability to ascertain information needs and teach on a one-one-basis or in groups.
- Must be positive, cooperative and supportive.
- Working knowledge of open educational resources and community college experience preferred.

Physical Demands:

- Hearing, speaking, visual acuity

- Mental acuity
- Reaching (i.e. pulling or shelving books)
- Repetitive motion (i.e. keyboarding)
- Standing, walking
- Pushing (i.e. library carts)

Work Environment:

- College library. Primarily sedentary. Direct contact with students, staff, faculty and the general public.

Salary:

- This position is will be placed on the 12-month faculty salary scale at the Instructor level. Actual salary placement is based on credentials and experience. Position includes an excellent fringe benefit package.

Application Process:

- All interested applicants must submit a:
 - Resume
 - Cover letter including minimum salary expectation

By **September 28, 2018**

To the Human Resources Department at:

- Carroll Community College, 1601 Washington Road, Westminster, MD 21157
- OR email to hr@carrollcc.edu.

Position: Research Analyst (Full-Time)

Location: LAC Group, Virtual Position

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Summary:

LAC Group is seeking a full-time, experienced, Research Analyst, to work virtually for our Library as a Service (LaaS) platform. The Research Analyst will join a team of researchers in staffing a busy and diverse virtual research desk, performing and managing requests for legal, corporate, business development and other research from LaaS clients. All research and communication will be performed online and by phone, using both paid databases and open sources. The Research Analyst will report directly to the Deputy Director of Research & Intelligence and work with other analysts to complete research requests in a timely, professional, and cost effective manner. Research will be delivered directly to clients using a virtual reference desk platform. This is a full-time virtual position.

Responsibilities:

- Perform legal, corporate, business development and other research for LaaS clients using both paid databases (Westlaw, Lexis, Avention, etc.) and open sources (web searches, government databases, phone research, etc.)
- Communicate progress and research findings directly to client clearly and concisely
- Work with clients to clarify research objectives when necessary and provide follow-up on research requests
- Maintain current understanding of research methods and tools, including databases
- Keep Deputy Director apprised of research activities, client concerns, and issues that arise in the course of research
- Work with other Research Analysts to provide seamless service to clients even when working on complex and long-term projects
- Provide training and updates to research team regarding ongoing client projects
- On occasion, manage small research teams to accomplish more complex research objectives for clients

- Manage database access and other resources used for research
- Other duties as the arise according to client requests

Qualifications:

- 3-5 years experience as a researcher in a law firm library, preferably with some business development research experience
- MLS or JD preferred, though work experience or a similar or related degree may take the place of MLS/JD
- Advanced legal research skills including but not limited to docket and case law research (both state and federal), secondary sources, and practice guidance
- Experience with corporate and business development research including gathering information from diverse sources (annual reports, SEC filings, Secretary of State records, case law, patent and trademark applications and records, lobbying activity, etc.)
- Extensive experience with Lexis and Westlaw (preferably LexisAdvance and WestlawNext) and ability to quickly learn and navigate other databases including but not limited to Monitor Suite, Avention, Capital IQ, Intelligize and Practical Law.
- Experience with open source research beyond search engine use, including government and non-profit databases, think tanks and academic sources. Must be comfortable calling and emailing sources for information.
- Exceptional client service skills, particularly via written communication
- Current experience using Microsoft Office (Word, Excel, PowerPoint and Outlook)

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Library](#), [Public Services](#), [Technical Services](#), [Virginia](#) | [Leave a reply](#)

Six Positions: Washington D.C.

Posted on [September 7, 2018](#) by [LLAM News](#)

Position: [Librarian](#)

Location: Library of Congress, Washington, D.C.

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the History and Military Science Section, U.S. Arts, Sciences, and Humanities Division, Acquisitions and Bibliographic Access Directorate, Library Services. The position description number for this position is 058498.

The incumbent of this position will work a flextime, complex, or maxiflex work schedule.

This is a non-supervisory, bargaining unit position.

Responsibilities

The History and Military Science Section at the Library of Congress seeks a cataloger with strong cataloging and classification skills to provide original and copy cataloging, primarily for material in the following subject areas: US history, history of Latin America, Europe, Asia, and Africa, military science, naval or defense issues. The incumbent should also have knowledge of the theoretical aspects of historical study.

Catalogs various materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Establishes personal and corporate names and uniform titles for inclusion in the name authority file. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic

and authority records. Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Selects and assigns classification numbers. Performs research in the cataloger's reference collection, online databases, the world wide web, and the collections of the Library.

Analyzes material to determine subject content. Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices in order to determine a given work's relationship to the existing collections. Participates in formulating plans for changes and improvements to cataloging-related issues. Recommends resolutions to problems and inconsistencies in the cataloging process.

Works to maintain personal contacts and cooperative work relationships to provide or exchange information. Consults with Team Leader and cataloging policy staff to recommend changes and additions in descriptive and subject cataloging rules. Offers suggestions and advice to Team Leader on operational and technical problems. Collaborates with Team Leader and other staff in planning and implementing team activities including: workflow procedures, team priorities, cataloging projects of an experimental nature, goal setting and strategies for meeting team production goals. Assists others inside and outside the Library with language, subject and cataloging problems.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- Knowledge of library metadata rules, practices, and procedures.**
- Ability to use library software applications, integrated library platforms, and other information technologies.**
- Knowledge of at least one of the major geographical areas of historical study, of the theoretical aspects of historical study, and of military science, naval or defense issues.**
- Ability to organize, analyze, and interpret data related to carrying out library functions.
- Ability to interact collaboratively with others to provide consultation and liaison services.
- Ability to communicate in writing.
- Ability to communicate effectively other than in writing.

Position: [Supervisory Librarian](#) (Reference and GIS Services)

Location: Library of Congress, Washington, D.C.

Salary: \$134,789 to \$164,200 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

The selectee will have experience managing reference services in a fast paced environment; expert knowledge of reference sources, in particular those related to legislative research/public policy; and knowledge of information research methodologies. A critical duty is to review responses and reports produced by the section. The section head works collaboratively with staff across CRS as well as other parts of the Library of Congress on information requests/projects and to resolve issues.

Responsibilities

Supervises a group of employees performing work up to the GS-13 level. Plans and assigns work, sets and adjusts priorities, and prepares schedules for completion of work. Establishes guidelines and performance expectations for staff, provides feedback and evaluates employee performance. Resolves informal complaints and grievances. Recommends appointment, promotion, or reassignment and develops work improvement plans, recommending personnel actions as necessary. Provides advice and counsel to workers related to work and administrative matters. Reviews and approves or disapproves leave requests and certifies time and attendance records for staff. Assures that subordinates are trained and fully comply with safety regulations.

Oversees, conducts and reviews research on highly complex reference questions, providing authoritative and definitive results. Oversees the staffing of the CRS reading rooms, and the provision of document delivery and GIS services to CRS research divisions and congressional clients. Keeps up to date on current legislative issues. Plans and reviews the section's products and services, ensuring that they meet professional standards and policy guidelines and are responsive to the needs of clients. Provides leadership in the development and maintenance of the CRS GIS portal.

Develops, organizes, and schedules training for individuals and groups at various levels of sophistication, on a wide variety of research tools and research methodologies. Organizes, conducts, or participates in customized group and individual training and troubleshooting for partners and clients. Promotes existing and new information services, databases, and other research tools to CRS staff and congressional clients.

Serves as a principal liaison for collaboration between KSG groups, other CRS divisions and offices, and other Library of Congress units and offices. Consults with information professionals throughout CRS and the Library of Congress on GIS, research, reference and document delivery requests as well as the management of the CRS reference collection.

This is a supervisory, non-bargaining unit position.

The tour of duty for this position is full-time.

The position description number for this position is 376875.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- Ability to develop, implement, manage, and evaluate reference services to meet client needs**
- Ability to lead and manage staff**
- Ability to communicate in writing and review the writing of others**
- Ability to manage geographical information system (GIS) services to meet client needs
- Ability to interact collaboratively with others

- Ability to convey information and effectively communicate other than in writing

The Congressional Research Service (CRS) seeks a Supervisory Librarian for its Knowledge Services Group (KSG). The selectee will serve as the section head of the Reference and Geospatial Information Systems (GIS) Services section, responsible for providing reference, document delivery, and GIS services to internal and congressional clients.

CRS works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As a legislative branch agency within the Library of Congress, CRS has been a valued and respected resource on Capitol Hill for more than a century.

CRS is well known for analysis that is authoritative, confidential, objective, and nonpartisan. Its highest priority is to ensure that Congress has immediate access to the nation's best thinking on public policy issues of interest to its Members and Committees.

Position: [Librarian](#), GS-1410-12 (DEU)

Location: Department of Education, Institute of Education Sciences, Washington, D.C.

Salary: \$81,548 to \$106,012 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

The National Library of Education (NLE), a part of the Knowledge Utilization Division of the National Center for Education Evaluation and Regional Assistance (NCEE) within the Institute of Education Sciences (IES), U.S. Department of Education, provides information resources and services for the understanding and improvement of education research through the collection, dissemination, and exchange of information to department officials and the public.

Responsibilities

Reviews, makes recommendations for, and implements improvements to library systems, including electronic systems for cataloguing, searching, and circulation, and systems for efficient delivery of content through digital media. Also reviews NLE policies and standards, especially those concerning collection development, preservation, archiving, and accessibility, and recommends and implements improvements.

Develops strategy, policy, budget, and program options for maintaining and advancing the NLE, and provides leadership for the implementation of these options after receipt of approval from the Associate Commissioner for Knowledge Utilization.

Monitors and manages information reference and referral and circulation to ensure efficient and effective delivery of services.

Serves as a Contracting Officer's Representative (COR), monitoring the day to day execution of contracts of/associated with the National Library of Education.

Provides reference and research services including comprehensive literature searches, determining best methods and content for responses. Conducts a specialized reference interview and negotiation and responds to a full range of quick reference and research inquiries, with special responsibility for the complex and difficult inquiries, including those in

highly specialized education fields, those regarding information or data that are difficult to identify or locate, and those that involve specialized terminology.

Uses professional judgment and knowledge of license agreement and copyright restrictions to provide timely, efficient, and appropriate service to public inquiries.

Identifies and selects appropriate information sources, utilizes a variety of specialized databases and other diverse information sources. Knowledge is used to locate information, often of a specialized or technical nature, from a wide variety of published and open source print and electronic resources including full-text data bases, research and technical reports, legislative histories, specialized journal articles and/or historical materials. Also uses social media, collaborative technologies and applications, or reference management systems to address customer information needs

Works closely with other library staff to make authoritative evaluations and recommendations on collection development (additions to and deletions from the library's physical and/or digital collection) in one or more subject- matter areas in all formats. Reviews a wide variety of online catalogs, websites, and scholarly journals and evaluates sources based on their authoritativeness, currency, and relevance to the topical areas of the library's collections.

Stays current with developments in library and information science and makes recommendations based on best practices to other library staff and to ED staff regarding search tools and methods.

Develops and delivers engaging and relevant outreach presentations to describe, explain, and promote library services to client groups. Uses subject expertise, knowledge of best practices of librarianship, and understanding of clients' information needs to develop appropriate approach to outreach.

Uses knowledge of the information-seeking behavior of library clients to design web-based library content and services. Using an understanding of the wide variety of information sources provided by the library, creates new and innovative ways to enhance client ability to access those sources. Analyzes historical trends in the library's research services to identify unmet needs and designs services to meet those needs.

Requirements

Applicants are expected to possess the Knowledge, Skills and Abilities (KSAs) listed below to qualify for this position. These KSAs are addressed in the self-assessment questionnaire that you will complete for this announcement. You do not need to respond separately to the KSAs listed below. Your answers to the on-line experience questions will serve as responses to the KSAs. Your application will be evaluated based on your ability to demonstrate the following knowledge, skills, and abilities/competencies (KSAs):

- Knowledge of the methods, techniques, concepts, and principles of librarianship and reference service is required to solve complex reference and research challenges and to

serve as an expert in searching and identifying appropriate social science and medical information sources.

- Knowledge of techniques and resources used to locate information of a specialized or technical nature, from a wide variety and large number of published and open source print and electronic resources including full-text databases, research and technical reports, specialized scholarly journal sources and statistical sources.
- Knowledge of contracting laws and regulations applicable to COR responsibilities.
- Skill in searching and using new and emerging sources such as social media.
- Effective oral and written communication skills for briefings and formal presentation of complex information.
- Ability to interact with and/or influence office units, other programs/offices, and staff elements of the Department in order to obtain optimal organization resources and results.

Position: [Reference Librarian \(LAW\)](#)

Location: Library of Congress, Washington, D.C.

Salary: \$68,036 to \$88,450 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

The Law Library of Congress seeks a legal reference librarian with education and experience providing legal and legislative information services to diverse and demanding clients in a law library or similar legal information organization and creating, organizing and managing web content for dynamic websites.

Responsibilities

Responds to United States legal and legislative reference inquiries from members of Congress, congressional committees, the White House, federal courts, Government agencies, libraries, the bar and the general public.

Responds to United States legal and legislative reference inquiries from Members of Congress, congressional committees, the White House, federal courts, Government agencies, libraries, the bar and general public. Inquiries may be received by telephone, in person, in writing, and by electronic means. Locates information, often of a specialized or technical nature, from a wide variety of published and unpublished legal and legislative information sources and electronic databases. Conducts legal and legislative research, and procedures written responses to United States federal and state legal and legislative reference inquiries requiring tailored responses.

Conducts legal and legislative research, and prepares written responses to United States federal and state legal and legislative reference inquiries requiring tailored responses.

Analyzes and organizes specialized information, and assesses and prioritizes work.

Conditions of Employment

A complete application package must consists of:

- Your resume
- Your response to a vacancy questionnaire, including a mandatory Candidate Statement of Interest
- Copy of your most – recent transcript documenting enrollment in or completion of an ALA – accredited library/information science Master’s degree program or completion of

an ABA accredited law school (a copy of a transcript downloaded from the university website is sufficient at the application stage ; selectees will be required to provide an official transcript documenting graduation)

(KSA's) to perform the duties of the position and offer the better qualified candidates an opportunity for an interview in person, by telephone or by other telecommunication means. In addition to the KSAs listed above, the following competencies will also be addressed during the interview.

- Ability to communicate in writing and orally
- Ability to organize and plan work

Qualifications

KNOWLEDGE, SKILL, AND ABILITY REQUIREMENTS:

The critical knowledge, skills and abilities (KSAs), gained through education, experience and/or training, needed to successfully perform the duties of the position:

- Ability to Apply Knowledge of the Principles, Concepts, and Techniques of Library Science to the Organization and Dissemination of Legal Information.
- Ability to Communicate Legal and Legislative Information and Analysis in Writing.
- Ability to Communicate Effectively in a Library or Information Center Environment.
- Ability to Utilize Information Technology and Online Legal Resources.
- Ability to Plan and Implement Library Programs.
- Ability to Interact Collaboratively with a Diverse Group of People.
- Ability to Communicate Effectively Other Than in Writing.

Position: Archives Technician

Location: Archives of American Art, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Summary:

The Archives of American Art, Smithsonian Institution, is seeking an Archives Technician to work as part of a team dedicated to supporting a broad range of successful and innovative digital initiatives in the management of, and access to, digital collections. The work encompasses collections digitized through reformatting of original documents as well as those acquired in digital form. This position is a one-year full-time grant funded term appointment. Incumbent will report to the Head of Digital Operations. The Archives Technician position is located in the Washington office of the Archives of American Art, Smithsonian Institution.

The Archives' mission is to collect, preserve, and make available primary sources documenting the history of the visual arts in the United States. With over 6,000 collections and 2,300 oral history interviews, the Archives is the largest and most widely used resource on the history of American art in the world.

Major Duties:

- Supports the Archives' digitization workflows encompassing digitization of collections in their entirety; and folder and single item level digitization to fulfill requests from patrons and staff.

- Supports preservation of and access to the Archives' born digital collections through technical transfer of still image, textual, audiovisual, web archive, data sets and email digital assets in accordance with the Archives' systems and procedures.
- Performs technical duties for special digital projects and initiatives including the development of collection information and digitization systems and the Archives' website at aaa.si.edu and other platforms such as the Smithsonian Institution Transcription Center.

Desired Knowledge and Experience:

- Knowledge of archival principles, methodologies, and techniques of automated collection information or digital asset management techniques in archives gained through work experience.
- Ability to use a personal computer and standard Microsoft Office software as well as specialized software used for a variety of digital initiatives.
- General knowledge of American art history or American cultural, social, and political history and historical research methods through readings, course work, or further training.
- Ability to plan and organize work tasks to meet quotas and targeted completion dates
- Ability to comprehend and follow oral and written instructions, policies, procedures, explanations, and guidelines and to apply both oral and written instructions to practical work situations.

To Apply:

- Please send a statement of interest and résumé via email to AAACareers@si.edu.
- **Deadline for applications is September 14, 2018.**
- The Smithsonian is an equal opportunity employer. The Archives of American Art is committed to building a diverse staff and strongly encourages applications from minorities.

Position: [Metadata Librarian](#) (Full-Time, Temporary)

Location: National Defense University, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Summary:

The Metadata Librarian works in a team environment executing a variety of metadata tasks essential to the operations of NDU Library digital collections. This position is responsible for the collection of new digital assets as they become available, the creation of Dublin Core-compliant metadata for those assets, and the maintenance of assets previously ingested into the digital asset management systems. The Metadata Librarian maintains data quality control for e-resources including assisting the cataloger with issues for digital projects, coordinates and participate in special data clean-up and metadata projects designed to improve the functioning of the digital content management systems as a primary path to access the library digital collections, and creates quality, shareable metadata using international schema, encoding, and content standards; metadata templates, data dictionaries, application profiles. The Metadata Librarian provides digital content management support by preserving, describing, and providing access to born-digital archival and special collections materials; developing processes for archiving and preserving born-digital materials; developing and documenting procedures for the acquisition of born-digital collections and electronic records and for the routine migration of materials to maintain formatting compatibility with Libraries IT software and hardware; providing digital program development, guidance in best practices for data management, training and development for library personnel and campus departments as needed; and delivering born-digital content to external discovery and delivery

mechanisms in collaboration with specialists in cataloging and metadata, information technology, and scholarly communications.

Additionally, the Metadata Librarian will assist in the effort to merge two asset management systems into one sustainable replacement system. The incumbent will therefore be required to have the ability to both work independently as well as collaboratively.

Responsibilities:

- Establishing, implementing, and ensuring compliance with metadata standards
- Collecting, researching, and creating Dublin Core metadata for additions to digital collections
- Ensuring consistency in the application of controlled vocabularies
- Performing ongoing metadata audits of existing digital assets to ensure compliance with standards
- Providing input on matters related to digital preservation best practices for document, image, and video formats
- Guiding development and implementation of digital asset ingest procedures and workflows
- Collaborating with Library team in order to ensure accessibility and usability of digital collections platforms
- Collaborating with Library and Information Technology teams on effort to research, select, and implement a replacement digital asset management system

Qualifications:

- Masters in Library Sciences
- Demonstrated experience with creating, editing, and transforming non-MARC metadata, such as Qualified Dublin Core, LCSH, LCC
- Demonstrated knowledge of basic descriptive, preservation, and structural metadata standards and best practices, such as PREMIS
- Demonstrated ability to be self-motivated and work creatively, independently, and collaboratively
- Demonstrated ability to conduct complex, analytical work with close attention to detail

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Public Services](#), [Special Library](#), [Technical Services](#), [Washington DC](#) | [Leave a reply](#)

Ten Positions: Maryland & Washington, D.C.

Posted on [August 31, 2018](#) by [LLAM News](#)

Position: [Data Scientist](#)

Location: LAC Group, Beltsville, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Summary:

LAC Group is seeking a qualified Data Scientist to work for a major Federal Agency in Beltsville, MD. The Data Scientist will assist the agency by developing and implementing functionality tests for multiple research databases including usability tests and will work with Agency staff to develop and implement ontologies and data dictionaries. Background in working with

scientific datasets, particularly in the agricultural and ecological sciences is a plus. This is a full time (40 hours a week; Monday-Friday) benefited position. Contract renewed annually.

Responsibilities:

- Develop and implement functionality tests for multiple research databases including usability tests
- Work with agency staff to develop and implement ontologies and data dictionaries.
- Review and assess new technologies for automating indexing of datasets
- Create non-bibliographic metadata according to recognized international standards.

Qualifications:

- Bachelor's Degree in a relevant field (Information, Computer Science, Biology)
- 5-6 Years' experience with database development and testing
- Experience in the development and/or implementation of ontologies and data dictionaries
- Detailed knowledge of XML
- Experience with digital repositories, metadata standards including ISO 19115, Ecological Metadata Language, Darwin Core, and Datacite; experience with SensorML is a plus
- Background or experience with environmental, ecological, and agricultural sciences a plus including the use of databases such as AGRICOLA.

Position: [Data Curator](#)

Location: LAC Group, Beltsville, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Position Summary:

LAC Group is seeking a qualified Data Curator to work for a major Federal Agency in Beltsville, MD. The Data Curator will assist the agency by developing and implementing functionality tests for multiple research databases including usability tests and will work with Agency staff to develop and implement ontologies and data dictionaries. Background in working with scientific datasets, particularly in the agricultural and ecological sciences is a plus. This is a full time (40 hours a week; Monday-Friday) benefited position. Contract renewed annually.

Responsibilities:

- Develop and implement functionality tests for multiple research databases including usability tests
- Work with agency staff to develop and implement ontologies and data dictionaries.
- Review and assess new technologies for automating indexing of datasets
- Create non-bibliographic metadata according to recognized international standards.
- Supporting novice users in: submitting, discovering, and downloading data and documentation
- Update and customize emerging data repositories
- Update data and metadata as needed
- Work with Non-bibliographic, domain specific metadata and associated controlled vocabularies (thesauri).
- Update and customize to emerging data repositories.
- Troubleshoot applications and user interfaces.
- Create de novo user help documentation.
- Responsible for requirements analysis including conducting user studies.
- Support novice users in: submitting, discovering, and downloading data and documentation

Qualifications:

- Bachelor's Degree in a relevant field (Information, Computer Science, Biology)
- 5-6 Years' experience with database development and testing
- Experience in the development and/or implementation of ontologies and data dictionaries
- Detailed knowledge of XML
- Experience with digital repositories, metadata standards including ISO 19115,
- Ecological Metadata Language, Darwin Core, and Datacite; experience with SensorML is a plus
- Background or experience with environmental, ecological, and agricultural sciences a plus including the use of databases such as AGRICOLA.

Position: [Library Services Specialist \(Full-Time\)](#)

Location: The Universities at Shady Grove, The Priddy Library, Rockville, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Description:

Supervises student assistants in the provision of library services. Provides circulation, reserve and inter-library loan services to library users and assists library staff members. Collects library data and assists with data analysis. Provides high-quality customer service, communicates the library's mission, policies, and procedures.

Essential Duties & Responsibilities:

- Supervises daily work operations of assigned library support staff (student workers). Plans, schedules, assigns, and reviews work. Trains student workers and evaluates performance. Reports and resolves issues as they arise. Administers evening/weekend operations. Assures that service goals are met and that the public service is consistently high quality.
- Monitors and maintains Service Desk operations including but not limited to, loans, returns, reservations, and transfers. Monitors the library facility to ensure that the library is in order and ready for patron's use. Maintains physical facilities and equipment in the area; troubleshoots and/or reports technical problems with the service computers and reports malfunctioning of equipment. Recognizes, resolves and informs the supervisor of any non-routine occurrences.
- Collects statistics and prepares reports on library activities. Assists with analyzing data on collections, usage, service transactions, and customer needs. Generates specialized reports and notices. Process requests for Course Reserves, ILL (Inter-Library Loan materials) and updates circulation operations and procedures. Supervises stack maintenance.
- Answers telephone and in-person inquiries concerning service desk operations. Answers questions regarding course reserve policies, circulation procedures, and status of requested items. Informs patrons of library policies and procedures. Assists patrons with their research need in the absence of the librarians. Addresses and resolves problems and customer complaints. Updates all information related to hours of operations and access to the library.
- Responsible for opening and closure procedures. Participates in ensuring the safety and security of the library's user, staff, collections, and the physical environment. Participates in library and campus committees. Performs other duties, as assigned.

Minimum Qualifications:

- Bachelors Degree and one year of experience directly related to the primary duties of the job.

- Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

Preferences:

- Demonstrated ability to work independently and under pressure.
- Ability to be flexible and exercise initiative in applying rules, procedures, and instructions.
- Knowledge of basic principles of quality customer service, teamwork, and conflict resolution.
- Ability to communicate effectively; to establish and maintain effective working relationships with library users and staff.
- Experience and proficiency with one or more technologies or tools used to create, seek, use, or manage information.
- Familiarity with automated circulation and reserves system.
- Ability to apply and enforce U.S. Copyright laws and current trends related to access and use of information resources.
- Ability to assist other library staff in selecting and evaluating technology used in libraries.
- Ability to work in a diverse workplace and with diverse clients.

Physical Demands:

- Excessive use of technology

Position: [Law Library Director & Assistant Professor](#)

Location: Howard University School of Law, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

Position Information:

Legal Writing Instructors develop a syllabus, learning outcomes, lesson plans, teaching materials, and in-class exercises that are designed to introduce students to the subject matter of the course. Legal Writing Instructors teach using a variety of methods designed to help students develop their knowledge of the subject matter, as well as develop lawyering skills. Legal Writing Instructors also develop and grade both formative and summative exercises and/or exams designed to assess both the content and skills taught in the specific course and assign final grades.

Minimum Requirements/ Qualifications:

- Juris Doctorate with strong academic credentials.
- Five years of legal experience with a record of accomplishment in the legal profession.
- Record showing potential for excellence in teaching.
- Commitment to excellence in teaching, student mentoring, and collegiality.
- Strong interest in, and aptitude for, teaching the subject matter.
- Ability to contribute to the goals of Howard University School of Law
- Ability to support the mission of Howard University School of Law

Essential Duties and Responsibilities:

- Research, evaluate, and select course texts and other materials for the specified course based on the course description and curricular needs as determined by the full-time faculty.

- Provide the Associate Dean of Academics with a completed draft syllabus, learning outcomes, and lesson plans for the first two weeks of classes no less than three weeks before the start of the class.
- If applicable to the course, provide the Associate Dean with a completed draft of the midterm and final exam plus a detailed grading rubric no less than two weeks before the examination. All exam questions must be the original writing of the course instructor except by permission of the Associate Dean.
- Incorporate feedback from class observations.
- Dedicate no less than 3-5 hours preparing for each hour of in-class instruction and additional hours for grading and feedback as required.
- Must be on campus at scheduled course times. Class rescheduling is strongly discouraged.
- Must be reasonably available throughout the semester to answer student questions, either via email, phone, or in person.
- Must be available before and during the semester to attend training sessions.
- Facilitate student learning, provide effective instruction, and perform formative and substantive evaluations of student learning for all assigned classes.
- Adhere to and enhance provided course syllabus, curriculum, course handouts, lectures, and presentations.
- Provide subject matter expertise to support the specified academic program, ensuring that student learning outcomes are achieved.
- Provide prompt and meaningful feedback to students in a fair, objective and consistent manner. Use established rubrics and clear grading criteria.
- Assign grades and maintain course/student records in accordance with FERPA regulations. Submit grades and records by established deadlines.
- Meet all classes and other scheduled responsibilities such as office hours and meetings at the designated times.
- Work collaboratively with the Associate Dean of Academics, Program Director, faculty, staff, and students to advance the mission and academic excellence of the School of Law, in accordance with the mission, values and vision of Howard University School of Law.

Work Contacts:

- Contacts include Associate Dean of Academics, Program Director, faculty, staff, and students on a regular basis.

Scope of Work:

- Work is subject to academic review and supports the execution of strategic initiatives of the School of Law. Acts as a subject matter expert. Keeps leaders informed of results, outcomes and obstacles.

Working Conditions:

- Classroom, virtual classroom, and office environment

Minimum Physical Requirements:

- Able to be present to teach coursework onsite or in a virtual classroom.
- Able to use technology and administrative software (to respond to inquiries and create teaching materials)
- Able to use computer hardware and peripherals as well as office equipment including copiers and scanners.
- Able to communicate effectively in person, in front of audiences, electronically and via telephone
- Tolerance to repetitive motions including keyboarding and writing.

Minimum Education and Experience Requirements:

- Juris Doctor degree (J.D.) or Master of Laws (LLM) degree from an accredited law school.
- Five years' experience in teaching or working in private, public or non-profit industry related to teaching position.

Minimum Requirements (Knowledge, Skills and Abilities):

- Effective and professional written and verbal communication.
- Experience and desire to create an academic environment that respects, includes and enhances diversity of thought and promotes effective consideration of alternative points of view.
- Strong computer and technology skills; proficient in using the Microsoft Office Suite and able to effectively use TWEN and other applicable technology on a regular basis.
- Possess and demonstrate integrity, judgment, positivity and professionalism.

Position: [Technology Services Specialist](#)

Location: American University, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

Summary/Objective

Assists with managing the day-to-day operations of the Technology Services Desk and the collections of instructional technologies and AV equipment available for loan. Helps coordinate the large format and poster printing service, the 3-D printing and scanning service, public copying/scanning services, as well as maintaining the microfilm collection. Manages the library's Maker Space collection and engages in technical troubleshooting for supported equipment. The incumbent also develops technology-related resource guides and instructional programming for the Makerspace service. Aids the Technology Services Coordinator in editing and maintaining content for a significant portion of the library's website dedicated to user services. Manages the Technology Services student staff, including hiring, scheduling, training, coaching, evaluating, organizing and delegating daily work. The incumbent collaborates with the Technology Services Coordinator and the Reserves unit to ensure successful operations of a combined services desk. In addition, this position works with the Access Services Program Analyst to provide technical support to the Access Services Division on library-related technology. This position responds directly to user-generated inquiries by utilizing email, chat and telephone.

Work Environment:

- This position reports directly to Technology Services Coordinator
- The incumbent has supervisory responsibility of up to 20 part time student assistants
- The Technology Services Desk, headed by the Technology Services Coordinator, is a subunit of the Access Services Division
- This position is primarily responsible for the operation of the Technology Services Desk and supervision of staff in the Coordinator's absence
- The services of this department are open 7 days per week for 103 hours per week during the fall and spring semesters
- The work schedule is variable and may primarily be evenings and weekends

Position Type/Expected Hours of Work:

- 35-Nonexempt
- Specialist A

Salary Range:

- \$21.22 – \$22.81/hr

Required Education and Experience:

- Bachelor's degree or an equivalent in training or experience

- At least three years customer service experience; managing/supervising; working with cash transactions; in a library or related customer service environment and experience working with a team to complete common objectives
- Intermediate Microsoft Office suite
- Basic computing/web editing skills required
- Ability to handle multiple priorities
- Excellent interpersonal and oral communications skills
- Accuracy to attention and detail
- Ability to recognize and resolve problems
- Ability to work with minimal supervision after initial training
- Ability to communicate effectively in writing

Preferred Education and Experience:

- Experience with high volume copiers, laptops and technological equipment highly desirable
- Prior experience troubleshooting technology or working with 3D printing and CAD based design system
- Prior experience working with consumer-level audio/visual equipment
- Conflict resolution experience
- Familiarity with a library circulation system

Additional Eligibility Qualifications:

- Hiring offers for this position are contingent on the successful completion of a background check

Position: [Circulation Services Specialist](#)

Location: American University, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Summary:

The Circulation Services Specialist oversees the unit's point of service, circulates library materials, and answers questions and addresses concerns about access, borrowing, collections, resources, privileges, credentials, and accounts. The position manages and maintains the condition of the library's print collection and its accuracy in the catalog; it also ensures that the patron databases are accurate and is responsible for the collection of fines, fees, and the replacement of lost and damaged library materials. The Circulation Services Specialists collaboratively manage the unit's student staff, including responsibilities of hiring, scheduling, training, coaching, and evaluation.

Work Environment:

- The ability to work evening (until 11:30 PM) and weekend hours is required
- The position serves as an essential service and is required to work in the event of the university operating with limited staffing
- A significant amount of discretion and attentiveness to confidentiality is required in the administration of patron account related data and the resolution of account problems

Position Type/Expected Hours of Work:

- 35-Nonexempt
- Specialist B

Salary Range:

- \$20.82 – \$21.03/hr

Required Education and Experience:

- A bachelor's degree or the equivalent in training and experience
- Two years of customer service and management/supervisory experience

- Experience in accounting or handling financial/monetary transactions
- Strong Excel or other organizational software experience
- Experience generating and analyzing reports
- Experience working with a team to complete common objectives
- Strong communication skills and ability to handle and prioritize multiple tasks at once
- Attention to detail is essential
- Ability to solve problems and make judgments independently
- Experience dealing with confidential information
- Ability to resolve conflicts, handle stressful and/or emergency situations, and communicate effectively (both verbally and in writing)
- Ability to participate in planning and implementing short and long-term goals, make evaluative judgments, formulate exceptions to policies and procedures, and work without supervision

Preferred Education and Experience:

- Experience providing assistance with electronic resources access and troubleshooting related issues
 - Experience providing reference/research assistance
- Some education in Library Science.

Additional Eligibility Qualifications:

- Hiring offers for this position are contingent on the successful completion of a background check

Position: [Senior Library Associate I \(Full-Time\)](#)

Location: Arthur D. Jenkins Library, The George Washington University Museum and The Textile Museum, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Description Summary:

The Arthur D. Jenkins Library (ADJL), with more than 20,000 items, is among the most important resources for the study of textiles in North America. This noncirculating research library at the George Washington University Museum and The Textile Museum is open to the public, and offers materials on textile and rug history, costume and fashion history and on textile-making techniques. The ADJL collection includes monographs, serials, ephemera, auction catalogs, visual resources, and media. The library advances the mission, vision and goals of the Museum and promotes the educational mission of the George Washington University.

Reporting to the Senior Curator, the Senior Library Associate is responsible for the effective management of day-to-day operations and long-range planning for the Arthur D. Jenkins Library (ADJL). Duties are performed in accordance with ADJL's mission to foster and facilitate the creation of textile arts knowledge by collecting and making accessible resources on the cultural, social, political, technical and economic importance of textiles in human history. Responsibilities include collection management, archives management, resource description, reference, promotion and outreach, and provision of editorial support to museum staff.

The Senior Library Associate will:

- Develop and implement the library's strategic goals, policies, long-range plans, mission, and other initiatives and align them with educational mission of the George Washington University while adhering to best practices.
- Direct and oversee all daily activities of the library.

- Collaborate with the George Washington University Libraries and Academic Innovation (GWLAI) and departments and as well as other research and academic libraries.
- Develop and execute strategies to strengthen library's scholarly role and stature as one of the top textile history libraries in North America.
- Establish and manage the library's budget, tracking all expenditures to ensure all essential services are provided.
- Prepare reports related to library activities for the Museum administration; develop and maintain library record-keeping procedures.
- Participate in the Museum's Textile Working Group and the Research, Publication, Library, and Education (RPLE) Task Force.
- Recruit, train, and manage library volunteers and interns.
- Provide in-person, online and telephone reference assistance to the Museum staff, GWU community, scholars, and members of the public.
- Provide library orientation and assistance to GWU classes and other academic entities.
- Plan for future growth of the collection and select materials for acquisition; organize materials, including archival records, digital images, periodicals, books, and media, with special attention to materials produced by The Textile Museum; oversee collection maintenance activities including preservation, shelving, digitization, de-accessioning and offsite storage of materials.
- Maintain collections management policy in line with the missions of the Museum and GWU.
- Develop roadmap for digitization of library's print and archival collections; establish and maintain digital repositories and archives.
- Plan for and implement acquisition of research archives in accordance with the library's archives development policy.
- Maintain vertical file collections.
- Guide all library technical services activities.
- Manage the ongoing migration of the ADJL catalog to the Washington Research Libraries Consortium catalog on the ALMA platform.
- Select and index textile-related serial citations.
- Establish and maintain relationships with other galleries, libraries, archives, and museums.
- Contribute to library fundraising efforts by working with the development department to develop proposals, identify funding sources, and engage with donors/potential donors.
- Coordinate and mount annual Textile Research Day poster session for students and recent graduates who have engaged in textile studies or practice.
- Represent the library in the academic community and maintain an active professional role and visibility by engaging in collegial exchange and dialogue as well as attending and participating in professional events and activities.
- Promote a positive image of the library to the GWU community, donors, volunteers, other library professionals and the public.
- Provide editorial support as needed to the curatorial department and Washingtoniana staff, including copy-editing and proofreading of exhibition materials, museum correspondence, collections justifications, The Textile Museum Journal materials and other documents.
- Performs other work-related duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

Minimum Qualifications:

Qualified candidates will:

- Hold a Bachelor's degree in an appropriate area of specialization plus 2 years of relevant professional experience
- Master's degree or higher in a relevant area of study. Degree must be conferred by the start date of the position. Degree requirements may be substituted with an equivalent combination of education, training and experience.

Preferred Qualifications:

- Highly motivated, cooperative, and flexible individual willing to strive for excellence in a dynamic museum environment, with exceptional oral and written communication and management skills.
- ALA-accredited master's degree in Library and Information Science preferred.
- Awareness of administrative and technical services practices in special libraries.
- Cataloging experience with working knowledge of MARC, OCLC Client or web-based WorldCat, Ex Libris Alma preferred.
- Experience in art/museum library is desirable.

Position: [Collection Services Librarian](#)

Location: Judge Kathryn J. DuFour Law Library, The Catholic University of America School of Law, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Overview:

The Judge Kathryn J. DuFour Law Library at The Catholic University of America School of Law seeks applicants for the position of Collection Services Librarian. The successful candidate will join an experienced, committed, and collegial library staff actively engaged in supporting law school programs, co-curricular activities and faculty scholarship. The position offers generous vacation, holiday and retirement benefits.

The Judge Kathryn J. DuFour Law Library is located on the campus of The Catholic University of America, the largest university campus in the District of Columbia, and a short Metro ride to downtown D.C. and Capitol Hill. The campus is ideally situated in the Brookland neighborhood of Washington, D.C., one of the most vibrant and exciting communities in the city.

Responsibilities:

- Manage all aspects of the library's catalog and integrated library system (currently Sierra/Innovated Interfaces), including, but not limited to, updates, data indexing and monitoring system performance.
- Provide administration of the Library's Electronic Resources Management systems.
- Manage receipt and processing of all library materials. Performing complex cataloging tasks and bibliographic problem-solving. Manage batch loading of catalog records. Establish guidelines and procedures for authorities maintenance and database quality control.
- Act as the liaison to vendors that provide resources to the library, and participate in license management and review.
- Help maintain statistical data for reporting purposes.
- Assist with budget management including the preparation of the annual budget; monitoring budget; and preparing budget projections.
- Supervises, trains and evaluates the Cataloging/Acquisitions Assistant.

Qualifications:

- Master's of Library Science (M.L.S.) degree from an A.L.A. approved library school. Knowledge of cataloging principles, as well as knowledge of integrated cataloging systems. Excellent oral and written communication skills and the ability to establish and maintain effective and collaborative working relationships.
- Preferred Qualifications: Two (2) years' experience in an academic law library.

Position: [Metadata and Catalog Librarian](#)

Location: Galludet University, Washington, DC

Originally posted on the Potomac Technical Processing Librarians (PTPL) listserv.

Gallaudet University Library in Washington, DC invites applications for a new Metadata and Catalog Librarian.

Gallaudet University, federally chartered in 1864, is a bilingual, diverse, multicultural institution of higher education that ensures the intellectual and professional advancement of deaf and hard of hearing individuals through American Sign Language and English. Gallaudet maintains a proud tradition of research and scholarly activity and prepares its graduates for career opportunities in a highly competitive, technological, and rapidly changing world.

Gallaudet University Library, a member of the Washington Research Library Consortium (WRLC), provides traditional services to University students, faculty, and staff in a setting that is barrier-free for deaf and hard of hearing people. It is also home to the world's largest collection of resources about deaf people, deaf culture, and sign languages.

The Metadata and Catalog Librarian will perform original and copy cataloging for the Library's Deaf collections, provide metadata for digital objects and collections, and provide expertise to assist other staff with resource management and control. The Metadata and Catalog Librarian will have a major role in implementing changes as WRLC members migrate from the Voyager ILS to the Alma library services platform.

A minimum three years of continual professional cataloging experience using OCLC, a major ILS, LC subject headings, and LC or Dewey classification schemes, preferably in an academic library setting, is required. American Sign Language skill, or willingness to learn and demonstrate competence within a reasonable amount of time, is also required.

Position: [Reference Librarian](#)

Location: Library of Congress, Washington, DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the European Division, Collections and Services Directorate, Library Services.

The position description number for this position is (input PD number).

The incumbent of this position will work a flextime work schedule.

This is a non-supervisory, bargaining unit position.

Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Responsibilities

Reviews various brochures, catalogs, journals, and other sources of items for possible acquisition to develop collections in areas of subject of geographic responsibility. Uses standard methods, techniques, concepts, and principles to perform assignments, which may involve materials in multiple languages and writing systems.

Assists senior reference staff in determining the quality and usefulness of collection materials. Assists in developing strategies for the organization, storage, preservation, and service of materials.

Monitors the condition of collection materials to ensure adherence to established preservation standards and specifications. Brings deteriorating items and those with special needs to the attention of division management. Orients users and explains procedures and regulations governing use and handling of materials in the collection.

Provides reference and instruction to individual researchers and groups where needs are relatively easy to determine from client interviews in person or over the telephone, or from written requests, and the bibliographic source materials are of limited technical complexity and are readily-accessible, i.e., found in the Library's collection or can be located within a database by use of standard search procedures.

Provides in-person and telephone reference services in a reading room. Responds orally or in writing to inquiries related to assigned field of responsibility. Searches standard databases where the information is relatively stable, such as for bibliographic citations of a general nature. Seeks assistance for locating materials that are not readily accessible.

Develops knowledge of resources in other agencies or institutions to provide informed referrals. Assists patrons with specialized collections under the direction of senior staff.

Coordinates the acquisition of items of limited technical complexity, or those easily acquired. Consults acquisition policies to determine whether items are appropriate for purchase, copyright claim, exchange, gift, or other type of acquisition. Examines recommendations to identify processing and custodial requirements and to identify out-of-scope materials.

Maintains liaison with recommending officers and subject specialists to coordinate acquisition of materials. Provides proper purchasing information and correct bibliographic identification to dealers, subscription agents, vendors, overseas offices, exchange partners, etc. Reviews and approves invoices for payment for all formats of material.

Assists in preparing research guides and finding aids on specific topics of recognized client interest using standard search strategies. Assists senior librarians in revising or updating research materials.

Identifies foreign and international print and electronic resources in a field of specialty to address user needs that are easily determined from interviews or written requests. Provides reference and research services of limited technical complexity. Prepares and updates standard guides to specialized collections and resources.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- Ability to provide reference and research services.
- Ability to develop and manage library collections.**
- Ability to use integrated library systems, applications, or other information technologies.**
- Ability to communicate in Russian and English.**
- Knowledge of history, politics and literature of Russia.
- Ability to communicate in writing.
- Ability to communicate effectively other than in writing.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Services](#), [Technical Services](#), [Washington DC](#) | [Leave a reply](#)[Edit](#)

Five Positions: Maryland & Washington, DC

Posted on [August 28, 2018](#) by [LLAM News](#)

Position: [Executive Director](#)

Location: Wicomico Public Libraries, Salisbury, MD

Salary: \$72,000.00 – \$86,000.00 (Yearly Salary)

Full vacancy announcement available on [ALA Joblist](#).

Description Wicomico Public Libraries' (WPL) Board of Trustees is seeking a new Executive Director to lead the Library System, build on valued partnerships, and to continue to develop the library's potential to educate, empower and enrich the lives of people in this community. The Executive Director will have demonstrated talent in building and maintaining partnerships and connections among all stakeholders in the County and region. Providing quality service to the area's over one hundred thousand residents and the additional students and employees who spend part of their time within Wicomico County will be of utmost priority.

Governed by an eleven-member board, WPL serves the area through 3 locations, a bookmobile and an outreach van. The ideal

Executive Director will bring passion, innovation and an ability to cultivate and maintain a diverse set of organizational partners. The Executive Director, reporting to the Board of Trustees, oversees an award-winning library system. This position provides overall strategic and operational leadership with full responsibility for, but not limited to, the following

areas: personnel and fiscal management including budget creation and oversight; marketing and communications;

fundraising and development; emergent technologies; facilities; and external partnership development through

engagement with key stakeholder groups.

Requirements Minimum qualifications include a Masters' Degree in Library/Information Science from an ALA-accredited program and five years of management experience in a medium to large library organization. Maryland State Certification as a Professional Public

Library Director or the ability to acquire this certification within 6 months is required. (see WPL's website for links on this certification).

Additional skills include political acumen, strong communication skills, ability to think and plan strategically, the ability to work with a broad range of stakeholders and demonstrated ability in fiscal management. Experience in a public library with diverse service areas, multiple locations, reporting to a governing board, and building new facilities highly desired. Residency in Wicomico County is expected upon acceptance of position.

Position: [Supervisor of Access Services and Collection Maintenance](#)

Location: Howard University, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Summary:

Basic Function:

The Supervisor of Access Services and Collection Maintenance provides leadership, coordination, resource management, strategic planning and staff supervision for Access Services across all libraries in the Howard University Libraries System. The incumbent is responsible for managing and staffing the daily operations of circulation, electronic and print course reserves, interlibrary and consortium lending, document delivery and stacks maintenance. The Access Services Librarian ensures that all functions of the department are performed to meet the goal of providing users with access to the information they need, as efficiently and effectively as possible.

Supervisory Accountability:

- Responsible for orienting and training others and assigning and reviewing their work.
- May also be responsible for acting in a lead or senior capacity over other positions performing essentially the same work or related technical tasks and reporting to a higher level on a formal basis.

Nature and Scope:

- Internal contacts include students, staff, faculty, and administrators.
- External contacts include vendors, local firms, agencies and external libraries, consortium students, visiting scholars, and the general public.

Principal Accountabilities:

- Provide leadership and coordinate the strategic direction for storage, circulation, and collaborative lending and borrowing policies for the Access Services across all Howard University Libraries.
- Shape the strategic direction and develop systems and training programs for the shelving, circulation and collaborative lending and borrowing for the University Libraries collections.
- Oversee the circulation and reserve modules of Ex Libris Alma, including patron records, Banner data loads, circulation records, missing/lost items, billing, course reserve, loan rules, notices, and reports.
- Schedule front desk coverage for all hours the Founders, Business and Social Work libraries are open as well as managing the physical collections.
- Assist in promoting access services; conduct demonstrations or orientations, instruct new borrowers, troubleshoot circulation-related issues, communicate with individual patrons and other libraries in resolving difficulties in completing circulation and borrowing requests for the Howard University Libraries.

- Intervene when necessary to maintain a supportive approach when resolving user disputes and interpreting policies.
- Collaborate with library managers and Reference colleagues regarding Access Services support for research services. Provide collaborative leadership in the evolution of access services and research services and the change management and skill development needed within the workforce.
- Provide librarian liaison services to one or more academic departments and participate in collections development for those or other academic disciplines.
- Represent Howard University Libraries in designated consortia activities and coordinate Access Services related matters with the Washington Research Library Consortium (WRLC), Enrollment Services, the Registrar, and Alumni Relations.
- Promote the security of collections.
- Train, supervise, and evaluate assigned staff, student assistants and interns.
- Identify, evaluate, plan, and implement cost efficient, effective workflows and new technologies.
- Provide collaborative leadership in the replacing of worn, defective, or missing items in the Howard University Libraries collection.
- Ensure compliance with copyright regulations and maintain contractual arrangements with the Copyright Clearance Center.
- Maintain statistics, and provide information and other data needed for administrative reports, planning, and collection development and management. Prepare periodic reports in areas of responsibility.
- Other duties as assigned.

Core Competencies:

- Ability to manage and develop staff, especially through organizational and/or operational transitions.
- Ability to collaboratively work in a complex or matrix environment, such as a consortium or multi-type library, where leadership by influence is required.
- Experience with online integrated library systems, such as Ex Libris Interfaces, Inc.; electronic reserves, and document delivery systems.
- Ability to use online systems, including the OCLC Interlibrary Loan sub-system, ILLIAD, or related systems. Experience with scanning and imaging technology.
- Knowledge of issues relating to digitization and resource sharing in the academic environment.
- User-centered service philosophy and ability to be innovative and flexible.
- Demonstrated familiarity with information technologies and a high degree of computer literacy.
- Ability to deal tactfully and effectively with a diverse clientele.
- Ability to work collegially as a team member in a changing environment.
- Excellent oral and written communication skills.

Minimum Requirements:

Bachelor's degree with and ALA accredited MLS and two to five years of progressively responsible experience in an academic, research or corporate setting; Experience with one or more aspects of Access Services: circulation, reserves, and resource sharing. Two (2) years of managerial experience.

Equal Employment Opportunity:

The University does not discriminate on the basis of race, color, national and ethnic origin, sex, marital status, religion, or disability. Veteran status and people with disabilities are encouraged to apply.

[For more information and to apply, click here.](#)

Position: [Solo Librarian- LAC Group](#)

Location: Federal Agency, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

LAC Group is seeking a **Solo Librarian** to work at a Federal Agency in the Washington, D.C. providing full research/reference, circulation and cataloging support to library patrons. The Librarian will be responsible for all aspects of the Library including daily opening and closing, circulation and reference, collection development and cataloging, and all other tasks necessary to support the user community. The Librarian must be able to work independently and with minimal supervision, responding to complex research and reference questions. This is a long term full time (40 hours a week; Monday to Friday) contract position with benefits. Must be able to pass background check.

Responsibilities:

- Provide front desk coverage for small, specialized library
- Assist in locating publications and will respond to research requests in person, over the phone, and online
- Perform regulatory research using electronic and print resources in the library
- Circulate and monitor the circulation of library materials
- Maintain library collections by sorting, shelving and organizing materials.
- Modify and update catalog records to change item location, item status, etc.
- Catalog and process library materials, including by printing and affixing labels
- Assist in collection development by evaluating the changing information needs of users and recommending improvements to library collections and services
- Make recommendations regarding the library collection, i.e. suggesting the purchase of new materials to remain current and/or suggesting the removal of outdated materials

Qualifications:

- MLS/MLIS (Master's of Library/Information Science) from an accredited school;
- Proficiency in using EOS.Web cataloging software, MS Office software and MS Outlook;
- Experience using information databases such as LexisNexis, ProQuest, EBSCO, and HeinOnline;
- Demonstrated evidence of detail-orientation and organization skills;
- Excellent oral, written, and interpersonal communication skills;
- Ability to work cooperatively and interact positively with others;
- Ability to work independently with limited supervision;
- Ability to stoop, bend, walk, and reach heights of six (6) feet.

Position: [Metadata and Scholarly Publishing Librarian](#)

Location: George Washington University, Washington, DC

Salary: \$54,500

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Summary:

The Himmelfarb Health Sciences Library provides library services and educational support to the students, staff, and faculty of the School of Medicine and Health Sciences, the Milken Institute School of Public Health, and the School of Nursing. Applications are welcomed for a Metadata and Scholarly Publishing Librarian to join the library operations team. Responsibilities include managing all cataloging and organization of the current collections and content of the library and the institutional repository. The minimum salary for this full-time position is \$54,500. The University also provides a generous benefits package. For a complete position description, go to <http://himmelfarb.gwu.edu/about/jobs.cfm>.

Minimum qualifications:

- Masters in Library or Information Science (MLS) from an ALA-accredited school
- Experience developing and/or managing an institutional repository system, including developing policies, service models, and strategies for securing appropriate content
- 3 years of experience cataloging in all formats using an integrated library system and OCLC Connexion
- Working knowledge of MARC21 bibliographic and authority formats; LC classification schedules; use, interpretation, and application of LC subject headings (LCSH) and/or NLM subject headings (MeSH)
- Working knowledge of metadata standards and schema used to describe and manage digital collections.

To Apply:

To be considered, applicants should **complete an online faculty application** at <https://www.gwu.jobs/postings/55149> and **upload a letter of interest and a current CV**.

Review of applications will begin on 9/14/18 and will continue until the position is filled. Only complete applications will be considered. Employment offers are contingent on the satisfactory outcome of a standard background screening.

Position: Reference Librarian I

Location: Washington County Free Library, Hagerstown, MD
Originally posted on the Maryland Library Association listserv.

Librarian I – Full time: The Washington County Free Library is seeking an energetic, proactive, team oriented person for the Adult Information Department. This is a full time position; hours will include some evenings, occasional Saturday and Sundays. **Duties include:** Serving all library users by providing reference service. Train and assist patrons in accessing the online catalog, internet and other informational data networks. Research questions, develop and teach computer classes, monitor and maintain equipment in the Reference Department. Attend workshops and conferences. Performs related work as required. **Required skills, knowledge and abilities:** Masters of Library Science from an accredited school or must complete within 1 year of appointment. Computer skills, excellent oral and written communication skills; a positive interpersonal style; ability to work independently and as part of a team; strong organizational skills; ability to communicate a positive library image; flexibility and initiative. Must be eligible for MD library certification. **To apply:** Please submit a resume. Cover letter and application. Application can be downloaded from our website www.washcolibrary.org.

Mailing address: Washington County Free Library, 100 S. Potomac Street, Hagerstown, MD 21740

Email address: admhr@washcolibrary.org

Fax: 307-739-7603

Deadline: September 10, 2018

Preference will be given to candidates that have strong technology background.

Candidates selected for interview will be contacted.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Library](#), [Technical Services](#), [Washington DC](#) | [Leave a reply](#)[Edit](#)

Four Positions: Maryland, Washington, DC & Virginia

Posted on [August 24, 2018](#) by [LLAM News](#)

Position: [Resource Sharing Specialist](#)

Location: University of Maryland, College Park, MD

Full vacancy announcement is available on [CUA SLIS blog](#).

Position Summary/Purpose of Position:

Provides Interlibrary Loan Services to UMD users and other libraries. Processes interlibrary loan requests and materials in ILLiad, with an emphasis on non-returnables. Ensures compliance with U.S. Copyright Law and CONTU Guidelines. Provides guidance and instruction to library support staff and student assistants performing tasks related to interlibrary loan. Provides assistance to UMD Libraries' users and communicates with staff at other libraries. Assists the Head of Resource Sharing & Reserves with improving the unit's web presence and external communication.

Note: Volume for these services is closely tied to the academic calendar. Accordingly, annual leave cannot be used during the month of January and the two weeks before and after the start of the Fall and Spring semesters, except in emergencies or other exceptional circumstances. These are peak periods with increased workloads for the Resource Sharing & Reserves unit.

Minimum Qualifications:

- Bachelors Degree and one year of experience directly related to the primary duties of the job.
- Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

Experience:

- Experience working in an academic library. Experience in leading and training student assistants or other employees.

Knowledge/ Skills/ Abilities:

Strongly preferred:

- General knowledge and understanding of
 - the nature and function of libraries
 - library services, standards and procedures
 - bibliographic records, publishing and publication formats, and library information storage and retrieval systems.
- Skill in
 - alphabetic and numeric filing

- using a computer terminal to input and retrieve information
- interpreting and applying library policies and procedures
- analyzing problems of a moderately complex nature.
- Able to
 - communicate effectively
 - establish and maintain effective working relationships with library users and staff
 - provide guidance and instruction to subordinate personnel
 - work independently
 - exercise initiative in interpreting and applying rules, procedures, and instructions

Preferred:

- Familiarity using ILLiad, OCLC WorldShare, and/or RapidILL.
- Familiarity operating multifunction printers and scanners.
- Knowledge of U.S. Copyright Law section 108 and section 107 as it applies to libraries and CONTU guidelines.
- Experience editing webpages and using content management systems and/or knowledge of HTML and CSS.

Position: [Information Services Manager](#)

Location: Eastern Shore Regional Library, Inc., Salisbury, MD

Full vacancy announcement is available on [CUA SLIS blog](#).

Job Summary:

Under the direct supervision of the ESRL Administrator, manages the day to day operation of the Information Services Department. This includes supervision of departmental employees and development of the vision, plan, and budget for the department. This high-level professional position requires excellent interpersonal and communication skills. This is a salaried position with a range of \$58,000 to \$68,000 depending on experience and qualifications. ESRL offers a generous benefits package, including a deferred compensation plan, as well as enrollment in the Maryland State Retirement and Pension System.

Essential Functions:

- Selects and administers collection of electronic resources, including ebooks and digital audiobooks, to be provided to the region.
- Oversees departmental issues related to the Eastern Shore ILS Consortium and Polaris.
- In cooperation with member libraries, selects and negotiates pricing for subscription databases to be provided to the region.
- Directs and controls the expenditure of departmental fund allocations within the constraints of approved budgets.
- Serves as a consultant on departmental issues to staff of the member libraries.
- Facilitates region-wide interest groups for member library staff.
- Plans and oversees region-wide programs and initiatives, including the Annual Children's Author Visit.
- Evaluates and administers programs such as daily materials delivery, interlibrary loan, and technical services.
- Maintains and interprets statistics and usage records for the assessment/evaluation of services.
- Maintains membership in professional organizations necessary to the success and advancement of library services.
- Maintains awareness of trends that have potential impact on libraries and monitors new developments and technologies in the areas of digital resources, youth services, library programs and outreach.

- Represents ESRL and the region on appropriate committees and interest groups.

Knowledge, Skills and Abilities:

- Thorough knowledge of established public library practices and procedures
- Knowledge of best practices in the areas of digital resource and youth services
- Ability to track expenditures and manage a budget
- Strong problem solving and decision making skills
- Strong communication skills
- Travel among the eight library systems and throughout Maryland will be required

Preferred Education:

Master's Degree in Library Science (or MLIS) from an accredited source plus three years of progressively responsible public library experience, with at least one year in a supervisory capacity.

Preferred Skills & Experience:

- Experience with a consortial ILS – preferably Innovative's Polaris
- Computer and technology skills as appropriate for the position.

Application Requirements:

1. A cover letter
2. A professional resume
3. Four professional references, including at least one from your current position.

The position will remain **open until September 28, 2018**. Background check will be required for final candidate.

Send documents to: personnel@esrl.org or mail to:

Eastern Shore Regional Library, Inc.
31901 Tri-County Way, Suite 116-B
Salisbury, MD 21804

Position: [Research Librarian](#)

Location: Foley & Lardner, Washington, DC

Full vacancy announcement available on [AALL Career Center](#).

The Research Librarian is responsible for successfully meeting the online research needs of the legal staff; this includes execution of comprehensive database searches to support all practice groups and expanding knowledge of legal database resources. The Research Librarian is also responsible for monitoring Research & Information Services (RIS) requests and communicating with staff in order to help manage departmental workflow across time zones. Additional responsibilities include assisting with additional billable research, as needed; assisting other RIS staff with library orientations and marketing of services; assisting with research seminars for legal staff, upon request.

Qualifications include:

Bachelor's Degree, Master's Degree in Library Information Science preferred

Minimum of one year of work experience in a Library or Legal setting which includes experience with Legal business and science/technology research concepts and resources

***Position must be located in any U.S. Foley & Lardner LLP office**

Position: [Library Information Specialist](#)

Location: Fairfax County Public Schools, Fairfax, VA

Full vacancy announcement available on [ALA JobLIST](#).

Description

Performs a variety of professional duties required to support original and copy cataloging and processing in support of school, center, and administrative office libraries divisionwide; or manages the professional library and its related projects and services.

Qualifications

Any combination of education and experience equivalent to a bachelor's degree in library science, plus two years of progressively more responsible experience as a fully proficient, professional librarian. Master's degree preferred. Must possess a complete knowledge of the theory, practices and materials associated with the field of library science and its administration; ability to manage physical and financial resources; skill with technology used in cataloging and library support services; and ability to communicate effectively, both orally and in writing.

Interested candidates should apply

online: <http://careers.fcps.edu/gateway.htm?tg=supp&req=10914BR>

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Six Positions: Maryland

Posted on [August 22, 2018](#) by [LLAM News](#)

Position: [Librarian](#), ZA-1410-3 (DE/CR)

Location: National Oceanic and Atmospheric Administration, Silver Spring, MD

Salary: \$68,036 to \$106,012 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Oceanic and Atmospheric Research (OAR), National Oceanic and Atmospheric Administration (NOAA) Central Library with one vacancy in Silver Spring, Maryland.

This position is also announced under vacancy number OAR-ARL-2018-0017, which is open to all Status Candidates. You must apply to both announcements if you want to be considered for both.

Responsibilities

As a Librarian, you will perform the following duties:

Under direction of the Library Director, coordinates bibliometrics and research impact projects within OAR and NOAA Line Offices to assess the reach and impact of NOAA research. Produce bibliometrics analysis in the form of regular and ad hoc reports, presentations, web pages, visualizations and databases.

Support NOAA authors by assisting to develop a program to encourage the use of persistent identifiers (such as ORCID and Researcher ID). Leverage bibliometrics and research impact data respective to NOAA authors, contractors and grantee's research output to help ensure full compliance with the NOAA Public Access to Research Results (PARR) Policy Plan, respective to inclusion of research publications within the NOAA Institutional Repository.

Promotes submission to, and use of the NOAA Institutional Repository by assisting with the creation and delivery of presentations, webinars, consultations, office meetings, educational materials, webpages and other promotional activities.

Contribute to the improvement of the NOAA Library web pages as a member of NOAA Library Web team.

Position: [Dean of Miller Library and Academic Technology](#)

Location: Washington College, Chestertown, MD

Full vacancy announcement available on the [ALA JobLIST](#).

Description

Washington College invites nominations and applications for the position of Dean of Miller Library and Academic Technology (LAT). LAT supports excellence in teaching, learning, research and scholarship by providing to students, faculty and staff traditional and innovative services within a reliable, robust and secure technology infrastructure.

The Academic Technology unit was merged with Miller Library in 2015. Since then LAT has become a smooth functioning, high-performance unit on campus, with Library and Academic Technology staff working closely and collaboratively together to serve students, faculty and staff.

The Dean of Miller Library and Academic Technology will set the strategic direction for LAT going forward. Toward that end, the College seeks a transformational leader to advance the essential role of library and academic technology and to develop innovative solutions to 21st century educational challenges. The Dean will report to the Provost and Dean of the College and will be appointed with faculty status to the Miller Library chair.

The Dean of LAT will provide leadership, strategic planning and overall management of human, fiscal, curricular, technology and scholarly resources. The Dean, along with a dynamic team of engaged professional staff, is responsible for the day-to-day management of Miller Library and Academic Technology including in-depth and ongoing collaboration with the Office of Information Technologies.

The Dean collaborates with key academic and administrative leaders across the campus to deliver information and technology services that support the engaged teaching, learning and scholarship of faculty and students. As a member of the president's senior staff, the Dean will actively participate in all its discussions, advising on matters related to college operations, initiatives and strategic direction. As a member of the faculty, the Dean will work closely with academic colleagues and advisory groups to envision and advise on innovative technologies to improve teaching and learning.

Requirements

The Dean of LAT must have the following experiences, attributes and capabilities:

- Proven experience as a skilled leader and manager, with demonstrated ability to recruit and retain highly qualified professionals; assess and develop the talents of staff; and build a service-oriented organizational culture with teams committed to collaboration and high-quality results
- A strong commitment to the liberal arts as evidenced by an advanced degree in a liberal arts subject area or equivalent academic or scholarly accomplishment

- Deep understanding of and passion for the role of library services and academic technology in the teaching and learning environment of a residential liberal arts college
- A strong and demonstrated commitment to diversity and inclusion
- Significant fiscal/budgetary experience
- Demonstrated ability to develop, articulate and implement a vision and strategy for library services and academic technology to support teaching, learning and scholarship
- Broad knowledge of the latest developments in academic technologies including planning, maintenance and security of the campus technology infrastructure information systems, library and academic/instructional technology issues, trends and strategies and the rapidly evolving role of technology as an educational tool
- Experience with planning and leading significant library and academic technology initiatives including the ability to coordinate complementary priorities, manage change and complete projects in a timely manner
- Demonstrated ability to work collaboratively with college leaders to define and support institutional policies, operations and strategic direction
- Demonstrated ability to work collaboratively with multiple constituencies in a close community, forming relationships of trust and confidence and communicating effectively with all constituents including the communication of technical issues and terminology in language understood by the broader college community
- Broad knowledge of legal issues and risks related to cyber security, privacy, data stewardship, intellectual property and copyright
- A minimum of 10 years in library services and academic technology including significant experience in a leadership role

Academic Qualifications:

- Master's degree in Library and Information Science
- At least a master's degree in a liberal arts subject area

To Apply: Please submit a cover letter, resume, and contact information of three professional references through our online portal by clicking [here](#). Review of applications will begin immediately and will continue until the position is filled.

Position: [Media Resources Librarian](#) (Professional Track Faculty, Contractual)

Location: University of Maryland Libraries, College Park, MD

Full vacancy announcement available on the [ALA JobLIST](#).

Title: Media Resources Librarian

Category: Professional Track Faculty (Contractual)

Department: Libraries, Public Services Division, Library Media Services

Benefits: 22 Days Annual Leave, 15 Days of Sick Leave, 3 Days Personal Leave, 15 Paid Holidays, Tuition Remission, Health, Dental, Vision, and Prescription

As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland Libraries serve more than 37,500 students and 4,200 faculty of the flagship College Park campus. The University of Maryland Libraries share the teaching, learning and research goals of the university. Its role as a key academic resource is evident in its service to the academic community and its actionable strategic plan. Recent membership in the Big Ten Academic Alliance is particularly meaningful to the University Libraries and will further propel the university's ascendancy in academic excellence.

Library Media Services (LMS) is the central academic audiovisual library and multimedia provider for the University of Maryland Libraries and the campus. LMS collects and provides

access to a variety of media collections, platforms and systems. LMS acts as access services, information and reference assistance site, and serves as the Libraries' learning commons for media research, production and collaboration. LMS is both a physical and virtual service site that provides information services and curricular support as well as an array of multimedia facilities that are unique to the campus. LMS makes available many media formats having their own characteristics, uses, abilities, limitations and technical requirements. In a complex and time-critical technological environment, staff provide internal and external circulation, reference, curricular, research and technical assistance in person and online to the University community.

Under the direction of the Head Library Media Services, the Media Resources Librarian is responsible for activities in the following areas: collection development and management (40%); research, instruction and outreach (40%); and professional development, scholarship, and service (20%). The Media Resources Librarian assists in the service and organizational development of LMS related to traditional, digital and emerging media that support the research, teaching and learning priorities of the Libraries and the University. A successful candidate must:

- Possess knowledge of film and media history, content, delivery and curricular practices
- Knowledge of audiovisual, multimedia hardware and software, Windows and IOS computers, software and relevant digital media platforms; knowledge of library automated information systems.
- Excellent communication and interpersonal skills and the ability to deal effectively and diplomatically with all patrons, library staff and visitors.
- Strong organizational skills and the ability to set and modify work priorities independently with a high degree of initiative.
- Strong commitment to outreach, proactive user services, diversity and to serving the needs of a diverse population.
- Demonstrable troubleshooting skills and the ability to recognize need for technical assistance.

For the full position description and information on professional track faculty ranking, please go to <http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions>.

Position is appointed as professional track faculty within the Faculty Specialist Ranks as established by the University of Maryland. This is a non-tenured, contractual position. Rank at appointment is based on the successful applicant's experience and relevant credentials.

APPLICATIONS: Electronic applications required. Please apply online at <https://ejobs.umd.edu/postings/62805>. No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter, which includes the source of advertisement, a curriculum vitae, and names/e-mail addresses of three references.

Applications will be reviewed as they are received and accepted until **September 16, 2018**.

Position: [Law Librarian III](#)

Location: Maryland State Law Library, Annapolis, MD

Full vacancy announcement available on the [CUA SLIS blog](#).

Essential functions:

The Discovery Services Librarian will be responsible for performing original and copy cataloging and classification of newly acquired legal, historical, academic and general

information resources published in any format, using customary online bibliographic and cataloging tools. Provide accurate, timely, and thorough legal and historical research, reference, and referral services, via telephone, e-mail, online chat, and in-person, to the Maryland Judiciary, Maryland State agencies, the legal community, and the general public, using digital and print-based information resources. Manage the Library's online catalog system (also known as an Integrated Library System, or ILS), currently Sierra by Innovative Interfaces and evaluate other database tools that have the potential for storing or accessing cataloged full-text digital records. Maintain the accuracy of cataloging records by updating bibliographic and holdings information as necessary. Provide technology support for the Library's online catalog system and online bibliographic and cataloging tools (such as OCLC Connexion Client); provide technology support for Library's online databases and resources. All other duties as assigned.

Education:

- Master's Degree in Library Science from an American Library Association (ALA) accredited university.

Experience:

- Minimum of one (1) year of work experience working in a library setting.

Skills/Abilities:

- Knowledge of the profession of librarianship, the legal system, current information technology and architecture, and trends in integrated library systems and discovery tools.
- Substantial knowledge of RDA (Resource Description and Access) rules, MARC format, and Library of Congress subject heading and classification schemes and local or alternate cataloging rules.
- Ability to perform both original and copy cataloging, including authority control, using OCLC cataloging software and local automated library and cataloging systems.
- Knowledge of legal database retrieval and document delivery technologies, such as Westlaw Next.
- Knowledge of legal, historical, and general information resources in multiple formats, including digital, print, and microform.
- Ability to work well with a highly diverse customer base to assist with their legal information needs using a variety of communication methods, including telephone, e-mail, live online chat, and in-person dialogue.
- Ability to analyze and solve complex legal research/reference queries using multiple sources in multiple formats.
- Ability to exhibit reference competencies as described in the Professional Competencies for Reference and User Services, promulgated by the RUSA Task Force on Professional Competencies, and also the Body of Knowledge (formerly Competencies of Law Librarianship) promulgated by the American Association of Law Libraries.
- Ability to communicate effectively both orally and in writing.
- Ability to prioritize and organize multiple tasks and duties.
- Ability to staff the reference desk for four (4) hour periods of time.
- Ability to lift up to twenty (20) pounds.
- Ability to perform all essential functions of the position.

Closing Date: September 14, 2018

Position: [Teaching & Learning Librarian](#)

Location: Goucher College, Baltimore, MD

Full vacancy announcement available on the [CUA SLIS blog](#).

Job Summary:

Goucher College Library located 20 minutes north of Baltimore, MD is seeking an innovative, collaborative, and dynamic librarian who understands public services, information literacy instruction, and the changing technological environment in an academic library for the position of teaching & learning librarian. This full-time position will focus on providing users with information literacy skills and research expertise.

Responsibilities:

- Reporting to the college librarian, the teaching & learning librarian will provide leadership and coordination of an information literacy curriculum that incorporates teaching and learning theory in support of a diverse community of users.
- The librarian will coordinate the design, implementation, and assessment of innovative, user-centered research and course-integrated curriculum support activities.
- The incumbent will also research, implement, and engage with technology supporting library instructional programs; work creatively and collaboratively to build partnerships with faculty, campus departments, and community groups; collaborate with other librarians to implement the Library's strategic goals; and develop a program to improve teaching and learning through regular assessments.

Requirements:

- Qualified candidates will possess a MLS/MLIS degree from an ALA accredited program or equivalent.
- At least three years of teaching experience (secondary education, college-level, non-profit or corporate settings) with increasing level of responsibility for program components and assessment of impact on student success is required.
- The ideal candidate will have experience teaching diverse, inclusive, and/or international populations.
- The successful candidate will possess a significant, demonstrable talent for developing and delivering information literacy/research instruction with evidence of using active learning techniques.
- The ability and knowledge to create virtual and physical learning materials and tools are also required.
- Experience using Springshare's library software is a plus.
- We are seeking candidates with excellent interpersonal, presentation, verbal and written communication skills.
- Some evening and/or weekend work may be required.

The review of qualified applicants will begin immediately and will continue until the position is filled.

Please submit the following application materials:

1. Cover letter, with salary requirement,
2. Resume
3. Contact information for three professional references
4. A learning materials example (handout, library guide, video tutorials, etc.)

Position: [Digital Content Manager](#)

Location: International Rescue Committee, Inc., Silver Spring, MD

Full vacancy announcement available on the [CUA SLIS blog](#).

Job Description:

The International Rescue Committee responds to the world's worst humanitarian crises and

helps people to survive and rebuild their lives. At work today in over 37 countries and 26 U.S. cities, the IRC restores safety, dignity, and hope to millions who are uprooted and struggling to endure. In the U.S., the IRC supports newly arrived refugees admitted to the United States by providing initial basic support and an expanding array of extended services through a network of staff members and volunteers, enabling refugees to establish new lives and become self-sufficient, productive citizens. Overseas, in addition to numerous humanitarian assistance programs, the IRC operates the Resettlement Support Center (RSC) for East Asia based in Bangkok, Thailand.

Implemented by the IRC the Cultural Orientation Resource Exchange (CORE) is a technical assistance program designed to strengthen linkages between overseas CO programs offered at all RSCs globally and CO delivered as part of reception and placement activities conducted upon refugees' arrival.

Scope of Work:

CORE's technical assistance approach aims to maximize digital technology to engage and support geographically dispersed staff from numerous resettlement organizations. CORE also uses digital channels to enhance pre-departure and post-arrival communication with refugees. As such, CORE hosts and manages the CORE website, an Online CO Certification Course, the Resettlement Navigator website, the Settle In mobile app, YouTube and SoundCloud channels, and an SMS dashboard, in addition to utilizing a large internal multimedia and resource library. Reporting to CORE's Education and Curriculum Officer and working in coordination with other CORE staff, the Digital Content Manager is responsible for managing CORE's digital assets and platforms including tagging, storage, organization, maintenance, and back-end content management. The position will oversee routine digital analytics and make Search Engine Optimization (SEO) and other recommendations to improve traffic on digital channels. Writing content descriptions and editing multimedia assets may be also be required.

Responsibilities:

- Prioritizing the users' experience, ensure that CORE's digital channels achieve the highest industry standards of functionality, organization, and visual appeal;
- Manage content on CORE's digital channels using WordPress content management systems and other relevant software;
- Edit multimedia assets to platform specifications as needed;
- Establish and evaluate digital analytics mechanisms submitting routine reports and making recommendations to increase traffic to and use of CORE's digital resources;
- Assist with user testing and other assessments of CORE digital platforms as needed;
- Develop, manage, and maintain CORE's digital photo and video library, including a consistent tagging and search system;
- Manage digital content in CORE's internal shared files;
- Provide support to the CORE staff in the delivery, recording, and posting of webinars;
- Collaborate with other CORE staff to ensure maximum visibility and integration of all new CORE resources;
- Represent CORE at meetings, internal and external workshops and conferences, and other events as needed;
- Perform other duties as assigned.

Requirements:

- Bachelor's Degree in computer science, library science, multimedia journalism,

communications, or a related field required;

- Minimum 1-3 years related work experience, preferably including library science, knowledge management, and/or content management;
- Experience with WordPress website content management and familiarity with HTML required;
- Experience with online learning software, webinar technology, social media for social good campaigns, and multimedia production and editing strongly preferred;
- Knowledge of and experience using digital analytics tools (Google Analytics) and SEO strongly preferred;
- Strong commitment to social service or humanitarian assistance programs and willingness to adhere to IRC's code of conduct;
- Demonstrated knowledge of the US Refugee Admissions Program and Cultural Orientation programs preferred;
- Excellent written and oral communication skills: the ability to communicate effectively with colleagues and partners;
- Solid organizational skills with the ability to juggle multiple tasks, set priorities, effectively manage time, and meet deadlines;
- Detail orientated and self-directed;
- The ability to be flexible and work well under pressure in a fast-paced team environment;
- Solid computer skills: facility with Microsoft Office, email/internet, and audio/video editing software

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Four Positions: Virginia

Posted on [August 22, 2018](#) by [LLAM News](#)

Position: [Information Management Specialist](#)

Location: Department of Defense, Organization of the Joint Chiefs of Staff, Pentagon, Arlington, VA

Salary: \$96,970 to \$126,062 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is part of the Organization of the Joint Chiefs of Staff, Joint Chiefs of Staff. The incumbent will serve as an Information Management Specialist.

Responsibilities

As a Information Management Specialist at the GS-0301-13 some of your typical work assignments may include:

– Provides program management for one or more of the Records and Research Branch's areas of responsibility that include, but are not limited to, Records and Information Management, Discovery and Litigation support, Preservation Orders, Directives and Forms, archiving and research, Library Science, and/or other assigned program responsibilities.

– Provides technical advice, guidance, and assistance for the development and maintenance of electronic information management systems, coordination of projects, and development of technology to enhance the operations for the assigned area of responsibility.

- Recognize and recommend business/process/systems solutions to problems and potential problem areas that have significant impact on information management plans, programs, schedules, etc.
- Serves as a leader in the field of systems/technology/ infrastructure/innovations supporting the information management program and as a resource to the DOD staff, federal sector, and vendor community when appropriate.
- Analyze and evaluate new approaches and methodologies proposed by the academic, industrial, defense, and other government agencies for possible inclusion in Joint Staff information management program development plans and programs.
- Represents the Joint Staff on information management policy and related issues in meetings with the military departments, other governmental agencies, private industry, and academia.
- Serves as a member on specific policy and records management policy related work groups for coordination and compliance with policy and doctrine, providing leadership for these work groups and chairmanship as required.
- Provides excellent customer service to support Joint Staff missions that meets or exceeds customer expectations and contributes to their success. Achieve excellence in customer service by providing timely, accurate and professional service at each and every customer contact, maintaining customer service metrics.
- Support the mission of the RRB by consistently serving customers in a manner resulting in extreme satisfaction or delight.
- Performs other duties as assigned.

Qualifications

You may qualify at the GS-13, if you fulfill the following qualifications:

A. One year of specialized experience equivalent to the GS-12 grade level in the Federal service.

- Experience with Records and Information Management, Discovery and Litigation support, Directives and Forms, Archiving and Research Library Science in accordance with Federal recordkeeping and guidance from the National Archives and Records Administration;
- Experience using analytical methods regarding information management process changes, technological and business improvements, and industry trends to implement change;
- Experience with analysis of statutory and regulatory processes and controls associated with federal information management programs and administration to provide program management/policy development to improve operations and gain efficiencies.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Education

Substitution of education may not be used in lieu of specialized experience for this grade level.

Position: [Librarian I \(Part Time\)](#)

Location: Marymount University, Arlington, VA

Full vacancy announcement available on the [CUA SLIS blog](#).

Responsibilities:

- This is a part time position requiring 8-12 hours per week. Required shift weekly is Sunday 12pm – 8pm.
- Provide research assistance and instruction to library users in the identification, use, and evaluation of research material. Maintains and creates new materials in support of reference services.

Minimum Qualifications:

- Master's degree (MLS or MLIS)
- 3 to 5 years of related experience

Preferred Qualifications:

- Familiarity with Microsoft Office – Word, Excel, Powerpoint
- Familiarity with Internet searching
- Experience with library databases and database platforms
- Research knowledge skills and ability to work well with a wide variety of users with different knowledge and abilities
- Familiarity with library technology devices and operation knowledge of these devices.

Position: [Collection Librarian \(Full Time\)](#)

Location: Northern Virginian Community College, Manassas, VA

Full vacancy announcement available on the [CUA SLIS blog](#).

Job Summary:

Reports to the Dean of Learning and Technology Resources (LTR). Assumes overall responsibility for library collection development and management.

Duties and Responsibilities:

- Collaborates with faculty and other campus librarians in the development of an effective and diverse collection in varied formats. Serves on NOVA Libraries Collection Development Committee and Library Working Group.
- Collaborates with the Dean of Learning and Technology Resources and the other faculty librarian to manage the library's budget.
- Provides library instruction; provides reference and circulation services. Participates in library planning and campus and college activities.
- Develops and maintains policies and procedures for collection development and acquisitions.
- Collects and reports collection statistics and develops appropriate means of collection assessment.

- Serves on campus, college and state committee(s) as necessary.
- Supervises library staff in a team-oriented work environment.

Minimum Qualifications:

- MLS or MLIS degree with 18 graduate semester hours in Library Science or Library Information Science
- Experience providing library instruction, reference services, and circulation services for students, faculty, staff and community patrons.
- Collection development experience.
- At least one evening and some Saturday shifts required.

Preferred Qualifications:

- ALA-accredited MLS or MLIS. Three to five years of experience in an academic library setting, specifically in a community college environment.
- Experience in an academic library setting, specifically in a community college environment. Strong supervisory/management skills.
- At least one year experience supervising staff.
- Bilingual candidate preferred.

Required Knowledge, Skills, and Abilities:

- Relevant collection development, teaching and customer service experience.
- Strong supervisory/management skills; excellent written and oral communication skills.
- Knowledge of library acquisition systems, online library systems, Internet resources, electronic databases, and productivity software.
- Ability to interact effectively with diverse students, faculty, and other library patrons.
- Strong service excellence orientation toward all library stakeholders.
- Ability to work in a collaborative environment with a diverse staff.
- Ability to work at least one evening per week and some Saturday shifts per semester required

Position: [Law Librarian](#)

Location: LAC Federal, Alexandria, VA

Full vacancy announcement available on the [LLSDC Jobline](#).

LAC Group is seeking an experienced **Law Librarian** for a part-time or full-time role with a federal agency in Alexandria, VA. The Librarian will manage and track legal document workflows and create and populate legal and administrative forms in Adobe, Microsoft Word, InfoPath and other tools. This is a 3 months part-time position (up to 20 hours a week) no benefits or full-time position (40 hours a week) with benefits with a 1-year renewal option. Work will be done onsite. Must be a US Citizen and available to start in 4-8 weeks.

RESPONSIBILITIES

- Responsible for Knowledge Management using SharePoint to support office staff
- Create and maintain digital libraries containing relevant documents and articles on specific legal topics
- Update and develop standard operating procedures as needed
- Create and maintain legal templates
- Train staff on the use of the KM tools and other information products
- Provide research assistance for various investigations as needed

QUALIFICATIONS

- Education Qualifications: Juris Doctor (JD) degree or Masters of Library and Information Science (MLIS) with a Special Certificate in Law Librarianship or Bachelors degree in related field plus two years as a professional law library

- The candidate may substitute 3 years of work of experience managing a knowledge management system for the above Education Qualifications provided they also have: Three years of equivalent professional level experience working as a law librarian or Bachelor's Degree from an accredited college or university or Paralegal Certificate from an ABA-approved program.
- Minimum of 2 years administering, maintaining, and updating a knowledge management system (SharePoint strongly preferred)
- Proven ability to learn quickly and adapt to a new situation
- Prior experience with federal criminal law and litigation
- A solid understanding of legal documentation
- Experience in implementing workflow process mapping tools and techniques to plan the execution of each project phase
- Experience in creating a document library of policies and procedures on a SharePoint Server
- Experience in developing and implementing a document and record retention policy
- Experience in developing and drafting standard operating procedures for operations including developing and diagramming a streamlined, standardized workflow process
- Experience in utilizing programs to design and create standardized response-letter templates
- Experience in building instructional text for each template to guide the user in modifying form parts as needed and to allow for ease of use by staff at all operational levels
- Experience in publishing all resources and as well as create a form templates library on the agency's server allowing for access and use by staff
- Experience in maintaining and update the document library
- Experience in utilizing knowledge management applications to create a standard Records Request form with instructional text to guide the user in form completion. This includes publishing the forms on the website for public access
- Devising a RM plan, implementation of RM procedures, and progress monitoring and reporting experience highly preferred
- Must be a US Citizen
- Must be available to start in 4-8 weeks after selection

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Three Positions: Maryland & Washington, D.C.

Posted on [August 17, 2018](#) by [LLAM News](#)

Position: [STEM Librarian](#)

Location: University of Maryland College Park Libraries, College Park, MD

Full vacancy announcement available on the [ALA JobLIST](#).

Description

The STEM librarian reports to the Head of the STEM Library and manages a combination of duties and expectations. The incumbent serves as STEM subject librarian, with responsibilities in: Collections and Content, Reference and Research Consulting, Teaching, Learning and Literacies, Outreach and Engagement, and Scholarly Communications and Research Data Services. Additionally, the incumbent will develop programs benefiting STEM disciplines to expand Research Commons @ STEM [<http://www.lib.umd.edu/rc>]. Programming may focus on issues relevant to the STEM community in the following categories: Information literacy,

Scholarly communication, GIS, Maker lab, etc. STEM Library serve several colleges and schools, including the College of Agriculture and Natural Resources, the A. James Clark School of Engineering, and the College of Computer, Mathematical and Natural Sciences. Along with other STEM and other subject librarians, the incumbent is in a key position to help the University of Maryland Libraries define a completely new role for subject librarians — a role that will allow the Libraries to be more closely integrated in the whole educational and research process at the University of Maryland. The subject librarians have vision and dynamic perspective to help shape new approaches to faculty/library relationships.

Required Qualifications / Education / Experience

- Understanding of current and emerging trends in the assigned subject areas and in academic librarianship; knowledge of electronic resources and information technologies.
- Excellent oral and written communication skills.
- Demonstrated excellent interpersonal skills with the ability to function independently and in groups, build and maintain relationships with partners and library staff; ability to provide exceptional service to a diverse clientele.
- A Master's degree in Library or Information Science from an ALA-accredited institution of higher education at time of appointment.
- Demonstrated experience with or demonstrated aptitude for working effectively and creatively with faculty and students.

For the full **position description** with preferred qualifications, education, experience and faculty requirements, please go to: <http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions>.

Position is appointed to **Librarian Faculty Ranks** as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant's experience and relevant credentials. Applicant must meet the Libraries' requirements for promotion, which includes a commitment to professional development, service, and self-directed research, scholarship, and/or creative activities. For additional information, consult the following website: <http://www.president.umd.edu/policies/2014-ii-100b.html>.

APPLICATIONS: Electronic applications required. Please apply online at <https://ejobs.umd.edu/postings/62684>. No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter, which includes the source of advertisement, a curriculum vitae, and names/e-mail addresses of three references.

Applications will be reviewed as they are received and accepted until **September 16, 2018**.

Position: [Library Director](#)

Location: National Society Daughters of the American Revolution, Washington, DC

Full vacancy announcement available on the [ALA JobLIST](#).

Description

The National Society Daughters of the American Revolution (NSDAR) is seeking an experienced and dynamic Library Director to lead and oversee its Library.

The National Society Daughters of the American Revolution is a leading nonprofit membership organization, located in Washington, D.C. and is chartered by Congress with over 180,000 current members. Founded in 1890, its mission is to promote historic preservation, education and patriotism. It includes the DAR Library, one of the nation's premier genealogical research centers and is ranked as one of the most important national institutions based on the uniqueness of sources. Many thousands of volumes of genealogical compilations, record

abstracts, and other materials such as family histories, cemetery record transcriptions, and Bible records are available only at the DAR Library.

The Library Director reports to the Headquarters Administrator and serves as the head of the Library with responsibility for setting strategic direction as well as overseeing day-to-day operations, including the planning, preparation and implementation of policies, projects and programs, to meet the Library's broader purpose and to enhance the value and accessibility of the Library to all users.

The Director will be responsible for developing a comprehensive plan that employs best practices, appropriate technology, and coordinated efforts to attract greater personal and virtual visitation to the Library and its Seimes Technology Center. The Library Director manages a team of eleven individuals.

Required Qualifications:

Education:

- Master of Library Science (MLS) required.
- Bachelor's degree required, highly preferred in American History or closely related field of study.
- Previous experience in genealogy research acquired through accredited or credible coursework is desirable.

Required Knowledge, Skills and Abilities:

- Minimum five years of Library experience, preferably in an academic, research or special collections library.
- Minimum two years management/supervisory experience overseeing at least four paid staff with hiring and performance management responsibility.
- Advanced knowledge in genealogy and United States history
- Demonstrable experience working in a genealogical/historical collection or experience working frequently with a genealogical/historical collection of a library or similar research center.
- Expertise in library technology applications (including emerging technologies) and superior skills using Microsoft Office.
- Ability to market and promote interest in the library and develop programs and community outreach opportunities that showcase the library's collection.
- Experience working with visitors or patrons providing information, resources, or services, preferably serving on a reference desk.
- Outstanding written, verbal and listening communication skills and ability to establish and maintain effective working relationships with broad range of people, including a diverse staff, executive committee, a large membership and the public. Strong organizational and interpersonal skills are essential.
- Applies knowledge of professional library principles, best practices and procedures and exhibits a broad knowledge and awareness of current trends and developments in the fields of American genealogical research and state and local history.
- Demonstrable success in prioritizing among multiple competing assignments, projects or programs.

- Ability to effectively develop and manage the library's operating budget and maintain effective stewardship of restricted library funds.
- Organizational skills, including accuracy and attention to detail.

For more information about the DAR Library and other programs and activities please visit our website at www.dar.org.

Submission Requirements:

Please send a cover letter and resume or application outlining your qualifications, skills, and experience related to the position along with salary requirements to:

National Society Daughters of the American Revolution

Attn: Human Resources Director

1776 D St. NW, Washington, DC 20006-5303

E-mail: resumes@dar.org

Fax: 202-737-5702

Position: Library Technician

Location: LAC- Federal, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

The Technician will be responsible for circulation control, serial check and control function, inter-library loan (ILL), routing of mail and document delivery throughout that organization, loose-leaf filing and basic reference and research support. This is a full time contract (40 hours a week; Monday to Friday) benefited position.

Responsibilities:

- Responsible for circulation control, serial check and control function, inter-library loan (ILL), routing of mail and document delivery throughout that organization, loose-leaf filing and reference and research support.
- As needed, support information center staff in special projects and collection maintenance.
- Assist in providing instruction on the use of information center resources and in web content development for the website.

Minimum Qualifications:

- A college degree from an accredited 4-year institution or an Associate degree with a minimum of three (3) years recent library technician experience including ILL, serials control, circulation and basic reference support.
- MLS preferred
- Experience searching databases or working with business/international information preferred
- Experience performing simple reference and research
- Working knowledge of library integrated systems (ILS)
- Requires working knowledge/recent experience of basic library procedures related to circulation, serials control, inter-library loan and disposal of library materials
- Proficiency and practical experience in the use of PCs, Windows Office Suite and Microsoft Outlook. Basic computer skills, including the ability to create/ update information on word processing systems and the ability to navigate content on Internet databases and business/research sites.
- Demonstrated ability to handle multiple responsibilities while effectively prioritizing and balancing a heavy workload of diverse activities and maintaining accuracy of work performed

- Demonstrated ability to work independently in a fast-paced and highly automated environment
- Attention to detail and accurate data entry skills.
- Ability to work within a framework of established policies and procedures
- Following through on all assignments, projects, and duties
- Ability to ask questions to clarify expectations
- Excellent oral and written communication skills

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Four Positions: Maryland & Washington, DC

Posted on [August 15, 2018](#) by [LLAM News](#)

Position: [Archives Specialist](#)

Location: National Archives and Records Administration, Suitland, MD

Salary: \$56,233 to \$88,450 per year

Full vacancy announcement available on [USAJOBS](#).

This position is part of the OPERATIONS DC WNRC, National Archives and Records Administration. As an ARCHIVES SPECIALIST, you will perform various duties related to the disposition of Federal records; provide technical assistance to Federal agencies; and conduct space analysis, planning, and administrative studies.

As an ARCHIVES SPECIALIST, GS-1421-9/11, your typical work assignments may include the following under supervision:

- **Performs duties related to the disposition of Federal records and other materials stored at the WNRC.** Reviews ARCIS disposal reports Disposal Eligibility Report and Disposal Pull Report to ensure that all accessions listed on the reports are properly scheduled and eligible for disposal. Interprets and applies authorized disposition standards to Federal records. Reviews new transfers containing permanent Federal records to ensure conformance with applicable records retention guidelines, archival conservation standards, and appropriate NARA and WNRC transfer guidelines. Contacts and/or coordinates with agency records officers and NARA employees, as appropriate, to facilitate the proper disposition of records. May contact and/or coordinate with Congressional offices, as needed, to facilitate the proper disposition of personal papers of Members of Congress.
- **Promotes the development of Federal agency records management programs through formal and informal presentations and discussions.** Advises agencies verbally or in writing on the operation of effective records management programs, such as files maintenance, records disposition, and vital records programs. Helps create technical reference materials related to records management and archival issues. Prepares and conducts general or tailored records management workshops. Conducts briefings on records management issues.
- **Analyzes NARA and Federal agency records management policies, procedures and programs and makes recommendations.** Assignments may include, but are not limited to, analyses of the following areas: effectiveness of transfer and disposition policies and procedures; effectiveness of automated processing systems; WNRC space utilization; and transfer and disposition productivity standards.

Position: [Reference & Instruction Librarian](#)

Location: Bogomolny Library, University of Baltimore, Baltimore, MD
Originally posted on the Maryland Library Association listserv.

The University of Baltimore's RLB Library is seeking an enthusiastic individual to serve as a Reference and Instruction Librarian. Responsibilities include teaching a three-credit information literacy course for undergraduate students, providing reference services and participating in the library's information literacy program. The successful candidate will be able to work as part of a team involved in the continual assessment of the library and its services, in order to create an environment that is engaging and approachable. This full-time faculty appointment reports to the Head of Reference. Some weekend and evening hours are required.

Required: MLS from an ALA-accredited library school or equivalent degree and at least one year of library experience. Excellent oral and written communication skills, the ability to work in a team environment, and a strong commitment to public service.

Preferred: One year of professional experience in reference, preferably in an academic library setting, and experience in delivering library reference and instruction services online. Familiarity with business, liberal arts and social science resources. Evidence of initiative and innovation in library services.

We look forward to receiving your required electronic application with your cover letter and resume describing your qualifications, including your experience serving and supporting diverse populations. Preferred consideration will be given to applications received by September 13, 2018.

Position: [Metadata Lead Data Entry Specialist](#)

Location: ZAI, Washington, D.C.

Originally posted on the Maryland Library Association listserv.

ZAI has an immediate need for a **Lead Data Entry Specialist** with familiarity with metadata for our project located in Washington, DC. The qualified candidates will work in a data entry/metadata services operation; work with U.S. Federal Government documents; identify descriptive content metadata information, such as: title, publication date, product and audience descriptions; perform data entry using various systems, tools and schemas; and work with various image formats, including but not limited to TIFF, JPEG200, and PDF, etc.

The qualified candidates must have a minimum of a high school diploma, at least 2 years of related experience and the following knowledge, skills and abilities and/or competencies to successfully perform the work:

- Ability to adhere to data entry and metadata object description schema standards and other metadata schema standards set forth by the client and for a variety of electronic material, including, text, audio, video and etc.;
- Ability to identify specified metadata within Federal government publications;
- Ability to accurately conduct data entry (accurate keying, spelling, etc.);

- Ability to work and communicate effectively with paraprofessionals, library professionals and agency personnel;
- Knowledge of various metadata standards and schemas;
- Knowledge of Federal government publications and electronic resources;
- General knowledge of Federal government publication content and organization;
- Ability to work in a dynamic and collaborative work environment;
- Strong, organizational and interpersonal skills;
- Ability to perform diverse and complex tasks with accuracy and attention to detail;
- Ability to accurately identify and enter metadata;
- Strong written and verbal communication skills;
- Intermediate experience with Microsoft Office Suite; and
- Ability to review images at computer or workstation for long periods of time.

Please send resume to Kelley Noone at knoone@zai-inc.com

Position: [Serials Cataloger](#)

Location: ZAI, Washington, D.C.

Originally posted on the Maryland Library Association listserv.

Zimmerman Associates, Inc. (ZAI) is seeking an experienced **Serials Cataloger** with a background creating and editing serial records. Candidates must be experienced and knowledgeable with the details of AACR2 and MARC21 cataloging standards. Require experience using OCLC and a local library management system. Must have experience setting serial record pattern recognition for receiving periodical issues. We are seeking a professional librarian who has excellent attention to detail and is capable of working with minimal supervision. The position is located in Washington, DC and is metro accessible. A full range of health and other benefits is provided with this position.

The tasks the Serials Cataloger will to perform include but are not limited to:

- Create original bibliographic records following AACR2, and MARC21 standards, and local library practices
- Edit bibliographic records following AACR2 and MARC21 standards, and local library practices
- Perform copy cataloging from OCLC
- Assign Library of Congress Subject Headings and authorized name authorities
- Perform research to determine if a new NACO (name authority) record is required
- Evaluate and make serial determinations
- Identify, by searching various systems, and report duplicate serial record issues
- Search an integrated library system (ILS) to identify bibliographic records for serial titles
- Identify serial prediction patterns that need to be modified or changed
- Identify serial titles (new titles, name changes, frequency changes, etc.) that require bibliographic revision
- Identify serial titles that have electronic versions by searching agency Web sites
- Contact other Federal agencies to research the status of serial titles
- Search OCLC to identify CONSER serial records requiring modification
- Establish, modify or change serial record prediction patterns
- Prepare written reports, including compiling performance statistic
- Provide assistance or input for written reports

Position Requirements

- Must possess an MLS from an ALA accredited institution
- Must have strong serials cataloging experience
- Minimum of three years cataloging experience
- Excellent attention to detail

Please send resume and salary requirements to Kelley Noone at knoone@zai-inc.com

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Services](#), [Technical Services](#), [Washington DC](#) | [Leave a reply](#)[Edit](#)

Two Positions: Maryland & Washington D.C.

Posted on [August 13, 2018](#) by [LLAM News](#)

Position: [Research Specialist](#)

Location: Nelson Mullins, Baltimore, MD

Full vacancy announcement available on [AALL Career Center](#).

Nelson Mullins, an AmLaw 100 law firm, seeks a Research Specialist with 3-5 years of experience to work in one of our following locations: Atlanta, GA; **Baltimore, MD**; Charlotte, NC; Greenville, SC; or Raleigh, NC.

The Research Specialist is responsible for providing research services involving legal, business, and general information research to attorneys and staff firm-wide firm using traditional and online resources. The RS is also required to provide training and awareness of research resources. The position reports to the Manager of Library and Research Services

Essential Functions

- Conducts in-depth legal and business research individually and as a team member for attorneys, paralegals and staff across all offices of the Firm.
- Assists in orientation of new attorneys to library services, procedures and policies.
- Oversees administration of library operations in assigned offices
- Provides attorneys with access to and encourages the effective use of internal and external knowledge resources.
- Creates and delivers professional-quality research education sessions for lawyers and staff on a regular basis.
- Assists with evaluating new and updated versions of information resources, online and print sources, and recommends beneficial information sources for the Firm.
- Demonstrates effective interpersonal, written and verbal communication skills to facilitate effective work relationships with others.
- Uses workflow software for the recording and reporting of research requests.
- Collaborates with team members on special projects.

Qualifications

Education: M.L.S. or J.D. from accredited institution and equivalent experience considered.

Experience: Working knowledge of corporate/law firm environment is preferred. Preference also for candidates with litigation, corporate /securities research experience and preparing competitive intelligence reports.

Skills: Proficiency with searching Lexis Advance, Westlaw Next, Bloomberg Law, CCH Cheetah, Pacer, Marketline Advantage, MonitorSuite, Accurint and MS Office applications. Excellent communication and interpersonal skills, as well as the ability to work with individuals at all organizational levels. Superior analytical, troubleshooting, organizational, and planning skills.

Must be flexible and able to effectively manage multiple priorities, and adapt to constantly changing priorities.

Position: [Reference Librarian](#)

Location: Georgetown Law Library, Washington, DC

Full vacancy announcement available on [AALL Career Center](#).

[Georgetown University Law Library](#) is seeking applications for a Reference Librarian, based in the Edward Bennett Williams Law Library. Located in the nation's capital, and within walking distance of the U.S. Congress and the Supreme Court, Georgetown University Law Center is recognized for the quality of scholarship, its renowned faculty, and for its exceptionally talented and diverse student body. Focused on service excellence and innovation, it is among the largest academic law libraries in the nation. Georgetown Law Library is one of the country's premier legal research institutions, with a dynamic staff of over 50 people and a collection exceeding one million volumes. We strive to live up to our motto: "*Supporting Scholarship, Excelling in Service, Leading in Technology.*"

The **Reference Librarian** provides extensive reference service to the Law Center's faculty and students by participating in the reference desk rotation, individual research consultations, writing research guides, and participating in other law library instructional programs as needed. Librarian instruction directly supports the curriculum of the Law School. Student and faculty requests for research and materials must be carried out accurately and expeditiously. Failure to do so could negatively affect the effectiveness of classroom teaching, student learning or the accuracy of scholarly publications authored and lectures presented by our faculty. Inaccurate or unprofessional instruction hinders student's education and could negatively affect the overall reputation of the Law School. The position requires some integration of different but relatively similar bodies of knowledge and/or functions. Some analytical ability becomes prevalent. Duties for the reference librarian include but are not limited to:

- Provides extensive reference services to the Law Center's faculty and students by participating in reference desk rotation, individual research consultations, writing research guides, and participating in other law library programs as needed.
- Serves as a liaison to approximately for designated faculty, training their research assistants, providing customized research tools, and performing more complex research requests. Responsible for understanding designated faculty members' area of teaching and scholarship and for developing proactive services. Provides advanced and refresher online training to faculty members.
- Collaborates with others in the library to develop marketing and outreach initiatives to introduce and educate faculty about library services.
- Responds effectively to specialized research questions from faculty ranging from law and related disciplines (e.g. international, foreign and comparative law).
- Participates in basic and advanced legal research instruction, online training, clinical research instruction, Legal Practice Faculty liaison program for instruction in legal research and writing, journal liaison program, library tours, and other educational programs.
- Evaluates and selects materials for the library's collection in assigned subject areas.
- Conducts research in appropriate disciplines to prepare for classes in specific topics (e.g. environmental law, health law or communications law). Identifies key materials in the subject areas.

- Evaluates and selects materials for the library's collection in assigned subject areas.
- Delivers timely, accurate information to faculty or students which is vital to the accuracy of briefs or other court documents, the validity of litigation, mediation and other procedures involving our faculty and students, particularly students in clinical programs. Consequently, the failure to provide accurate, timely information could negatively affect the overall reputation of our faculty and ultimately the law school.
- Shared responsibility with other reference librarians for research assistance at the Reference Desk. At this time the reference department handles approximately 11,000 reference questions each year.
- Meets with students on a regular basis to provide individualized research advice and instruction.
- Shared responsibility with other reference librarians for the formal classroom instruction of approximately 5,000 students. At this time the reference department offers more than 150 classes each year.
- Develops, plan and/or teaches programs on various aspects of legal research to groups outside the library's primary patrons and conducts tours of the library for visitors.
- Participates as a member of Library and Law center committees as well as professional associations (both library and law related).
- Through work and action, advances library goals and values as articulated in library planning documents and values statement.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Law Library](#), [Maryland](#), [Public Services](#), [Washington DC](#) | [Leave a reply](#)[Edit](#)

Four Positions: Washington, DC & Virginia

Posted on [August 10, 2018](#) by [LLAM News](#)

Position: [Library Assistant](#)

Location: Carnegie Endowment for International Peace, Washington, D.C.

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Summary:

The Carnegie Endowment for International Peace, a unique global network of policy research centers, seeks a Library Assistant to join its Library staff. This position will report to the Library Director.

Responsibilities include:

- Coordinating interlibrary lending and borrowing
- Providing circulation and "light reference" assistance
- Opening and distributing postal mail
- Checking in and shelving books and periodicals, filing cards, skimming newly received materials for items by/about staff, compiling a daily list of transcripts available and distributing
- Processing new books acquired, compiling a monthly list of acquisitions
- Taking part in an inventory/weeding/cataloging update project
- Organizing and tagging photographs in archival boxes
- Collaborating closely with other library staff to anticipate and solve problems and to plan actions needed to ensure a high level of service to library patrons/Carnegie researchers, and other duties as assigned.

Preferred Qualifications:

- Ideal candidate will have experience with OCLC WorldShare and cataloguing modules, possess excellent interpersonal, oral, and written communication skills, and be well organized, pay attention to detail, meet deadlines, be able to perform multiple tasks and projects concurrently, and be able to work cooperatively and independently with a willingness to learn new skills, concepts, and tools.
- Candidate must be able to carry up to 25 pounds, bend low and reach high to shelve books, and walk to nearby libraries to pick up/return borrowed books.
- A demonstrated commitment to providing high quality service is essential.
- An interest in international affairs, working knowledge of and skill in searching bibliographical and full-text databases, and experience with EOS International ILS (standard modules) is preferred. Experience with Sharepoint is a plus.

Located in Dupont Circle in Washington, DC, we offer an outstanding benefits package.

Position: [Librarian](#)

Location: Library of Congress, Washington, DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Law Section of the U.S. Programs, Law & Literature Division in the Acquisitions & Bibliographic Access Directorate of Library Services within the Library of Congress.

The Law Section at the Library of Congress seeks a cataloger with strong cataloging and classification skills to provide original and copy cataloging primarily for material in one or more of the following subject areas: US laws, international laws, legal topics, and social science. The incumbent will also catalog material in one or multiple Romance languages, such as Spanish, French, Italian, etc.

Applicants should submit a resume and transcripts of higher education.

Responsibilities

Catalogs a variety of materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Establishes personal and corporate names and uniform titles for inclusion in the name authority file. Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloger's reference collection, online databases, the World Wide Web, and the collections of the Library. Recommends resolutions to problems and inconsistencies in the cataloging process.

Provides services and deals with materials that are non-technical in nature, of limited technical complexity, or easily acquired. Coordinates proper purchasing information, correct bibliographic identification, and correct coding in the information system. Contacts dealers, subscription agents, vendors, overseas offices, government agencies, and/or exchange partners to coordinate the order process.

Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements to cataloging-related issues.

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accordance with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.

Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information. Consults with Team Leader and cataloging policy staff to recommend changes and additions in descriptive and subject cataloging rules. Offers suggestions and advice to Team Leader on operational and technical problems. Collaborates with Team Leader and other staff in planning and implementing team activities including: workflow procedures, team priorities, cataloging projects of an experimental nature, goal setting and strategies for meeting team production goals. Assists others inside and outside the Library with language, subject and cataloging problems.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- Knowledge of library metadata rules, practices, and procedures.**
- Ability to use library software applications, integrated library platforms, and other information.**
- Ability to communicate in one or multiple Romance languages, such as Spanish, Portuguese, Italian, etc.**
- Knowledge of at least one of the following subject areas: US laws, international laws, legal topics, social science.**
- Ability to communicate in writing.
- Ability to develop and maintain relationships and provide consultation and liaison services.
- Ability to communicate effectively other than in writing.

Position: [Library Technician](#)

Location: Library of Congress, Washington, DC

Salary: \$37,113 to \$48,249 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Preservation Directorate of Library Services and can be used in

the Collections Conservation Section of the Binding and Collections Care Division and in any section of the Conservation Division.

To assure long-term access to collections, the Library regularly labels, binds, repairs and provides custom protective enclosures for new acquisitions, at-risk materials, and fragile and damaged media in all formats.

The incumbent works under the direction of the Head, Collections Care Section, or the Head of the Conservation Division Collection Stabilization Section and performs repairs, and constructs housing and protective enclosures for the Library's collections.

Responsibilities

Follows unrelated procedures and methods to support preservation and maintenance functions for collection materials. Uses an automated box-making system to construct custom-fitted enclosures for Library materials from the permanent research collections for which binding, repair, or other physical treatments are inappropriate. Houses collections-level materials by hand using protective enclosures such as folders, envelopes, sleeves, folders, or polyester encapsulations.

Performs basic repairs to collection materials, such as tipping-in or hinging-in of loose leaves and replacement pages; dry cleaning; tightening hinges; and repairing paper using heat-set tissue or Japanese paper. Humidifies and flattens materials as appropriate and constructs pockets to house material. Conducts treatment in a production environment by batching similar treatments.

Ensures equipment is in optimum working order. Orders needed supplies; troubleshoots equipment malfunction problems; and refers to service calls when appropriate. Participates in ensuring the safe operation of equipment. Equipment used may include board shears, guillotine ~ cutter, book presses, computers, mounting presses, Velo-bind machines, ultrasonic or heat- ~ welding equipment, box-making machines, fume hood, pressure and spray equipment for deacidification preparation or sewing frames.

Completes a sequence of detailed routines in searching online databases and entering predetermined bibliographic information as prescribed by the appropriate rules for varying levels of cataloging.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- Knowledge of preservation techniques for library collection materials**
- Ability to plan, organize, and execute work within specified deadlines**
- Ability to use computerized search tools, databases, or other computer applications.
- Ability to operate and maintain specialized equipment.
- Ability to communicate effectively other than in writing.

Position: [Librarian \(Law\)](#)

Location: U.S. Patent & Trademark Office, Alexandria, VA

Salary: \$68,036 to \$88,450 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

Come work for the USPTO, we have been ranked as one of the Best Places to Work in the Federal Government@!

The U.S. Patent and Trademark Office (USPTO) has been serving the economic interests of America for more than 200 years. We are responsible for granting US intellectual property rights for patents and trademarks. Our efforts have provided inventors exclusive rights over their discoveries. It's an effort that continues to contribute to a strong global economy, to encourage investment in innovation and to cultivate an entrepreneurial spirit for the 21st century. The USPTO is headquartered in Alexandria, Virginia, and has over 12,000 employees, including engineers, scientists, attorneys, analysts, IT specialists, etc. all dedicated to accomplishing the USPTO's mission, vision, strategic goals and guiding principles. For more information about the USPTO, please visit the USPTO Careers Website.

This position is location in the Office of the Commissioner for Trademarks, Office of the Deputy Commissioner for Trademark Examination Policy, Trademark Law Library.

The Trademark Law Library provides reference and research services and serves as a repository of legal information and documentation on US pending, registered, and abandoned trademarks.

The primary purpose of this position is to assist the senior Librarian in providing access to information resources, including trade publications, legal electronic databases, journals, e-books and catalogs, and other select documents, e.g., dictionaries, Allen's Trademark Digest, Trademark Reporter, etc.

A probationary period may be required

This vacancy is also being announced under the USPTO's Merit Promotion Program, the Job Announcement Number is TMO-2018-0044. Please review that announcement to determine if you are eligible for consideration under the Merit Promotion Program.

Responsibilities

The individual(s) selected for this position will...

- Compile the Trademark Law Library's statistics in the areas determined to be most informative and useful for the library program and the Trademark Office.
- Monitor spending on commercial databases & other Trademark Law Library accounts. Maintain financial records associated with the Fedlink accounts and other deposit accounts.
- Track and monitor requisitions in the USPTO financial system, Momentum, to alert the supervisor to pay invoices in accordance with the Prompt Payment Act.

- Review current periodicals and trade literature for new bibliographic tools, changes to existing databases, and improvements in computerized search techniques and equipment; regularly reports changes.
- Recommend marketing/informational updates including, e.g., newsletters, flyers, library intranet notices, etc.; comprehensive periodicals holdings lists; searching guides and training sheets for the various USPTO databases.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Public Services](#), [Special Library](#), [Technical Services](#), [Virginia](#), [Washington DC](#) | [Leave a reply](#)

Four Positions: Maryland & Virginia

Posted on [August 8, 2018](#) by [LLAM News](#)

Position: [Diversity Fellow Librarian](#)

Location: Loyola Notre Dame Library, Baltimore, MD

Full vacancy announcement available on [ALA JobLIST](#).

The [Loyola Notre Dame Library](#) seeks a creative and innovative librarian with a commitment to serving diverse and historically underrepresented groups to join our Research and Technology Services Department for a dynamic two-year term fellowship, with a possibility for a third year. The Diversity Fellow will be fully immersed in librarianship. In the first year, the Fellow will develop essential skill sets for designing and delivering instruction, engaging with faculty in digital scholarship, establishing campus and professional connections and supporting research and technology services. To explore his/her specific interests, the Fellow will also have the opportunity to collaborate with other librarians to lead outreach initiatives, including marketing library events, serve as a liaison to an academic department, and actively participate in assessing the use of the library's virtual and physical spaces.

In the second year, the Fellow will lead a collaborative project that aligns with his/her interests and skills to promote librarianship. The Fellow will have the opportunity to serve on committees and will be encouraged to engage in professional development activities and attend local and national conferences. The successful candidate will communicate effectively and work collaboratively with other units in the library and on campus to support the information needs of a diverse population of undergraduates, graduates, and faculty at [Loyola University Maryland](#) and [Notre Dame of Maryland University](#).

Examples of **Position Responsibilities:**

Provide in-person and online research instruction to students, incorporating active learning and emerging technologies.

- Coordinate the Library's digital literacy pop up classes and Makerspace instruction initiatives in partnership with the Technology Librarian.
- Support faculty in digital scholarship as assigned.
- Lead marketing initiatives to creatively promote Library events and services.
- Propose and implement a service learning project promoting academic librarianship through community outreach.
- Coordinate student worker reference training and provide general reference service (some evenings and weekends required).
- Perform liaison duties to promote services and resources to faculty.
- Participate in other departmental and library-wide initiatives as assigned.

Required Qualifications:

Completed an ALA-accredited Master's in Library/Information Science within the last two years;

- Demonstrated interest in library pedagogy, digital literacy, or instructional design;
- Demonstrated interest in service learning initiatives;
- Demonstrated effective oral, written, and interpersonal communication skills;
- Demonstrated leadership skills;
- Ability to work creatively and effectively both individually and collaboratively;
- Ability to thrive in a changing work environment and demonstrated project management skills;
- Demonstrated commitment to professional development.

Preferred Qualifications:

- Familiarity with usability and assessment practices;
- Familiarity with Microsoft Publisher, Adobe Photoshop and/or other basic graphic design software;
- Familiarity with tools and methods for digital scholarship;
- Familiarity with established and emerging technologies, such as graphic design, website creation, social media, or data visualization;
- Interest in contributing to the profession through research and scholarly communication.

Application Procedures: Review of applications will begin immediately and the position will remain open until filled. Please submit electronically a resume, cover letter, and a list of three (3) work-related references with "Diversity Fellow Librarian" in the subject line to Lorena Dion, Administrative Operations Coordinator: ldion@loyola.edu

Position: [Electronic Resources Librarian](#)

Location: Loyola Notre Dame Library, Baltimore, MD

Full vacancy announcement available on [ALA JobLIST](#).

The [Loyola Notre Dame Library](#) seeks a flexible, innovative librarian with electronic resource management experience to join our Acquisitions unit. The Electronic Resources Librarian will manage the life cycle of electronic resources and work collaboratively with units throughout the Library and with [University System of Maryland and Affiliated Institutions \(USMAI\)](#) colleagues to provide accurate access to electronic content. Under the supervision of the Acquisitions and Resource Management Librarian, the successful candidate will be a creative problem solver and proactively incorporate new and emerging practices and technology into the electronic resources environment. The Electronic Resources Librarian will be interested in continual learning and the application of expertise developed through work experience and professional development opportunities.

Position Responsibilities:

- Manages all electronic resources throughout their life cycle including procurement and trials, license review, access management, renewals, and cancellations;
- Accurately maintains discovery service, knowledge base, and link resolver;
- Troubleshoots and resolves access issues for electronic resources and establishes proactive processes to identify electronic access issues before they become problems for users;
- Leads usage and resource data collection projects to support collection decisions, budgeting allocations, and annual reporting requirements;
- Establishes relationships with vendors, publishers, consortia, and library staff as primary point of contact for electronic resources needs;
- Participates in and is an active member of the library community, serving on library-wide initiatives and bringing recommendations for new projects and collaborations;

- Engages and remains current on emerging trends, practices and standards in electronic resource management, usage statistics, data management, access and discovery to enhance library services;
- Performs liaison duties in assigned subject area(s) to promote services and resources to faculty;
- Trains and supervises student workers to assist on special projects as assigned;
- Performs other duties as assigned.

Required Qualifications:

- ALA-accredited master's degree in library or information science in hand within 6-months of hire date;
- Professional experience supporting electronic resource life cycle activities in an academic library;
- Experience managing one or more electronic resources technologies, e.g., EBSCO discovery service, knowledge base, link resolver, ERMS;
- Knowledge of industry standards related to serials and electronic resources, e.g., Open URL, KBART, ERMI, SERU, COUNTER, SUSHI, MARC, etc.
- Experience in technical troubleshooting and communicating with vendor technical support operations;
- Strong analytical skills;
- Strong commitment to user-focused customer service;
- Excellent oral, written, and interpersonal communication skills;
- Strong working knowledge of Microsoft Office software;
- Ability to work creatively and effectively both individually and collaboratively;
- Ability to thrive in a changing work environment and demonstrated commitment to professional development.

Preferred Qualifications:

- Experience evaluating electronic resource use and discovery;
- Understanding of the relationships between electronic resources management and coordination needed with other library departments;
- Experience working in a consortium library environment;
- Demonstrated knowledge of current issues and trends related to electronic resource management;
- Demonstrated project management experience;
- Evidence of establishing and maintaining excellent vendor relationships;
- Knowledge of copyright and intellectual property issues as they relate to electronic resources.

Application Procedures: Review of applications will begin immediately and the position will remain open until filled. Please submit electronically a resume, cover letter, and a list of three (3) work-related references with "Electronic Resources Librarian" in the subject line to Lorena Dion, Administrative Operations Coordinator: ldion@loyola.edu.

Position: Library Technician

Location: NIH Library, Bethesda, MD

Originally posted on the Maryland Library Association listserv.

ZAI has an immediate need for a Library Technician in support of the NIH Library in Bethesda, Maryland. This is an administrative and entry-level library position that requires working in a dynamic and fast-paced environment for multiple clients.

The duties of the Library Technician include providing clerical support to several of the Library's departments, including the Educational Services Branch, the Information Architecture Branch, and the Office of the Director.

RESPONSIBILITIES

- Supporting the clerical needs of the Education Services Branch such as coordinating vendor-led class logistics, where needed, and preparation of monthly reports documenting the NIH Library's classes, webinars, and special events.
- On behalf of the Information Architecture Branch, developing the weekly Information Desk coverage schedule for customer consultations with Informationists and librarians.
- Providing specialized clerical support to the Office of the Director, such as coordinating for special events and guests.
- Daily pickup and distribution of mail for NIH Library staff daily as well as hand delivery of rush items to administrative building as needed.

ADDITIONAL DUTIES

- Presents updates at interdepartmental meetings
- Supports special projects, on an as-needed basis
- Proofreads in English

QUALIFICATIONS AND SKILLS

REQUIRED

- Proficiency with Microsoft Office suite, including Outlook, Word, and Excel
- Demonstrated ability to work equally well on a self-paced basis as well as in a collaborative, team-oriented setting
- Ability to organize and prioritize workloads and meet deadlines
- Ability to multi-task and work in a fast-paced environment
- Careful attention to detail, and ability to take direction from staff members
- Excellent oral and written professional communication skills in English
- Bachelor's degree
- U.S. Citizenship

DESIRED

- Prior library experience (academic and special libraries preferred)
- Prior administrative experience

Position: [Law Librarian](#)

Location: LAC Group, Alexandria, VA

Full vacancy announcement available on [LLSDC Jobline](#).

LAC Group is seeking an experienced Law Librarian for a part-time or full-time role with a federal agency in Alexandria, VA. The Librarian will manage and track legal document workflows and create and populate legal and administrative forms in Adobe, Microsoft Word, InfoPath and other tools. This is a 3 months part-time position (up to 20 hours a week) no benefits or full-time position (40 hours a week) with benefits with a 1-year renewal option. Work will be done onsite. Must be a US Citizen and available to start in 4-8 weeks.

RESPONSIBILITIES

- Responsible for Knowledge Management using SharePoint to support office staff
- Create and maintain digital libraries containing relevant documents and articles on specific legal topics
- Update and develop standard operating procedures as needed

- Create and maintain legal templates
- Train staff on the use of the KM tools and other information products
- Provide research assistance for various investigations as needed

QUALIFICATIONS

- Education Qualifications: Juris Doctor (JD) degree or Masters of Library and Information Science (MLIS) with a Special Certificate in Law Librarianship or Bachelors degree in related field plus two years as a professional law library
- The candidate may substitute 3 years of work of experience managing a knowledge management system for the above Education Qualifications provided they also have: Three years of equivalent professional level experience working as a law librarian or Bachelor's Degree from an accredited college or university or Paralegal Certificate from an ABA-approved program.
- Minimum of 2 years administering, maintaining, and updating a knowledge management system (SharePoint strongly preferred)
- Proven ability to learn quickly and adapt to a new situation
- Prior experience with federal criminal law and litigation
- A solid understanding of legal documentation
- Experience in implementing workflow process mapping tools and techniques to plan the execution of each project phase
- Experience in creating a document library of policies and procedures on a SharePoint Server
- Experience in developing and implementing a document and record retention policy
- Experience in developing and drafting standard operating procedures for operations including developing and diagramming a streamlined, standardized workflow process
- Experience in utilizing programs to design and create standardized response-letter templates
- Experience in building instructional text for each template to guide the user in modifying form parts as needed and to allow for ease of use by staff at all operational levels
- Experience in publishing all resources and as well as create a form templates library on the agency's server allowing for access and use by staff
- Experience in maintaining and update the document library
- Experience in utilizing knowledge management applications to create a standard Records Request form with instructional text to guide the user in form completion. This includes publishing the forms on the website for public access
- Devising a RM plan, implementation of RM procedures, and progress monitoring and reporting experience highly preferred
- Must be a US Citizen
- Must be available to start in 4-8 weeks after selection

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Services](#), [Technical Services](#), [Virginia](#) | [Leave a reply](#)[Edit](#)

Four Positions: Maryland & Washington, DC

Posted on [August 6, 2018](#) by [LLAM News](#)

Position: [Human Resources Manager](#)

Location: Cecil County Public Library, Elkton, MD

Originally posted on the Maryland Library Association listserv.

GENERAL SUMMARY:

Provides strategic leadership to maintain and enhance the organization's human resources operations through planning, implementing, and evaluating employee relations, benefits, and human resources policies, programs, and practices. Develops and manages projects, annual plans, and daily activities to achieve the library's goals and maintain all levels of compliance. Works as a member of the senior administrative team.

ESSENTIAL JOB FUNCTION:

- Recommend, develop, implement, administer, and maintain policies and process documentation with an emphasis on the Employee Handbook. Ensure policy compliance with all local, state, and federal regulations.
- Develop and maintain the library's performance management system. Ensure the annual planning and assessment of professional goals for individual development plans. Counsel managers on performance management, coaching, and feedback techniques.
- Interpret personnel policies and procedures to staff; investigate and review performance issues and advise management on proper courses of action. Resolve employee concerns.
- Maintain personnel records and legal compliance for record retention of HR files.
- Develop and maintain the library's recruitment/hiring program, including interviewing, candidate selection, onboarding, orientation, conducting and analyzing exit interviews, and recommending improvements to process and procedures.
- Develop and maintain an accurate and up-to-date HRIS system.
- Administer employee benefits programs. Recommend updates to benefit programs as needed; direct the processing of benefit claims; design and conduct informational sessions on benefit programs including Open Enrollment. Consult with employees as necessary to resolve benefits issues.
- Coordinate and administer employee retirement plans; serve as State Pension coordinator.
- Ensure legal compliance by monitoring and implementing applicable federal and state human resource requirements. Represent the organization at hearings as necessary.
- Administer FMLA.
- Cross-train and assist with payroll processing. Work closely with operations staff on benefits, hiring, and retirement.
- Collaborate with the administrative team to analyze staffing needs and prepare staffing budget recommendations which support organizational goals. Manage recruitment, training, and special event budgets.
- In conjunction with administrative staff, assess and review training needs to coordinate staff development programs. Assist in counseling staff on career development. Maintain training records.
- Write and manage state and federal grants pertaining to staff development opportunities.
- Maintain professional knowledge by attending educational workshops and reviewing professional publications.
- Provide leadership, direction, and support to all staff. Cultivate a culture of professionalism, engagement, and customer service.
- Coordinate annual Staff Day, employee recognition, and other special events.
- Maintain library job descriptions, organization charts and employee directory.
- Work closely with external partners, county government, state groups.
- Perform other duties as assigned.

JOB STANDARDS:

- Promotes and maintains a high standard of excellent customer service, both internal and external.
- Demonstrates ability to work with diverse populations.
- Models positive attitude toward technology and change and is flexible.
- Maintains professional growth and awareness through training, self-directed learning and other means to stay abreast of current and emerging trends in the community and in libraries.
- Demonstrates collaborative, straight forward, team oriented leadership.
- Performs job in keeping with the policies and procedures of the Cecil County Public Library.
- Understands and promotes professionalism in librarianship at Cecil County Public Library.
- Maintains courteous, friendly, and constructive relationships with patrons and staff.
- Promotes a positive image of the library to the community.

CRITICAL SKILLS AND EXPERIENCE:

- Bachelor's Degree from an accredited college with a focus in Human Resources Management or related field.
- Minimum of three to five years of demonstrated successful human resources management experience, preferably in a public, non-profit or government agency.
- Considerable knowledge of principles and practices of personnel administration and human resources management and in their practical and effective application.
- Specific experience with HRIS systems and implementing support systems is key. Payroll experience a plus.
- Strong knowledge of Windows operating system, internet resources, social media, and other technologies and how to use them effectively. Excellent PC skills and experience with software packages. Excellent technology and computer skills and experience.
- Strong knowledge of pension and benefits administration.
- Must demonstrate a strong knowledge of pertinent Federal and State laws.
- Excellent organization and analytical skills.
- Excellent written and verbal communication skills.
- Outstanding customer service skills.
- Ability to reach, bend, and lift up to 30 lbs.
- Valid Driver License.

WORKING CONDITIONS: Works in normal heat and light conditions. May travel to facilities throughout the county, using library or own transportation.

FAIR LABOR STANDARDS ACT: Exempt

SCHEDULE/HOURS: Regular schedule is 37.5 hours per week, Monday-Friday. Additional flexibility may be required.

Position: [Digital Projects Coordinator](#)

Location: LAC Group, Beltsville, MD

Full vacancy announcement is available on [CUA SLIS blog](#).

Job Summary:

The Digital Projects Coordinator will be responsible for leading a digitization project aimed at preserving a large bound volume collection, making this collection accessible to the public.

This is a 1 year full time contract (40 hour a week; Monday-Friday) benefited position, working on-site at the client's facility.

Responsibilities:

- Lead a digital project aimed at the preservation and accessibility of a bound volumes collection.
- Work across divisions with multiple team members and follow an exact timeline for deliverables.
- Apply metadata and digitization standards to a large law collection
- Collaborate with Federal employees to apply metadata and will contribute new ideas when needed.

Qualifications:

- An MLS plus 3-5 years' experience working with metadata standards and digital objects
- Experience creating web content preferred
- Experience in a law setting preferred
- Understanding of the use of metadata schema and tools (in particular MODS, PubMed and JATS)
- Experience with archival theory and practices and archival management systems.
- Knowledge of utilizing computer technology and software (e.g., word processing, spreadsheet, and database software; web-based tools)

Position: [Staff Development Coordinator](#)

Location: Western Maryland Regional Library, Hagerstown, Maryland

Full vacancy announcement is available on [CUA SLIS blog](#).

Nature of Work:

- Commits to excellence in customer service and outreach
 - Fosters and maintains positive communication with the staff and public
 - Responds to requests for information/assistance in a timely manner
 - Networks and collaborates with internal and external customers of diverse backgrounds
 - Represents WMRL and member libraries at meetings, workshops, and other forums in the region, across the state and beyond
 - With approval of supervisor, contributes expertise to WMRL through participation in professional activities such as committees, task forces, and conference presentations
- Coordinates staff training and certification
 - Plans, coordinates, and evaluates staff development programs and instruction
 - Conducts an annual, region-wide training needs assessment
 - Communicates available learning opportunities by multiple methods
 - Maintains the official record of continuing education and training requirements for public library associates and professional public librarians on the WMRL staff
 - Works directly with guest instructors and presenters for both recruitment and contract negotiation
 - Maintains a manual including a list of job responsibilities and training materials
- Manages small and large scale projects
 - Organizes Tri-County Summit staff day
 - Edits WAVE eNewsletter
 - Tracks statistics related to staff training and events
 - Provides regular activity reports
 - Assists in planning and facilitating meetings
- Manages Budgets and Grants
 - Manages a staff development budget

- Administers county level staff development grants including budget reconciliation
- Researches and writes grant applications as appropriate
- Performs other related duties as assigned

Minimum Qualifications:

- Bachelor's degree required
- Master of Library Science or Master of Library and Information Science degree from an American Library Association accredited program preferred.
- Comprehensive knowledge of library operations normally acquired through two years of progressively increasing responsibility and work experience in a public, academic, or special library. Previous experience in training, instruction, or staff development required.

Essential Job Requirements:

This is a high profile position that requires great enthusiasm, self-motivation, flexibility, creativity and excellent customer service skills. Ability to multi-task. Ability to experiment with new technology in order to become proficient enough to teach others. Ability to organize, plan, and communicate effectively in person, in writing, by telephone, and online. High level of computer and Internet literacy, including a working knowledge of Microsoft Office Suite as well as fundamentals of navigating a Windows environment. Competent at working independently, as a member of a team, and as a team leader. Ability to effectively provide one-on-one and group instruction using diverse instruction formats, including online synchronous training. Experienced online information search and retrieval skills, including the ability to execute an effective reference interview. A keen awareness of current trends in librarianship, instruction, and customer service. Familiarity with adult learning principles, e.g. participant based instruction design. Ability to stay calm under pressure. Regular job attendance and punctuality. Job involves a considerable amount of movement and activity. Work routinely involves lifting or handling materials weighting up to 60 lbs., pushing carts weighing up to 100 lbs. Must be able to physically move throughout the building and use various devices, including but not limited to: telephones, computer workstations and peripherals, printers, photocopiers and fax machines.

Conditions of Employment:

Day schedule with occasional evening, early mornings, and weekends. Must be able to regularly travel throughout Allegany, Garrett and Washington counties, as well as travel to meetings, events, and conferences held throughout Maryland and beyond. Some travel requires overnights. Must hold a valid driver's license in good standing. Must be able to secure certification from the Maryland State Library within 24 months of employment. Must become a member of the Maryland Library Association.

How to apply:

- Application with resume should be submitted in writing to the Human Resources Department at 100 South Potomac Street, Hagerstown, MD 21740 no later than 5:00 p.m. on August 31, 2018. Fax: 301-739-7603.
- Email: admhr@washcolibrary.org (Microsoft Word .doc or PDF attachments only).
- Position announcement and application available at: <https://www.wmrl.info/?q=employment>

Position: [Digital Initiatives Librarian \(Knowledge Analyst\)](#)

Location: Federal Reserve Board, Washington, DC

Full vacancy announcement available on [ALA JobLIST](#).

Description:

The Knowledge Analyst participates in technical operations in the area of data and information acquisition, management, analysis or dissemination. The analyst provides analytical support to economists and other professionals at the Board and in the System. The support includes research and data services, information analysis, and contributions to the design and maintenance of metadata and knowledge management solutions.

The Research Library at the Board of Governors of the Federal Reserve System is seeking a Digital Initiatives Librarian (within the Knowledge Analyst job family).

As the central bank of the United States, the Federal Reserve's mission is to provide the nation with a safer, more flexible, and more stable monetary and financial system. As a Federal Reserve staff member, you will play a critical role in accomplishing this mission. Research at the Federal Reserve Board is data-intensive and time-sensitive. The Research Library, with a full-time staff of 16 librarians and 2 technicians, offers a full array of desktop and customized library services to the approximately 2,700 staff members at the Board. More than 400 of the Board's staff are Ph.D. economists, and many more participate in the Board's research process.

The Digital Initiatives Librarian will join a highly-motivated team of librarians committed to user needs and enhancing discovery, access, and delivery of library resources, data, and scholarly communications. The librarian will provide technical, web-development expertise to maintain a portfolio of existing library projects. In addition, the Digital Initiatives Librarian will lead the way in actively identifying, evaluating, and, as necessary, deploying new technologies and tools to improve library services, further process automation, and respond to user needs. The successful candidate will be comfortable collaborating with technical and non-technical partners and stakeholders across the Board, and be able to work independently and in teams. The position requires rigorous attention to detail, initiative, the ability to manage competing projects, strong analytical and problem-solving skills, and good communication and interpersonal skills.

The **responsibilities and duties** of the Digital Initiatives Librarian will include:

- Supporting the Research Library's mission to develop technologies and tools that aid the research, policy, and data initiatives of the Board.
- Maintaining applications and automated workflows that support library services; may include use of APIs and web services.
- Developing innovative tools/applications to enhance accessibility of the library's collections and services and automate tasks.
- Supporting the library's metadata and taxonomy efforts, including future work with linked data and the semantic web.
- Advancing the library's scholarly communications efforts (including an institutional repository, research visibility, and research impact tracking).
- Responsibility for work conducted by contractor on digital materials processing for repository and other systems.
- Assisting in the creation of metadata records for data assets.
- Producing clear, well-documented code.

Qualifications

Required:

- MLS/MLIS (or a Master's degree in information science, data science, computer science, or related fields, with proven experience in a library/information center).
- At least one year of full-time library technology development, including experience in advancing library services through application development, from requirements gathering to deployment.
- Excellent analytical and problem-solving skills; ability to meet deadlines; strong service-orientation; exceptional written & oral communication skills.
- Experience with institutional or subject repository systems (e.g., OCLC CONTENTdm, Fedora, Omeka, DSpace, Dataverse, or comparable products).
- Experience with standards, software, and tools typically used in libraries, including: metadata standards (e.g., AACR2-R, RDA, MARC21, Dublin Core, LCSH); authority data (e.g., LC authorities, VIAF, ISNI); integrated library systems (ILSs).
- Experience with at least one programming/scripting language (e.g., Python, PHP, JavaScript, Ruby) and APIs, to automate workflows, improve access to library collections, and support library services.
- Experience in web development (HTML, CSS, Javascript) and web frameworks (e.g., Flask, Django, Pyramid, Ruby on Rails).
- Experience designing, maintaining, and querying databases (e.g., PostgreSQL, MySQL), and developing database-backed applications.
- Experience using Linux.

Desired:

- Experience with Python.
- Experience analyzing and remediating existing metadata to meet current standards.
- Ability to select, adapt, and effectively use a variety of programming methods to build sustainable and generalizable tools that support user needs.
- Knowledge of version control systems (Git) and code repositories (GitHub).
- Knowledge of XML and linked data technologies (e.g., XSLT, RDF, OWL, SPARQL, BIBFRAME, etc.); familiarity with taxonomies.
- Experience collecting and analyzing metrics for library services.

**To be considered you must apply online

at: <https://www.federalreserve.gov/careers.htm> (Search by JOBID: 20983)

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Maryland](#), [Public Library](#), [Public Services](#), [Special Library](#), [Technical Services](#), [Washington DC](#) | [Leave a reply](#)

Six Positions: Maryland & Washington, DC

Posted on [August 3, 2018](#) by [LLAM News](#)

Position: Part-Time Evening and Weekend Reference Librarian — UPDATED

Location: University of Baltimore Law Library, Baltimore, MD

Hours: Tuesday & Thursday, 5:00 p.m. – 8:00 p.m.; Sunday noon – 5:00 p.m.

Period of employment: Hours available during the fall and spring semesters, in weeks when classes are in session. This is a contract position and offers a competitive hourly rate. The contract is for 6 months, with a possible extension for an additional 6 months.

Duties: Under the general supervision of the Associate Law Librarian for Public Services and the Library Director, the part-time (evening and weekend) Reference Librarian provides expert legal reference services and serves as back-up librarian for circulation services during scheduled evening and weekend reference desk hours. Typical duties and responsibilities

consist of, but are not limited to providing reference desk services for faculty, students, and members of the local legal community and the public; creating and updating web-based library research guides; assisting in creating and maintaining content on the library's website; and handling other related duties and projects as assigned by the Public Services Librarian.

Requirements: Applicants must have strong legal research and communication skills. M.L.S. and/or J.D. preferred, but will also consider candidates with relevant practical experience.

To apply: Send email to Joanne Dugan Colvin, Associate Director for Public Services at jcolvin@ubalt.edu

Position: [Librarian of Acquisitions & Cataloging](#)

Location: Cecil College, North East, MD

Full vacancy announcement available on [ALA JobLIST](#).

Department: Library

Hours: 37.5 hours a week; 8 to 4:30 Monday-Friday; occasional nights and weekends

Deadline: For best consideration, please apply by August 14, 2018.

GENERAL DUTIES:

The Librarian of Acquisitions and Cataloging oversees the flow of all books, eBooks, periodicals, audiovisual, and other library materials through the acquisitions process from request to final processing. The position is responsible for the accurate and orderly cataloging of print and non-print materials. This position is responsible for all revenues and expenditures for the Library.

ESSENTIAL DUTIES:

1. Perform original and copy cataloging for print, ebooks, audiovisual, and all other formats.
2. Maintain EBSCO eBook MARC records using OCLC Worldshare Management System and SirsiDynix Utilities and Reports modules.
3. Maintain statistics and prepare reports related to cataloging and processing materials for the Annual Report.
4. Prepare, order, and process all book, DVD, and library supplies expeditiously from Amazon, and other vendors offering best value.
5. Prepare, execute, and maintain all library purchase records, including item requisitions in Jenzabar, and credit card reconciliations with Accounts Payable.
6. Maintains and updates the Reserves Collection once a semester, or as needed, including reaching out to faculty and/or the bookstore for changes.
7. Cover circulation desk, including assisting students in locating print and online resources, APA and MLA citations, answering reference questions, and other duties as needed.
8. Create and send monthly acquisitions newsletter to Marketing for addition to the College Communique.

REQUIREMENTS:

Education: ALA-accredited Master's degree in library and information science; candidates with an advance degree in a relevant subject area and appropriate experience in an academic setting may also be considered.

Experience: Minimum of 2 years post-MLS academic experience in technical services, circulation services, and collection management with an integrated library system (ILS).

Knowledge and Skills:

- SirsiDynix Symphony
- Discovery Systems (i.e. SirsiDynix Enterprise)
- Experience with technical services and integrated library systems

- Working knowledge of metadata content standards and tools including: MARC21, Resource Description and Access (RDA), and Library of Congress classification and subject headings
- Ability to handle multiple responsibilities in a rapidly changing environment
- Sound interpersonal skills, including the ability to establish and maintain good working relationships and work cooperatively in a team environment

Apply on-line to <https://legacy.cecil.edu/employment/position-announcements.asp>.

Position: [Chief Executive Officer](#)

Location: Prince George's County Memorial Library System, Largo, MD

Full vacancy announcement available on [ALA JobLIST](#).

Imagining Opportunities – Connecting Community – Shaping Lives. The Prince George's County Memorial Library System (PGCMLS) Board of Trustees is seeking a visionary new CEO who, through dynamic leadership, will help to ensure that the Library System becomes one of the Nation's best. Cultivating valued relationships with new and existing stakeholders, the CEO will have demonstrated talent in building and maintaining connections with the broader community. The CEO will, through opportunity and connectivity, provide positive learning pathways to change the lives of the nearly one million County residents. Key lifelong learning focus areas of the Library's 2017 Strategic Plan include: **Tech Connect, Ready 2 Read, and Learning U.** Supporting student achievement, the Library's LINK partnership connects Prince George's County public school students to the Library's resources through ID cards eliminating barriers to student access. Governed by a seven-member Board, PGCMLS serves its constituency through a stellar staff (312 FTE), a \$30 million annual budget, 19 locations plus a Correctional Facility library, and twelve active, contributing Friends of the Library groups. The ideal CEO will bring extraordinary passion, innovation, and a demonstrated commitment to a diverse, multicultural, and very engaged community of customers and potential partners. Please visit [PGCMLS CEO Brochure](#) for additional information about the position!

Prince George's County, the second largest county in Maryland, is a family-friendly, vibrant, growing county with 27 municipalities. It is proud to be home to seven colleges and universities, including the University of Maryland, Bowie State University and Prince George's Community College. Also, Prince George's is home for some of the region's top attractions. Residents and visitors enjoy the National Harbor on the Potomac, FedExField – home of the NFL Washington Redskins, NASA Goddard Space Flight center, Clarice Smith Performing Arts Center, Show Place Arena, a vibrant Hyattsville Arts Corridor, and the Publick Playhouse. In addition to local historical, cultural and recreational amenities, you will find yourself minutes from downtown Washington, D.C., historic Annapolis and Baltimore's Inner Harbor. Enjoy and explore Prince George's County and Prince George's County Memorial Library System at [PGCMLS Links](#).

Responsibilities. The CEO, reporting to the Board of Trustees, oversees a nationally recognized library system. This position provides overall strategic and operational leadership with full responsibility for, but not limited to, the following areas: personnel and fiscal management; marketing and communications; fundraising and development; emergent technologies; facilities; and external partnership development through engagement with key stakeholder groups. Valuing transparency, trust, and collegiality, the CEO will lead a large, complex and innovative organization to its full and exciting potential.

Requirements

Qualifications. Minimum qualifications include a Masters' Degree in Library/Information Science from an ALA-accredited program and five years of management experience in a complex organization. Additional skills include political acumen, strong communication skills,

ability to think and plan strategically, the ability to work with a broad range of stakeholders, and demonstrated ability in fiscal management. Experience in a public library with multiple locations, reporting to a governing board, working in a multicultural environment, and collective bargaining are desired qualifications.

Compensation. The starting salary range is \$175,000 – \$195,000 (with placement dependent upon experience and qualifications) with an attractive benefits package.

For further information, contact Bradbury Miller Associates. To start the application process, send a meaningful cover letter and resume as Word or PDF attachments to Dan Bradbury on or before the closing date of **September 16, 2018**.

Position: [University Archivist](#)

Location: University of Maryland College Park – Libraries, College Park, MD

Full vacancy announcement available on [ALA JobLIST](#).

Category: Librarian (Open Rank)

Department: Special Collections and University Archives

Benefits: 22 Days Annual Leave, 15 Days of Sick Leave, 3 Days Personal Leave, 15 Paid Holidays, Tuition Remission, Health, Dental, Vision, and Prescription

The collections and services of the Libraries' Special Collections and University Archives (SCUA) are extensive, with special strengths in Maryland history and culture, labor history, and mass media, among other areas. The University Archives documents the history and culture of the university, including its governance, student life, and athletics. The University Archives are highly visible on campus and are an important representative of the UMD Libraries to the rest of the university and wider communities. The successful candidate for University Archivist will represent University Archives to members of the university, outside agencies, and donors while leading a unit integral to SCUA and the UMD Libraries.

REQUIREMENTS

QUALIFICATIONS: Must have thorough knowledge of archival theory and practice. Must be able to work effectively with others in a team setting. Demonstrated excellence in oral and written communication skills and in assisting researchers in an archival setting. Must be able to manage a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints. Demonstrated service to the profession and the potential for further professional contributions.

EDUCATION:

Required: ALA-accredited Master's degree in Library/Information Science with an emphasis on formal archival education and training, or a Master's degree in history, American Studies, or other relevant discipline, with experience in archives, archival course work, or archival certificate.

Preferred: Advanced degree/graduate study in history or other relevant discipline.

EXPERIENCE:

Required: At least one year of professional archival experience. Early career archivists encouraged to apply. Demonstrated ability and initiative in reference, outreach, and instruction.

Preferred: Work experience in a university archives setting, supervisory and project management experience are desirable. Background in donor relations, grants, and fundraising. For the full position description and faculty requirements, please go to <http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions>.

Position is appointed to Librarian Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant's experience and relevant credentials. Applicant must meet the Libraries' requirements for promotion, which includes a commitment to professional development, service, and self-directed research, scholarship, and/or creative activities. For additional information, consult the following website: <http://www.president.umd.edu/policies/2014-ii-100b.html> .

APPLICATIONS: Electronic applications required. Please apply online at <https://ejobs.umd.edu/postings/61865> . No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter, which includes the source of advertisement, a curriculum vitae, and names/e-mail addresses of three references.

Applications will be reviewed as they are received and accepted until **August 31, 2018**.

Position: [Librarian](#)

Location: Cosmos Club, Washington, D.C.

Full vacancy announcement available on [ALA JobLIST](#).

Classification: Hourly / Non-Exempt

Reports to: Manager for Membership & Administrative Affairs

Are you looking for a dynamic position as a librarian?

The Cosmos Club, a prestigious social Club in Washington, DC seeks a dedicated and member-focused individual for the permanent position of librarian.

The Library is a valued member service of the Cosmos Club. The librarian provides normal library services and helps with logistics for programs offered by the member-led Library Committee. The librarian is responsible for these tasks:

- Orders all books, periodicals and other library materials purchased by the Club
- Selects, catalogs, classifies, and deaccessions materials for the collection and provides research and bibliographical services
- Connects members with resources and services
- Assists members with self-serve technology
- Uses automated information systems, databases and other technology for a range of processing and service tasks
- Uses the AMLIB Library Management System
- Maintains collections using established procedures and systems
- Attends monthly meetings with the Library committee and subcommittees
- Assists with other library activities and Club events

Requirements: Applicants must have five years of relevant library experience as well as experience with member services. He/she must relate well to Club members by demonstrating wide-ranging general knowledge and an interest in reading and current affairs.

Position: [Archival Assistant](#)

Location: Office of the Clerk: U.S. House of Representatives, Washington, D.C.

Full vacancy announcement is available on [CUA SLIS blog](#).

Job Summary:

Assists in providing archival services for the official records of the House. Responsible for

accessioning and processing archived records, and coordinating their transfer to the National Archives and Records Administration. Manages the secure loan of historical records to support current House business. Provides research and other assistance on various special projects assigned to the Office of Art and Archives.

Qualifications:

Bachelor's degree in library science, history, or related field and at least two years of archival or research experience preferred. Detail-oriented with strong problem-solving skills and organizational ability. Ability to exercise discretion and independent judgement in fulfillment of responsibilities and flexibility to work as a member of a team performing shared duties. Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner. Must be able to lift objects weighing up to 25 pounds.

Vacancy Announcement Number: CLK-005-18

Closing Date: August 24th 2018 Salary Level/Range: Up to \$67,101

Proposed Starting Date: Immediate

Applicant Instructions:

E-mail a cover letter and resume to: Ms. Selena Haskins Office of Art and Archives

Office of the Clerk, U. S. House of Representatives, archives-resumes@mail.house.gov

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Library](#), [Public Services](#), [Special Library](#), [Technical Services](#), [Washington DC](#) | [Leave a reply](#)[Edit](#)

Five Positions: Maryland & Washington, DC

Posted on [August 1, 2018](#) by [LLAM News](#)

Position: [Library Services Supervisor](#)

Location: McKeldin Library, University of Maryland, College Park, MD

Salary: \$43,685-\$52,422

Originally posted on University of Maryland [blogMLIS](#).

Position Summary:

Under the direction of the Coordinator of Library Services, performs daily operations of the Library Services unit in McKeldin Library, including the first floor Library Services Desk, library opening and closing procedures, maintenance and troubleshooting of public computers and equipment (e.g., scanners, copiers, and printers), and related functions. Provides public service to library users and other library staff members at the Library Services Desk, including communicating library policies and procedures. Provides guidance and instruction to other library staff and functional supervision to student assistants as needed. Provides leadership in managing safety and security responsibilities for McKeldin Library evenings and weekends.

Under the direction of the Coordinator for Logistics & Periodicals, performs daily operations of the Logistics and Periodicals unit in McKeldin Library, including ensuring accurate and timely completion of receiving and shipping tasks, processing and maintenance of periodical and microform collections, maintenance of records in the Aleph integrated library system, and providing customer service relating to these tasks in person, over the phone, and online. Collects relevant statistics. Primarily works Sunday-Thursday afternoons and evenings until close (generally 2:45 PM to 11:15 pm—adjusted when the library closes early such as winter term, spring break, and intersessions), though daytime shifts may be required.

Position: [Systems Specialist](#)

Location: Southern Maryland Regional Library Association

Salary: \$58,978-\$94,364

Originally posted on the Maryland Library Association listserv.

Southern Maryland Regional Library Association, Inc. is seeking an individual to join the team responsible for maintaining and developing library computer systems including email management, the integrated library systems and web services.

Requirements: Knowledge of computers and applications normally acquired through B.S. in computer science or equivalent combination of experience and training. Minimum 2 yrs. experience in computer server and LAN support. Experience in: customer service support, administering Windows Servers, Exchange Server, Windows desktop environments, Microsoft System Center Manager, HTML, platform virtualization software, storage area networks, and networking at the TCP/IP level. Knowledge of business/data analytics tools.

Also seeking: the ability to work independently, work with flexible schedule to accommodate systems coverage, strong customer service, and communication skills with customer-centered approach.

Position: [Assistant Circulation Manager II](#)

Location: White Marsh Branch, Baltimore County Public Library, Maryland

Salary: \$38,049 to \$50,979

Originally posted on the Maryland Library Association listserv.

KEY RESPONSIBILITIES

- Under the general direction of the Circulation Services Manager, assists in the overall operations of the Circulation Department in a branch library
- Participates in the supervision, training and performance evaluation of part-time circulation staff and demonstrates a commitment to guiding staff in their professional growth
- Assists the Circulation Manager in the development and implementation of circulation practices that are aligned with BCPL's customer service philosophy and strategic direction
- Develops and maintains a thorough understanding of BCPL rules and policies and ensures their appropriate application to customer service transactions
- As a member of the library management team, plans, organizes and communicates workplace changes
- Uses management and technology tools to improve efficiency and ensure excellent customer service
- Enforces library rules and policies and handles security issues and emergency situations as necessary
- Actively participates on system-wide teams and promotes the library in the community

Position: [Branch Manager I](#)

Location: Loch Raven Branch, Baltimore County Public Library, Maryland

Salary: \$58,967 to \$79,052

Originally posted on the Maryland Library Association listserv.

KEY RESPONSIBILITIES

- Under the general direction of an Assistant Director, manages the day-to-day branch operations including circulation, information, programming and outreach services
- Serves as the branch leader in gaining commitment for BCPL's strategic plan, implementing changes in library service and communicating a shared vision for standout user experiences
- Builds and maintains effective work relations with staff, customers, administration and the community
- Responsible for supervising, training and evaluating the work performance of staff. Creates a work environment that fosters continuous improvement and values teamwork. Demonstrates a commitment to guiding staff in their professional growth and supporting system-wide succession planning efforts
- Seeks to make a distinctive and lasting impact on the community by engaging with customers and stakeholders to ensure that BCPL delivers on its mission
- Engages in direct public service and develops and maintains a thorough understanding of BCPL rules and policies and ensures their appropriate application to customer service transactions
- Uses management and technology skills to improve branch efficiency and effectiveness in the delivery of services
- Enforces library rules and policies and handles building and security issues
- Monitors the use of library services and branch spaces and makes recommendations for changes and new services
- Actively participates on system-wide teams and promotes the library in the community

Position: [Reference Librarian](#)

Location: Library of Congress, Washington, DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

The divisions in Collection and Services are the Library's primary gateway to the collections and reference services dealing with the non-English-speaking world. Reference librarians in these divisions provide assistance to researchers in the culture, history, literature, politics, political structure, economies, humanities, and social sciences of these countries and regions. Clients include Congress, foreign and U.S. Government agencies, national and international academics and scholars, research and scientific institutions, the professional and business communities, and the general public. Librarians respond to inquiries that are received in person, by telephone, by correspondence and by electronic media.

Divisions have extensive custodial responsibilities and reference librarians are responsible for collection maintenance and preservation, as well as the development, bibliographic control, processing, and general custody of collections in their field of expertise. Reference librarians

also produce bibliographic publications, online reference tools, scholarly programs and colloquia on topics in the areas of their divisions.

This position is located in the Reference Section, Hispanic Division, Collections and Services Directorate, Library Services.

The position description number for this position is 012535.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

The incumbent of this position will work a flextime work schedule.

This is a non-supervisory, bargaining unit position.

Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Library](#), [Washington DC](#) | [Leave a reply](#)

Three Positions: Maryland

Posted on [July 30, 2018](#) by [LLAM News](#)

Position: [Library Director](#)

Location: Maryland Historical Society, Baltimore, MD

Full vacancy announcement available on [ALA Joblist](#).

The Maryland Historical Society has an immediate opening for a dynamic, imaginative Library Director to oversee the institution's H. Furlong Baldwin Library which houses over 7 million documents and books dating from pre-colonization to the present day. In addition, the library collection includes a vast photography collection and a range of audio and digital collections. The Library Director will articulate a clear vision for this vital component of the institution, guide daily functions and shape the larger institutional role of the library.

The ideal candidate for this position is an experienced team player who has overseen diverse collections, created public programming to promote library holdings and who enjoys interfacing with the public, scholars, donors and the Board of Trustees. The Library Director will be a member of MdHS's Senior Staff and will interact with all departments to create relevant, innovative programming and exhibitions. They will be flexible, enthusiastic, and enjoy tackling a diverse range of responsibilities. The ideal candidate will have experience in building collections as well as deaccessioning collections to bring refinement and focus to the library's holdings.

This position reports to the Vice President of Collections and Interpretation and will oversee a department composed of 4 staff members.

Library Technician

Location: LAC Group, Federal Agency, Beltsville, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

The Library Technician will assist a digital project aimed at the preservation and accessibility of a bound volumes collection. Work will be performed on site. This is a full time (40 hours a week; Monday-Friday) position with benefits and is expected to continue for 12 months from the start date. U.S. citizenship required.

Description:

- Assist a digital project aimed at the preservation and accessibility of a bound volumes collection.
- Work across divisions with multiple team members and follow an exact timeline for deliverables.
- Work directly with onsite camera equipment and software to preserve these volumes.
- Collaborate with Federal employees to apply metadata and will contribute new ideas when needed.

Position: Reference Librarian (Full-Time)

Location: LAC Group, Federal Agency, Beltsville, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

LAC Group is seeking a Reference Librarian with a federal agency located in Beltsville, MD. The Librarian will provide in-person and virtual reference service, create online research guides, and respond to complex reference questions. Work will be performed on site. This is a full time (40 hours a week; Monday-Friday) position with benefits. U.S. citizenship required.

Responsibilities:

- Provide reference services through regular duty at the reference desk and by responding to virtual information requests using a wide variety of databases.
- Respond to complex reference questions, including conducting systematic literature searches.
- Prepare online research guides on education topics by working closely with the client and designing a user-based architecture.
- Review the metadata and suggests improvements; report on findings and progress.
- Contribute to outreach activities to promote the use of the agency's services and collections.
- Stay abreast of information needs and trends; stay abreast of trends in library and information technology.
- Manage or contributes to special projects as assigned.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Maryland](#), [Special Library](#) | [Leave a reply](#)[Edit](#)

Four Positions: Washington, DC

Posted on [July 30, 2018](#) by [LLAM News](#)

Position: Research Librarian

Location: Norton Rose Fulbright US LLP, Washington, DC

Originally posted on [LLSDC Job Listings](#).

Details

The Research Librarian supervises day-to-day operations of office library location and performs legal research for lawyers and clients using a variety of electronic and print resources. Projects may include retrieving court documents; locating contact information for individuals; obtaining legal, business and medical/scientific literature; authenticating cited sources; finding biographical details on judges and counsel; and tracking litigation.

Additional responsibilities include, but are not limited to:

- Conduct research in a wide range of areas of law: business intelligence, public records, legislative history and news media
- Perform research on and prepares company and industry profiles
- Deliver library instruction to new lawyers and staff; provides library orientation to summer associates
- Support the firm's usage of legal and business databases by securing passwords, coordinating introductory and recurring training and trouble-shooting technical issues
- Maintain relationships with lending libraries and document retrieval services
- Assist with collection development by evaluating information needs, research requests, available resources and usage patterns; provides input on addition of new resources and removal of resources no longer needed
- Assist with collection maintenance duties including the ordering and cataloging of books, routing serials and shelving materials
- Assist with financial management of the library by reviewing and confirming invoices and allocating expenses to the appropriate accounts
- High level of contact with lawyers, paralegals, legal secretaries and other firm Librarians; moderate level of contact with members of the firm's Marketing department, vendors, lending libraries; and occasional level of contact with firm clients
- Other projects and duties as assigned

Position: [Research Assistant, Foreign Affairs](#)

Location: Library of Congress, Washington, DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

The Congressional Research Service (CRS) Foreign Affairs, Defense, and Trade Division (FDT) is seeking three limited-term Research Assistants to support a broad range of research tasks in three distinct sections in FDT. The relevant sections are Foreign Policy Management & Global Issues; Middle East & Africa; and Asia. The selectees will support research analysts and managers in addressing congressional requests for information and analysis by performing research, data analysis, writing, and other research support duties as assigned by section and division management. Ideal applicants will have experience conducting research in one or more of the following areas, as well as some knowledge of the legislative and policy contexts, institutional dimensions, and policy tools related to such issues:

Foreign policy, including global trends and transnational issues.

Regional foreign policy issues pertaining to the Middle East, North Africa, and Sub-Saharan Africa.

Regional foreign policy issues pertaining to the Asia-Pacific region, including South Asia.

Successful candidates must be able to work as part of a collaborative team and must exhibit the

intellectual flexibility and broad research skill set that facilitate effective work across a wide issue spectrum beyond the applicant's research focus or concentration.

Strong research, writing, and presentation skills are essential; candidates with both qualitative and quantitative research skills, and experience using data visualization to inform research products and processes, are especially urged to apply.

CRS works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As a legislative branch agency within the Library of Congress, CRS has been a valued and respected resource on Capitol Hill for more than a century.

CRS is well known for analysis that is authoritative, confidential, objective, and nonpartisan. Its highest priority is to ensure that Congress has immediate access to the nation's best thinking on public policy issues of interest to its Members and Committees.

Position: Cataloger

Location: Smithsonian Anacostia Community Museum, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

The Smithsonian Anacostia Community Museum has a contract position open for a cataloguer.

Work will involve cataloguing documentary and oral history interviews in digital format. Tasks include adding descriptive metadata about audio-visual materials in the Museum's database (ArchivesSpace).

Please send CV and a letter of interest to ACMCollections@si.edu

By Wednesday, August 8, 2018.

Position: [Digital Initiatives Librarian \(Knowledge Analyst\)](#)

Location: Federal Reserve Board of Governors, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

The Knowledge Analyst participates in technical operations in the area of data and information acquisition, management, analysis or dissemination. The analyst provides analytical support to economists and other professionals at the Board and in the System. The support includes research and data services, information analysis, and contributions to the design and maintenance of metadata and knowledge management solutions.

Position Requirements:

The Research Library at the Board of Governors of the Federal Reserve System is seeking a Digital Initiatives Librarian (within the Knowledge Analyst job family).

As the central bank of the United States, the Federal Reserve's mission is to provide the nation with a safer, more flexible, and more stable monetary and financial system. As a Federal Reserve staff member, you will play a critical role in accomplishing this mission. Research at the Federal Reserve Board is data-intensive and time-sensitive. The Research Library, with a full-time staff of 16 librarians and 2 technicians, offers a full array of desktop and customized library services to the approximately 2,700 staff members at the Board. More than 400 of the Board's staff are Ph.D. economists, and many more participate in the Board's research process.

The Digital Initiatives Librarian will join a highly-motivated team of librarians committed to user needs and enhancing discovery, access, and delivery of library resources, data, and scholarly communications. The librarian will provide technical, web-development expertise to maintain a portfolio of existing library projects. In addition, the Digital Initiatives Librarian will lead the way in actively identifying, evaluating, and, as necessary, deploying new technologies and tools to improve library services, further process automation, and respond to user needs. The successful candidate will be comfortable collaborating with technical and non-technical partners and stakeholders across the Board, and be able to work independently and in teams. The position requires rigorous attention to detail, initiative, the ability to manage competing projects, strong analytical and problem-solving skills, and good communication and interpersonal skills.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Law Library](#), [Washington DC](#) | [Leave a reply](#)[Edit](#)

Six Positions: Maryland, Washington, DC & Virginia

Posted on [July 27, 2018](#) by [LLAM News](#)

Position: [Data Services Librarian](#)

Location: Health Sciences and Human Services Library, University of Maryland, Baltimore, MD

Minimum Salary: \$55,000

Full vacancy announcement available on [ALA JobLIST](#).

The Health Sciences and Human Services Library (HS/HSL) at University of Maryland, Baltimore (UMB) seeks an innovative, forward-thinking Data Services Librarian to develop robust research data-related services for UMB faculty, staff, and students. This dynamic librarian will guide and expand the Library's efforts in data management planning, discovery and access of research data, data sharing and publication, and data visualization. The Data Services Librarian will actively collaborate with faculty and staff within the HS/HSL and with partners throughout the University.

This new position is a member of the Services Division, home to information services, research and education services, and bioinformation services. This is a permanent status-eligible full-time, non-tenure track faculty position reporting to the Associate Director of Services. For more information about the HS/HSL, visit <http://www.hshsl.umaryland.edu/about/>.

RESPONSIBILITIES:

- Develop research services related to the discovery, management, analysis, and visualization of research data.

- Identify software and tools supporting the discovery, management, analysis, and visualization of research data.
- Deliver expert one-on-one consultations to faculty, students, and staff supporting research data needs.
- Develop and lead dynamic in-person and online instructional programming on data-related topics and tools.
- Engage with University partners integrating research data services into administrative units and academic programs within UMB schools (dentistry, graduate school, medicine, nursing, pharmacy, social work).
- Promote research collaboration and data sharing by developing a marketing strategy and conducting outreach activities to grow the UMB Data Catalog, a searchable collection of records describing datasets.
- Participate actively in committees within the HS/HSL, the University, and professional organizations.
- Pursue research and professional development activities.

Position: [Reference and Instruction Librarian](#)

Location: Langsdale Library, University of Baltimore, Baltimore, MD

Originally posted on the Maryland Library Association listserv.

Vacancy Number 300882

Position Type: Faculty position with benefits package

Opens: 07/25/18 Closes: Open Until Filled

Salary: Commensurate with qualifications

Position is open until filled, and applications received by September 13, 2018 will receive priority consideration.

The Reference/Instruction librarian teaches students information literacy skills throughout the curriculum in a 3-credit course, course-related instruction and workshops. This librarian also provides research assistance to students, faculty and staff. In collaboration with other library faculty and staff, participates in information literacy and general library assessment activities. Serves as library liaison to faculty in designated department or division, communicating with those faculty changes in library resources and services and soliciting faculty input on collection development decisions. Represents library on University and University System of Maryland consortium committees and task groups.

Teaches information literacy skills to students, faculty and staff in INFO 110, course-related instruction and subject-specific research workshops. Participates in campus and system-wide initiatives on information literacy. Provides individual instruction as requested.

Provides reference services and library instruction to library patrons, including advising researchers on appropriate electronic and print resources to complete research projects.

Participates in the development and implementation of assessment activities geared towards improving the library and its services.

Faculty responsibilities including professional development activities and participation in library and university committees.

Position: [Youth and Family Engagement Manager](#)

Location: Rosedale Branch, Baltimore County Public Library

Salary: \$79,052 to \$105,891 per year, commensurate with experience

Originally posted on the Maryland Library Association listserv.

About

At Baltimore County Public Library (BCPL), staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships and creating gracious library spaces. We circulate over 10 million items and provide library services through our 19 branches, four mobile library vehicles and a growing virtual online presence. We contribute to the success of Baltimore County by being a place that supports diversity and inclusion through acceptance, dialogue and collaboration. If you are enthusiastic, self-motivated and open to new ideas, consider joining the library team as a full-time **Youth and Family Engagement Manager**.

We offer an excellent benefit package that includes four weeks of vacation, sick and personal leave, subsidized health care coverage, pension eligibility and other benefits.

Key Responsibilities

- Under the general direction of the Assistant Director, sets a compelling vision for quality services, programs and engagement for youth (birth through high school) and families
- Supervises, trains and holds departmental staff members accountable to performance expectations
- Leads the process and workflow for developing and delivering system-wide services, programs and engagement for youth and families that are offered in our branches, the community and online. This includes the collections, readers' advisory service, information service, programs and engagement offered through Story Times and the department's Mobile Engagement Group
- Builds and maintains relationships and works collaboratively with community partners and government agencies that share a common mission in serving youth and families. This includes attending meetings and making presentations
- Coordinates and collaborates with branch staff, the Adult and Community Engagement Department, other departments and branches with Storyville to plan, deliver and ensure the success of youth and family services, programming and engagement efforts
- Leads the Youth and Family Engagement Council and convenes the School Liaisons as needed
- Provides training and serves as a system resource for youth and family activities planned and delivered by staff
- Monitors and evaluates the success of youth and family services, programming and engagement by collecting and analyzing data, tracking statistics, preparing reports and sharing outcomes with stakeholders
- Participates in system-wide reviews of policies and procedures related to youth and family services, programming and community engagement

- Manages funds allocated to youth and family services, programming and community engagement

Position: [Librarian \(Part-Time\)](#)

Location: Covance, Gaithersburg, MD

Full vacancy announcement is available on [CUA SLIS blog](#).

Responsibilities will include:

- Support the acquisition and evaluation of information resources (databases, online subscriptions, some print resources) including communicating the value of the tools to ensure ROI.
- Responsible for ensuring quality deliverables from vendors.
- Manage local collection development and operational policies and procedures, with guidance from the Corporate Librarian.
- Participate in the acquisition of information resources for client projects, CMA divisions, and the local collection. Maintain and IRC collection of paper and electronic materials that meets the information needs of CMA divisions.
- Design standardized reporting templates and structures across information resource systems to aid in the training and knowledge of both new and existing CMA employees.
- Ensure the timely payment of vendor invoices based on resource usage and contractual obligations.
- Assist in the design and maintenance of the Information Resources Website and CMA Experience database.
- Deliver services for individuals in various time zones, within budgetary constraints.
- Respond to requests related to Information Resources via the centralized mailbox.
- Ability and willingness to present at internal meetings.
- Perform other duties as assigned by management.

Education/Qualifications:

- MLS degree (or equivalent) from an ALA-accredited school of library and information sciences is highly preferred
- Extremely qualified MLS students may be considered

Experience:

- Work in pharma/CRO field is desirable or a corporate library setting

Company:

Covance, a global contract research organization, worked on all of the top 50 best-selling drugs available today through its full spectrum of nonclinical, clinical and commercialization services.

Position: Reference Librarian (Part-Time)

Location: University of Baltimore Law Library, Baltimore, MD

Full vacancy announcement is available on [CUA SLIS blog](#).

The University of Baltimore Law Library is hiring!

We are looking for a part-time, contractual reference librarian to work Tuesday and Thursday evenings from 5 to 8, and from noon to 6 on Sundays. The position starts the first week of classes: August 20.

If you have a background in legal research and would like to pick up hours outside traditional office hours, please get in touch with:

Joanne Dugan Colvin
Associate Director for Public Services: University of Baltimore Law Library
(410)-837-4373

Position: [Collection Services Librarian](#)

Location: Catholic University of America, Washington, DC

Full vacancy announcement available on [AALL Career Center](#).

Position Summary: The Judge Kathryn J. DuFour Law Library at The Catholic University of America School of Law seeks applicants for the position of Collection Services Librarian. The successful candidate will join an experienced, committed, and collegial library staff actively engaged in supporting law school programs, co-curricular activities and faculty scholarship. The position offers generous vacation, holiday and retirement benefits.

The Judge Kathryn J. DuFour Law Library is located on the campus of The Catholic University of America, the largest university campus in the District of Columbia, and a short Metro ride to downtown D.C. and Capitol Hill. The campus is ideally situated in the Brookland neighborhood of Washington, D.C., one of the most vibrant and exciting communities in the city.

Essential Responsibilities Include:

- Manage all aspects of the library's catalog and integrated library system (currently Sierra/Innovated Interfaces), including, but not limited to, updates, data indexing and monitoring system performance.
- Provide administration of the Library's Electronic Resources Management systems.
- Manage receipt and processing of all library materials. Performing complex cataloging tasks and bibliographic problem-solving. Manage batch loading of catalog records. Establish guidelines and procedures for authorities maintenance and database quality control.
- Act as the liaison to vendors that provide resources to the library, and participate in license management and review.
- Help maintain statistical data for reporting purposes.
- Assist with budget management including the preparation of the annual budget; monitoring budget; and preparing budget projections.
- Supervises, trains and evaluates the Cataloging/Acquisitions Assistant.

Position: [Reference Librarian](#)

Location: Progressive Technology Federal Systems, Inc, Fort Belvoir, VA

Full vacancy announcement available on [ALA JobLIST](#).

POSITION DESCRIPTION:

- Perform original research and reference service for faculty, staff, students, and external customers.
- Perform reference interviews and follow-up via various format deliveries (e.g., in person, email, phone, video, teleconferencing)
- Provide expertise and service within available library resources – licensed/public domain.
- Prepare research and information literacy instructional lessons. Teaching sessions may be recorded and broadcast on the internet, via live video teleconferencing or other electronic media
- Collocate, organize, and classify licensed/public domain resource content within specific subject areas in support of library tasking.
- Assist faculty with special projects involving library resources.

- Research and remain current on new resources, services, and tools and apply innovative skills in recommending those that may optimize the library's mission and performance.
- Compose content relevant to organization mission.
Market library resources and services.
- Must be able to communicate clearly and effectively in multiple formats, including but not limited to prose, verbal presentations, and multiple existing electronic formats (social media).
- Identify needed updates to content on the library's intranet and other websites.
- Compile and report on the metrics/statistics for the library's research and reference services.
- Must be comfortable working multiple simultaneous assignments managing personal time to achieve completion as required and be able to consistently deliver high quality products in an environment of dynamic change.
- Create and maintain documentation related to all duties. Perform other related duties and participate in special projects as assigned.

REQUIREMENTS:

The candidate must have the following experience:

- 3 years experience performing providing library reference support.
- Demonstrated experience using electronic library resources (EBSCOHost, OCLC, ProQuest, SirsiDynix Symphony)
- Understanding of and adherence to current copyright laws. Proficiency in Microsoft Office and Adobe Acrobat.
- Demonstrated experience in developing content on Springshare LibGuides.

DESIRED SKILLS:

Ability to integrate knowledge gained from a Master's in Library Science from ALA-accredited institution. Reference/research work experience in military libraries.

EDUCATION:

Master's in Library Science Required

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#), [Public Library](#), [Public Services](#), [Special Library](#), [Technical Services](#), [Virginia](#), [Washington DC](#) | [Leave a reply](#)

Three Positions- Washington DC & Maryland

Posted on [July 20, 2018](#) by [LLAM News](#)

Position: [Part-time Librarian](#) (Book Mobile)

Location: Baltimore County Public Library: Department of Adult and Community Engagement, Baltimore, MD

Salary: \$18.59-\$24.41/hour, commensurate with experience.

Full vacancy announcement is available on [CUA SLIS blog](#).

Job Summary:

At Baltimore County Public Library, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, developing innovative learning environments, and creating gracious library spaces. We circulate over 10 million items and provide library

services through our 19 branches, 4 mobile library vehicles and a growing virtual online presence. If you are enthusiastic, self-motivated, and open to new ideas consider joining the Baltimore County Public as a Part-time Librarian.

Key Responsibilities:

- Assists customers at their point of need to find answers to a broad range of questions by using appropriate resources
- Uses technology to serve customers and to streamline workflow, provides technology-related instruction
- Guides customers in selecting appropriate materials for reading/viewing/listening
- Understands and implements departmental, branch and system policies and procedures
- Merchandises the library's shared collection, may perform collection maintenance duties
- May plan and present library-related programs and engagement opportunities to adults and in the community
- May serve as the librarian in charge in consultation with a circulation staff member, including handling customer issues, and providing follow up to the management team
- May build and maintain relationships with diverse community partners, government agencies, and businesses that share a common mission
- May serve on department or system level teams

Education/Experience Requirements:

- MLS from an accredited ALA school or completion of Library Associate Training Institute, or a bachelor's degree and six months of related experience
- Knowledge of Library organization and operation
- Knowledge of print, electronic and online information resources
- Ability to establish and maintain relationships with customers, community groups and co-workers
- Ability to plan, organize and present a variety of activities and presentations
- Ability to demonstrate written and verbal communication skills
- Must pass a post offer criminal background check

To apply:

Send an email to humres@bcpl.net and attach two documents: 1) a completed BCPL employment application which you can find on our website www.bcpl.jobs and 2) your cover letter and resume as one PDF document. Include your last name in the title of the documents. Indicate the job title **Part-Time Librarian-ACE** in the subject line of your email.

Documents must be received no later than July 26, 2018.

Vacancy #: 2019-005

Position: [Technical Information Specialist](#)

Location: National Institutes of Health, National Library of Medicine, Bethesda, MD

Salary: \$56,233 to \$106,012 per year

Full vacancy announcement is available on USAJOBS.

Summary

Several positions are located in the Division of Library Operations (DLO):

- National Information Center on Health Services Research and Health Care Technology (NICHSR);
- Technical Services Division (TSD), Collection Development and Acquisitions Section (CDAS);

- Public Services Division (PSD), Reference and Web Services Section (RWSS);
- Bibliographic Services Division (BSD), Index Section (IS) and MEDLARS Management Section (MMS).

Responsibilities

As a Technical Information Specialist, you will:

- Be responsible for the daily operations of one or more automated processing systems and any of the scheduled production jobs, batch processes or updates that are performed as part of the acquisitions and bibliographic control functions.
- Apply knowledge of library operating procedures, online files and processing procedures, system analysis techniques and bibliographic control standards to the solution of technical processing problems to improve operating efficiency.
- Review processes and make recommendation to senior management for modifications that improve the efficiency of operations and/or the quality of products.
- Prepare documentation for computer applications developed including user manuals, special instructions, and articles for publications describing files and processes.
- Serve as one of the principal liaisons to computer specialists and as a technical resource for cooperative efforts to integrate data with other library automation projects in the library.
- Review standards for machine-readable formats, electronic data exchange, representation of holdings data, etc., and make recommendations related to practices and adherence to the appropriate national and international standards.

Position: [Senior Business Intelligence Analyst](#)

Location: LAC Group, Washington, D.C.

Full vacancy announcement is available on the [LLSDC Jobline](#).

LAC Group seeks an experienced Senior Business Intelligence Analyst to join a successful team of researchers and analysts supporting and participating in business development for a global energy/oil company. Responsibilities will include participating and contributing to business development projects, preparing actionable deliverables, compiling updating heat maps on various topics related to alternative fuels, upstream/downstream oil & energy production, and related intellectual property. Projects will include working with business development teams and contribute to new and on-going projects. Research requests will cover business & competitive intelligence, oil and gas (upstream/downstream), energy emerging technologies, patent research, alternative fuels and related topics. This is a virtual position without the need to travel to an office on a regular basis, however there will be some travel to client sites and conferences and there is a regular Monday-Friday work schedule (including internal and team-based video conferencing).

RESPONSIBILITIES

- Independently conduct comprehensive searches on technical and business topics for the research and development staff.
- Produce and distribute curated alerting bulletins covering technical subjects of recurring interest to the company – especially in the areas of hydrocarbon processing, petrochemicals and biofuels.
- Monitor new developments and commercial activities of competitor companies in key emerging technologies.

- Provide analysis of above search/monitoring results to create periodic reports, including graphical representations and summary conclusions.
- Interact with senior staff to help assess information/resource needs and suggest projects or services where the analyst team can best meet those needs.
- Present research results and graphical analysis to staff, e.g., via Skype and other desktop technologies.
- Work with other team members to implement and sustain information services, content and applications, including those linked to website and delivered via SharePoint.

QUALIFICATIONS

- A minimum of 2 years of experience in technical information research and/or analysis. Experience/knowledge of the energy, gas, petroleum industries is a plus.
- Bachelor's degree or higher in chemistry or closely related science.
- Experience with databases/search services including: STN Express, Chemical Abstracts, Derwent World Patents Index, Compendex, EnCompLit, EnCompPat, Dow-Jones Factiva, Elsevier Scopus and MineSoft PatBase.
- Familiarity with tools such as Tableau, Manzama, SAS.
- Excellent written and verbal communication skills; business writing skills a must. (NOTE: writing sample will be required)
- Flexible attitude, team player.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Services](#), [Special Library](#), [Technical Services](#), [Washington DC](#) | [Leave a reply](#)

Three Positions- Washington DC & Maryland

Posted on [July 18, 2018](#) by [LLAM News](#)

Position: [Catalog/Index Librarian](#) (Legislative Librarian I)

Location: Maryland General Assembly Department of Legislative Services, Annapolis, MD

Salary Range: \$40,400 – \$62,900

Full vacancy announcement is available on [CUA SLIS blog](#).

Principal Duties:

- Original cataloging of state government documents in various formats
- Copy cataloging using OCLC
- Indexing proposed legislation and print publications
- Fulfilling interlibrary loan requests
- Catalog Maintenance

Qualifications:

- MLS degree
- Experience using OCLC, AACR2, LCSH, MARC formats

- Work with integrated library systems, preferably Sirsi
- Strong communication and interpersonal skills
- Experience in government documents, public policy and legislative issues, preferred

SEND RESUME WITH LETTER OF INTEREST BY JULY 30, 2018 TO:

Department of Legislative Services
 Human Resources Office
 90 State Circle, Room 311
 Annapolis, MD 21401-1991
 Fax: 410 946-5140 or 301 970-5140
 e-mail: jobs@mlis.state.md.us Website: <http://dls.maryland.gov/>
 Code 09/18CA (Required on all Resumes)

Position: [Social Science and Government Documents Liaison and Reference Librarian, Collections, Research & Instruction](#)

Location: Georgetown University, Washington, D.C.

Full vacancy announcement is available on the [ALA JobLIST](#).

[The Georgetown University Library](#) is an agile organization that respects the heritage of the past while anticipating the requirements of the 21st century. By providing preeminent services, collections, and spaces, the Library shapes the creation of knowledge, conserves culture for posterity, and transforms learning and research.

The Social Science and Government Documents Liaison and Reference Librarian supports the teaching and research activities of the University by developing and managing in all relevant formats – the Library’s collection in Psychology, Education, Communications and other subject areas as assigned; by providing research, reference, and instructional services; and by coordinating the content and organization of appropriate web pages. S/he manages the library’s participation in the Federal Depository Library Program in which it is a selective depository selecting 19.5% (almost entirely electronic). Reporting to the Head of Collections, Research and Instruction, the Social Science and Government Documents Liaison and Reference Librarian has duties that include but are not limited to:

Reference Services

- Provides reference and information services in the humanities, social sciences, and business. Interprets and analyzes the information needs of students, faculty, and other users of Lauinger Library.
- Recommends and directs users to appropriate sources of information.
- Teaches Library Research sessions in subject areas congruent with collection responsibilities and creates bibliographic guides and other instructional materials.

Collection Development

- Serves as the principal liaison to the following departments and programs of Georgetown University: Philosophy, Psychology, Sociology, Education, and Ethics.

- As a Bibliographer, develops collections in line with the pedagogical and research needs of the University, including the expansion of Digital Georgetown, and selects materials in identified subject areas.
- Works with faculty to learn more about and support their research and curricular needs, to keep them informed of the library's activities, and to integrate the library's resources into faculty research and curricular activities.
- Contributes to the development of cooperative collection development programs with other libraries and library consortia.
- Monitors collection development and scholarly publishing trends in research, libraries, and the commercial sector.
- Monitors vendor approval plans, recommends annual allocations, and assists in monitoring the library materials budget in the assigned areas of responsibility.

Library Instruction

- Participates in library instruction programs by promoting these services in assigned areas, and by preparing and teaching course-specific and other types of reference and instruction sessions in a variety of formats.
- Collaborates with faculty when possible to plan sessions and create teaching materials related to course assignments, as well as the library research and instruction program's curricular objectives.
- Team-teaches sessions with faculty and collaborates with librarians.
- Communicates effectively with students and faculty and assesses user understanding.
- Uses a variety of means and appropriate mix of tools and adopts best practices to provide and deliver reference and instructional materials.
- Conducts in-house training and workshops and participates in those given by others.

Current Georgetown Employees:

If you currently work at Georgetown University, please exit this website and login to GMS (gms.georgetown.edu) using your Net ID and password. Then select the Career worklet on your GMS Home dashboard to view Jobs at Georgetown.

Submission Guidelines:

Please note that in order to be considered an applicant for any position at Georgetown University you must submit a cover letter and resume for each position of interest for which you believe you are qualified. These documents are not kept on file for future positions.

Need Assistance:

If you are a qualified individual with a disability and need a reasonable accommodation for any part of the application and hiring process, please contact the Office of Institutional Diversity, Equity, and Affirmative Action (IDEAA) at 202-687-4798 or ideaa@georgetown.edu.
Need some assistance with the application process? Please call 202-687-2500. For more information about the suite of benefits, professional development and community involvement opportunities that make up Georgetown's commitment to its employees, please visit the Georgetown Works [website](#).

Position: Librarian (Reference)

Location: Department of Navy, Washington Navy Yard, D.C.

Salary: \$56,233 to \$88,450 per year

Full vacancy announcement is available on [USAJOBS](#).

Summary

You will serve as a Librarian (Reference) in the Histories and Archives Division of NAVAL HISTORY AND HERITAGE COMMAND.

Responsibilities

- You will provide comprehensive reference, research, advisory, evaluation, and instructional services to individuals and groups at the Navy's Department Library
- You will prepare a broad range of literature guides; and develops resource directories in paper and electronic format.
- You will participate in collection development and management to include acquisition, organization, maintenance, preservation, and removal or replacement of materials

Conditions of Employment

- Must be a US Citizen.
- Must be determined suitable for federal employment.
- Must participate in the direct deposit pay program.
- New employees to the Department of the Navy will be required to successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit www.dhs.gov/E-Verify/.
- Within the Department of Defense (DoD), the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Services](#), [Technical Services](#), [Washington DC](#) | [Leave a reply](#)

Four Positions: Maryland

Posted on [July 17, 2018](#) by [LLAM News](#)

Position: [Supervisory Librarian](#)

Location: Agricultural Research Service, Department of Agriculture, Beltsville, MD

Salary: \$114,590 to \$148,967 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Agricultural Research Service, National Agricultural Library, Data Production Division, Digitization and Access Branch, Beltsville, MD.

The mission of the Data Production Division is to acquire materials in agriculture and the related disciplines, digitize content of National Agricultural Library (NAL) collections, provide bibliographic access, produce metadata, produce content of AGRICOLA database, and to develop the National Agricultural Library Thesaurus (NALT).

The incumbent serves as the Chief of the Digitization and Access Branch, and is responsible for policy making, planning, directing and evaluating program requirements, activities, and functions of the digitization and physical collections programs. Incumbent provides leadership, management and vision for the strategic development of programs, products and services that increase access to NAL collections while protecting and preserving them for future generations.

Responsibilities

Major Duties may include, but are not limited to:

Directs, leads, and supervises the Digitization and Access Branch staff engaged in performing

functions of the Branch.

Develops policies, plans, standards, and objectives.

Manages and directs utilization of resources.

Provides authoritative guidance and leadership for digitization, metadata processing, collections management and curation to support NAL's mission, goals, and objectives.

Fosters an innovative environment for learning, sharing, and problem-solving across organizational boundaries by maintaining a continuing exchange of ideas with NAL and other librarians, information professionals, the scientific community, and commercial entities.

Position: [Middle School Library Assistant](#)

Location: Gilman School, Baltimore, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Position Summary:

Gilman School, a leading Kindergarten through 12th grade independent day school for boys, is seeking a full-time (10 month), creative, organized, and collaborative Library Assistant for the Middle School Library. The responsibilities for this position include assisting in day to day library activities including, but not limited to, checkout, shelving, maintaining heavily used physical space; handling circulation duties, including reports and overdue notices; and managing periodical subscriptions.

The ideal candidate must have the ability to work independently as well as collaboratively with students and adults; excellent oral and written communication skills; organizational skills with attention to detail; encourage an atmosphere that is welcoming to students and conducive to study; commitment to working in and fostering an inclusive community; good customer service skills; and a willingness to keep up with changing technologies.

QUALIFICATIONS

- Bachelor's degree.
- Technologically experienced.
- Knowledge of Google products
- Expertise in technology implementation, specifically the iPad.
- Database management experience.
- Excellent organizational skills.
- Detail oriented.
- Strong interpersonal communication skills appropriate for various age groups.
- Great at multitasking with the ability to handle multiple projects at once.
- Team player.
- Self-starter with initiative.
- Ability to endure physical tasks associated with maintaining books and equipment, including carrying and shelving books, and pushing book carts.
- Previous library experience, preferred.

Position: [Library Media Specialist](#)

Location: Mount Royal Elementary/Middle School, Baltimore, MD

Salary: \$48,430-\$85,700

Full vacancy announcement is available on the [CUA SLIS blog](#).

The Mount Royal Elementary/Middle School in the historic Bolton Hill neighborhood of Baltimore, MD is seeking an energetic and collaborative librarian to manage our library operations and deliver high-quality library services to our students. Our school has a vibrant and dedicated volunteer program that assists the librarian in day-to-day tasks of the library, such as re-shelving books, cataloging new items, and circulating materials.

This position will be offered on a full-time or part-time schedule, dependent on the candidate. Maryland Educator certification is not required to be employed as a direct-hire contractor by The Mount Royal School. However, in order to be hired as an employee of the Baltimore City Public Schools District as a librarian/media specialist, the candidate must have a teaching certificate and be a certified Library Media Specialist.

This position is part of an expedited hiring process. The interviewing process will begin the week of July 23, 2018 with the expectation of extending an offer to the right candidate by August 1, 2018.

A Master's degree in library sciences, education, or related field is required. Degree must be from an accredited college or institution.

Recent graduates encouraged to apply!

To apply, please submit your resume and cover letter to Jaime Blanck at mount.royal.library.66@gmail.com

Position: [User Experience Librarian](#)

Location: University of Maryland, College Park, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Position Summary:

Under the direction of the Discovery and Metadata Services Department Head, the User Experience Librarian coordinates the Libraries' user experience efforts across Library resources and spaces. This new position will cultivate relationships with the Libraries' various user communities, and utilize information gathered from these relationships, as well as data gathered from Library systems, to identify and prioritize users' needs as they pertain to the Libraries' resources. The User Experience Librarian would act as a bridge between subject liaisons, Digital Programs and Initiatives (DPI), and Library users. This position would utilize data collected from our users as well as from our systems in order to evaluate and shape the Libraries' tools, systems, and metadata to best serve our users. Working collaboratively, the incumbent will be responsible for initiating and implementing programming, activities, and projects designed to improve the overall user experience of the Libraries. S/He will represent the department as a member of the Web Advisory Committee, collaborating across divisions and departments in order to help promote a seamless user experience for staff and users.

As a member of the Library faculty, the incumbent has an obligation to remain professionally informed and acquire new skills, knowledge, and competencies needed to improve work

processes, sharing them with appropriate colleagues. The incumbent is encouraged to attend professional development offerings in the areas related to assigned responsibilities and engage in service and scholarship opportunities as appropriate.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#), [School Library](#), [Special Library](#) | [Leave a reply](#)

Three Positions: Washington DC

Posted on [July 17, 2018](#) by [LLAM News](#)

Position: [Librarian \(Senior Library Information Systems Specialist\)](#)

Location: Library of Congress, Washington, DC

Salary: \$96,970 to \$126,062 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position serves as a Senior Library Information Systems Specialist and is located in the Policy and Standards Division and reports to the Chief, Policy Standards Division. The Senior Library Information Systems Specialist leads the Library's efforts to disseminate library documentation digitally, which is critical to the Library's role as a leader in library standards development. Plans, researches and develops projects based on requirements development, information storage strategies, retrieval technologies, and performs highly technical tests in support of the agency's metadata documentation program. Recommends changes to policy and procedures with potentially significant impacts on the Library's dissemination of data that serve as the authoritative source of metadata documentation for research collections of national and international significance.

This position is located in the Policy and Standards Division, Acquisitions and Bibliographic Access Directorate, Library Services.

The position description number for this position is 373631.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C. Metropolitan Area.

This is a non-supervisory, bargaining unit positions.

Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Responsibilities

The position uses a mastery of acquisitions, cataloging, classification, metadata technologies and library automation techniques and principles to research, analyze and specify detailed functional requirements for new or enhanced products and services. Participates fully in new metadata standards and policy development. Solves highly complex and technical problems within library automation and library technology and makes significant recommendations to change, interpret or develop innovative and important products, information policies, programs, approaches or analysis methods. Formulates and executes plans and procedures

with full technical responsibility for interpretation of findings. Evaluates, acquires, adapts and maintains automated systems. The position stays abreast of new developments in disseminating information using advanced library automation and technology and develops policies, programs, services and products for the division. Methods and techniques developed serve as models for other libraries outside the agency.

Develops functional requirements that emphasize and relate both the needs and abilities of senior librarians in metadata creation and usage of metadata products by professional or novice library patrons. Working with appropriate OCIO staff, develops system test plans involving numerous and diverse data conditions and procedures to ensure that the online products are authoritative and in conformance with all applicable standards accepted by national and international libraries.

Applies original and creative thinking to the analysis and implementation of requests for new or enhanced products or other metadata automation support to determine the feasibility of requests and to ensure that user requirements are satisfied using methods that maximize benefits and minimize costs. Identifies and recommends new methods and approaches as needed. Evaluates new automation support and services for procurement.

Establishes and maintains consultative relationships, using advanced communication skills, with planning staff and administrative or operations officers in other service units and in external organizations, both national and international, to facilitate the exchange of vital planning and technical information.

Prepares written reports and presentations for delivery at meetings and conferences. Briefs visitors from the national and international library community on technical aspects of the service unit's information distribution program. Elicits understanding, acceptance, and active support for Library services, policies, and procedures. Develops instructional material and guidelines for use with metadata products nationally and internationally.

Position: [Branch Manager \(Supervisory Librarian\)](#)

Location: DC Public Library

Full vacancy announcement available on [ALA Joblist](#).

Duties

The incumbent is responsible for the efficient and customer service oriented operation of the branch or a central library department. This position plays a leadership role in system wide projects; interprets and assists with the development of DC Public Library policies in managing the branch or a central library department. Consults with the supervisor on complex situations but generally functions independently. Using independent judgment and initiative, the incumbent directs, organizes and plans the operation and activities of the local branch library or central library department.

- Develops goals and objectives and makes general assignment of duties to staff.
- Coordinates staff activities, ensuring adherence to policies and procedures, administrative orders, union contracts, and personnel rules and regulations.
- Prepares and revises branch schedules to provide adequate coverage of public service.

- Participates in training workshops, meetings, seminars, etc., directly related to professional development.
- Performs supervisory personnel functions within the branch.
- Creates performance plans and writes performance evaluations for staff.
- Directs the professional development of staff and the orientation of new hires.
- Leads librarians in designing services and establishing partnerships for the location that align with community needs and the library's strategic plan.
- Represents library at community events and meetings throughout the community and serves as liaison to location's Friends of the Library group.

Position: [Federal Librarian](#)

Location: Library of Congress, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

Six positions available

Library Systems & Services (LS&S) is seeking full time Librarians at the Library of Congress in Washington, DC. This position will float between the John Adams Building, Thomas Jefferson Building and James Madison Building on Capitol Hill.

RESPONSIBILITIES

- Maintains library collections of books, serial publications, documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials
- Furnishes information on library activities, facilities, rules and services
- Explains and assists in use of reference sources, such as card or book catalog or book and periodical indexes to locate information
- Issues and receives materials for circulation or use in library
- Assembles and arranges displays of books and other library materials
- Maintains reference and circulation materials
- Answers correspondence on special reference subjects
- May compile list of library materials according to subjects or interests when needed
- May select, order, catalog and classify materials when needed

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Public Library](#), [Washington DC](#) | [Leave a reply](#)

Three Positions- Washington DC & Maryland

Posted on [July 13, 2018](#) by [LLAM News](#)

Position: [Maryland Historical Trust Librarian](#)

Location: Maryland Historical Trust, Crownsville, MD

Full vacancy announcement is available on [ALA JobLIST](#).

Description

The Maryland Historical Trust (MHT), the State's historic preservation office, located within the

Maryland Department of Planning (MDP), is seeking an energetic, creative, and collaborative individual for the position of Librarian.

This position serves as the Administrator, Library Services, within the Cultural Resource Information Management Unit of the Office of Research, Survey and Registration (ORSR). The position is responsible for the management of all print collections, sets all library policies and determines priorities, establishes guidelines, and coordinates activities of MHT's libraries and archives, all of which will enable MHT staff to carry out their responsibilities.

Requirements

MINIMUM QUALIFICATIONS

Education: A Bachelor's degree from an accredited college or university.

Experience: Four years of experience in administrative staff or professional work.

Notes:

Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.

Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year-for-year basis for the required experience.

Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work related to the administration of rules, regulations, policy, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant to a higher ranking commissioned officer on a year-for-year basis for the required education and experience.

DESIRED OR PREFERRED QUALIFICATIONS

Our Preferred Candidate Will Have:

-A Master's degree in Library Science, Library and Information Studies, Librarianship, or closely-related field from an ALA-accredited library school or a Bachelor's degree from an ALA-certified degree or certificate program.

-A Degree and/or relevant experience in architecture, archeology, or a related field.

-Experience with or advanced knowledge of architectural and/or archeological special collections.

-Familiarity with SirsiDynix EOS software.

-Experience providing patron services in a special collections environment.

-Experience in development of online digital projects.

-Knowledge of MARC and non-MARC metadata schema.

-Experience managing both analog and digital materials.

-Proven ability to work with multiple cataloging and metadata content standards and controlled vocabularies.

-Knowledge of best practices for intellectual and physical control of collections.

Position: [Reference Librarian](#)

Location: LAC Group, Washington, D.C.

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Summary:

LAC Group is currently looking for a Reference Librarian to work for a federal agency in the Washington, D.C. area. Reference and Information Services provides ready reference, research, and information discovery, collection development and maintenance, use of government documents, conduct proactive customized information service, instruction, and maintain electronic resources, and the library web sites. This is a long term, full-time contract (40 hour a week; Monday – Friday) benefited position.

Responsibilities:

- Answer the phone, respond as appropriate, including transferring calls to the appropriate Contract Employees or federal staff. The Contract Employees shall greet the caller, respond to general questions about the Library, circulation or renewals.
- Perform all interlibrary loan operations, including item verification, lending and borrowing, preparing and responding to request/loan forms, receiving and returning requested items, communicating with requesters and lenders, maintaining records, and reporting on interlibrary loan activities.
- Recommend titles for inclusion in the library collection based on requests from library users, which occurs approximately once per month.
- Respond to requests for information within 24 hours, even if the research has not been completed. They shall maintain regular contact with the person requesting information until the research has been completed and delivered.
- Conduct research using a range of electronic databases such as Bloomberg, EBSCO, FirstSearch, ProQuest, and Westlaw.
- Conduct systematic literature searches on a range of topics to support agency staff and program contractors and provide one-on-one and group instruction to customers who request guidance in using the catalog, online databases or serials, or other library resources.

Qualifications:

- Master's degree in library and information science from an ALA-accredited college or university.
- Minimum 3 years' experience in provision of reference services, including training patrons to use commercial databases.
- Minimum 1 year of experience with the circulation and acquisitions modules of integrated library systems. Knowledge of Sirsi preferred.
- Experience searching online databases such as EBSCO, ProQuest, and Nexis.

- Understanding of how metatags work and how databases are structured.
- Proficiency in Microsoft Office, including Outlook, Word and Excel.
- Attention to detail; demonstrated organizational skills.
- Experience working in a customer service capacity.
- Excellent oral and written communication skills.
- U.S. citizenship required.

Position: [Supervisory Librarian](#)

Location: Department of Veterans Affairs, Washington, D.C.

Salary: \$114,590 to \$148,968 per year

Full vacancy announcement is available on [USAJOBS](#).

Summary

This position is located in the VHA Office of Health Informatics (OHI), Health Information Governance (HIG), and Library Network Office (LNO). The VA Central Office (VACO) Library is the departmental library for the second largest government agency, serving VA employees aligned under VA Central Office (CO), agency advisory committees, and Veterans. The VACO Library is a member of the VA Library Network (VALNET), a health science library network of national significance.

Responsibilities

Duties include, but are not limited to, the following:

The employee has management authority for all operational, planning, and administrative activities for the products and services provided by the VA Central Office Library. The employee provides professional review and refinement of the literature for CO staff, including those who work across the network at various medical centers;

Recommends and establishes the scope and extent of programs and services to be offered;

Establishes, implements and reviews program guidelines, policies, and operating procedures;

Ensures the development of a comprehensive, high quality online and print library collection (databases, monographs, journals, audiovisuals, etc.) that is broad in scope and penetrating in coverage to meet the information needs of staff, students, and researchers;

Serves as the expert in searching highly specialized biomedical, nursing, and allied health, as well as health management databases and the Internet;

Provides reference services to senior and executive level staff, national subject matter experts in health science, and agency advisory committee members in the areas of clinical care, hospital and health care administration, Veterans' benefits, public administration, and other advanced fields of knowledge represented in VA Central Office;

Designs and organizes a distinct library SharePoint site to ensure access to all knowledge-based information resources purchased by the VACO Library and at the national level;

Serves as the first line supervisor for three GS-9 level library staff. Performs a full range of supervisory duties, including, but not limited to the following;

Establishes guidelines and performance expectations for staff, which are clearly communicated through the formal employee performance management system;

Observes workers' performance and conducts work performance critiques. Provides informal feedback and periodically evaluates employee performance. Resolves informal complaints and grievances; Performs other related duties as required.

Work Schedule: Monday thru Friday, 8:00 am – 4:30 pm

Recruitment & Relocation Incentives: Not authorized

Financial Disclosure Report: Not Required

Travel Required: Occasional travel – You may be expected to travel for this position.

Supervisory status: Yes

Promotion Potential: 14

Conditions of Employment

- Must be a U.S. citizen
- Subject to a background/security investigation
- Designated and/or random drug testing may be required
- Selective Service Registration is required for males born after 12/31/1959
- May be required to serve a probationary period
- Selected applicants may be required to complete an online onboarding process

Qualifications

To meet the Basic Educational Requirements established for the Librarian Series (1410), you must meet one the following requirements:

A) You must have successfully completed one (1) full academic year of graduate study (or higher) in library science at an accredited college or university, in addition to completion of all work required for a bachelor's degree related to the position. (Bachelor-level transcript must confer degree awarded related to the position and Graduate-level transcript must show 1 full year (18 semester hours) in library science). Since many libraries are highly specialized, some librarian positions require knowledge of a specialized subject or field of endeavor. Also, since materials in libraries are often in foreign languages, some librarians must have a proficient knowledge of one or more foreign languages. For such positions, applicants must meet requirements that are directly related to the subject matter or language of the specialization. These requirements are in addition to the basic professional library science requirements that apply to all positions. However, these requirements may be included in or supplemental to those specified for all positions. The following specializations are authorized: biological, medical, social or physical sciences, education, fine arts, business and industry, humanities, law, music, engineering, and the Germanic, Slavic, Oriental, Semitic, or Romance languages. NOTE: Transcripts must be submitted with your application materials. Education cannot be credited without documentation.

-OR-

B) You must have a total of at least five (5) years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that

the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services. NOTE: Your experience must be fully documented in your resume to receive full credit and transcripts are required.

-AND-

In addition to the Basic Educational Requirements above, to qualify for this position at the GS-13 level, you must meet the following Experience Requirement:

SPECIALIZED EXPERIENCE: One (1) year of specialized experience equivalent to the next lower grade level (GS-13) in Federal Service that has equipped me with the knowledge, skills and abilities necessary to perform the duties of a Supervisory Librarian GS-14. Experience must have demonstrated the ability to supervise and direct one or more of the functional areas of work covered by this series. Specialized experience includes: Specialized experience includes: planning, organizing, and directing the development and execution of library programs, policies, and procedures; carrying out administrative activities of a library system concerned with budget and finance, personnel, plant and equipment, etc.; performing duties that include serving as a resource for biological and medical healthcare related information; conducting comprehensive and complex searches of medical literature; working virtually with libraries via web applications; and maintaining and updating a library collection based on customer needs. NOTE: Your experience must be fully documented in your resume and must include job title; duties; month and year start/end dates AND hours worked per week.

-AND-

IN ADDITION TO THE MINIMUM QUALIFICATION, YOU MUST ALSO MEET THE FOLLOWING SELECTIVE PLACEMENT FACTOR:

This position includes a Selective Placement Factor (skill, knowledge, ability or other worker characteristic basic to – and essential for – satisfactory performance of the job). Selective Placement Factors are a prerequisite to appointment and represent minimum requirements for a position. Applicants who do not meet it are ineligible for further consideration.

The Selective Placement Factor for this position is: Experience in medical librarianship. NOTE: Experience must be fully documented in your resume to receive credit.

You will be rated on the following Competencies as part of the assessment questionnaire for this position:

- Communications
- Human Capital Management
- Technical Competence
- Technical Competence

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Five Positions- Maryland, Washington DC, & Virginia

Posted on [July 11, 2018](#) by [LLAM News](#)

Position: [Records Management Specialist](#)

Location: Bluemont Technology, Bethesda, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Clearance: Active CI Poly Required to apply.

Required Knowledge / Skills / Abilities:

- Applicable degree(s): Accounting, Finance or Business related fields, Archiving, Information Management, Library Science or Records Management.
- Expert knowledge with the ODNI Continuity of Operations Plan (COOP) and National Archives and Records Administration (NARA) requirements.
- Experience formulating policy, performing strategic analysis and planning, conducting program outreach, coordinating training, developing metrics, and ensuring that sound information governance and accountability measure are in place.
- Ability to serve as an independent analyst applying knowledge of standard, well-established principles, concepts and methods.
- Experience interfacing with Federal Government program offices to discuss new and/or planned initiatives to ensure policy compliance.
- Demonstrated experience providing expert records management guidance and assistance to IC personnel, regarding the development of their internal project

You will also:

- Assist in configuration and version control for the NCSC Records Control Schedule, Program File Index, and the Pre-Award Records Control plan
- Provide RIM Services as defined in the ODNI Records Schedule for the National Counter Intelligence Executive. Maintain full awareness of the NCSC records storage, archive and disposition services to enable 100% accountability for all NCSC records from creation to final disposition.
- Support NCSC in reviewing NCSC's records and applying federal and ODNI guidance to identify those that may warrant designation as essential;
- Support developing, implementing, and maintaining NCSC plans, procedures, and guidance to ensure essential records are protected and managed as part of NCSC's responsibilities associated with the ODNI Continuity of Operations Plan (COOP) and National Archives and Records Administration (NARA) requirements;
- Facilitate the processes necessary to keep NCSC essential records identified, protected, accessible and immediately usable.
- Review the NCSC business area for new or revised record series; drafting and revising the existing RCS in accordance to NARA and ODNI guidance, and drafting subsequent documentary materials.

Position: [Circulation Information Assistant \(Part-Time\)](#)

Location: St. Mary's College of Maryland, St. Mary's City, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

St. Mary's College of Maryland at Historic St. Mary's City is accepting resumes for the contingent position of Circulation Information Assistant.

This is a part-time, contingent position to start immediately with an hourly pay rate of \$10.50, no benefits provided. Evening and weekend hours will vary, up to 35 hours per week. The circulation information assistant will primarily work evenings and weekends.

Responsibilities:

- Provide service at the public circulation desk on the main floor of the Library, Archives, and Media Center
- Work closely with student assistants in maintaining library services and assisting users with questions

Requirements:

- High school diploma or equivalent required.
- Computer technology experience required.
- Previous experience working in a library preferred.
- Must be flexible and adaptable; able to work evenings and weekends, and be detail-oriented, reliable, and dependable.
- Must be able to lift at least 20 lbs.
- Excellent communication skills required.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.
- Employment will be contingent upon successful completion of a criminal background check.

To Apply:

Submit

1. Cover letter
2. Résumé (including e-mail address)
3. Three references

Online at: apply.interfolio.com/50807.

Position: [Customer Service Supervisor](#)

Location: St. Mary's College of Maryland, St. Mary's City, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

St. Mary's College of Maryland at Historic St. Mary's City is accepting resumes for the full-time position of Customer Service Supervisor in the Library, Archives, and Media Center.

Responsibilities:

- Provides front-line customer service at the library circulation desk, to the St. Mary's College of Maryland campus and community
- Supervises and trains student employees
- Coordinates circulation desk operations
- Answers basic reference questions
- Assists users with equipment usage and troubleshooting

Qualifications:

- Associate's degree required, but a Bachelor's degree is preferred.
- Preference will be given to candidates with library experience.

- Strong customer service orientation, interpersonal, oral, and written communication skills are desired.
- Supervisory skills and demonstrated ability to work independently.
- Must be able to lift and move up to approximately 35 pounds
- Must be able to perform tasks that involve lifting, reaching, grasping, stepping up and down, and kneeling
- Must be flexible, adaptable, detail-oriented, reliable, and dependable.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered

Employment will be contingent upon successful completion of a criminal background check.

Includes Benefits

Application materials should include a cover letter, résumé (including e-mail address), and three references and submitted online at: apply.interfolio.com/51251.

Position: [Project Archivist](#)

Location: George Washington University Libraries & Academic Innovation (Corcoran Archives), Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

The George Washington University Libraries & Academic Innovation (GWLAI) seeks applications for a Project Archivist to manage the processing and selective digitization of the Corcoran Gallery of Art and Corcoran College of Art + Design Archives (Corcoran Archives). This position is funded through a grant from the Henry Luce Foundation. This is a 12-month appointment and is not renewable.

The Corcoran Archives are managed by the GW Special Collections Research Center (SCRC). Reporting to the Collections Coordinator and grant Principal Investigator, and supervising two graduate student assistants, the Project Archivist will process the Corcoran Archives and manage a selective digitization project as part of the grant “Open to Interpretation: Unveiling the Corcoran Archives.” Processing will include bringing narrative historical notes created in 1983 up to 2014; developing detailed timelines with lists of events, changes in leadership, exhibitions, major changes in the school’s curriculum, and other key points in Corcoran history; and creating online finding aids to facilitate efficient, fulsome, public access to the Corcoran Archives. The Project Archivist will work in consultation with the SCRC Digital Services Librarian to manage the digitization of selected content resulting in the production of a critical mass of digitized content discoverable online. The Project Archivist will collaborate with permanent GW Libraries staff to ensure consistency of program implementation and to enable continuity of collection stewardship after the term of the grant.

The Corcoran Gallery of Art (CGA) was founded in Washington, DC in 1869 and opened in 1874. The Archives, a continuous historical record of the full 145 years of the Corcoran Gallery’s and Corcoran School’s institutional history, came to GW Libraries in 2016. Consisting of almost 2,000 boxes of handwritten letters, business records, photographs, posters, ledgers and thousands of architectural drawings, the Corcoran Archives dates from 1869 to 2014, spanning

almost 150 years of the history of one of Washington, DC's oldest and most important cultural heritage institutions. Read more and use the collection inventories.

Specific Duties and Responsibilities:

- Creating and implementing work plans for the arrangement and description of the records that comprise the Corcoran Archives.
- Working with the Digital Services Manager, creating and implementing digitization plans for material preparation, image capture (in-house and vended), quality control, metadata creation, upload and cleanup.
- Conducting research and writing comprehensive historic timelines and scope notes.
- Answering reference questions related to the Corcoran archives.
- Merging existing and new description within each record group to create a single coherent descriptive structure.
- Publishing finding aids compliant with archival description and communication standards such as Describing Archives: A Content Standard (DACS) and Encoded Archival Description (EAD).
- Hiring training, and supervising two graduate students. Students work will include historical research, data entry, scanning, reviewing and processing image files, creating metadata, and uploading content to various online platforms.

Minimum Qualifications:

- Master's degree in library and information science from an ALA-accredited library program, or a Master's degree in a related information field by the appointment date.
- Minimum of two years' experience working as an archivist.
- Experience with archival functions of appraisal, description and processing.
- Experience conducting primary source research.
- Experience with archival materials in digital formats.
- Experience digitizing archival materials.
- Experience supervising staff or students.
- Experience with archival collections management platforms such as ArchivesSpace.
- Experience with archival description standards such as EAD and DACS. Experience managing projects, including planning, communication, and assessment.
- Demonstrated communication skills with a variety of partners.

Advertised Salary: Salary will be commensurate with experience.

Other Benefits: Comprehensive benefits package includes 22 days/year paid annual leave plus 12 days per year paid sick leave; medical; TIAA/CREF; tuition assistance.

Other Information: Desired Qualifications:

- Experience working with institutional archives.

Special Instructions to Applicants:

- Review of applications will begin **August 1, 2018** and continue until the position is filled.
- To be considered:
 - Complete an online application
 - Upload a CV and a cover letter that includes an assessment of skills related to basic qualification
 - Only complete applications will be considered.
- The approximate start date for this position is September 1, 2018

Position: [Knowledge Management \(KM\) Specialist/ SharePoint Community Manager](#)

Location: IGC.technology, Arlington, VA

Full vacancy announcement is available on the [CUA SLIS blog](#).

We are looking for a Knowledge Management (KM) Specialist / SharePoint Community Manager to support a federal client in Arlington, VA. This is a full-time role in a federal government facility.

Requirements:

- Experience at US Customs and Border Protection (CBP) would be a big plus
- 5-6 years of experience with SharePoint
- Demonstrated ability to assist SharePoint collaboration users in;
- Establishing, utilizing, and maintaining sites;
- Organizing documents in SharePoint
- Implement solutions using out-of-the-box SharePoint features and capabilities
- Troubleshoot end user issues to root cause and complete and/or coordinate fixes
- Manage and maintain SharePoint collaboration knowledge-base
- Assist with the development and provision of training to end users

Duties – Knowledge Management:

- Lead the development, implementation, and enculturation of the organizational Knowledge Management (KM) framework, strategy, policies, process, and procedure
- Develop and execute the SharePoint Governance Plan.
- Provide SharePoint architecture and content management support.
- Develop and maintain the Process Asset Library.
- Develop and deploy Office Communicator capability
- Provide workforce with user training on SharePoint, PAL, Office Communicator, and other tools.
- Support design, development, and implementation of automated Requirements Management, Configuration

Duties – SharePoint Community Manager:

- Page Maintenance – Ensure pages are organized, up-to-date, and published for view, including a clear objective statement, a clean page organization, and links as needed for accessibility to the page
- Discussion Boards – Ensure discussion forums have been monitored to ensure that content is appropriate, accurate, and up-to-date
- Knowledge Capture and Retention – Ensure relevant new information/ knowledge generated over the last month has been captured and retained on the site
- Business Process Automation using SharePoint
- Other duties as assigned

Education: Bachelor's degree

Job Type: Full-time

Salary: \$90,000.00 to \$150,000.00 /year

Experience: Sharepoint Designer: 3 years

US Customs and Border Protection (CBP): 1 year

License: SharePoint Certification; US Citizen

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Services](#), [Special Library](#), [Technical Services](#), [Virginia](#), [Washington DC](#) | [Leave a reply](#)

Five Positions: Maryland & Washington, DC

Posted on [July 10, 2018](#) by [LLAM News](#)

Position: [Supervisory Librarian](#)

Location: National Institutes of Health, Bethesda, MD

Salary: \$114,590 to \$148,967 per year

Full vacancy announcement available on [USAJOBS](#).

SUMMARY

The NIH Library is the focal point for the exchange of biomedical and scientific information vital to the support of the research activities conducted at the National Institutes of Health. If you have experience in bibliometric and search analysis, reference and/or informationist duties, AND you want to play a significant role in a dynamic organization, then consider joining the NIH Library! For more information, visit <http://nihlibrary.nih.gov/Pages/default.aspx>

RESPONSIBILITIES

- Develop, monitor and oversee the Informationist program, which provides information services embedded as part of customers' clinical, research and health policy workflows.
- Plan, direct and coordinate the work of the Informationist staff, who work with scientists and researchers in their branches, labs or offices.
- Provide technical guidance, leadership and administrative supervision and direction to staff.
- Conduct periodic user needs assessments and program evaluations to assure that the information and education services provided meet the needs of NIH and HHS users.
- Make recommendations for Division-wide policies, programs and services based on experience and knowledge of the biomedical research community and its information needs.
- Promote good public relations with NIH Library users, interpreting their information needs through various needs assessments, surveys, program evaluations, comments, suggestions, complaints, or recommendations.

Position: [Librarian III](#)

Location: Randallstown Branch, Baltimore County Public Library, MD

Salary: \$44,023 to \$58,967 per year, commensurate with experience

Full vacancy announcement is available on the [CUA SLIS blog](#).

ABOUT

At Baltimore County Public Library (BCPL), staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, developing innovative learning environments and creating gracious library spaces. If you are enthusiastic, self-motivated, and open to new ideas, consider joining the library as a full-time **Librarian III**.

We offer an excellent benefit package that includes four weeks of vacation, sick and personal leave, subsidized healthcare coverage, pension eligibility and other benefits.

KEY RESPONSIBILITIES

- Assists customers in finding answers to a broad range of questions through use of print and online resources
- Guides customers in selecting appropriate materials for reading, viewing and listening either for personal pleasure or professional development
- Assists customers with technology-related requests for service including e-reader devices
- Develops and maintains a portion of the library's collection
- Plans and presents library-related programs and outreach services
- Serves on teams and committees within the branch and system-wide
- As needed, serves as Librarian in Charge by handling customer complaints and resolving facilities issues
- Supports innovation by embracing change, being flexible and anticipating customers' needs
- Demonstrates initiative by being a self-starter, rethinking processes and effectively solving problems
- Demonstrates a commitment to teamwork by being an effective communicator and engaging in respectful and productive work relationships
- Actively pursues continuous learning by participating in training opportunities and sharing knowledge in the workplace

Position: [Research & Reference Specialist](#)

Location: Wilson, Sonsini, Goodrich & Rosati, Washington, DC

Originally posted on [LLSDC Job Listings](#).

New locations. New business ventures. New career opportunities. Working at Wilson Sonsini Goodrich & Rosati is a challenging and rewarding experience. Our firm is recognized as the leader in providing legal and business advice to technology and growth companies at all stages of development. Our broad spectrum of practices and entrepreneurial spirit allow our staff exceptional opportunities for professional growth and exploration.

The Research & Reference Specialist will provide onsite and remote legal and non-legal research services for attorneys and staff on a time critical basis. This person will work with traditional and online resources to effectively answer research requests, will collaborate with colleagues on research projects and co-manage the department's email requests and reference desk assignments on a rotating basis with colleagues. This person will coordinate training/orientation sessions, special projects and other duties as required.

We expect this person to be adept at communicating research findings in a clear and concise manner, conducting on-demand training in the use of print or electronic resources and anticipating attorneys interests by providing proactive outreach on new resource or service of interest. This person will conduct industry specific research including complex SEC filings searches, M&A and public offering transaction screens, emerging and venture-backed company research and patent research.

This person will maintain proficiency in Firm technologies including document management system, password and research management tools and other applications.

This position will be located on the East Coast. This person will have primary responsibility for responding to morning reference requests, and will be expected to work the hours necessary to fulfill the responsibilities of the position. With librarian presence on the East Coast, we expect this person to enhance the library team's reputation for high quality service and resources. Some travel between firm offices may be required and providing back-up coverage in the event of other department staff member absences will be expected.

Requirements:

- Strong interpersonal skills and the ability to work under pressure
- Effective problem solving and analytical skills
- Knowledge of library operations
- Legal research experience in areas including corporate, securities, and intellectual property law
- Strong prioritization and time management skills
- Dedication to keeping abreast of new developments in research services and resource trends in the legal industry
- Ability to promote the library by maintaining a professional, service oriented attitude and keeping current on the needs and trends of the firm
- Demonstrated knowledge of library print resources as well as online resources including but not limited to WestlawNext, Lexis Advance, Bloomberg, Bloomberg Law, Capital IQ, Intelliconnect, Accurint, Intelligize, Lex Machina and Monitor Suite
- Ability to quickly learn and use and evaluate new resources for use in the library and specific practice groups
- Strong verbal and written communication skills
- Ability to work independently as well as collaboratively with a high degree of initiative
- Good interpersonal skills necessary to interact regularly with attorneys and staff
- Strong service orientation and ability to work with teams
- Ability to prioritize requests, work quickly and efficiently and rearrange priorities as workload dictates

Education:

M.L. S. from accredited institution preferred; equivalent experience considered. At least three years of professional reference experience in a business or large law firm library.

We offer a highly competitive salary and benefits package. Visit our website [here](#). Equal Opportunity Employer.

Position: [Research Librarian \(Science & Technology\)](#)

Location: Library of Congress, Washington, DC

Salary: \$68,036 to \$88,450 per year

Full vacancy announcement available on [USAJOBS](#).

The Congressional Research Service (CRS), seeks a Research Librarian to join its Resources, Science, and Industry Division, which supports the work of Congress in issue areas including earth sciences, natural resources, environmental policy, energy and minerals, agriculture and food, science, technology, transportation, and industry.

The Research Librarian will provide reference and research services to CRS policy analysts and congressional clients, focusing primarily on science and technology, including cybersecurity and research & development. Candidates with a Master of Library Science (MLS) or equivalent degree and background in federal science agencies, emerging technologies, and security policies as they relate to communication and information technologies are encouraged to apply. Outstanding candidates will also have a background in public policy, industry, or legal research.

CRS works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As a legislative branch agency within the Library of Congress, CRS has been a valued and respected resource on Capitol Hill for more than a century.

CRS is well known for analysis that is authoritative, confidential, objective and nonpartisan. Its highest priority is to ensure that Congress has immediate access to the nation's best thinking on public policy issues of interest to its Members and Committees.

The position description number for this position is 336982.

This is a non-supervisory, bargaining unit position.

The tour of duty for this position is full-time.

Position: [Project Manager \(Rare Books\)](#)

Location: LAC Group, Prestigious Library on Capitol Hill, Washington, DC

Originally posted on University of Maryland [blogMLIS](#).

LAC Group is seeking a qualified **Project Manager** with experience with **Rare Books** to lead a team that's responsible for converting cataloging data on printed catalog cards into online MARC records for a prestigious library on Capitol Hill. This is a full time position, benefited.

RESPONSIBILITIES:

- Develop and maintain an effective quality control program to ensure services are performed in accordance with this SOW
- Develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services.
- Submits a quality control plan to the Library for their review and acceptance.
- Lead a team that's responsible for the following:
- Completion of MARC bibliographic records for titles not already sufficiently cataloged in the Voyager catalog.
- Completion of MARC holdings and item record data that can be converted by the Library into its system if not directly added/created by the contractor into the LC Voyager catalog.
- Performance of authority work on all headings (name, title, subject) in the bibliographic records created.
- Inclusion of 987 fields in applicable records to allow the Library to perform post-conversion work on titles requiring updates beyond what the contractor can provide.

- Delivery of bibliographic records to the Library in a form that can successfully be added to the Voyager catalog.
- Delivery of holdings and item records to the Library in a form that can successfully be added to the Voyager catalog OR delivery of holdings and item data (e.g. in the 991 field of the bibliographic record) that can automatically generate holdings and item records in the Voyager catalog.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Law Library](#), [Maryland](#), [Medical Library](#), [Public Library](#), [Virtual Position](#), [Washington DC](#) | [Leave a reply](#)

Four Positions- Washington DC & Maryland

Posted on [July 3, 2018](#) by [LLAM News](#)

Position: [Reference and Instruction Librarian](#)

Location: Himmelfarb Health Sciences Library, George Washington University, Washington, DC
Salary: \$54,500

Full posting on the University of Maryland [blogMLIS](#).

The Reference and Instruction Librarian at the Himmelfarb Health Sciences Library is an important member of the Information, Instruction, and Reference team. This position assists in the provision of information and instructional services to students, staff, and faculty of the School of Medicine and Health Sciences, Milken Institute School of Public Health, and School of Nursing. Other duties include reference and systematic review consultations, distance education student support, and membership on various library committees. This position reports to the Associate Director for Education, Information and Technology Services.

Duties and responsibilities include (but are not limited to) the following:

- Provides reference and information services to patrons at the reference and instruction desk in the library, and remote reference service points.
- Performs online database search services and research consultations as requested, including support for systematic and scoping reviews.
- Participates in and designs formal and informal instruction and orientation programs for students, staff, and faculty, as well as community health patrons.
- Participates in curricular activities for the three schools served.
- Serves as an embedded librarian in nursing and public health courses. Acts as a librarian facilitator for the Clinical Skills and Reasoning program in the medical curriculum.
- Participates in the departmental Library Liaison program providing instruction and informational services to various departments (both academic and clinical).
- Participates in the provision of educational courses, workshops and seminars for various patron groups within the library throughout the academic year.
- Contributes to the development and evaluation of web-delivered courses and instructional materials.
- Provides support to faculty in creating and maintaining courses in Blackboard, as well as other educational technologies that facilitate online and distance education.
- Creates research guides to support student and faculty educational and research activities.
- Investigates new technologies and software to support faculty education and research.
- Contributes to library marketing and communication activities.
- Participates in orientation and training activities for new reference librarians.

- Participates in collection development activities for the reference collection and liaison departments.
- Assists in management of student listservs and library e-mail accounts.
- Other duties as assigned.

Position: [Digital Initiatives Coordinator](#)

Location: Law Library, Georgetown University Law Center, Washington, DC

Full posting on the University of Maryland [blogMLIS](#).

Georgetown University Law Library is seeking applications for a Digital Initiatives Coordinator position, based in the Edward Bennett Williams Law Library.

Located in the nation's capital, and within walking distance of the U.S. Congress and the Supreme Court, Georgetown University Law Center is recognized for the quality of scholarship, its renowned faculty, and for its exceptionally talented and diverse student body. Focused on service excellence and innovation, it is among the largest academic law libraries in the nation and includes a comprehensive collection in U.S., international, foreign, and comparative law materials.

Under the direct supervision of the Digital Initiatives Librarian, this position is responsible for the oversight, maintenance, and advancement of digital projects and collections falling under the purview of the Digital Initiatives Department at the Georgetown University Law Library.

In this capacity, the Digital Initiatives Coordinator manages the production digitization of library materials, including oversight of the staff scanning team and student assistants. S/he will provide support and training in digital concepts and processes, as well as the use of multiple pieces of equipment for book, document and microform scanning, and associated software. The Digital Initiatives Coordinator will participate in repository ingest processes for all digital platforms, and will assist in the development of metadata strategies for digitized materials, including for use in digitization workflow tools and for migration to new systems. S/he will develop statistics and reporting methods and execute digital asset preservation actions.

Required:

Bachelor's degree is required. Ability to organize projects and accomplish goals. High level of proficiency with personal computers and software, the Internet and library-relevant information technology applications; strong interpersonal skills.

Technical Qualifications:

Ability to perform command-line tasks. Familiarity with digital image editing programs such as Adobe Photoshop and Adobe Bridge. General knowledge of how digital library collections and electronic objects are used in an academic setting. Knowledge of MARC, METS and Dublin Core and other metadata standards appropriate for digital materials.

Preferred:

Experience working in an academic library; expertise with an integrated library system; familiarity with digital library collections and repositories.

To apply for this position, please submit applications via the Georgetown University Careers portal (<https://careers.georgetown.edu>) and include a cover letter, a current resume, and the names and contact information for three references. **Priority will be given to applications received by July 13, 2018.** The position will remain open until filled. Georgetown University is an Affirmative Action, Equal Employment Opportunity Employer.

Position: [Librarian Cataloger](#)

Location: ISoftech Inc. – Silver Spring, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Qualifications:

Minimum three years experience in libraries, library management and discovery systems.

Minimum of one-year original cataloging experience applying current standards and systems to include at least two from the following list:

Anglo-American Cataloguing Rules (AACR2)

Machine Readable Cataloging (MARC21)

Resource Description and Access (RDA)

Library of Congress Classification (LCC)

Library of Congress Subject Headings(LCSH)

Library of Congress Program for Cooperative Cataloging (LC/PCC) and OCLC Connexion.

Experience in cataloging, and providing metadata for, digital formats.

Experience in cataloging in MARC.

Responsibilities:

- Provide support for cataloging, serials processing, catalog maintenance, and physical processing for multiple formats and locations.
- Provide support for the creation, documentation, training, and on-going improvement of cataloging/bibliographic workflows through collaboration with library staff.
- Provide support for enhancing access to print and digital materials.
- Responsible for timely original and complex copy cataloging for library materials in all formats, including print and electronic monographs and serials, as well as other digital items, while adhering to Name Authority Cooperative Program (NACO) standards.
- Identify cataloging and collection risks and suggest mitigation actions.
- Stay current with cataloging and metadata developments and provide expert advice to the library on providing access to information resources.
- Stay abreast of the federal librarys system updates and enhancements.
- Follow the federal library rules, regulations, and procedures.

Education: Masters degree in Library Science from an American Library Association (ALA) accredited school

[To learn more and to apply, click here.](#)

Position: [Access Services Evening Supervisor](#)

Location: Loyola Notre Dame Library, Baltimore, MD

Originally posted on the Maryland Library Association listserv.

The [Loyola Notre Dame Library](#) seeks an Access Services Evening Supervisor to serve at the Library's Help Desk, supervise student workers, oversee building operations and security during evening hours, and perform other duties as assigned. The successful candidate must adapt well to frequent interruptions and demonstrate enthusiasm, flexibility, and excellent customer service while delivering accurate, timely, and courteous assistance to a diverse academic community. This position requires a general understanding of academic library operations and demonstrated ability to implement specific library policies and procedures. Reporting to the Access Services Librarian, this position's primary schedule is Sunday through Thursday, 3:30 p.m.-11:30 p.m. Adjustments in this schedule will be necessary to support the academic calendar, e.g., finals, summers, and intersessions.

Position Responsibilities:

- Supervises library operations Sunday through Thursday evenings 3:30 p.m.-11:30 p.m.
- Supervises and trains student workers in tasks to support the Library and to provide excellent and efficient service using materials developed in collaboration with the Access Services Librarian.
- Provides courteous directional, informational, and simple reference assistance to users in person, on the phone, and via email; refers complex questions to librarians as needed.
- Uses the integrated library system (Aleph) to check out, check in, and place holds on materials for Library users. Also performs other advanced functions in Aleph when appropriate.
- Troubleshoots minor problems with Library equipment e.g., computers, scanners, and assists users with equipment and room set-up within the Library. Refers copier and printer issues to designated contacts at each university.
- Processes interlibrary loan lending requests in support of the Library's 7-day-a-week service goals.
- Creates displays in collaboration with the Access Services Librarian, liaisons, and evening reference librarians.
- Collects data on services, collections, use, and facilities for Library/Department/Unit assessment.
- Ensures that the library building is comfortable and secure for patrons, in collaboration with Public Safety/Campus Police at [Loyola University Maryland](#).
- Performs other duties and special projects as assigned.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Law Library](#), [Maryland](#), [Special Library](#), [Technical Services](#), [Washington DC](#) | [Leave a reply](#)

Six Positions- Maryland, Washington DC, & Virginia

Posted on [June 27, 2018](#) by [LLAM News](#)

Position: [Circulation Assistant III](#)

Location: Baltimore County Public Library, Towson & White Marsh, MD

Salary: \$30,317 to \$39,626 per year, commensurate with experience

Originally posted on the Maryland Library Association listserv.

At Baltimore County Public Library, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, developing innovative learning environments, and creating gracious library spaces. We circulate over 10 million items and provide library services through our 19 branches, 4 mobile library vehicles and a growing virtual online presence. If you are enthusiastic, self-motivated, and open to new ideas consider joining the Baltimore County Public as a full-time Circulation Assistant III.

Key Responsibilities

- Performs routine circulation functions such as processing incoming, withdrawn, and problem materials, mail, reserves, and various reports
- Assists customers at the public service desk with library card registration, self-service technology, basic catalog searched and computer sign-up and questions
- Shelves materials and performs shelf reading tasks
- Assists with opening/closing procedures
- May handle building/equipment concerns, security issues & emergency situations
- Prepares cash drawers and may make cash deposits and prepare reports for Fiscal Services

Education/Experience Requirements

- High school diploma or GED preferred
- One year of customer service experience in a public library preferred
- Basic computer skills and the ability to use different technologies to perform work
- Commitment to internal and external customer service and the ability to work with people of diverse backgrounds
- Willingness and ability to travel throughout the system, work a variety of schedules that include evenings and weekends and accept system-wide transfers
- Physical ability to bend, stand for extended periods of time, lift up to 25 lbs. and push/pull a wheeled cart weighing up to 100 lbs.
- Must pass a post offer criminal background check

We offer an excellent **benefit package** that includes: Four weeks of vacation; sick and personal leave; subsidized healthcare coverage; pension eligibility; and other benefits. Annualized Salary: \$30,317 – \$39,626 commensurate with experience.

To apply:

Send an email to humres@bcpl.net and attach two documents: 1) a completed BCPL employment application which you can find on our website www.bcpl.jobs and 2) your cover letter and resume as one PDF document. Include your last name in the title of the documents. Indicate the job title Circulation Assistant III in the subject line of your email.

Documents must be received no later than July 24, 2018. **Vacancy #: 2018-143**

Position: [Reference and Instruction Librarian](#)

Location: Harford Community College, Bel Air, MD

Full vacancy announcement available on [ALA Joblist](#).

Description

Harford Community College is seeking a customer service-oriented individual to join our library team. Responsibilities include providing reference/research assistance to students, faculty, staff, and community patrons in person and by electronic communications; assisting library patrons in using information and technology resources; and teaching information literacy/library instruction sessions. The reference & instruction librarian also serves as an embedded librarian in online courses, assists in the development of course guides and other user guides and in collection development.

Work schedule is approximately 20 hours per week, to include some weekend hours and one evening per week. The 10-month employee works August 15 to June 15 each year.

Requirements

A master's degree in library science from an ALA-accredited institution or in a closely related field, and advanced knowledge of reference service principles and information literacy competency standards are required. One year of experience in library reference preferred; one year of library instruction or other teaching experience is strongly preferred. Experience in an academic setting is also preferred.

Applicants will be evaluated on criteria including, but not limited to, proficiency in a Windows-based computer environment; experience assisting others to use online databases, library catalogs, and other print, non-print, or digital library resources; demonstrated ability to teach library instruction classes; and customer service experience. Experience using some or all of the Adobe Creative Cloud applications is desirable.

For best consideration apply online by July 11, 2018.

Position: [Division Manager – Library Technology Services](#)

Location: Loudoun County Public Library, Leesburg, VA

Full vacancy announcement available on [ALA Joblist](#).

Description

Just 45 minutes west of Washington, D.C., Loudoun County Public Library is a dynamic, forward-thinking organization that enjoys great community support and has an excellent reputation. Loudoun County Public Library is seeking qualified applicants for the Division Manager of Library Technology Services position.

This position reports to the Deputy Director and is a member of the senior leadership team, working closely with the Director, other departments, and other members of library management to facilitate and implement long-range planning for the library system.

Responsible for providing direction and expertise in digital library applications, including integrated library systems (ILS), emerging technologies, and system-wide technology projects.

Major responsibilities of this position include:

- Supervise technology teams managing the Library's online catalog, ILS, third party applications, eCommerce systems, online resources, automation equipment, and other hardware and software supporting staff workflows and customer service throughout the system;
- Lead all library technology initiatives, contracts, projects, and planning;

- Develop and execute system-wide strategies to address the technology needs of current and future customers and to enhance customer experience in a changing library landscape through technology;
- Assess library technology needs based on use, experience, and trends, and create plans and policies to adapt and improve technology offerings;
- Coordinate critical system-wide projects, especially as they relate to the technological impact on staff, customers, and resources;
- Develop a technology training plan for staff and customers to address the current and emerging needs of the community.

The successful candidate will have in-depth knowledge of current technology, trends, and technology's potential use in libraries.

Loudoun County Regular Full-time Employees are eligible for full **benefits** including but not limited to the following as a part of a total rewards package!

- Retirement from the Virginia Retirement System (VRS)
- Annual leave
- Sick leave
- Annual Paid Holidays
- Group Health Plan
- Group Life Insurance
- Exceptional Performance Recognition
- Credit Union Membership
- Employee Assistance Program (EAP)
- Education and Career Development

Hiring Range: \$66,515-\$96,749. Recruitment #18-A2-1242. Apply immediately. Visit our on-line employment center at www.loudoun.gov for more information and to apply. EOE

Requirements

Required:

- Any combination of education and experience equivalent to Master's Degree
- 4 years of experience
- Supervisory experience
- Proficiency with Microsoft Office suite
- Project management experience
- Experience with integrated library systems (ILS) and database administration preferred.
- Successful candidate will undergo a criminal, credit and DMV check.

Position: [Assistant Librarian](#)

Location: Hillwood Estate Museum & Gardens, Washington, DC

Full vacancy announcement available on [ALA Joblist](#).

Description

Hillwood seeks a self-motivated, responsible and highly organized Assistant Librarian. Our library holdings reflect the museum's collection of imperial Russian and 18th-century French decorative arts within a broad social context. The library contains approximately 38,000 items that consist primarily of monographs, auction catalogs, rare and antiquarian materials, Marjorie Merriweather Post's book collections, periodicals, and vertical and ephemeral files. Reporting to the Head Librarian, you will assist with day-to-day library operations with an emphasis on collection management activities such as acquisitions and cataloging. The

Assistant Librarian will also provide research and reference assistance to museum staff, volunteers and the general public.

Requirements

We seek a contemporary thinker with fresh ideas and an enthusiasm for the impact that new technologies can have on providing broad access, in addition to preservation practices. You'll be grounded in the fundamentals of library management, underpinned with an MLS from an ALA-accredited school. You'll be expected to be proficient or to quickly become proficient in automated cataloging using modern metadata standards, authority control, and acquisitions processes plus the effectively accessing integrated library systems. Foreign language skills (French or Russian) are desirable as is an understanding of appropriate preservation practices for rare books and other special collection materials.

This is a part-time position. Your work schedule will be Monday & Thursday 8:30 am – 4:30 pm, or Monday – Thursday 10 am – 2 pm. We don't envision this becoming a full-time role in the foreseeable future.

Position: [Academic Specialist \(Librarian\)](#)

Location: National Defense University, Fort McNair, Washington, DC

Salary Range: \$68,036 to \$77,000 per year

Full vacancy announcement is available on the [USAJOBS](#).

Summary

The National Defense University is recruiting for an Academic Specialist (Librarian) in Reference and Instructional Services. This position provides comprehensive instructional services on research methods, the use of Library resources and curriculum development support services to University students, faculty, staff, and authorized outside users. NDU develops joint warfighters and other national security leaders through rigorous academics, research and engagement to serve the common defense.

Responsibilities

Participates in the development and delivery of a comprehensive instructional program focused on research methodology, development of effective research strategies, and critical evaluation and analysis of scholarly resources.

Delivers highly-customized research and reference services, utilizing an in-depth knowledge of the theories, principles, practices, and objectives of librarianship in a graduate level, higher education environment.

Builds partnerships with faculty throughout NDU to provide curriculum development assistance, conducting research to identify and obtain learning materials to support course content and design.

Evaluates library holdings for strengths, weaknesses, and trends to assure currency and balance in the development of a library collection in all formats that aligns with curricular and research requirements of the University.

Conditions of Employment

Background or Security Investigation: This is a Non- Sensitive position which requires a background investigation.

Qualifications

To qualify for this position, you must:

- Have a Master's Degree in Library and Information Science from an American Library Association accredited program or academic equivalent.
- Have a minimum of two years of professional experience in instruction research and reference services in an academic, military, medical, special, or public library.
- Have demonstrated knowledge of research assistance methodology.
- Have experience instructing students in information literacy principles and practices.
- Have experience in selection/deselection/management of library resources in a variety of formats.
- Have experience working collaboratively with faculty or others to instructional design and curriculum development.
- Have strong interpersonal skills with the ability to initiate and maintain positive and productive working relationships with faculty, researchers, students, and colleagues in a group or individual setting.
- Have excellent oral and written communication skills, including creating and delivering presentations.
- Have the ability to think creatively, make decisions quickly, and work productively in a rapidly-changing environment.
- Have the ability to adjust priorities, take initiative, set goals, and manage projects and time wisely.
- Have the ability to work harmoniously as a team player and thrive in a team-based environment

Desired qualifications:

- Professional experience in a graduate-level academic library.
- Working knowledge of adult learning styles and/or online learning theory.
- Working knowledge of tutorial software (Captivate, Camtasia, etc.) and course management software.
- Working knowledge of instructional design and web design.

Volunteer Experience: Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills, and can provide valuable training and experience that translates to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Position: Research Analyst

Location: Bracewell LLP, Washington DC

Full vacancy announcement available on [LLSDC Jobline](#).

Job Description:

Bracewell is seeking a Research Analyst to provide research and reference assistance to attorneys and administrative staff throughout the Firm. This position reports to the Director of Knowledge Resources in Dallas, Texas but can reside in any Bracewell U.S. office.

Primary responsibilities include but are not limited to:

- Performs in-depth, on-demand legal, business, financial and competitive intelligence research through the utilization of print and online resources
- Creates and maintains practice specific toolkits / resource pages
- Coordinates group training sessions, develops training materials, and provides instruction on various research-related topics and strategies
- Works with practice group leaders to develop the best collection of resources in print and online
- Develops current awareness materials for distribution to attorneys / clients
- Develops and maintains content on the firm's intranet
- Assists with the evaluation and review of new resources
- Performs data entry for client billing as appropriate
- Other duties as assigned or needed

Knowledge / Experience / Skills Required:

- Master's degree in Library/ Information Science or J.D. preferred
- At least three (3) years of law firm legal research experience
- Highly proficient in searching a variety of databases including, but not limited to Westlaw, Lexis Advance, Practical Law, Intelligize, HeinOnline, BloombergLaw, CCH, MonitorSuite, Hoovers, etc.
- Experience using automated library systems; SydneyPlus experience preferred
- Strong critical thinking and analytical skills
- Ability to manage multiple assignments under tight deadlines
- Superior oral and written communication skills
- Strong customer service orientation
- Strong work ethic and ability to maintain strict confidentiality
- Strong problem-solving skills and attention to detail
- Ability to work independently with limited supervision as well as part of a virtual team
- Ability to develop strong internal relationships to market and improve services
- SharePoint experience a plus

Interested candidates should send their cover letter and resume to Natalie Lira

– Natalie.Lira@bracewell.com

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Library](#), [Public Services](#), [Special Library](#), [Technical Services](#), [Virginia](#), [Washington DC](#) | [Leave a reply](#)

Two Positions- Washington DC & Maryland

Posted on [June 26, 2018](#) by [LLAM News](#)

Position: [Research Librarian \(Temporary\)](#)

Location: International Monetary Fund, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

LAC Federal seeks a Temporary Research Librarian for an assignment with our client, the International Monetary Fund. As part of the IMF Library, the research librarian will provide research and reference services to the staff of the International Monetary Fund (IMF), using his/her knowledge of data, news and bibliographic resources to meet the information needs. The position is part of the Library Client Services Team, within the IMF Library.

Responsibilities:

- Meets the information needs and provide state-of-the-art library research services to IMF staff by:
 - Responding to client's requests for information using a variety of print, electronic and data resources including economic and financial databases or services like Moody's, S&P, Fitch, DataStream, Capital IQ, etc.
 - Evaluating, developing and implementing research projects as well as integrating library contents on institutional web sites.
- Develops information products and deliver library services by:
 - Creating information products, such as research guides, customized information packages, quick reference tools etc., to meet immediate and ongoing information needs of the staff.
 - Working closely with the departments on best ways of making library electronic resources available via their information/knowledge sharing systems (Intranet, SharePoint sites, mobile devices, etc.)
- Increase effectiveness of use of library services by contributing to the Library training and outreach projects across the IMF.
- Run or contribute to projects to enhance the user experience via the collection development and/or maintenance, and understand better users' need and information behavior,

Preferred Qualifications:

- MLIS from an ALA accredited university or other relevant degree, especially in economics or related areas.
- Minimum of 2 years of relevant experience in providing library services.
- Ability to interview users to understand their information needs.
- Ability to evaluate and search news, bibliographic, data and statistical services and deliver research and reference services.
- Familiarity with economic and financial data concepts and experience using and managing commercial data services is an asset.
- Ability to logically organize and work with large quantities of data is an asset.
- Excellent interpersonal and communication skills and the ability to contribute in a team-based environment.
- Knowledge of project management would be an asset

To apply, please visit: <https://goo.gl/HdarHP>

Position: Technical Information Specialist

Location: National Library of Medicine, Bethesda, MD

Salary: \$96,970 to \$126,062 per year

NOTE: Opening & closing dates: 6/28/2018-7/02/2018

Originally posted on the Maryland Library Association listserv.

Summary

This position is located in the Division of Library Operations (DLO), Technical Services Division (TSD), Library Technology Services Section (LTSS).

As a Technical Information Specialist, you will:

RESPONSIBILITIES

- Serve in state-of-the-art information technologies and their application to library and information centers and development of new products, services, and delivery mechanisms.
- Support the computing needs by identifying requirements, developing new means of delivering services and information, coordinating and enabling implementation of new services, and supporting ongoing services.
- Serve as a manager to NLM Digital Collections.
- Be responsible for examining and adopting new technologies to build and maintain robust systems for NLM resources.
- Lead project teams composed of a variety of members to conduct projects and research that requires to have a strong understanding of library technology, databases, software, and NLM policies and procedures.
- Lead and implement programs to test and evaluate NLM products and services through surveys, questionnaires, interviews, analytics, and other formal and informal evaluation tools.
- Serve as a liaison between NLM's Office of Computer and Communications Systems (OCCS) and DLO for recommending, testing, and implementing institution-wide and external network services.
- Collaboratively work with all types of libraries, government agencies and organizations working in biomedical and public health fields to determine strategies for exchanging information, improving services, and establishing cooperative projects.

Posted in [Job Vacancies](#) | Tagged [Maryland](#), [Medical Library](#), [Special Library](#), [Washington DC](#) | [Leave a reply](#) [Edit](#)

Eight Positions- Maryland, Washington DC, & Virginia

Posted on [June 23, 2018](#) by [LLAM News](#)

Position: [Science, Technology & Mathematics Librarian](#)

Location: Albert S. Cook Library, Towson University, Towson, MD

Full vacancy announcement available on [ALA Joblist](#).

Description

Serves as a research and instruction librarian and as liaison and subject specialist for Science, Technology and Mathematics and other disciplines as assigned. Plans and teaches information literacy in liaison area and other disciplines. Participates in the development, implementation and assessment of a comprehensive, integrated information literacy program. Evaluates and selects resources for the assigned collection and related areas; creates instructional materials; provides research assistance and reference services to students, faculty and members of the university community and to the community at large. Participates in developing library support for data management and data literacy initiatives. Designs and implements library initiatives to support student success and retention. Participates in library assessment initiatives. This position is a 12- month faculty status position. Librarians are expected to progress successfully along the promotion and permanent status track and participate fully as members of the library faculty. Rank is determined by qualifications at time of appointment.

Requirements

- Master's degree in Library or Information Studies from an ALA accredited institution.
- Bachelor's degree in an area of liaison responsibility.
- Strong commitment to supporting the academic and research needs of students, faculty and staff.
- Demonstrated skill in library instruction and information literacy.
- Knowledge of and ability to apply learning theory, pedagogy and instructional technology to information literacy instruction. •Background in assigned disciplines and understanding of teaching and research trends in that those subject areas.
- Demonstrated ability to provide traditional and virtual reference and research assistance in a variety of disciplines.
- Proficiency in the use of digital and print resources.
- Experience using web page authoring tools and social networking applications.
- Strong, positive interpersonal and collaborative skills; ability to work in a team environment.
- Excellent oral, written and interpersonal communication skills.
- Demonstrated initiative and ability to work independently and collaboratively on a variety of projects simultaneously. •Demonstrated excellent organizational, analytical, time management and project management skills.
- Ability to work flexibly and creatively in a changing and fast paced environment with a diverse population.
 - Ability to develop knowledge and skills related to data management and data literacy.
 - Demonstrated ability to meet the University's criteria for promotion and permanent status of library faculty.
 - Demonstrated competencies as outlined in "[Professional Competencies for Reference and User Services Librarians](#)"

Position: [Electronic Resources & Discovery Librarian](#)

Location: Albert S. Cook Library, Towson University, Towson, MD

Full vacancy announcement available on [ALA Joblist](#).

Description

The Electronic Resources and Discovery Librarian will provide leadership and expertise in integrating, organizing and managing electronic resources. This position assists the Assistant University Librarian (AUL) for Content Management with all aspects of the life cycle of e-resources, including purchasing, licensing, access, and maintenance of all electronic materials. The Electronic Resources & Discovery Librarian works cooperatively with units across the library to ensure that the library's subscription databases, e-journals and e-books are discoverable and accessible by patrons. Serves as a liaison and subject specialist to department(s) and related disciplines as assigned. Plans and teaches information literacy in liaison area and other disciplines. Designs and implements library initiatives to support student success and retention. Participates in library assessment initiatives. This position is a 12 month faculty status position. Librarians are expected to progress successfully along the promotion and permanent status track and participate fully as members of the library faculty. Rank is determined by qualifications at time of appointment.

Requirements

- ALA-accredited Master's degree in library/info science.
- Knowledge of the full e-resources life cycle: acquisitions; access; administration; user support and troubleshooting; evaluation/usage statistics and reports.
- Knowledge of library and bibliographic standards pertaining to e-resources, especially serials and continuing resources (MARC, RDA, CONSER, KBART, COUNTER, SUSHI).

- Familiarity with electronic resources management tools such as Serials Solutions and EZproxy.
- Familiarity of e-resources acquisitions trends including journal package deals, aggregator databases, DDA/PDA, evidence-based acquisitions and how they relate to e-resources.
- Familiarity with e-resources licensing issues (archival rights & perpetual access, LOCKSS/CLOCKSS/Portico, ILL and e-reserves use, data and text mining, model license terms).
- Familiarity with accessibility compliance standards (Section 508, WCAG 2.0).
- Experience with web discovery services, link resolvers, OpenURL/Z39.50, knowledge base maintenance, proxy and authentication services (EZproxy, Shibboleth).
- Strong, positive interpersonal and collaborative skills; ability to work in a team environment. • Excellent oral, written and interpersonal communication skills.
- Demonstrated initiative and ability to work independently and collaboratively on a variety of projects simultaneously.
- Demonstrated excellent organizational, analytical, time management and project management skills.
- Ability to work flexibly and creatively in a changing and fast paced environment with a diverse population. Demonstrated ability to maintain an active research program focused on the role, impact, and dynamics of electronic and digital resources in higher ed and academic libraries
- Demonstrated ability to meet the University's criteria for promotion and permanent status of library faculty.
- Demonstrated competencies as outlined in "[Core Competencies for E-Resources Librarians](#)"

Position: [Librarian \(Reference\)](#)

Location: Equal Employment Opportunity Commission, Washington, DC

Salary Range: \$45,972 to \$59,762 per year

Full vacancy announcement is available on the [USAJOBS](#).

Summary

You will serve as the Librarian (Reference) with direction, creates library reference and research products, services, and programs that incorporate users' information needs, preferences, and abilities by adapting emerging reference and research practices and tools.

Responsibilities

As the Librarian (Reference), you will serve as an advanced trainee, provides reference, research and information services in support of the mission-related requirements of the EEOC personnel at all policy and decision levels, as well as other authorized users. Maintains a level of security required for the facility and documents; instructs library personnel in the appropriate security requirements of the facility and documents.

Perform comprehensive reference services and literature searches for library customers.

Assess customer feedback, needs, and preferences to develop or recommend new information services and products to the organization and its customers.

Plan, evaluate, and recommend improvements in safeguards for reading room material.

Ensure that security protocols for the library facility and individual documents are followed, and make recommendations to enhance existing measures when appropriate.

Design and manage training programs including outreach and publicity programs, and special events such as exhibits of new materials, specialized bibliographies, commemorative events, or other products, services or programs.

Qualifications

GS-09 Specialized Experience: You must have one year of specialized experience equivalent to at least the next lower grade (GS-7) in the normal line of progression for the occupation in the organization. Examples of specialized experience would typically include, but are not limited to: Performing work varying over a wide spectrum of library functions; supporting the work of a Librarian; providing library service to customers to meet their informational needs; incorporating the use of the library web page, library databases, electronic journals, etc.; cataloging library materials (both electronic and print); providing circulation services; assisting with acquisition; providing basic interlibrary loan service and ready reference service; assisting users with operation of automated equipment; and tracking loaned and borrowed materials to insure timely return.

You will be evaluated on the following core competencies:

- Knowledge of the scientific principles, methods, and processes used in systematic and objective inquiry; including study design, collection, analysis, and interpretation of data; and the reporting of results.
- Knowledge of the principles, methods, and procedures used for the automated control of a process, including the design, development, and maintenance of associated software, hardware, and systems.
- Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
- Knowledge of the principles, methods, and tools of quality assurance and quality control used to ensure a product fulfills functional requirements and standards.
- Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about products and services; is committed to providing quality products and services.

Position: [Metadata Cataloger](#)

Location: LAC Federal, Washington, DC

Full vacancy announcement available on [CUA SLIS blog](#).

LAC Federal seeks a Metadata Cataloger for a full time long term position (40 hours a week; Monday to Friday) with a government library located in Washington, D.C. This is a replacement position with 3 years left on the contract.

Responsibilities:

- Catalog and provide metadata for digital objects added to the client's digital repository
- Participate in the development, maintenance, and documentation of the library's catalog using: client's indexing and retrieval information tool, client's Dublin Core schema, client's MARC to Dublin Core mapping, client's authority file, and digitization specifications
- Support client's digital document management functions, which include but are not limited to support for the client's Digital Repository (including backlog of technical reports and other items), operation of the electronic journal maintenance system, and file systems

- Support expansion of media within the client as audio, video, still image, data series, or other content may be added
- Investigate and evaluate new software applications to facilitate client's Technical Services functions such as processing documents into the client's Digital Repository, machine-aided indexing, metadata extraction, and digital preservation
- Provide publications support, such as editors, desktop publishing professionals, editorial assistants, and graphic designers to assist client's reports, informational materials, and other documents in print and electronic formats for print publishing or publishing on the Web
- Provide digitization services for identified collections, delivering products adhering to the accessibility standards of Section 508
- Continue in progress improvements to client's Integrated Search Database
- Complete and continue support for user interface for cataloging and integration of controls for client's indexing and retrieval information tool and other controlled fields
- Support integration and development of client's web site systems applications and services as these evolve, including but not limited to:
 - o Information resource management
 - o Knowledge management
 - o Content management
 - o Process management document management
 - o Web site updates, development, and maintenance
 - o Provide special collection views in the client's Catalog as required for government agencies holdings to be accessed upon the request of the agency. These special views are an important delivery method for client's content to special providers and customers;
 - o Provide and maintain metadata design and functionality consistent with national and international standards for Open Archives Initiative (OAI), Dublin Core Metadata Initiative (DCMI), information retrieval, data visualization, and developing client related standards for metadata.

Additional Responsibilities include the following:

- Copy catalog items
- Authority control and catalog maintenance activities
- Participate in activities with stakeholders (user training, answering questions, committee meetings, outreach through social media, etc.)

Qualifications:

- Master's degree in Library and Information Science is required
- Familiar with common metadata standards used in libraries such as MODS, PubMed JATS, RDA

- Familiar with Metadata and Data Catalog Management such Dublin Core, MARC, DCMI, etc.
- Knowledge of library automation/cataloging platforms
- Excellent analytical and communication skills.
- Creative problem solving abilities.

Position: [Metadata Librarian](#)

Location: LAC Federal, Washington DC

Full vacancy announcement available on [CUA SLIS blog](#).

LAC Federal is looking for a proactive and energetic Metadata Librarian to join the Library Operations Team at an international organization in Washington DC. The successful candidate will be responsible for original and copy cataloging of materials in all formats. He/she will demonstrate a commitment to customer service and the capacity to learn new skills. This is an 11 months full time (40 hour a week; Monday to Friday) benefited contract position.

Responsibilities Include:

- Perform original and copy cataloging including descriptive and subject cataloging and the associated authority work for materials in print or electronic formats in compliance with RDA, MARC, LCSH standards and local policies and assigns Library of Congress Classification call numbers.
- Create Cataloging in Publication Record (CIP) data for the new IMF publications
- Establishes new personal and corporate names and preferred titles, with appropriate cross-references for inclusion in the name authority file
- Proactively conduct quality control of existing metadata to ensure accuracy and completeness of information. This includes editing or updating bibliographic, holdings, item records and electronic portfolio coverage data, maintaining URLs, and updating local notes.
- Review or bulk edit ebook records provided by various suppliers to make sure their discoverability in the catalog
- Update and maintain circulation user records and policies in the Alma
- Record and report cataloging statistics in a timely fashion
- Back up interlibrary loan request operation, information desk coverage and other tasks as needed.

Qualifications:

Minimum Qualifications:

- Minimum of three-year professional cataloging experience with MARC, Library of Congress Subject Headings, Library of Congress classification, NACO
- MLS from an ALA accredited program or equivalent combination of education and experience
- Familiarity with RDA or other bibliographic description standards
- Familiarity with at least one library utility and integrated library system (ILS) and OCLC Connexion
- Ability to work efficiently, both independently and as part of team
- Ability to be timely in responding to requests and attention to details
- Eager to learn new tools and technologies

Preferred Qualifications:

- Experience with Alma, or Primo

- Experience with metadata editing tools, such as MarcEdit, OpenRefine, or strong Excel skills
- Flexibility and willingness to adapt to changing priorities and projects
- Reading knowledge of French, German, Spanish and other languages is desirable

Position: [Museum Exhibit Technician](#)

Location: Dumbarton Oaks Research Library and Collection, Washington, DC

Full vacancy announcement available on [CUA SLIS blog](#).

The Dumbarton Oaks Museum is seeking a full-time Museum Exhibit Technician to join the team responsible for maintaining our exhibit galleries for the best visitor experience. The Museum Exhibit Technician will prepare artifacts and art works for display and assist with design and installation of temporary and permanent displays. The role will perform a wide variety of tasks (interior design, construction, and installation of exhibitions; art preparation and handling; troubleshooting and repairs; maintenance of electronic and lighting systems).

Duties & Responsibilities:

- Perform art handling of Dumbarton Oaks museum objects and objects on loan
- Fabricate object mounts; prepare art for exhibitions; mat and frame works on paper, photographs and specimens
- Construct and design scale or full-size models of objects and gallery spaces
- Fabricate and install exhibit architecture and elements, such as cases, bases and interior built elements; mount and install exhibit graphics and wall panels
- Produce specialized exhibit elements as designed and paint and/or finish galleries, furniture, exhibit components and/or spaces as required
- Work closely with curatorial team to support the design and installation of changing temporary exhibits and conduct maintenance and repairs of existing collection-based exhibits
- Assist in transporting, uncrating and handling works of art by using established and approved fine art and artifact handling techniques; fabricate and pack shipping containers
- Assist in lighting design for all exhibits (in cases; track light in galleries)
- Assist in installation and implementation of electronic devices (iPads; Computer/TV screens and digital projectors)
- Perform related duties as assigned.

Basic Qualifications:

Candidates must have a minimum 3 years of production experience in exhibit fabrication, art handling and object preparation in a museum, educational or cultural institution.

Additional Qualifications:

Advanced carpentry skills are essential. Excellent communication skills, knowledge and expertise in relevant computer software (SketchUp, InDesign, PhotoShop) are preferred. Graduation from an accredited four-year college or university with major course work in museology, art, or a related field is preferred.

Position: [Records Management Specialist](#)

Location: Integral Consulting Services, Inc., Arlington, VA

Full vacancy announcement available on [CUA SLIS blog](#).

Job Description:

- Focuses on both hardcopy and electronic backlog activities: inventorying and analysis, electronic setup by organization; defensible deletions as aligned to retention schedules; training, outreach and communication.
- Uses knowledge of records management principles to facilitate inventorying and appraisals, categorization, disposition and retention, in accordance with all applicable statutory records management requirements.

NARA Certification is **MUST**

Configuration Document Management Certification is needed – Have to obtain one post start – will be reimbursed as per policy

Required Skills: MUST HAVE

- BS or BA in a related field (management or business fields) with Minimum 5 years of experience or 7 years of experience if no bachelor's degree
- Expertise utilizing Access (database development, updates maintenance), Microsoft Word, Excel and PowerPoint
- Experience supporting a Records Management Program
- Experience in National Archives and Records Administration Certified Records Management
- Experience in Creating and Maintaining Agency Business Information
- Experience in Records Scheduling
- Experience in Records Schedule Implementation
- Experience in Asset and Risk Management
- Experience in Records Management Program Development
- Experience in SharePoint (intermediate)

Position: [Librarian with Polygraph](#)

Location: Leidos Global Services Group, McLean, VA

Full vacancy announcement available on [CUA SLIS blog](#).

Leidos Global Services Group (GSG) currently has a need for a Librarian in McLean, VA to provide expertise in support of an Intelligence Community customer.

- Develop methodologies to in capturing required information from geospatial products in a web-based database
- Develop standard operating procedures in collaboration with customer decision makers
- Develop efficient processes in management of library facility and make recommendations to the government
- Make recommendations on how to enhance existing methodologies and procedures
- Extract pertinent information and features from various materials needed to write concise descriptions of various geospatial products Write concise descriptions of Geospatial products.
- Translate non-English products using on-line translators and translation services

PRIMARY RESPONSIBILITIES:

- Serve as support for functions including managing the Interlibrary loan service, geospatial catalog reference desk, and managing collection efforts of serials materials
- Catalog digital products in various formats (pdf; jpeg; tiff; gif)
- Provide support in an automated office environment
- Update, weed, and maintain collections of various kinds

Qualifications:

BASIC QUALIFICATIONS:

- BA or BS degree and 2 to 5 years of related experience.
- Possess TS/SCI Poly
- Experience in cataloging and document management work

PREFERRED QUALIFICATIONS:

- Able to work in an automated office environment
- Able to work in the customer environment as a strong team player
- BA or BS degree in Geography or Library Science
- Masters Degree in Library Science

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Services](#), [Special Library](#), [Technical Services](#), [Virginia](#), [Washington DC](#) | [Leave a reply](#)

Seven Positions- Maryland, Washington DC & Virtual

Posted on [June 20, 2018](#) by [LLAM News](#)

Position: [Web Developer](#)

Location: ZAI, Greenbelt, MD

Originally posted on the University of Maryland iSchool listserv.

ZAI has an immediate opening for a **Web Developer** to support our customer, a Federal Government Library located in Greenbelt, Maryland. The Web Developer will have experience using the LAMP stack, Drupal, and other frameworks to create and maintain high quality solutions that support and enhance the functionality of the Library's websites, applications, databases, and content management system.

As a member of the Digital Projects Team, the position reports to the Team Lead and works with teammates, library colleagues, patrons, and community partners to provide access to information and materials that support the scientific and engineering research and public outreach needs.

JOB RESPONSIBILITIES:

- Responsible for design and development work to support the Library's virtual presence.
- Work with open source and proprietary software to develop and maintain specialized databases and web-based resources.
- Responsible for management of web sites and applications, including content creation and addition/removal, applying updates, some support with server and database administration, and coordinating with the Systems Administrator on backups. Manages the migration of content from legacy web sites and systems. Installs, tests, and implements plugins and themes.
- Technical responsibilities include site development and maintenance; programming and database work; web statistics collection, monitoring, and reporting, work with APIs, some SQL and SPARQL querying.
- Specific projects may include supporting data migration, backend tool development, software configuration, and designing new sites and using new web services

technologies to improve the user experience in discovering, searching, finding, and acquiring library materials and content.

QUALIFICATIONS AND SKILLS:

Required:

- U.S. Citizenship
- 3+ years of experience in developing and maintaining web sites and web applications.
- Solid understanding of core web technologies and best practices (HTML, CSS, XML, JSON, REST, SOAP)
- Experience with Linux, Apache, Tomcat, Lucene/Solr, shell scripting (bash, perl), Composer.
- Experience using PHP and PHP frameworks (YII, Laravel, CakePHP).
- Experience using JavaScript and JS/CSS libraries and frameworks (jQuery, AngularJS, Bootstrap).
- Experience with object-oriented programming.
- Experience with a version control system such as GIT or Subversion; experience using GitHub / GitLab.
- Familiarity with Drupal 7/8 module and theme development or similar CMS.
- Knowledge of database programming and relational databases (MySQL).
- Familiarity with usability testing, principles of information architecture, best practices and guidelines for accessible Web design.
- Effective communication skills.
- Excellent organizational skills.
- Ability to work effectively both independently and as part of a team.
- Bachelor's degree in Computer Science, Information Technology, or related field. Equivalent training and experience in lieu of a degree will be considered.

Preferred:

- Knowledge of the Fedora Commons repository architecture for digital collections.
- Experience with/reasonable comfort level with Java application development.
- Knowledge of responsive web design fundamentals.
- Knowledge of library information systems; familiarity with library metadata standards and bibliographic information structure.
- Web development experience in a library environment.

Position: [Librarian III, Business Research and Instruction](#)

Location: Johns Hopkins University, Homewood Campus, Baltimore, MD

Originally posted on the University of Maryland iSchool listserv.

General summary/purpose:

Reporting to the Assistant Director for Academic Liaison, the Business Research and Online Learning Librarian supports research and information needs in business and related science, engineering, and social sciences programs in collaboration with faculty, students, and staff in both face-to-face and on-line environments. This position develops and facilitates access to the services and collections of a complex, multi-faceted research library through direct contact with faculty and students. Through creativity and use of innovative technology, the librarian

will advance the Sheridan Libraries' efforts in providing excellent research support and teaching and learning opportunities for students and faculty.

This librarian develops and teaches specialized classes and workshops in business and the social sciences that incorporate rapidly evolving informational technologies as well as traditional methods; conducts research consultations; reviews, acquires, and assesses collections that support research in assigned areas; engages with faculty, researchers, and students across the full lifecycle of research and scholarship, offering dynamic services and technologies to enable all forms of research, discovery, and learning; and raises awareness of resources and services through outreach efforts such as department-based office hours.

The librarian is a member of the Libraries' Teaching and Learning Team, using knowledge of pedagogical best practices to provide virtual, hybrid, and onsite research and information literacy support to students and faculty.

Specific duties & responsibilities:

Academic Area Support

- Engages with faculty and students to build and maintain strong working relationships and to identify opportunities for collaboration
- Analyzes trends in assigned research and teaching programs to stay abreast of scholarship and scholarly communications in the disciplines, and uses this knowledge to create and implement services and develop and manage collections to support these trends
- Collaborates with faculty on student learning outcomes, assessment, and evaluation
- Partners with faculty to develop and implement value-added services to support the University's research and teaching initiatives
- Supports faculty and student research through consultations and development of relevant resources

Teaching & Learning

- Works closely with the Learning Design and Technologies Librarian to develop, implement, assess, and analyze ongoing face-to-face, online, and hybrid learning programming and instruction in assigned areas
- Applies advanced adult learning theories to design content to teach research and information literacy skills integrating information fluency concepts and research skills into assigned subject areas
- Teaches in a variety of formats such as: synchronous and asynchronous online sessions, face-to-face sessions, semester-long courses, and embedding in course management systems
- Collaborates closely with colleagues in developing lesson plans, co-teaching, and sharing knowledge and experience to enhance the learning experiences of JHU students and faculty across on-line programs
- Communicates effectively through current media tools to facilitate awareness of resources and services

Academic Liaison Department

- Participates in departmental activities, including contributions to social media, providing general research consultation, and actively contributing to Academic Liaison working groups
- Works with teams both internally in the Sheridan Libraries and externally across all JHU libraries to coordinate services, initiate projects, and implement programs
- Provides research support for drop-in students; this may require evening and weekend hours
- Supports a high level of proactive interaction with faculty and students. Academic liaison librarians work both in teams and autonomously to provide resources and services to a very engaged community

Minimum qualifications (mandatory):

- MLS from an ALA-accredited program or equivalent; or graduate level degree in business or economics
- Degree or course work in business and/or economics
- Demonstrated broad knowledge of business information sources and expertise in the use of business and economics databases
- 3 years' experience working in an academic library required. 3-5 years related experience preferred
- Demonstrated understanding of the professional literature, trends in research and data creation within business and related social sciences, and the ability to impart this understanding to students and faculty
- Demonstrated knowledge of instructional design, pedagogy, and assessment principles for effective information literacy instruction
- Experience and/or educational background in online teaching and learning
- Strong technology skills including experience with new and emerging technologies in teaching and learning
- Demonstrated ability to work effectively in a technologically sophisticated and rapidly changing environment
- Evidence of outstanding outreach and user-centered support
- Ability to work effectively with a culturally diverse campus constituency demonstrate how they have incorporated inclusion, diversity, and educational equity in their work
- Demonstrated ability to make connections both across the library and the campus
- Demonstrated ability to embrace change and welcome opportunities to experiment and innovate
- Exemplary communication skills, goal-orientation and self-management abilities, and ability to establish and maintain cooperative working relationships

Preferred qualifications:

- Experience working in a business library
- Demonstrated assessment and analytical skills
- Demonstrated leadership ability and ability to develop short-term and long term plans in a collaborative environment
- Experience with a variety of teaching environments and technologies

The successful candidate(s) for this position will be subject to a pre-employment background check.

If you are interested in applying for employment with The Johns Hopkins University and require special assistance or accommodation during any part of the pre-employment process,

please contact the HR Business Services Office at jhurecruitment@jhu.edu. For TTY users, call via Maryland Relay or dial 711.

Position: [Serials and Electronic Resources Librarian](#)

Location: Salisbury University Libraries, Salisbury, MD

Full vacancy announcement available on [ALA JobLIST](#).

The Salisbury University Libraries are accepting applications for the position of Serials and Electronic Resources Librarian. This is a full-time, permanent status track position and serves a key role within the Libraries, reporting to the Associate Dean/Director of Collection Management.

Primary Job Duties: Manage serials, including ordering, receiving, and maintaining serials in print and electronic formats. Manage the lifecycle of electronic resources, including databases, e-books, streaming video, serials, and the like. Develop assessment strategies and conduct ongoing assessment; collaborate on collection development initiatives. Participate in library, campus, consortium, and regional/national activities as appropriate.

Minimum Qualifications: Master's degree from an ALA-accredited institution or equivalent degree from a foreign institution and one (1) year of professional library experience in technical services/collection management.

Required Knowledge, Skills and Abilities: Demonstrated ability to solve problems and commitment to customer service. Demonstrated skills in time, workflow, and project management. Attention to detail and strong organizational skills. Ability to handle multiple tasks/projects simultaneously and work well under pressure, independently, and in a team-oriented environment. The ability to be flexible is absolutely essential. Must be committed to contributing to a culturally diverse educational and work environment.

Preferred Qualifications: Academic or research library experience. Demonstrated experience and/or exposure to the use of current serials and electronic resource best practices and trends. Familiarity with MARC format. Ability to work with vendors and negotiate license agreements. Experience using staff interface of an integrated library or next generation system such as Aleph, Alma, or OCLC WorldShare. Experience with proprietary database/resource administrative modules. Experience with a web-scale discovery service such as OCLC WorldCat Discovery or Ebsco's Discovery Service.

Applications received by July 17, 2018 will receive first consideration. The position will remain open until filled. Salary is competitive and commensurate with qualifications and experience. This is a library faculty position with excellent benefits. Appointment will be contingent upon verification of eligibility to work in the U.S. and is expected to begin as soon as possible, but the date is negotiable.

Applications and supporting documents are accepted only via Salisbury University's Online Employment Application System. Please visit our website <http://www.salisbury.edu/HR/Jobs/> to apply online. See the FAQs of the Online Employment Application System for more information and instructions.

To be considered an applicant, you must apply online and submit the following in order for your application to be complete: 1) a letter of interest; 2) curriculum vitae; and, 3) the names and phone numbers of at least three professional references.

Position: Outreach, Education, and Communications Coordinator

Location: National Network of Libraries of Medicine, Southeastern/Atlantic Region (SEA) Health Sciences and Human Services Library, University of Maryland, Baltimore, Baltimore, MD
Full vacancy announcement available on [ALA JobLIST](#).

The National Network of Libraries of Medicine, Southeastern/Atlantic Regional Medical Library (NNLM, SEA, RML), housed within the University of Maryland, Baltimore (UMB) Health Sciences and Human Services Library (HS/HSL), seeks a librarian to oversee the development and implementation of professional health information topics, training areas, and coordination of the communications program for the regional medical library. The Outreach, Education and Communications Coordinator develops and teaches in-person and online courses to promote access to health information. The coordinator creates and coordinates an outreach plan and related projects to address the health information needs of healthcare providers and information professionals. This librarian is also responsible for managing the region's social media program, as well as creating content for the region's website and newsletter. In partnership with other Regional Medical Libraries and Offices, the coordinator produces national programming and collaborates with other SEA coordinators to exhibit NLM's resources at national, regional, and state meetings.

This is a full-time, grant funded, non-tenure, and non-permanent status track, faculty position reporting to the Executive Director of the SEA. The position is one of a team of four librarian-coordinators who work together to facilitate resource sharing, training, and cooperative projects in AL, DC, FL, GA, MD, MS, NC, PR, SC, TN, USVI, VA, and WV. For more information about NNLM SEA, visit <http://nnlm.gov/sea>.

Previous professional library experience is welcome, but not required.

MAJOR RESPONSIBILITIES:

- Identifies, develops, and teaches classes and workshops in a variety of formats addressing and promoting access to biomedical information to health professionals, librarians, and the public.
- Develops outreach projects improving information access for health professionals and their intermediaries in the region with special emphasis on services to unaffiliated health professionals, minority health professionals, public health workers, and hospital librarians.
- Coordinates an overall outreach plan taking into consideration the health information needs of health care providers and information professionals
- Develops educational materials for inclusion on the NNLM and SEA websites particularly in the areas of access to quality health information for health professionals
- Coordinates communication and promotion of NLM, NNLM, and NNLM SEA programs, resources, and services including but not limited to exhibits, webinars, presentations, librarian advocacy, featured articles for SEA Currents, and contact with health and health informational professionals and community associations.
- Coordinates, implements, and evaluates the SEA social media program to determine appropriate promotional communications support of NLM, NNLM, and NNLM SEA programs, resources, and services.
- Develops strategies and materials promoting the use of NLM and NNLM products and services to target populations such as health professionals, librarians, and the public.

- Maintains standards of accessibility for all resources created and maintained in accordance with Section 508 of the Rehabilitation Act.
- Cooperates with other Regional Medical Libraries and Offices to produce national programming
- Promotes and solicit applications for NNLM SEA awards; assisting potential applicants with their proposals, monitor progress and follow-up for awards in progress
- Works with other coordinators to exhibit NLM's resources at national, regional, and state meetings of health professionals, information professionals, and the public.
- Participates in other activities of the SEA that lead toward improved health information access, use, and literacy in the region.
- Serves as ex-officio and support to the SEA Medical Librarians Program Advisory Group

REQUIRED QUALIFICATIONS:

- Master of Library Science or equivalent advanced degree from an ALA-accredited program
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Demonstrated service orientation and ability to work effectively with colleagues, health professionals, and consumers in a diverse, multi-cultural community
- Knowledge of PubMed, MedlinePlus, and other NLM resources
- Willingness to travel; valid driver's license at the time of employment
- Ability to work independently and as a member of a team

PREFERRED QUALIFICATIONS:

- Project management, strategic planning, and team leadership skills
- Instructional design and course development experience, including evaluation
- Experience with teaching and training
- Experience with health information education with the ability to develop, plan, and conduct workshops and training, interacting confidently with audiences
- Knowledge of, or experience in medical librarianship
- Evidence of professional and scholarly activities
- Ability to communicate vision and motivate others; willingness to assume leadership roles as needed
- Demonstrated ability in obtaining results from initiating and participating in team efforts
- Effectiveness in promoting ideas while exhibiting tact and sensitivity; initiating interaction with others; and soliciting feedback from partners
- Comfort with change, flexibility and the ability to react quickly to program alterations and task modifications
- Experience with Moodle LMS and WebEx technologies

APPLICATIONS:

Application materials must include a CV/resume; cover letter which includes the source of advertisement; 3 references including names, addresses, and phone numbers; and a separate signed/dated affidavit page (stating "I verify that my CV is current and accurate" – does not need to be notarized). Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by July 20, 2018. Interested applicants should apply using the following link: <http://bit.ly/OECCRML>.

MINIMUM SALARY: \$55,000, commensurate with experience

BENEFITS: Generous benefits include choice of retirement, medical, and dental plans; 22 days of annual leave; 15 days of sick leave; 3 personal days and 14 holidays. Regular employees, as

well as their spouses and dependent children, may receive tuition remission for most programs at many campuses of the University System of Maryland.

Position: [Administrative Librarian](#) (Associate Librarian for Library Services)

Location: Library of Congress, Washington D.C.

Salary: \$126,148 to \$189,600 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

***This is an open continuous vacancy announcement. Applicants may submit or update their application at any time before the announcement closes. Applicants will be referred to the selecting official after each cutoff date specified in the announcement. This announcement is scheduled to close on the specified date in the announcement; however, the announcement may close earlier than the last specified cutoff date at the request of the selecting official or after a specified number of jobs are filled. Final application disposition will be completed once the announcement closes. Applicants must meet all eligibility requirements by the date of their application.

The cutoff for receipt of applications under this announcement will be 11:59 p.m. e.s.t. on the following dates: July 20, 2018, August 20, 2018, September 20, 2018, October 22, 2018, and November 23, 2018.***

The Associate Librarian for Library Services is responsible for directing the acquisition, organization, and preservation of the Library's universal collection of materials; for ensuring the quality of the collections and for providing rapid and effective access to them, serving as the leader in maintaining and securing the Library's universal collection of materials in all formats and media; for directing the provision of service to the Congress, libraries, scholars, the productive private sector, the educational community, other government agencies, and the general public.

The incumbent manages the Library Services service unit of the Library, exercising final responsibility for budget, personnel management, policy administration, and overall operational effectiveness. The Associate Librarian for Library Services participates in the overall management of the Library through membership on the Library's Executive Committee (EC), the top policy-making body.

This position is located in the Office of the Library, Library Collections and Service Group, Library Services.

The position description number for this position is 374285.

Responsibilities

The Associate Librarian for Library Services has overall responsibility, as well as delegated authority, for the oversight and administration of an entire service unit. Is primarily responsible for the direction and management of large-scale operations to efficiently and effectively achieve specified goals and objectives. Evaluates current and proposed programs and operations. Initiates, modifies, recommends, or discontinues such actions as appropriate.

The incumbent also serves, as a collateral duty, as Executive Agent for Collections Security. In this capacity, he/she is responsible to the Librarian, the Principal Deputy Librarian, the Deputy Librarian for the Collections and Services Group, and the Executive Committee for assuring that collections security is a core program of the Library, its managers, and staff. To accomplish this responsibility, the Executive Agent exercises agency-wide authority to oversee all collections security activities and programs, including the Director of the Office of Security and Emergency Preparedness with respect to his/her collections security responsibilities, the Chief Information Officer with respect to his/her digital collections security responsibilities, and the Collections Security Oversight Committee (CSOC).

Directs the processing and cataloging of materials acquired for the Library's collections. Facilitates and reinforces the Library's continuous improvement in metadata creation processes, procedures and systems, while ensuring that the Library meets its arrearage reduction goals.

Directs the preservation and conservation of the Library's collections, establishing priorities for the preservation of items based on their importance to the Congress and the nation. Explores new technologies for preservation, works to establish international standards for these technologies, and participates in national and international preservation efforts. Directs the provision of a variety of film and photo-reproductive products and services based on the Library's collections.

Provides advice and counsel to staff members and subordinate managers related to work and policy matters.

Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staff, other legislative and executive agencies, executives of major corporations, and distinguished members of the public. Establishes and maintains close and cooperative working relationships with professional peers internationally, Library or service unit management and officials, government agencies, and other institutions with related interests, in order to advance the programs and objectives of the Library.

Qualifications

The competencies below are required for this position. Those marked with a double asterisk (**) are considered the most critical competencies for this position.

A candidate's resume must show a proven record of accomplishment that clearly demonstrates he or she has:

(1) Ability to provide program oversight and administrative management of agency programs and operations**: The successful candidate has the ability to carry out established human resources management functions and practices that include: keeping employees informed of significant aspects of personnel management and the following: 1) interviewing and hiring staff; 2) providing regular and corrective feedback and coaching; 3) evaluating work performance; 4) encouraging active staff participation; 5) giving advice and instruction; 6) recommending performance standards and ratings; 7) identifying training opportunities; 8)

managing staff time and attendance, and approving leave; 9) reviewing and approving disciplinary actions; and 10) resolving informal complaints.

(2) Ability to perform human resources management functions**: The successful candidate has the ability to carry out established human resources management functions and practices including: keeping employees informed of significant aspects of personnel management and the following: 1) interviewing and hiring staff; 2) providing regular and corrective feedback and coaching; 3) evaluating work performance; 4) encouraging active staff participation; 5) giving advice and instruction; 6) recommending performance standards and ratings; 7) identifying training opportunities; 8) managing staff time and attendance, and approving leave; 9) reviewing and approving disciplinary actions; and 10) resolving informal complaints.

(3) Ability to direct the acquisitions, organization, and preservation of library collection of materials**: The successful candidate has the ability to direct the acquisitions, organization and preservation of materials by ensuring collections are developed to serve its constituents and that those constituents are provided the best possible bibliographic, research and referral services. This includes, 1) collaborating with variety of individual to build and select collections for an organization, 2) managing the acquisitions for collections; 3) fostering scholarly research in the library collections, 4) creating programs to share collections with individuals, 5) developing and implementing collections security plans, and 6) assuring the security of the collections.

(4) Ability to identify and analyze operational problems and develop solutions: The successful candidate has the ability to anticipate, analyze, develop, and plan the strategies necessary to coordinate and solve operational issues, complaints and grievances. This includes logically examining, analyzing, interpreting, and synthesizing information from different sources; generating and evaluating reasonable alternative solutions and the implications, consequences, and benefits of choosing each alternative; selecting the most promising alternative or course of action; and committing to action even in uncertain situations.

(5) Ability to communicate in writing: The successful candidate has the ability to communicate complex and specialized issues in writing through 1) policies and procedures, 2) strategic planning and forecasting documents, 3) performance management documents, 4) program proposals, 5) analysis/reports, 6) project plans, 7) budget documentation, 8) annual reports, 9) statements of work, and 10) policies and guidelines. This includes targeting the amount, form, depth and level of detail, and content of the information to the needs of the receiver/audience.

(6) Ability to communicate effectively other than in writing: The successful candidate has the ability to effectively express ideas and recommendations other than in writing in various settings to peers, staff, managers, supervisors, and external audiences to both provide and seek information. This includes actively listening to or understanding communicated information and answering questions thoughtfully and completely.

Position: [Outreach and Reference Librarian/Assistant Professor](#)

Location: University of the District of Columbia, Washington, D.C.

Originally posted on the Potomac Technical Processing Librarians' listserv.

Brief Description of Duties

Under the overall supervision of the Director of the Learning Resources Division, the incumbent will perform duties relating to the functions of the Access and Information Services Unit. Duties will be equally divided between reference functions and outreach activities and other areas as needed.

The incumbent will collaborate with academic faculty and librarians in teaching and fostering information literacy skills relevant to the university curriculum and in developing students' competence to access, evaluate, and effectively use electronic and print resources to acquire information.

She/he will also be responsible for planning and executing outreach activities of the library, including programming, marketing and communications, library displays, and social media.

Essential Duties and Responsibilities

Reference:

- Teach information literacy instructions sessions
- Perform reference (in-person and virtual) and other related duties, including evening and weekend hours
- Serve as academic department liaison, coordinating collection development with academic programs and managing related library collection holdings, and performing information literacy instruction for the department, as well as other duties related to the department needs for library resources and services

Outreach:

- Develop outreach programs to special populations/specific constituencies, such as transfer students, first-time college students, first-generation students, non-traditional students, veterans, alumni, honors programs, and/or community members
- Conduct outreach activities with faculty, students, and staff to ensure that library users are aware of collections, services, and technologies available to them; publicize library services, resources, and programs
- Craft and refine library messaging for campus or community communications
- Create a social media strategic plan and manage social media
- Work with on and off campus partners for library programming
- Effectively communicate the library's goals, services, and news to various campus constituencies, as well as to outside constituencies as appropriate
- Create physical library displays (in display cases) and work with the Library's Digital Technology Assistant to design online and print outreach materials
- Facilitate annual National Library Week essay contest

General:

- Participates in Washington Research Library Consortium Committees as assigned

- Keeps current professionally by participating in relevant conferences, peer group meetings, etc. and conducts ongoing professional development activities for colleagues and staff.
- Serves on departmental, university-wide, or consortium committees and task forces as assigned
- The incumbent is expected to meet those requirements listed in the Faculty handbook regarding research, scholarly, and creative activities, and university and community service. This is a tenure-track position.

Minimum Job Requirements

Required:

- Master's degree in Library Science from a program accredited by the American Library Association

Preferred:

- Experience with outreach to student populations, campus communities, non-academic units, and/or community groups
- Experience managing social media
- Teaching experience
- Strong commitment to customer service

Position: [Research Analyst](#)

Location: LibSource, Virtual

Full vacancy announcement available on [LLSDC Jobline](#).

LibSource, an LAC Group company, is seeking a full-time, experienced, Research Analyst, to work virtually for our Library as a Service (LaaS) platform. The Research Analyst will join a team of researchers in staffing a busy and diverse virtual research desk, performing and managing requests for legal, corporate, business development and other research from LaaS clients. All research and communication will be performed online and by phone, using both paid databases and open sources. The Research Analyst will report directly to the Deputy Director of Research & Intelligence and work with other analysts to complete research requests in a timely, professional, and cost effective manner. Research will be delivered directly to clients using a virtual reference desk platform.

This is a full-time virtual position. Successful candidates must be able to cover the hours of 11:00AM –8:00 PM PST/2:00 PM – 11:00 PM EST.

RESPONSIBILITIES

- Perform legal, corporate, business development and other research for LaaS clients using both paid databases (Westlaw, Lexis, Avention, etc.) and open sources (web searches, government databases, phone research, etc.)
- Communicate progress and research findings directly to client clearly and concisely
- Work with clients to clarify research objectives when necessary and provide follow-up on research requests
- Maintain current understanding of research methods and tools, including databases
- Keep Deputy Director apprised of research activities, client concerns, and issues that arise in the course of research

- Work with other Research Analysts to provide seamless service to clients even when working on complex and long-term projects
- Provide training and updates to research team regarding ongoing client projects
- On occasion, manage small research teams to accomplish more complex research objectives for clients
- Manage database access and other resources used for research
- Other duties as the arise according to client requests

QUALIFICATIONS

- 3-5 years experience as a researcher in a law firm library, preferably with some business development research experience
- MLS or JD preferred, though work experience or a similar or related degree may take the place of MLS/JD
- Advanced legal research skills including but not limited to docket and case law research (both state and federal), secondary sources, and practice guidance
- Experience with corporate and business development research including gathering information from diverse sources (annual reports, SEC filings, Secretary of State records, case law, patent and trademark applications and records, lobbying activity, etc.)
- Extensive experience with Lexis and Westlaw (preferably LexisAdvance and WestlawNext) and ability to quickly learn and navigate other databases including but not limited to Monitor Suite, Avention, Capital IQ, Intelligize and Practical Law.
- Experience with open source research beyond search engine use, including government and non-profit databases, think tanks and academic sources. Must be comfortable calling and emailing sources for information.
- Exceptional client service skills, particularly via written communication
- Current experience using Microsoft Office (Word, Excel, PowerPoint and Outlook)

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Services](#), [Technical Services](#), [Virtual Position](#), [Washington DC](#) | [Leave a reply](#)

Three Positions: Washington DC and Maryland

Posted on [June 18, 2018](#) by [LLAM News](#)

Position: [Research Librarian](#)

Location: Crowell & Moring, Washington, DC

Originally posted on LLSDC [Job Listings](#).

Join a dynamic team of researchers who handle challenging and interesting research projects across our firm!

Job Description

Job Summary:

The Research Librarian provides research support and outreach for all offices and works as a member of the firmwide research team. The position also participates in training, collection development, and special projects that enhance the services offered by the department.

Interested applicants need to submit a cover letter along with the resume.

Job Responsibilities:

- Conducts business, legal, legislative, regulatory research for attorneys, marketing staff and paralegals, providing the initial analysis of research results and summaries of key findings.
- Provides background research and competitive intelligence on current or potential clients and markets in support of business and client development efforts.
- Guides attorneys and staff on the effective use of research databases and print collection
- Provides current awareness and alerting services for attorneys and staff.
- Assists in resolving access and technical issues with online resources.
- Remains current on technological applications and best practices relevant to providing high-quality research services.
- Recommends additions of print and electronic sources to the Research Services collection, maintaining a focus on trends in client requests and interests.
- Performs other special projects or duties as needed.
- Requires occasional overtime and travel.

Position: [Research and Instruction Librarian](#)

Location: Washington College, Chestertown, MD

Full vacancy announcement available on [ALA Joblist](#).

Description

Washington College invites applications for the position of Research and Instruction Librarian. The College seeks an enthusiastic and motivated librarian who can provide research and information literacy instruction. The successful candidate must be experienced in providing reference services to students, faculty, and staff; information literacy instruction and assessment of student learning across the curriculum in all four years. The Research and Instruction Librarian also serves as the liaison to an academic division, department, or program; assists with collection development and the general operation of Library and Academic Technology; and engages in faculty activities. Demonstrated ability in creating digital instructional tools for students and faculty is desirable. Expected to work some weekends and Sundays. This is a 12-month, non-tenured faculty position.

Required Qualifications:

Master's degree from an ALA-accredited program required. Current experience in reference and instruction services and working knowledge of library and information technologies. Strong commitment to quality user services. Demonstrated ability to work and communicate effectively with a variety of faculty, staff, and students. Demonstrated understanding of and commitment to a collaborative work environment and shared decision-making. Familiarity with emerging trends in public services, reference, information resources and technologies, and the ability to identify and implement appropriate changes within a dynamic environment. Understanding of small independent liberal arts colleges.

Position: [Library Director](#)

Location: Cecil College, North East, MD

Originally posted on the Maryland Library Association listserv.

Position: Library Director

Department: Student Services & Enrollment Management

Hours: 37.5 hours a week; 8 to 4:30 Monday-Friday; occasional nights and weekends

GENERAL RESPONSIBILITIES

The Library Director is responsible for the overall management of the Cecil College Library. The Director should be an experienced information resource expert with a successful track record of implementing new programs in collaboration with the academic community. Additionally, the position will be responsible for the administration of quality services using current library technologies.

SPECIFIC DUTIES

1. Oversees physical inventories of the library print and non-print collections as needed.
2. Ensures efficient and effective use of the integrated library system, SirsiDynix, through technical support and problem solving.
3. Collaborates with faculty and library staff in investigating leading-edge technologies, testing new software, and recommending and implementing appropriate systems in support of library services.
4. Directs the development and implementation of library orientation programs and services.
5. Oversees the completion of service quality assessment of the library to ensure continuous improvement in library services.
6. Provides leadership in developing faculty outreach and liaison programs.
7. Functions as a resource in recruiting, hiring, training, and evaluating the College library staff.
8. Supervises collection development of subject areas relevant to the College mission such as multiculturalism and student learning.
9. Prepares, presents, and administers the library budget.
10. Responsible for all materials donated to the library.
11. Coordinates Cecil College's library services, activities, programs, and initiatives with other local and regional academic institutions, CCPL, CCPS, and local community.
12. Fulfill MHEC proposal requests for Library Resources from Associate Dean for Academic Assessments & Development.

Other Related Duties

1. Attend related statewide meetings as appropriate.
2. Participate in College committees as necessary.
3. Handles other related duties as assigned.

Requirements:

- Education: Master's degree in library science (ALA accredited).
- Experience: Minimum of 5 years of substantial management, supervisory and budget experience in increasingly responsible positions in academic libraries. A record of successful implementation and management of a variety of services, functions and knowledge of best practices and current trends in library services.
- Skills/Training: Demonstrated ability to introduce information literacy related to online research to the College community. Strong record of professional and scholarly activity.
- Proficiencies: Evidence of strong verbal and written communication skills. Documented supervisory experience.

- Scheduling Requirements: Varied work schedule during critical periods, sometimes requiring evening, and Saturday work hours dependent on the needs of special events promotions.
- Physical Demands: None
- Other Requirements: NA

Deadline: For best consideration, please apply by July 8, 2018.

For additional information,

visit <https://legacy.cecil.edu/Employment/displayjob.asp?id=1025> or e-mail hr@cecil.edu.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Law Library](#), [Maryland](#), [Washington DC](#) | [Leave a reply](#)[Edit](#)

Six Positions- Washington DC & Maryland

Posted on [June 15, 2018](#) by [LLAM News](#)

Position: [Acquisitions and Resource Management Librarian](#)

Location: The Loyola Notre Dame Library, Baltimore, MD

Originally posted on the Maryland Library Association listserv.

The [Loyola Notre Dame Library](#) seeks a dynamic librarian with electronic resource management experience to join our Acquisitions unit. The Acquisitions and Resource Management Librarian will provide day-to-day leadership, unit supervision, and strategic direction for the timely acquisition and maintenance of physical, electronic, and emerging-format resources. Additionally the candidate will follow best practices to enhance the discovery and delivery of electronic resources. With over ninety percent of our content budget allocated to electronic resources, the unit is actively engaged in providing patron-centered access to resources for undergraduates, graduates, and faculty at [Loyola University Maryland](#) and [Notre Dame of Maryland University](#).

The successful candidate will possess strong project management skills, communicate effectively and collaboratively, and monitor and refine unit best practices for delivery of physical and electronic resources. Reporting to the Assistant Director of Collections and Access Services, the Acquisitions and Resource Management Librarian is expected to maintain an awareness of national practices and trends. This position will supervise and evaluate unit staff and students.

Position Responsibilities:

- Perform day-to-day operations and supervise staff and students in the Acquisitions unit;
- Lead staff, training, and operations related to acquisitions in all formats—examples include:
 - Managing all aspects of the life cycle of electronic resources management;
 - Managing maintenance and enhancement of discovery layer and knowledge base(s);
 - Coordinating GOBI ordering and shelf-ready initiatives;
 - Developing cross-unit workflows with Cataloging & Metadata Services and/or Access Services as needed;
- Participate in collection refresh activities in collaboration with Access Services, Cataloging & Metadata Services, and Research Services;

- Develop protocols and dashboard statistics to communicate acquisitions information to internal and external constituents;
- Coordinate acquisitions budget and monitor expenditures with the Assistant Director;
- Perform liaison duties in assigned subject area(s) to promote services and resources to faculty;
- Participate in library-wide initiatives as assigned;
- Participate in the [University System of Maryland & Affiliated Institutions](#) (USMAI) consortium regarding policies, standards, and best practices that benefit a shared ILS environment.

Required Qualifications:

- ALA-accredited Master's in Library/Information Science or equivalent;
- 2-3 years of professional experience in an academic library setting;
- 1-3 years of experience managing, implementing, or integrating acquisitions processes;
- 1-3 years of hands-on, recent experience managing the life cycle of electronic and continuing resources including budgets, licensing, technology, and assessment;
- Working knowledge of budget monitoring and reporting in an integrated library system environment (currently Ex Libris' Aleph);
- Demonstrated ability to establish priorities, set performance expectations, manage projects, work in a team environment, assess outcomes, and achieve goals;
- Demonstrated experience integrating payment and ordering data (e.g., EDI and EOD) and using acquisitions systems (e.g., GOBI);
- Demonstrated experience with external services and tools (e.g., EZproxy, knowledge bases, link resolvers, A to Z lists, and OCLC);
- Extensive knowledge of descriptive, structural, and administrative metadata as it relates to access and discovery of resources;
- Ability to thrive in a changing work environment and demonstrated commitment to professional development.

Preferred Qualifications:

- Experience with rapid cataloging processes;
- Knowledge of discovery layer structures and batch loading processes;
- Working knowledge of ILLiad;
- Experience working with library consortia;
- Understanding of future trends (e.g., data visualization, cloud computing, and text mining).

Application Procedures: Review of applications will begin immediately and the position will remain open until filled. Please submit electronically a resume, cover letter, and a list of three (3) work-related references with "Acquisitions & Resource Management Librarian" in the subject line to Lorena Dion, Administrative Operations Coordinator: ldion@loyola.edu.

Position: [Library Associate Director](#) (Access Services Associate Director)

Location: Montgomery College, Takoma Park/ Silver Spring, MD

Full vacancy announcement available on [CUA SLIS blog](#).

Job Description:

The Access Services Associate Director directs and manages the college wide operations of the access services division. Supports all aspects and methods of division activities for a three campus library system. As part of the management team, coordinates long term goals, objectives, and strategic directions with the director, other divisions and external units. Enhances and standardizes policies and procedures. Identifies and implements new programs and services to optimize resource stewardship, patron experience, and student success. The

access services division is responsible for service desk operations at all campus libraries, including formation of college wide service level expectations, effective utilization of student employees to support services, and standardized procedures and practices at all campus libraries for the reserves, Interlibrary Loan, and Intercampus Loan services, as well as inventory and management of the collections and related circulation services. The division is the primary public face for 640,000 patrons who visit the library annually in person. Patrons ask approximately 10,000 non-research questions and check out nearly 30,000 books, textbooks and other media annually. The division is responsible for library facilities and manages the tangible collections.

This division is responsible for college wide planning for library aesthetics, space planning, furniture, event management, displays, and programming in support of student services and the Academic Area Liaison Program. The division manages and maintains internal systems for circulation transactions, reserves requests, and requests for materials from other libraries. The division works closely with other library units on collection maintenance and new collection projects in the facilities, deployment of new end-user software and hardware, and to provide research help to users at their time of need. This division works collaboratively with Academic Learning Centers and Student Affairs to coordinate complementary student support services across the College ecosystem. The division has three access services supervisors, 14 access services specialists, and student employees.

The Montgomery College Library is moving from a principally campus-based organization, to a functional structure. The new structure will align the library with the College's strategic directions, particularly efforts to increase student success, and will facilitate common student and common employee experiences. This position will provide leadership to one of four new divisions. The Montgomery College Library facilitates student success by collaborating with the College community in the creation and delivery of innovative services in a culture of excellence and accountability.

Duties include but are not limited to:

- Directs and manages, and coordinates long term goals and strategic directions of the college wide operations of the access services division
- Supervises three access services supervisors
- Oversees access services assessment planning
- Responsible for access and information services provided at single service desks at all campus libraries
- Provides in-person and virtual service to library users
- With other divisions, oversees college wide service level expectations and training of employees to assure quality standardized service provision
- Implements standardized procedures and practices for in-person and virtual services
- Administers access services (including circulation, course reserves and interlibrary loan) systems
- Collaboratively plans and implements library automation projects and supports deployment of new technologies to the public
- Coordinates college wide planning for library aesthetics, space planning and furniture for 91,000 square feet of library facilities
- Acts as library point person on safety and security matters

- Effectively manages collections of well over 200,000 items on over four miles of stacks shelving
- Assures that effective programming, displays and events are offered
- Manages access services student employee and supplies budgets of approximately \$230,000 and assists in developing annual library budget
- Actively participates in College and professional service, including taking on leadership roles

Required Qualifications:

- Masters in Library Science (M.L.S., M.S.L.S., M.L.I.S.) from an ALA-accredited institution
- Five years of library access services professional level experience
- Two years of supervisory experience
- Thorough knowledge of current and emerging trends, principles, policies, procedures and best practices related to at least four of the access services areas: circulation, course reserves, resource sharing (Interlibrary Loan and Intercampus Loan), information services, facilities and stacks management
- Excellent customer service skills, including responding to user complaints and explaining library policies and actions
- Skill in use in and management of systems: circulation and course reserves modules in an integrated library system, and standalone course reserves and Interlibrary Loan systems
- Knowledge of database infrastructure of integrated library systems and course reserves and Interlibrary Loan systems
- Experience working with information services tools including discovery service
- Skill in managing a student employee and supplies budget
- Demonstrated excellent analytical, organizational, team management, leadership, interpersonal, coaching and team building skills
- Ability to work with and supervise diverse employees and work with a diverse set of student and employee constituencies
- Eligible applicants must currently be authorized to work in the United States and not require employer visa sponsorship

Preferred Qualifications:

- Library access services professional level experience in an academic setting
- Supervisory experience in an academic library
- Skill in managing a student employee and supplies budget in excess of \$200,000
- Experience with long-term stacks management planning
- Knowledge of web-content creation, information services and higher education software such as discovery services, Blackboard LMS, tutorial modules, Springshare products, Camtasia, Wikis, SoftChalk
- Knowledge of social media tools

Application Process:

- Apply online at <http://www.montgomerycollege.edu/employment>
- Online applications must be received by July 6, 2018
- For consideration, you must:
 - Include dates of employment in your application or attachment;
 - Submit a cover letter describing how your experience and background matches this position.
 - List 3 professional references.

As a condition of employment, the following are required at the time of hire:

- Successful completion of a background check.

- Participation in a retirement plan.

Our benefits package includes: generous paid vacation, sick, paid holidays, medical, dental, vision, group legal benefits, professional development, retirement plan, educational assistance, tuition waiver for employee and dependents, wellness programming including onsite gyms, pools and classes.

Position: [Library Associate Director \(Research and Teaching Associate Director\)](#)

Location: Montgomery College, Rockville, MD

Full vacancy announcement available on [CUA SLIS blog](#).

Job Summary:

The Research and Teaching Associate Director directs and manages the college wide operations of the research and teaching division. Supports all aspects and methods of division activities for a three campus library system. As part of the management team, coordinates long term goals, objectives, and strategic directions with the director, other divisions and external units.

Enhances and standardizes policies and procedures. Identifies and implements new programs and services to optimize resource stewardship, patron experience, and student success. The research and teaching division will define and execute the Academic Area Liaison (i.e., embedded librarian) Program, in support of Academic Master Plan initiatives to increase student success. Librarians will serve as liaisons to the College's academic departments, focusing on embedded classroom support (in person and virtual), information literacy, instruction, and in-depth reference and research assistance. Teams of librarians will be dedicated to STEM, health and communications, humanities, business and social sciences, and applied technologies and Workforce Development and Continuing Education (WD&CE). Lead librarians will coordinate discipline-based teams across campuses, providing a deep focus on academic programming to tailor services based on areas of study, an emphasis on forming partnerships with faculty and creating dynamic learning tools in support of the curriculum, collection building to support departmental needs, and coordinating areas, such as copyright and Open Educational Resources (OERs). The division maintains 300 research, course, and faculty guides and tutorials and responds to over 4,000 reference and research questions annually. The division assures that MC students have appropriate information literacy skills through online embedding of information literacy content and systems, and overseeing the library instruction program which responds to 400 requests annually and reaches nearly 8,000 students.

The division will work closely with deans, chairs and program coordinators to build relationships between faculty and librarians and to understand departmental needs, attitudes and internal operations. The division works with other library units to provide research help to users at their time of need, on messaging and marketing approaches, and deployment of new services. Librarians in the division communicate what faculty and curriculum needs are to the collection development librarian. The division has four lead librarians and nine additional librarian employees.

Duties include but are not limited to:

- Directs and manages, and coordinates long term goals and strategic directions of the college wide operations of the research and teaching division
- Supervises four lead librarians and nine additional librarians
- Oversees lead librarians and librarian teams to coordinate approaches across the College
- Oversees research and teaching assessment planning
- Manages library embedded support services initiatives (in person and virtual)

- Implements standardized college wide procedures and practices for in-person and virtual services
- Assures maintenance of 300 research, course and faculty guides
- With other divisions, oversees college wide service level expectations and training of employees to assure quality standardized service provision
- Supports and leads division librarians to offer instruction and research services
- Provides in-person and virtual service to library users
- Coordinates virtual embedded support services with library divisions and relevant College units
- Coordinates with technology and user experience associate director to acquire and create effective tutorials and training videos and create intuitive online research and learning assistance
- Manages student employee and supplies budgets of approximately \$20,000 and assists in developing annual library budget
- Actively participates in College and professional service, including taking on leadership roles

Required Qualifications:

- Masters in Library Science (M.L.S., M.S.L.S., M.L.I.S.) from an ALA-accredited institution
- Five years of library research and teaching professional level experience, preferably in an academic setting
- Two years of supervisory experience
- Thorough knowledge of current and emerging trends, principles, policies, procedures and best practices related to at least three of the research and teaching areas: embedding library services into LMS environments, academic area liaison services, library instruction, and reference and research services
- Skill in use in and knowledge of configuration of research and teaching-related systems: discovery services, Blackboard LMS, tutorial modules, Springshare products, and other research and teaching services
- Knowledge of web-content creation, information services and higher education software such as Camtasia, Wikis, SoftChalk
- Familiarity with open educational resources (OER)
- Familiarity with collection development and management, including collection assessment, and implementation of new collections programs
- Demonstrated excellent analytical, organizational, team management, leadership, interpersonal, coaching and team building skills
- Ability to work with and supervise diverse employees and work with a diverse set of student and employee constituencies
- Eligible applicants must currently be authorized to work in the United States and not require employer visa sponsorship

Preferred Qualifications:

- Library research and teaching professional level experience in an academic setting
- Experience supervising librarians in an academic library
- Skill in managing a budget in excess of \$20,000
- Knowledge of database infrastructure of research and teaching-related systems
- Knowledge of social media tools

Application Process:

- Apply online at <http://www.montgomerycollege.edu/employment>
- Online applications must be received by July 6, 2018

- For consideration, you must:
 - Include dates of employment in your application or attachment
 - Submit a cover letter describing how your experience and background matches this position.
 - List three professional references

As a condition of employment, the following are required at the time of hire:

- Successful completion of a background check.
- Participation in a retirement plan.

Our benefits package includes: generous paid vacation, sick, paid holidays, medical, dental, vision, group legal benefits, professional development, retirement plan, educational assistance, tuition waiver for employee and dependents, wellness programming including onsite gyms, pools and classes.

Position: [Processing Archivist](#)

Location: Johns Hopkins University, Baltimore, MD

Full vacancy announcement available on [CUA SLIS blog](#).

General summary/purpose:

The Processing Archivist will gain important career skills working with world-class collections alongside an experienced, user-focused, collaborative archives staff while also contributing meaningfully to the advancement of the Sheridan Libraries' archives unit.

The Processing Archivist's main responsibility will be to accession, arrange, and describe archival collections (i.e. manuscript collections and university records) acquired by the Sheridan Libraries' Special Collections department. This is a two-year, full-time appointment with the opportunity for renewal.

Specific duties & responsibilities:

- Accession, arrange, and describe analog and born-digital archival collections in accordance with best practice
- Create finding aids compliant with archival metadata standards such as DACS, EAD, and EAC-CPF
- Coordinate creation of cataloging records with Technical Services unit
- Create processing plans
- Supervise student workers
- Participate in the development, documentation, and implementation of processing standards in the Archives unit
- Identify conservation issues in collections and collaborate with Conservation and Preservation department to address these concerns as appropriate
- Arrange and describe electronic records
- Communicate with faculty and donors about acquisition and processing of collections
- Collaborate with Hopkins Retrospective Program Manager to conduct oral histories of first-generation JHU undergraduates

Minimum qualifications (mandatory):

- Master's degree in library science, archival studies, or related field
- Experience processing archival collections
- Experience applying archival metadata standards, including DACS, EAD, and EAC-CPF
- Familiarity with born-digital archives issues
- Cultural competency skills

- Commitment to advancing diversity, equity, and inclusion through archival practice
- Excellent writing skills
- Excellent communication skills
- Attention to detail
- Willingness to learn from and collaborate with senior archivists
- Motivation to contribute meaningfully to Archives team and archival profession at large

Preferred qualifications:

- Experience working with an archival content management system such as Archivist's Toolkit or ArchivesSpace
- Experience accessioning and/or processing born-digital archives
- Experience working with faculty, donors, or other members of the public
- Experience supervising students

The successful candidate(s) for this position will be subject to a pre-employment background check.

Note: Job Postings are updated daily and remain online until filled.

To apply: Please attach a resume and cover letter as one PDF to your application. In your cover letter, please briefly describe your commitment to and/or experience with advancing diversity, equity, and inclusion through archival practice.

Position: Biological Sciences/Bioscience Informationist

Location: Wilson Information Services Corporation (WISCO) – NCI-Frederick Library, Frederick, MD

Full vacancy announcement available on [CUA SLIS blog](#).

Job Summary:

Biological Sciences/Bioinformatics Informationist – Wilson Information Services Corporation, the Scientific Library contractor at the National Cancer Institute at Frederick, has an immediate opening for an outgoing, service-oriented librarian with a strong bioinformatics background, who can adapt to a changing environment with a positive and innovative attitude, to manage outreach services in consultation with research staff in a multi-disciplinary biomedical research library setting.

Job Duties and Responsibilities:

This individual will provide information management, reference, marketing, and instructional services to scientists and support staff whose expertise ranges from biopharmaceutical development, proteomics, gene mapping, and nanotechnology to virology, immunology, genomics, and veterinary science. Serves as a consultant to scientists seeking assistance in locating and managing genetics information, bibliometrics and portfolio analyses, and disseminating research results via the web. Duties also include serving at the circulation and reference desks, which requires knowledge of biomedical resources. Must be able to work in an environment that fosters learning, collaboration, and teamwork, and able to communicate with others effectively by telephone, in writing, and in person.

Education:

An A.L.A.- accredited M.L.S. and a minimum of six years post-degree experience; time at the bench as a biologist in lieu of some post-degree experience is applicable.

Additional Qualifications:

Proven, successful, demonstrated experience with application of information expertise to literature searching and prior experience working in a health sciences, pharmaceutical, or

biomedical library is required. Familiarity with the major scientific databases, an undergraduate degree in biology or molecular biology, and knowledge of health sciences literature preferred. Experience with identifying and applying new technology to information management problems is essential. A strong background in use of information technologies, information management tools, and library marketing is expected.

Hours: This full-time, 40-hour week position includes rotational days at the Advanced Technology Research Facility

Type of Work and Work Environment: Involves moderate physical exertion. [NCI-Frederick](#) is a smoke-free workplace.

Salary and Benefits: Salary depends upon qualifications and experience. We offer excellent company benefits.

To apply: Send resume to Howard Wilson, Administrator, Wilson Information Services Corporation, P.O. Box 102, New Market, MD 21774. The successful candidate will be subject to a pre-employment background check. WISCO is an EEO employer.

Position: [Library Technicians](#)

Location: LAC Group, Washington, DC

Full vacancy announcement available on [CUA SLIS blog](#).

Job Summary:

LAC Group is seeking Library Technicians to work on-site at a major Federal library in the Washington, DC. Technicians will work in one of four technical service areas: accessioning of new acquisition, collections maintenance, serials bindery and preservation, and inventory management. Must show strong attention to detail and an ability work without direct supervision. This is an ongoing contract full time (40 hour a week; Monday-Friday) benefited position starting last week of September. Nights and weekend work are expected for the role.

Qualifications:

- 6 months of prior experience working in a law library of over 500,000 volumes (preferred) or similar experience at any library
- Ability to follow detailed instructions and organize large quantities of materials
- Experience retrieving and refiling library materials according to the Library of Congress Classification System.
- Demonstrated experience in at least one of the four (4) library technical services areas (accessioning, collections maintenance, preservation, inventory control).
- Ability to work nights and weekends as needed
- Preference will be given to applicants who are proficient in at least one foreign language and who are able transliterate using Romanization tables.
- Must be able to work nights and weekends.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Services](#), [Technical Services](#), [Washington DC](#) | [Leave a reply](#)

Two Positions- Maryland & Washington, DC

Posted on [June 11, 2018](#) by [LLAM News](#)

[Electronic Resources Management Specialist](#)

Location: American University, Washington, DC

Salary Range: \$19.51 – \$21.93/hr

Full vacancy announcement is available on the [CUA SLIS blog](#).

Summary/Objective

The E-Resources Management Specialist works independently within the Electronic Resources Management Unit to provide support for all of the Library's electronic resources, including journals, databases, e-books, datasets, and aggregator collections via the library's Electronic Resource Management System, OCLC WorldShare, LibGuides, and EZProxy. The position's primary responsibilities include maintenance of resource and license records in the ERMS and OCLC WorldShare, management of e-resource usage data collection and reporting, maintaining archival units for the LOCKSS server, maintaining definitions on the EZProxy server, working with the Electronic Resources Management Unit to troubleshoot end-user access issues.

Work Environment

- The Electronic Resources Management Specialist reports directly to the Electronic Resources Librarian, together with the Electronic Resources Specialist
- This position works as part of the Electronic Resources Management Unit
- This position provides direct support for the library's growing electronic collections, which currently represent approximately 80% of the library's materials budget
- E-collections support student and faculty research from across campus, as well as from any remote location with sufficient Internet access
- As the university expands its global and distance learning programs and emphasis on research activities and initiatives, the library's e-collections will be an important service component to ever growing populations of users

Position Type/Expected Hours of Work: 35-Nonexempt, Specialist

Salary Range: \$19.51 – \$21.93/hr

Required Education and Experience

- Bachelor's degree and/or the equivalent in education, training and experience working in libraries or organizations with a public service focus
- Ability to work independently and collaboratively
- Ability to communicate effectively verbally and in writing
- Knowledge of spreadsheets, word processing programs, and the Internet
- Basic understanding of information technology systems, including networks and Internet browsers
- Initiative and desire to learn

Preferred Education and Experience

- Experience with library resources, systems, and services, specifically library databases and electronic journal collections, link resolvers, ERMS, and library information technology
- Experience with web programming and coding (JavaScript, HTML, CSS)

For more information and to apply please click [here](#).

Or go to: <https://careers.american.edu/Staff/job/Washington-Electronic-Resources-Management-Specialist-%285676%29-DC-20016/483446400/>

Position: Circulation Assistant IV

Location: Perry Hall Branch, Baltimore County Public Library

Salary: \$33,076 to \$43,563 per year, commensurate with experience

Originally posted on the Maryland Library Association listserv.

ABOUT

At Baltimore County Public Library (BCPL), staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships and creating gracious library spaces. We circulate over 10 million items and provide library services through our 19 branches, four mobile library vehicles and a growing virtual online presence. We contribute to the success of Baltimore County by being a place that supports diversity and inclusion through acceptance, dialogue and collaboration. If you are enthusiastic, self-motivated and open to new ideas, consider joining the Baltimore County Public Library team as a full-time **Circulation Assistant IV**.

We offer an excellent benefit package that includes four weeks of vacation, sick and personal leave, subsidized health care coverage, pension eligibility and other benefits.

KEY RESPONSIBILITIES

- Participates in the recruitment and selection of part-time circulation staff
- Trains, supervises and evaluates part-time circulation staff
- Coordinates work assignments, communicates changes in the workplace and assists with schedules
- As a member of the Circulation Management team, is responsible for engaging and empowering part-time circulation staff and enhancing their involvement in branch-wide goals and the library's strategic plan
- In collaboration with the Circulation Management team, guides and prepares part-time circulation staff for promotional opportunities
- Assists customers with a variety of circulation transactions such as self-service technology, materials checkout, account concerns, payment collection and permits
- Assists with record keeping and fiscal management
- Participates on branch and system-wide teams and assists with branch services and programs
- Performs various administrative, circulation and library services related tasks
- Serves as staff member in charge at the customer service desk in the absence of a manager
- May handle building or equipment concerns, security issues and emergency situations

EDUCATION/EXPERIENCE REQUIREMENTS

- High school diploma; some college level coursework is preferred
- Comprehensive knowledge of library circulation operations normally acquired through two years of progressively increasing responsibility and work experience in a library environment; supervisory experience is preferred

- Able to communicate in an effective and professional manner, verbally and in writing, with staff and customers
- Proficient with Polaris, Microsoft Office applications, cloud applications such as Google Drive, Schedule 3W and using iPads to perform work-related tasks
- Demonstrates creativity, flexibility and good judgment in finding solutions to workplace problems and identifying better ways to provide service
- Passionate about providing exceptional customer experiences and able to build productive work relationships with people of diverse backgrounds
- Ability to stand and walk for lengthy periods of time and the ability to bend, lift up to 25 pounds and push or pull a wheeled cart weighing up to 100 pounds
- Ability to travel throughout the system and work a variety of schedules that include evenings and weekends

TO APPLY

Send an email to humres@bcpl.net and attach two documents:

1. A completed BCPL employment application, which you can find on our website www.bcpl.jobs
2. Your cover letter and resume as one PDF document

Include your last name in the title of the documents. Indicate the job title and location **Circulation Assistant IV at Perry Hall** in the subject line of your email.

Closing Date: 07/09/2018

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#), [Public Library](#), [Washington DC](#) | [Leave a reply](#)

Three Positions- Maryland & Washington, DC

Posted on [June 8, 2018](#) by [LLAM News](#)

Position: [Branch Manager II](#)

Location: Baltimore County Public Library, Owings Mills, MD

Salary: \$79,052 to \$105,891 per year

Originally posted on the Maryland Library Association listserv.

At Baltimore County Public Library (BCPL), staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships and creating gracious library spaces. We circulate over 10 million items and provide library services through our 19 branches, four mobile library vehicles and a growing virtual online presence. We contribute to the success of Baltimore County by being a place that supports diversity and inclusion through acceptance, dialogue and collaboration. If you are enthusiastic, self-motivated and open to new ideas, consider joining the Baltimore County Public Library team as a full-time Branch Manager II.

We offer an excellent benefit package that includes four weeks of vacation, sick and personal leave, subsidized health care coverage, pension eligibility and other benefits.

Key Responsibilities

- Under the general direction of an Assistant Director. manages the day-to-day branch operations including information, circulation, programming and outreach services

- Serves as the branch leader in gaining commitment for BCPL's strategic plan, implementing changes in library service and communicating a shared vision for standout user experiences
- Builds and maintains effective work relations with staff, customers, administration and the community
- Responsible for supervising, training and evaluating the work performance of staff.
- Creates a work environment that fosters continuous improvement and values teamwork. Demonstrates a commitment to guiding staff in their professional growth and supporting system-wide succession planning efforts
- Seeks to make a distinctive and lasting impact on the community by engaging with customers and stakeholders to ensure that BCPL delivers on its mission
- Engages in direct public service and develops and maintains a thorough understanding of BCPL rules and policies and ensures their appropriate application to customer service transactions
- Uses management and technology skills to improve branch efficiency and effectiveness in the delivery of services
- Enforces library rules and policies and handles security issues and emergency situations
- Monitors the use of library services and branch spaces and makes recommendations for changes and new services
- Actively participates on system-wide teams and promotes the library in the community

Education/Experience Requirements

- MLS from an ALA-accredited school and comprehensive knowledge of public library operations acquired through eight years of progressively responsible work experience in a public library and three years of supervisory experience
- A commitment to excellent customer service and the ability to work with people of diverse backgrounds
- Experience using various technologies including Polaris, online databases, e-books and Microsoft applications
- Ability to stand and walk for lengthy periods of time and the ability to bend, lift up to 25 pounds and push or pull a wheeled cart weighing up to 100 pounds
- Ability to establish and maintain respectful relationships with customers, coworkers and community groups
- Ability to handle multiple priorities and emergencies in a fast-paced environment
- Possess strong verbal and written communication skills and demonstrate flexibility, initiative and creativity
- Willingness and ability to travel throughout the system and work a variety of schedules that include evenings and weekends
- Must pass post-offer criminal background screening

To Apply

Send an email to humres@bcpl.net and attach two documents:

1. A completed BCPL employment application, which you can find on our website www.bcpl.jobs
2. Your cover letter and resume as one PDF document

Include your last name in the title of the documents. Indicate the job title **Branch Manager II** in the subject line of your email.

Closing Date: 07/05/2018

Vacancy #: 2018-138

Position: Collection Management Assistant

Location: Arnold & Porter, Washington, DC

Full vacancy announcement available on [LLSDC Jobline](#).

The Research Services Department of Arnold & Porter has an opening for a Collection Management Assistant in the Washington, DC office. The Department is seeking a detail-oriented individual to help support the departmental accounting and budgeting activities. The incumbent will work individually and as part of a team with staff members located throughout the firm. Please submit a cover letter as well as your resume.

Essential responsibilities include but are not limited to:

- Process invoices for payment and allocate client charges using the firm's expense management software;
- Work with vendors to rectify billing issues;
- Provide support for budgeting and expenditure tracking activities, including data entry and report generation;
- Manage memberships and expense related to professional association activities; and
- Provide general assistance to the department, including record maintenance and other administrative support.

Qualifications:

- Bachelor's degree with a major in business administration, accounting or related subject preferred;
- Minimum of two years of experience providing library collection management or technical services support, with a strong preference for law library.
- Proficient with Microsoft Office, especially Excel and able to use expense and financial management software with Chrome River, IB Intellistat and Aderant a plus;
- Demonstrated knowledge of legal literature, including print and electronic resources;
- Ability to work independently and as part of a team;
- Excellent organizational skills, including the ability to coordinate large amounts of data.
- Excellent analytical skills and an aptitude working with numbers;
- Good written and oral communication skills; and
- Strong customer service orientation.

To apply click

here: <https://selfapply.aporter.com/videsktop/viRecruitSelfApply/ReApplicantEmail.aspx?Tag=38e68fd1-9f29-472e-9454-84c7f2232dc1>

Position: Scanning Operator/Technician

Location: National Geographic Society, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

Summary:

National Geographic has an opening for a self-directed technician/archivist to participate in a digitization and metadata project of institutional and scientific materials.

The position requires a detail-oriented and conscientious individual who will be responsible for creating high-quality results. Strong technical skills and ability to learn quickly the

operation of existing digital and analog equipment. Clear communicator with a willingness to interact with fellow staff, clients and vendors in a friendly and professional manner.

Job Description:

Responsibilities

- Preparing items to be scanned at high-resolution. Performing scanning, image evaluation and correction, quality control as needed, maintain and monitor equipment and software, perform OCR function if needed, following naming conventions and metadata protocols of the project. (70%)
- Coordinate technical metadata with descriptive metadata as needed, assist with metadata creation, curatorial review/recommendations, and proper housing of items in the scanning project as needed. (20%)
- Report on or contribute to reporting on project status reports, statistical reports, project analysis/highlights/updates. Contribute to promotion and outreach of the project through tours, site visits, social media, or other outlets. (10%)

Minimum Education Required

Bachelor's degree, Master's degree preferred, preferably in library science, archival studies, photography, or related field.

Minimum Years and Types of Experience

2+ years previous archival/film preservation experience or combined with education.

Knowledge and Skills Required

- Certified Phase One Cultural Heritage Specialist
- Detail-oriented and proficient in finding practical solutions
- Excellent organizational skills
- Familiarity with digitization workflows and descriptive metadata
- Familiarity with photographic history, formats, qualities, and technical specifications
- Strong and effective written and verbal communications skills
- Experience working with rare, fragile and oversized materials
- Ability to work quickly and carefully with minimal supervision
- Willingness to provide rigorous quality control review
- Familiarity with scanning systems, file formats, bit depth, image resolution, etc.

Supervision : None

Responsibility percentages may vary depending on business needs.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Law Library](#), [Washington DC](#) | [Leave a reply](#)

Librarian (Subject Collections Specialist)- Library of Congress, Washington, DC

Posted on [June 6, 2018](#) by [LLAM News](#)

Position: [Librarian \(Subject Collections Specialist\)](#)

Location: Library of Congress, Washington, DC

Salary: \$96,970 to \$126,062 per year

Full vacancy announcement available on [USAJOBS](#).

This position is located in the Rare Book and Special Collections Division and under the administrative direction of the Chief of the division.

The incumbent, who has achieved a high level of competence in his/her specialty, performs a variety of professional curatorial services, which involve advanced reference work, scholarly research and responsibility for special projects and acquisitions, as well as the organization, interpretation, and advanced bibliographical work of the division's collections. In these activities, the incumbent brings to bear his/her knowledge of a specialized area (American history, culture, and literature), a sound background in rare book librarianship, experience in research methodology, and acquaintance with the original and secondary sources in his/her field. The incumbent serves as a Reference Specialist providing essential and critical curatorial and reference services on behalf of the division.

Responsibilities

Provides personalized reference services about American history, culture and literature to varied constituents, including Members of Congress and their staffs, utilizing his/her subject expertise, as well as broad knowledge of databases, information sources, and reference services both within and outside the Library. Determines and assists reference needs in person as well as through other means of communication, including providing information on the most likely sources pertinent to the inquiries of scholars; on the extent, nature, subject matter, content, research potentialities, and availability of material in the division; on the most efficient methods of searching for information; on related holdings in other libraries; and on any special conditions of use. Determines whether rare books can be photographed without damage and recommends various options. In connection with these services, the incumbent keeps abreast of research in progress and of published material and demonstrates intimate knowledge of the collections for which he/she is responsible.

The incumbent performs comprehensive research and analysis in topics relating to the division's custodial collections. Based on an understanding of objectives to be accomplished and the relations of the division's collections to the Library's total resources, organizes and develops special projects, utilizing critical judgment to determine scope, emphasis, approach, appropriate techniques, and manner of presentation. Research requires judgment in using a variety of resources, determining their relevance, and in evaluating their authoritativeness. The incumbent devises and prepares various means of access to the collections for which he/she is responsible, including finding aids, bibliographies, and research guides.

Oversees the growth of the division's collections in his/her areas of specialization, developing guidelines for their continued growth. Examines incoming catalogs and special offers to make recommendations for additions to the collections. Prepares memoranda of recommendation, letters of solicitation, and other documents related to acquisitions. Develops new and ongoing professional relationships with prospective donors. Selects materials for the division's collections from incoming receipts by purchase, gift, exchange, transfer, etc., as well as making

recommendations for classes of material inappropriate for retention. In his/her work with the general collection, identifies materials suitable for transfer to the division's custody. Works closely with the Conservation Office to develop plans for the care and treatment of the books in his/her subject area. Consults with conservator's on preservation matters and makes recommendations about form of treatment, taking into account the resources available to the Division, the importance of individual items, and various available options. Ensures collection security and preservation of all Library collections.

Serves as a consultant to scholars using the Library's collections and to persons planning special observances in subject fields and on the collections in which he/she has specialized knowledge. In order to make the division's collections better known to scholars, to facilitate their development, and to encourage their use, prepares exhibits on the division's subject collections for which he/she has specialized knowledge, developing an organizing theme for an exhibit, selecting materials, preparing a description for items shown, and writing publicity releases in accordance with Library guidelines, and materials accompanying the exhibition in print form or on the web. Collaborates with other Library staff and outside partners in developing and providing access to library resources through the web and other means. Prepares talks for personal delivery before scholarly and general audiences, both in the Library and at other locations. Through publications, correspondence, and personal contacts informs the interested public of the Library's resources and services in the fields of his/her expertise, in so doing seeking cooperation in enriching the Library's collections and assuring that the resources of the division are exploited by scholars to the fullest extent possible. In these presentations and programs works closely with the Publishing Office and other Library units to meet mission and program goals. Participates in professional associations and scholarly enterprises in the fields of his/her specialization and maintains close liaison with learned societies, foundations, research centers, and interested groups and individuals engaged in planning and promoting individual and cooperative projects concerning his/her areas of assignment.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Washington DC](#) | [Leave a reply](#) [Edit](#)

Three Public Library Positions- Maryland

Posted on [June 6, 2018](#) by [LLAM News](#)

Position: [Librarian II](#)

Location: Owings Mills and Towson Branches, Baltimore County Public Library

Salary: \$39,914 to \$53,506 per year, commensurate with experience

Originally posted on the Maryland Library Association listserv.

At Baltimore County Public Library (BCPL), staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, developing innovative learning environments, and creating gracious library spaces. We circulate over 10 million items and provide library services through our 19 branches, four mobile library vehicles and a growing virtual online presence. If you are enthusiastic, self-motivated and open to new ideas, consider joining the Baltimore County Public as a full-time Librarian II.

Key Responsibilities

- Assists customers in finding answers to a broad range of questions through use of print and online resources
- Guides customers in selecting appropriate materials for reading, viewing and listening either for personal pleasure or professional development
- Assists customers with technology related requests for service including e-reader devices
- Develops and maintains a portion of the library's collection
- Plans and presents library-related programs and outreach services
- Serves on teams and committees within the branch and system-wide
- As needed, serves as Librarian in Charge by handling customer complaints and resolving facilities issues
- Supports innovation by embracing change, being flexible and anticipating customers' needs
- Demonstrates initiative by being a self-starter, rethinking processes and effectively solving problems
- Demonstrates a commitment to teamwork by being an effective communicator and engaging in respectful and productive work relationships
- Actively pursues continuous learning by participating in training opportunities and sharing knowledge in the workplace

Position: [Branch Administrator II](#)

Location: Urbana Regional Library, Frederick County Public Libraries

Salary: \$58,548.00 – \$70,257.00 Annually

Originally posted on the Maryland Library Association listserv.

Calling all dynamic leaders! Join the vibrant, community-minded team at Frederick County Public Libraries! We are seeking a creative, energetic, and visionary leader for the Urbana Regional Library. This large branch serves a diverse, active, and growing community just southeast of downtown Frederick city.

Located in Central Maryland between Washington D.C. and Baltimore, FCPL is a rapidly developing system. By facilitating the public's freedom to explore, invent, and transform, we connect people to ideas and to each other, helping to foster individual and community growth.

This professional managerial and supervisory position is responsible for the general operation and management of the regional library, and for ensuring the delivery of quality library service to the public. Training, supervision and direction will be given to the branch staff. Supervision is received from the Associate Director, Public Service.

Hiring Range: \$58,548.00 – \$70,257.00 Annually

Qualifications and Requirements:

- Master of Library Science degree from an American Library Association accredited program
- Minimum 4 years of recent (within the past 10 years) progressively responsible work

experience in library management, which must include:

- Minimum 2 years public library work experience at the middle management level or higher (e.g. Department Head in multi-department library, Director of a small library, Branch Manager of a small branch, etc.); and
- Minimum 2 years work experience supervising (direct reports) professional and/or paraprofessional staff
- Professional Public Librarian certification from the Maryland State Office of Education, or the ability to fulfill this requirement within 6 months of hire

Deadline to apply: 4:00 pm June 21, 2018. For complete job description and to apply go to www.frederickcountymd.gov

Position: [Associate Director-Support Services](#)

Location: Frederick County Public Libraries

Salary: \$82,477.00 – \$98,972.00 Annually

Originally posted on the Maryland Library Association listserv.

If you have passion for transforming public libraries and want to join a dynamic team, this may be a perfect fit! This position oversees the technology infrastructure, support operations, and communications functions of the library system. It also collaborates with the Director on long-range planning, annual and capital budgets, and strategic plan development.

Located in Central Maryland between Washington D.C. and Baltimore, FCPL is a rapidly developing system. By facilitating the public's freedom to explore, invent, and transform, we connect people to ideas and to each other, helping to foster individual and community growth.

Hiring Range: \$82,477.00 – \$98,972.00 Annually

Qualifications and Requirements:

- Master's degree in Library/Information Science from an American Library Association accredited program
- Minimum 8 years of progressively responsible management work experience (within the last 15 years) at the middle management level or higher in a public library, which must include at least 3 years work experience supervising others
- Professional Public Librarian certification from the Maryland State Office of Education or the ability to become certified within 6 months of hire for Master of Library Science degree

Deadline to apply: 4:00 pm June 29, 2018. For complete job description and to apply go to www.frederickcountymd.gov

Posted in [Job Vacancies](#) | Tagged [Maryland](#), [Public Library](#) | [Leave a reply](#)[Edit](#)

Three Positions- Washington, DC

Posted on [June 4, 2018](#) by [LLAM News](#)

Position: [Associate Director, Law Library](#)

Location: University of the District of Columbia David A. Clarke School of Law, Washington, DC

Salary: \$73,134.12 – \$92,754.59

Full vacancy announcement available on [AALL Career Center](#).

GENERAL DESCRIPTION OF THE JOB:

The Associate Director reports to the Associate Dean for Law Library and IT Services and is responsible for the day-to-day operations of the law library. The incumbent uses independent judgment and demonstrates expertise in the field by recommending policies, procedures, and systems reflecting professional criteria. The Associate Director is responsible for ensuring that the resources allocated to the unit will reflect an efficient level of service.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Oversees the day-to-day operations of the law library.
 2. Plans, develops, coordinates, oversees, and participates in the delivery of the law library's public services, including reference, research, instruction, and access services.
 3. Supervises and evaluates all employees under his/her administrative supervision.
 4. Provides vision, oversight, and leadership of public services in the law library, including regular assessment of policies, procedures, and workflows related to the effective delivery of library services and makes recommendations based on those assessments.
 5. Manages the law library's hiring, training, and oversight of student and other hourly workers in public services roles.
 6. Teaches in the law school's first-year legal research curriculum with the potential to also teach advanced legal research courses.
 7. Assists in the development of the law library's budget.
 8. Participate on the law library's collection development team and engage in regular evaluation of the law library's collection priorities.
 9. Develops performance standards for resource utilization and service based on established professional criteria.
 10. Prepares reports of the law library's public services.
 11. Develops strategies for staff development and implements steps to accomplish them.
 12. Reviews personnel matters and recommends actions in accordance with established policies.
 13. Assists with identification of library funding needs and ideas for creative funding sources, including grants for which the law library may be eligible.
 14. Assists with the planning of facilities to accommodate services and collections.
 15. Performs reference duties as required, possibly including evening and weekend reference shifts.
 16. Oversees faculty research support.
 17. Promotes the services of the law library throughout the academic community and among cooperating institutions.
 18. Engages in outreach with an eye toward possible partnerships within the larger university and the local legal community.
 19. Serves on law school and university-wide committees and task forces as appointed.
-

Position: [Research Librarian](#)

Location: Latham & Watkins LLP, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

Job Description

Latham & Watkins, a global law firm consistently ranked among the top firms in the world, is currently seeking a Research Librarian to join our winning team, located in Washington, D.C. The success of our firm is largely determined by our commitment to hire and develop the very best and brightest, creating a team that provides our clients with the highest quality of work and service. We are driven by our core values: respect, innovation and collaboration.

The full-time/regular Research Librarian will receive a generous total compensation package. Bonuses are awarded in recognition of individual and firm performance. Eligible employees can participate in Latham's comprehensive benefit program including healthcare, life and disability insurance, flexible spending accounts, a 401k plan, and more! In addition, employees receive 10 paid holidays per year, and a PTO program that accrues 23 days during the first year of employment and grows with tenure.

The Research Librarian is responsible for providing research services involving legal, business, and general information sources to attorneys, paralegals and staff using a variety of print and electronic research tools. He or she also performs other functions regarding library operations. Your responsibilities will include these and other critical functions:

- Conducting domestic and international legal and non-legal research utilizing appropriate print and electronic research tools and directs Library users to appropriate sources.
- Reviewing diverse sources of information for currency, reliability, relevance, and cost effectiveness, then choosing the best sources for answering research requests
- Compiling and organizing information obtained in research projects into a coherent, focused collection, accompanied by explanatory notes, if relevant, so that the material is readily understandable to the user
- Monitoring legal, business and news sources for current developments in practice areas, for clients and industries; compiling results into a concise publication for distribution to relevant groups.
- Providing training in print and electronic resources and research skills in a variety of settings and using diverse media
- Providing orientation regarding library procedures and uses for new personnel
- Maintaining awareness of current developments on legal news and information services, including the Internet and e-resources relevant to the Firm's practice areas. May also monitor law journals and newsletters and compile bulletins of legal developments for attorney.
- Performing cite-checking: analyzing and verifying legal citations in memoranda and pleadings using Lexis or Westlaw, and the Blue Book or other citation authority.
- Maintaining familiarity with and performing library administrative tasks, such as processing books for the catalog, processing library mail for distribution to attorneys, shelving books and periodicals, filing loose-leaf services and periodicals, processing bills for payment, and maintaining collections of specialty materials Interfacing with other

law firms, agencies, libraries and organizations; representing the firm in a professional manner.

- Completing special projects on various issues as assigned
- Promoting effective work practices, working as a team member, and showing respect for co-workers

Position: [Research and Instruction Librarian](#)

Location: The Catholic University of America, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

Position Summary: The Research and Instruction Librarian is responsible for participating as a resource selector in collection

development; providing reference and research assistance and instruction to users; and serving as liaison to assigned

departments and schools. As appropriate, the Librarian collaborates and partners with campus groups and outside groups, such as the Washington Research Library Consortium.

Essential Responsibilities Include: Participates as a subject specialist and generalist in the provision of reference and research assistance to users, including in-person consultations and email. Provides individual and group library instruction, both in general and in subject-specific settings. Actively engages in committee work and/or develops partnerships with campus, community, and library groups in those instances where there is a shared mission to provide access and market information resources. Works in tandem with colleagues to develop and expand new library initiatives, including the promotion of new models of scholarly communications, most particularly with graduate students and faculty. Monitors scholarly publishing trends and their impact on information and library services to students and faculty. Participates as a collection development and collection assessment resource and library liaison for designated disciplines. Develops and updates subject-specific LibGuides and other instructional materials to improve access to and use of the library collections. Collaborates with colleagues across library units to explore new and flexible models for: engaging users and communities; delivering information services; and targeting and personalizing services for our diverse users. Participates as a professional member in the University Library System in shared collegial decision making and planning; participates in committees and ad hoc projects; contributes to the library profession and engages in professional development activities; participates in and contributes to professional organizations and publications.

Four Positions- Maryland

Posted on [June 4, 2018](#) by [LLAM News](#)

Position: [Part-Time Law Library Aide](#)

Location: Montgomery County Circuit Court Law Library, Rockville, MD

Starting Salary: \$23,000/year (Part-time Position)

Originally posted on the LLAM listserv.

The Law Library Aide performs duties associated with maintaining records and the collection for the Circuit Court Law Library and provides the highest standard of service to judges, litigants, attorneys, and courthouse staff. The employee in this position must recognize that visitors to the Court may be under significant stress and ensure they are treated with dignity and discretion. Information obtained in the course of the performance of these duties may be confidential or private in nature.

The Library Aide reports directly to the Law Librarian and Assistant Law Librarian and is ultimately responsible to the Court Administrator.

Circuit Court employees are at-will employees and serve at the discretion of the Administrative Judge. The employee or the Court may terminate the employment relationship at any time, with or without cause. The at-will relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in the any documents, including Montgomery County Personnel Regulations.

EXAMPLE OF ESSENTIAL FUNCTIONS

To be successful, the employee in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. This job description reflects management's assignment of essential functions. It is not an exhaustive list of responsibilities and does not prescribe or restrict various additional diversified tasks and assignments that may be required by Judicial Officers and/or the Court Administrator.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Accurately and efficiently process books, including labeling, shelving, and filing.
- Work with the library's integrated library system to check in serials and monographs, control record quality, perform inventories, and run reports.
- Keep the library collections up-to-date and orderly. Assist library staff with writing, updating, and restocking information guides.
- Perform research and reference services on an as-needed basis, including accessing on-line databases and print sources as required by judges, court personnel, attorneys, and the public, both in person, through email, chat sessions, and over the telephone.

- Maintain the libraries of the judges, magistrates, courtrooms and other court departments.
- Maintain the law library's conference room reservations calendar.
- Perform data entry and maintain library databases.
- Complete on-going library projects and assist with special law library events.

Position: [Web Services Librarian](#)

Location: Maryland State Law Library, Annapolis, MD

Salary: \$65,106

Originally posted on the LLAM listserv.

Essential functions: The Web Services Librarian assists with technology development efforts, including upgrades to the People's Law Library website content management platform, as well as enhancements to accessibility, and web usability. The Web Services Librarian's essential technology-related responsibilities include: developing directory and calendar optimizations to enhance delivery of material relevant to self-represented litigants; assessing and maintaining web page functionality and correcting coding errors as they appear; applying current accessibility standards and best practices to all site pages; coordinating with outside vendors on enhancements to content management systems; and working on other projects as directed. Essential responsibilities include: updating content; maintaining and evaluating website statistics; and assisting in selection and maintenance of future content management systems and internet domain name registration. All other duties as assigned.

Education: Bachelor's Degree from an accredited college or university.

Experience: Minimum of two (2) years of related work experience which must include library or web site design experience.

Preferred: Undergraduate or graduate degree in computer science, information systems, or library science.

Note: A Master's Degree in Library Science from an American Library Associate (ALA) accredited college OR a Master's Degree in computer-related field can be substituted for the two years of experience.

Skills/Abilities: Significant expertise in web design, including the usage of content management systems; Knowledge of website design and management; Ability to keep abreast of web technology developments, particularly newly developed modules for the Drupal content management system; Knowledge of web programming in HTML, CSS, and PHP or a similar language. Thorough knowledge of office software applications, such as word-processing, spreadsheets, databases, and e-mail; Correct usage of business English, grammar, spelling, punctuation, and vocabulary; Understanding of how adults learn and retain information, especially in a web environment; Capacity to develop and implement quality control mechanisms for website content and maintenance; Ability to work independently and to pay close attention to detail; Ability to establish priorities; Ability to collect and analyze data for evaluation of websites.

Position: Library Associate

Location: Anne Arundel County Public Library

Salary Range: \$38,246 – \$61,762

Originally posted on the Maryland Library Association listserv.

- Qualifications:
- Minimum Requirements: Graduation from an accredited four-year college or university with Bachelor's degree awarded plus one year experience in one of the following areas: library service, teaching, social service work, customer service or a related setting.
- Preferred Requirements: Preference will be given to candidates that have experience in early childhood development or working with children as a teacher, child care provider or similar.
- Special Requirements: Attainment of eligibility under Bylaw 1305.04.03 of the Maryland State Board of Education as Library Associate and complete Library Associate Training Institute within 24 months following appointment; and ability to maintain eligibility by completing 90 contact hours of training every 5 years.
- Spanish language skills desired/preferred.
- **Responsibilities:** Provides library services, including programming and outreach, library instruction, readers' advisory, and reference to the public of all ages. Work requires maintaining considerable expertise in the use of information technology, including, but not limited to using online databases, email, scanning, downloadable e-books, e-audio and educational technology such as 3D printing and virtual reality. May assume responsibility for branch operations as designated person in charge in absence of management.

Position: Part-Time Library Technology Instructor

Location: Administrative Offices- Baltimore County Public Library, Towson, Md

Hourly Salary: \$18.59-\$24.41

Originally posted on the Maryland Library Association listserv.

At Baltimore County Public Library (BCPL), staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, developing innovative learning environments and creating gracious library spaces. We circulate over 10 million items and provide library services through our 19 branches, four mobile library vehicles and a growing virtual online presence. If you are enthusiastic, self-motivated and open to new ideas consider joining the BCPL team as a part-time Library Technology Instructor—Virtual and Media Services.

Key Responsibilities

Utilizes passion and expertise to inspire diverse and varying communities.

Plans, prepares and presents maker and emerging technology training for library staff and customers, both individually and in groups.

Incorporating excellent customer service skills, finds solutions to staff and customer maker and emerging technology questions.

Finds creative ways to implement and improve upon various technology uses in the library.

Maintains and provides systemwide support for maker and emerging technology equipment such as 3D printers, virtual reality gear, soldering stations, etc. and various related software.

Provides support as needed in the Virtual Services department, especially providing answers to virtual reference questions about maker and emerging technology.

Posted in [Job Vacancies](#) | Tagged [Law Library](#), [Maryland](#), [Public Library](#) | [Leave a reply](#)

Two Positions: Maryland & Washington, DC

Posted on [May 29, 2018](#) by [LLAM News](#)

Position: [Supervisory Technical Information Specialist](#)

Location: National Institutes of Health, Bethesda, MD

Salary: \$96,970 to \$126,062 per year

Open & closing dates: 05/31/2018 to 06/04/2018

Originally posted on University of Maryland [blogMLIS](#).

This position is located in the Division of Library Operations (DLO), Public Services Division (PSD), Reference and Web Services Section (RWSS).

As a Supervisory Technical Information Specialist, you will:

Responsibilities

- Provide leadership and direction to a staff of professional librarians and technical information specialist, and library technical support staff.
- Advise the Section Head and Division management or Library Operations in establishing policies.
- Serve as the Project Officer or Contracting Officers Representative on contracts.
- Collaborate with other operational units to coordinate interrelated matters; advise the Section Head, Division Chief and other managers and initiate and carry out solutions to matters affecting the Units services.
- Represent NLM at professional meetings with federal and private organizations, and at conferences on topics related to the work of the Section.
- Interact with regional, national and international visitors representing the work of the Unit and Section; take actions, as necessary, to use expertise to improve Section services and to share NLM expertise.
- Use expert knowledge to provide policy and budget guidance to the Section Head, Division Chief, and the Associate Director and Deputy Associate Director, Library Operations.
- Prepare routine and specialized analytical and statistical reports to evaluate existing programs to develop new and/or improved approaches to ensure NLMs policies effectively support its programs.

Position: [Reference/Cataloging Librarian](#)

Location: DSFederal, Inc., Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

Description: The Reference/Cataloging Librarian shall conduct tasks as outlined below to support the National Transportation Library.

Requirements: Support the development and implementation of the National Transportation Library customer response and cataloging procedures as approved by the government, by conducting the following tasks:

Answering questions received on the Bureau of Transportation Statistics (BTS) public phone number:

- Reference/Cataloging Librarian will ensure that BTS public line is answered at all times during the period 8:30 AM-5:00 PM ET, Monday-Friday, excluding Federal Holidays
- Reference/Cataloging Librarians will ensure that, in instances in which they cannot answer the questions posed by the caller, they will capture the question and refer that question appropriately
- Reference/Cataloging Librarian will check voicemail and respond to respond to the question/comment received within 24 hours of the next business hour after the voicemail was received
- Reference/Cataloging Librarians will record all questions received and the subsequent actions taken, and responses given in the National Transportation Library's Ask-A-Librarian system

Responding to questions received online

- Reference/Cataloging Librarians will ensure that all written questions and/or comments received through the Ask-A-Librarian form or via answers@dot.gov receive a response within 24 hours of the next business hour after they are received
- Reference/Cataloging Librarians will ensure that, in instances in which they cannot answer the questions posed by the caller, they will capture the question and refer that question appropriately
- Reference/Cataloging Librarian s will record the questions received and the subsequent actions taken, and responses given in the National Transportation Library's Ask-A-Librarian system

Cataloging/indexing digital items

- Each Reference/Cataloging Librarian will produce 1.5 cataloging records per hour for each hour they are not working on Tasks 1 & 2

As required by the National Transportation Library, the Reference/Cataloging Librarians will also perform the following:

- Copy cataloging items at the minimum rate of 4.5 records per hour

- Authoring valid .json metadata files, where necessary, for cataloged datasets, in compliance with Project Open Data metadata schema, at a rate of 1 metadata file per hour.
- Under direction of NTL Data Curator, review data management plans for conformance to DOT Public Access guidelines.
- Proactively researching and acquiring new datasets for the NTL repository.
- Authority control and catalog maintenance activities
- Transportation Research Thesaurus or other taxonomy team meetings, conference calls, and/or research
- Configuration of new or existing software or development of new web applications that leverages datasets or collections for which Reference/Cataloging Librarian is responsible.
- Participation on standards review and development activities for metadata and data catalog management (i.e., NTL's Dublin Core schema, NTL's MARC to Dublin Core mapping, standards in DCMI's metadata registry, etc.)
- Activities with stakeholders (user training, answering questions, committee meetings, outreach through social media, etc.)
- Professional development (training or conferences)

Technical Skills Required: Expertise in Librarian Cataloging and Reference; articulate in verbal and written communications.

Experience Required: Need to have at least 10 years' experience with online digital library systems and 3 years' experience in phone response center operations.

Education: Master's Degree

Posted in [Job Vacancies](#) | Tagged [Government Library, Maryland, Medical Library, Washington DC](#) | [Leave a reply](#)

Four Positions — Washington, D.C.

Posted on [May 25, 2018](#) by [LLAM News](#)

Position: [Librarian](#)

Location: Library of Congress, Washington, DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in any of the divisions that come under the Directorate of Acquisitions and Bibliographic Access. It is a hybrid position that combines major duties of both the acquisition specialist and the cataloger. There is a foreign language requirement for this position depending on the geographical area for which cataloging or acquisitions functions are being performed. For example, staff selecting and cataloging materials from South America need knowledge of the Spanish language.

This position located in the Middle East Section, Asian and Middle Eastern Division, Acquisitions and Bibliographic Access Directorate, Library Services.

The position description number for this position is **058498**.

Responsibilities

Catalogs a variety of materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers.

Establishes personal and corporate names and uniform titles for inclusion in the name authority file. Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloger's reference collection, online databases, the world wide web, and the collections of the Library. Recommends resolutions to problems and inconsistencies in the cataloging process.

Provides services and deals with materials that are non-technical in nature, of limited technical complexity, or easily acquired. Coordinates proper purchasing information, correct bibliographic identification, and correct coding in the information system. Contacts dealers, subscription agents, vendors, overseas offices, government agencies, and/or exchange partners to coordinate the order process. Consults acquisition reference material to determine whether recommended item is appropriate for purchase, copyright claim, exchange, gift, loan, or other type of acquisition. Examines recommendations for acquisition to identify processing and custodial requirements and to identify acquisition of out-of-scope materials. Maintains liaison with recommending officials and subject specialists to understand their needs. Consults acquisition reference material to determine whether recommended item is appropriate for purchase. Reviews and approves invoices for payment for all formats of material. Determines availability of funds.

Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements to cataloging-related issues.

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accordance with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.

Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information. Consults with Team Leader and cataloging policy staff to recommend changes and additions in descriptive and subject cataloging rules. Offers suggestions and advice to Team Leader on operational and technical problems. Collaborates with Team Leader and other staff in planning and implementing team activities including: workflow procedures, team priorities, cataloging projects of an experimental nature, goal setting and strategies for meeting team production goals. Assists others inside and outside the Library with language, subject and cataloging problems.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope

and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. Knowledge of library metadata rules, practices, and procedures.**

Ability to communicate in English and to read and understand materials in the Mongolian language (e.g., the Cyrillic alphabet and the traditional, vertical Mongolian alphabet).**

Ability to use library software applications, integrated library platforms, and other information.**

Knowledge of library acquisitions rules, practices, and procedures.

Ability to communicate in writing.

Ability to develop and maintain relationships and provide consultation and liaison services.

Ability to communicate effectively other than in writing.

Position: [Archivist \(Digital\)](#)

Location: Smithsonian Institution, Washington, DC

Salary: \$68,036 to \$88,450 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Archives Center, National Museum of American History (NMAH), Smithsonian Institution (SI). The incumbent is responsible for collecting, managing, preserving and providing access to digitized and born digital content.

Responsibilities

- Collaborates with Museum staff to develop projects to collect, manage, preserve and provide access to digitized and born digital content;
- Explores new and innovative approaches to archival functions, including enhanced use of technology and sharing expertise and authority, to support outreach and collaboration.
- Establishes policies, procedures and priorities for digital preservation and acquisition of born digital content and assists in the development and use of digital preservation and electronic records management tools and training.
- Applies knowledge of basic archival principles, methods, and procedures and historical research methods, using subject content matter and interrelationships to appraise, access, arrange and describe records and historic documents, in all media, bringing logical order to the material and making it usable and accessible to scholars, researchers and NMAH staff.
- Assures proper care and preservation of the collection, and to promote use of the collection by scholars and the public. Researches intellectual and cultural property rights as they pertain to archival records and requests.
Works in collaboration with internal and external partners to develop and support digital

preservation, digitization and digital access projects through writing grant proposals and managing funded projects.

Position: [Librarian \(Technical Services\)](#)

Location: Government Publishing Office, Washington, DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This vacancy announcement will be open from Date to Date or when 100 applications have been received. The vacancy will close on whichever day the first of these conditions are met. If the application limit is reached on the same day the announcement opened, the open and close date will be the same. Candidates are encouraged to read the entire announcement before submitting their application packages.

This position is part of the Library Services and Content Management, Government Publishing Office in Washington , District of Columbia.

The Selectee will work shift 1 Monday- Friday and a tour of duty from 7:30 a.m.- 4:00 p.m.

This position is located in Library Services and Content Management (LSCM), Library Technical Information Services (LTIS). The mission of LSCM is to administer a variety of GPO initiatives including the Federal Depository Library Program (FDLP), the Cataloging and Indexing Program (C&I), the International Exchange Services (IES) and the By-Law Program.

Responsibilities

As a Librarian (Technical Services), your typical work assignments may include the following:

- Life cycle management of Federal Government publications: performs a wide variety of technical services tasks associated with all aspects of life cycle management of government information within LTS. Work specifically requires the incumbent to learn workflows including processes and procedures associated with content acquisitions, bibliographic control, library technical services support, serials management and quality control.
- Content Acquisitions: identifies appropriate Federal Government information resources (monographs, serials, and other formats) to be acquired for all Programs in LSCM. Performs outreach functions, including contacting agencies and monitoring agency Web sites, in order to identify, acquire and process Federal Government information products. Determines the formats and quantities to acquire for various Programs.
- Bibliographic Control: catalogs U.S. Government publications in tangible and electronic formats. In doing so, incumbent performs original and derived (copy cataloging) to include descriptive and subject cataloging, PURL assignments, and archiving tasks.
- Library Technical Services Support: uses the ILS application (Ex Libris, Aleph 500), including the acquisitions, bibliographic control and serials modules and other services associated with ILS (OPAC-Catalog of U.S. Government Publications, <http://catalog.gpo.gov>). Uses the ILS to perform day-to-day work to catalog, acquire and process information products. This includes performing research and problem resolution, performing quality control of data captured in each module of the ILS. Performs classification of acquired information products using the Superintendent of Documents classification system and assigns Federal depository item numbers for

Federal Depository Library acquisitions purposes. Uses knowledge of library technical service processes to make contributions to improve library technical services (LTS) operations. This includes, but not be limited to, the creation of documentation, evaluations of workflows and processes for enhancements in order to improve services for customers in the area of LTS responsibility (askGPO, WEB Tech Notes, ILS, and CGP).

- **Serials Management:** identifies information products that are serials and processes accordingly. This includes performing serials check-in using the ILS. Researches and locates missing serial titles including individual issues to fill gaps in the CGP. Under direction of the Administrative Librarian for Serials, works to resolve routine problems in serials control involving bibliographic records and holdings. Creates brief bibliographic records for serials.
- **Customer Outreach:** handles inquiries from libraries in the FDLP via Ask-GPO by researching and answering questions concerning issues related to acquisitions, cataloging, serials control and information product processing.
- **Perform Team Assignments:** serves on cross-organizational teams and works on projects and tasks assignments related to application/tool development, quality control and business process improvement initiatives.

Position: [Digital Archive & Library Systems Administrator](#)

Location: National Geographic, Washington, DC

Originally posted on the Maryland Library Association listserv.

Summary

The Digital Archive & Library Systems Administrator is responsible for the optimal technology design, configuration, and management of all digital archives, integrated library systems, collections and asset management systems owned or operated by National Geographic Society. The position will work closely with the NGS Library & Archives, media content producers, and Information Technology teams to ensure that data, applications, and day-to-day support/administration is delivered with a high level of expertise, reliability, and customer satisfaction.

The position will serve as subject matter expert in digital archive, integrated library systems, and collections management software, standards, and operating procedures, and will provide both day-to-day and project-related technology support in these areas as needed. This includes digital preservation, core library and collections systems, metadata and taxonomy management, ingest/submission, workflow design/build, systems administration and engineering, testing and troubleshooting as well as product/industry monitoring and new release tracking. The position will additionally participate in supporting enterprise digital asset management systems in a secondary or backup administrator capacity, ensuring the appropriate level of integration with digital archive systems is established to meet the needs of media content producers, general staff, and business partners. The position is responsible for establishing quality assurance standards and managing quality control for digital files and metadata across all systems, including appropriate levels of documentation, training, and reporting to ensure that assets are managed in alignment with best practices and organizational priorities.

Located within the Information Technology department, the position ensures that all systems are aligned and consistent with corporate security policies, enterprise IT strategies and plans. Participates in operational support procedures with colleagues and managed service providers,

taking ownership of incident tickets and service requests, and leading activities such as routine maintenance, pro-active testing, and security audits.

Responsibilities

Digital Archive & Library Systems (60%)

- Works with Library & Archive staff to ensure that digital archives and library management systems are designed, operated, and managed throughout their lifecycles to reflect industry best practices and drive organizational priorities.
- Performs technical administration duties required to maintain the systems, including application configuration, system administration, patches/upgrades, etc.
- Performs application and infrastructure engineering tasks required to optimize and enhance the systems, including workflow design, scripting, database queries, automation/orchestration, etc.
- Leads migration of content from legacy systems into new collection management ecosystem, and works with metadata specialists to export and map data into new system configuration.
- Optimizes collections for discovery via Primo, in coordination with library and archives staff.
- Works with IT infrastructure and operations teams to ensure that the systems are configured and managed with appropriate levels of processing/storage/network capacity, data protection / disaster recovery, and security compliance. Works with service desk and technical support teams to ensure proper response/resolution/fulfillment of incidents, service requests, and change management procedures.
- Works with library and archives team to identify and track statistics/metrics for library, archives, and media systems, including collection and resource use, retention schedules, and preservation assessment.

Digital Asset Management Systems (20%)

- Works with media content producers to ensure that digital asset management systems are designed, operated, and managed throughout their lifecycles to reflect industry best practices and drive organizational priorities.
- Performs technical administration duties required to maintain the systems, including application configuration, system administration, patches/upgrades, etc.
- Performs application and infrastructure engineering tasks required to optimize and enhance the systems, including workflow design, scripting, database queries, automation/orchestration, etc.
- Works with IT infrastructure and operations teams to ensure that the systems are configured and managed with appropriate levels of processing/storage/network capacity, data protection, and security compliance. Works with service desk and technical support teams to ensure proper response/resolution/fulfillment of incidents, service requests, and change management procedures.

Enterprise Management and IT (20%)

- Establishes, monitors, and enforces metadata and quality control standards and procedures for all data/assets stored within the systems, and ensures alignment with IT operating procedures/frameworks as well as the information security policy.
- Leads and supports all data/systems integrations with other enterprise technology platforms and processes, including identity management, CRM, and data protection.

- Leads or participates in appropriate customer-facing steering committees and internal technology working groups as needed.
- Monitors benchmarks, trends, and product developments to anticipate change, minimize risk, and identify opportunities for growth.

Minimum Education Required

Master's degree in Library/Information Science, Computer Science or related discipline, or equivalent experience. Ex Libris Alma Certification (or willingness to become certified) is required. ITIL v3 certification a plus.

Minimum Years and Type of Experience

At least seven years working with digital archive/preservation technologies and/or integrated library systems, preferably in a special collections or university environment. Experience working with enterprise digital asset management systems and support operations a plus.

Knowledge and Skills Required

Expertise in managing Ex Libris product environments including Rosetta DAM, Alma ILS, Primo discovery platform, as well as Axiell AdLib or other collections management software. Deep knowledge of archival community and metadata content, structure, and preservation standards including MARC, Dublin Core, OAI-PMH, EAD, DACS, METS, MODS, PREMIS, RDA, etc. as well as taxonomy integration and data mapping. Working knowledge of digital asset management systems, including ingest and distribution, workflow design, rights management and access control. Experience with scripting/automation/orchestration and integration with other enterprise platforms in SaaS/PaaS/IaaS environments using APIs, web services, XML, JSON, etc. Experience supporting additional library systems including OCLC, EZ Proxy, Worldcat/Worldshare ILL, SpringShare LibGuides website, subject guides and database A-Z, Proquest Syndetics Unbound and 360 Core.

Broad knowledge of server, database, and storage infrastructures both on-premise and in the cloud, and ability to perform hands-on database and server administration/engineering. Familiarity with information security and IT service management concepts and processes.

Ability to function in a dynamic environment subject to changes in schedules and priorities. Ability to participate in multiple projects concurrently from inception to completion with limited management supervision. Excellent oral and written communication skills. Ability to interact positively and productively with teams across organizational lines. Strong customer service, troubleshooting and problem solving a must.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Special Library](#), [Technical Services](#), [Washington DC](#) | [Leave a reply](#)[Edit](#)

Six Positions- Washington DC & Maryland

Posted on [May 23, 2018](#) by [LLAM News](#)

Position: [Children's Services Supervisor](#)

Location: Frederick County Public Libraries, Frederick, MD

Full vacancy announcement available on [ALA Joblist](#).

Join the vibrant, community-minded team at Frederick County Public Libraries! We are seeking a creative, energetic, and visionary Children's Supervisor for our central branch in Downtown Frederick. Located in West-Central Maryland between Washington D.C. and Baltimore, FCPL is a rapidly developing system. By facilitating the public's freedom to explore, invent, and transform, FCPL connects people to ideas and to each other, helping to foster individual and community growth.

This professional management position assures that children, their families and caregivers experience the joy of reading in a friendly, creative and dynamic Children's Department.

- Manage all operations of the Children's Department
- Assign responsibilities, direct, evaluate and provide leadership to Children's Services staff
- Provide specialized reference and research service related to children
- Initiate new and original initiatives for Children's programming and services and provide leadership to staff for the same
- Build relationships and partnerships with community organizations, businesses, and leaders for financial and advocacy support
- Write grants to obtain additional funding support for special projects
- Develop and deliver age-appropriate programs, workshops and training to support patron needs
- Market children's collections and services through traditional methods and social media
- Develop, recommend and monitor the services, policies and procedures of Children's Services working with other Children's Services Supervisors and in collaboration with the Youth Services Coordinator
- Develop strategic directions for the Children's Department in alignment with FCPL strategic directions
- Lead or participate in system-wide planning for Children's Services or any other area as assigned
- Oversee creation, evaluation and rotation of Story time boxes for system-wide use
- Develop and present Children's Services training to FCPL staff
- Provide reference, information and readers advisory services to patrons of varied ages, abilities and skill levels
- Oversee staff development of informational brochures, book lists and other printed media
- Create content for the children's section of FCPL's Website and Intranet and oversee creation of the same
- Manage departmental scheduling and statistics; compile and prepare reports, data and other written work
- Keep abreast of and implement use of current technologies to enhance personal and branch efficiency as well as patron services
- Understand, support and interpret departmental, FCPL and systems policies and procedures to staff and the general public
- As needed, serve as Librarian-in-charge
- Serve on Branch Management Team including representing interests of Children's Services
- Actively support the values of Frederick County Public Libraries

- Represent the Library on internal and external committees and in meetings relating to children's services; participate on system-wide and branch teams
- Actively participate in local, state and national library associations; attend seminars, workshops and continuing education activities; maintain professional affiliations to keep abreast of current and emerging trends, innovation, technology, services, early literacy, spaces and other related areas of library planning and services
- Perform other related duties as required

Requirements

- Master of Library Science (MLS) degree from an American Library Association accredited program
- Minimum 3 years of professional or para-professional library work experience that includes at least 2 years in Children's Services
- Minimum 2 years of work experience in a supervisory and/or lead capacity role, of which at least 1 year must be directly supervising staff, conducting performance evaluations, disciplinary actions, etc.
- Professional Public Librarian certification from the Maryland State Department of Education or ability to obtain this certification within 6 months after hire with MLS degree, current certification must then be maintained

For complete job description and to apply go to www.frederickcountymd.gov

CLOSING DATE TO APPLY: 6/11/18 at 4:00 PM EST.

Position: [Curator of Rare Books](#) (Garden and Landscape Studies)

Location: Dumbarton Oaks Research Library and Collection, Washington, DC

Full vacancy announcement available on [ALA Joblist](#).

Summary

Dumbarton Oaks is an institute of advanced research affiliated with Harvard University and located in Georgetown, Washington, D.C. It supports research in the areas of Byzantine, Pre-Columbian, and Garden and Landscape Studies through a residential fellowship program, as well as a rich program of scholarly events and publications (print and digital), while also welcoming the public to its museum and historic garden.

The Dumbarton Oaks Rare Book Collection, originally known as the Garden Library, was founded in the early 1950s by Mildred Bliss in consultation with renowned landscape architect Beatrix Farrand to promote historical scholarship of garden history and landscape architecture. The collection now encompasses over 9,000 rare books, prints, drawings, and manuscripts on garden design and ornament, and landscape architecture. In addition to its recognized strengths in European and North American garden representations, treatises, herbals, and floras, the collection seeks to expand its scope by developing new subject area concentrations, especially through acquisitions of rare Chinese, Japanese, and South American materials. Another recent focus concerns material on historic cities, with attention to landscape design. Over the years the collection has also developed strengths in the other areas of specialization at Dumbarton Oaks, notably manuscripts and early printed materials in Pre-Columbian Studies, and facsimiles of Byzantine manuscripts. We are seeking to make the collection more broadly accessible through an active digitization program as well as through physical and online exhibits, study days, and scholarly programs for researchers at all career stages.

The Curator of Rare Books has responsibility for developing, interpreting, promoting, and managing the Dumbarton Oaks Rare Book Collection. The Curator will develop deep knowledge

of the collection, including its history, strengths, and areas for further development, and will advise on and lead projects pertaining to cataloguing, digitizing, and promoting the collection through active support of fellows and visiting researchers. The curator will also function as the Garden and Landscape Studies subject librarian, and will collaborate with the GLS program director in developing exhibitions and scholarly events that showcase the institution's rich resources.

Duties and Responsibilities

- Responsible for collection management and acquisitions of rare and scholarly materials that enhance and strengthen the collections. Identifies desiderata in consultation with experts such as senior fellows and visiting scholars. Collaborates with other Dumbarton Oaks librarians and study program directors on acquisitions and collection development.
- Monitors the state of the collection and makes recommendations and arrangements for conservation as needed.
- Responsible for developing an online descriptive tool for the collection to facilitate access by researchers.
- Responsible for identifying and preparing order requests for new acquisitions in support of Garden and Landscape Studies.
- Collaborates with technical services staff to set priorities and standards of description.
- Provides in-depth reference support and research guidance to Rare Book Collection users, including fellows, visiting scholars, students, and readers.
- Contributes to the development and implementation of a digitization strategy and works toward concrete goals.
- Builds and maintains relationships with the book and auction trade and curators at institutions with comparable collections.
- Organizes or contributes to the organization of exhibitions in areas of expertise, including by mentoring interns and early-career fellows.
- Collaborates with other areas, including Academic Programs, Events, and Communications to promote the collection.
- Provides tours of the collection for visiting groups as appropriate.
- Handles image requests.
- Participates in the wider scholarly life of Dumbarton Oaks, including attending relevant research reports and scholarly events; and writing collection evaluations for fellowship applications.

Supervisory Responsibilities: May supervise and mentor post-doctoral and pre-doctoral fellows and interns.

Requirements

Required:

- MLIS from an ALA-accredited institution or international equivalent and an advanced degree in a humanistic discipline relevant to the strengths of the Dumbarton Oaks collection (e.g. art and architectural history, garden and landscape architecture, environmental studies); or a PhD in one of these disciplines and knowledge of bibliography and book history.
- Minimum of 3 years of professional experience working in an academic or research library.

- Reading knowledge of at least two modern European languages (French, German, or Italian preferred).

Preferred/Additional:

- Demonstrated excellent oral and written communication skills.
- Demonstrated ability to work independently and with diverse constituencies, flexibility, excellent interpersonal and collaborative skills.
- Strong humanities knowledge outside area of specialization strongly preferred.
- Curatorial experience with exhibitions, reference, outreach, and/or instruction in a research library preferred.
- Experience with priority-setting, selection, and interpretation for digital collections preferred.

Position: [Librarian](#)

Location: Library of Congress, Washington, DC

Salary Range: \$56,233 to \$73,105 per year

Full vacancy announcement is available on the [USAJOBS](#).

Summary

This position is located in any of the divisions that come under the Directorate of Acquisitions and Bibliographic Access. It is a hybrid position that combines major duties of both the acquisition specialist and the cataloger. There is a foreign language requirement for this position depending on the geographical area for which cataloging or acquisitions functions are being performed. For example, staff selecting and cataloging materials from South America need knowledge of the Spanish language.

Responsibilities

The incumbent catalogs a variety of materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Establishes personal and corporate names and uniform titles for inclusion in the name authority file. Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloged reference collection, online databases, the world wide web, and the collections of the Library. Recommends resolutions to problems and inconsistencies in the cataloging process.

Provides services and deals with materials that are non-technical in nature, of limited technical complexity, or easily acquired. Coordinates proper purchasing information, correct bibliographic identification, and correct coding in the information system. Contacts dealers, subscription agents, vendors, overseas offices, government agencies, and/or exchange partners to coordinate the order process. Consults acquisition reference material to determine whether recommended item is appropriate for purchase, copyright claim, exchange, gift, loan, or other type of acquisition. Examines recommendations for acquisition to identify processing and custodial requirements and to identify acquisition of out-of-scope materials. Maintains liaison with recommending officials and subject specialists to understand their needs. Consults acquisition reference material to determine whether recommended item is appropriate for purchase. Reviews and approves invoices for payment for all formats of material. Determines availability of funds.

Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements to cataloging-related issues.

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accordance with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.

Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information. Consults with Section Head and cataloging policy staff to recommend changes and additions in descriptive and subject cataloging rules. Offers suggestions and advice to Section Head on operational and technical problems. Collaborates with Section Head and other staff in planning and implementing section activities including: workflow procedures, section priorities, cataloging projects of an experimental nature, goal setting and strategies for meeting section production goals. Assists others inside and outside the Library with language, subject and cataloging problems.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

Knowledge of library metadata rules, practices, and procedures.**

Ability to use library software applications, integrated library platforms, and other information.**

Ability to communicate in English and German.**

Ability to communicate in writing.

Ability to develop and maintain relationships and provide consultation and liaison services.

Knowledge of the culture and/or civilization of Germany.

Ability to communicate effectively other than in writing.

Position: [Librarian](#) (Law-Legal Research Analyst)

Location: Library of Congress, Washington, DC

Salary Range: \$68,036 to \$88,450 per year

Full vacancy announcement is available on the [USAJOBS](#).

Summary

The Legal Research Analyst works under the broad supervision of managers from divisions within the Law Library (1) analyzing legal materials including but not limited to laws, treaties, regulations, and court decisions of foreign jurisdictions, and international legal principles; (2) responding orally and in writing to inquiries requiring proficient skills in conducting legal and legislative research involving the law of particular jurisdictions and international law; and (3) communicating with Law Library users and staff by assisting in their research work and preparing Law Library work products for publishing and distribution. To successfully perform the duties of this position, the incumbent must (1) demonstrate the ability to apply accepted research techniques and utilize broad knowledge in applying domestic and international legal and legislative principles and concepts; (2) possess expert proficiency in analyzing global legal issues and preparing informative documents using legal and research materials in foreign languages; and (3) have proficient oral and written communications skills to maintain efficient and effective collaboration with staff and present complex legal principles, concepts, and issues to culturally and educationally diverse audiences.

Fluency in English, working proficiency in at least one foreign language, preferably Slavic and/or Turkic languages.

Responsibilities

Contributes to ongoing legal research projects, publications, presentations, and legal bibliographic materials, and participates in producing the Law Library's research work in digital and analogous formats. Uses skills, software applications and tools to prepare, edit, and finalize products for publishing or transmission, adhering to the Law Library's technical and editorial standards.

Provides research support and assistance to staff. Collaborates with others on designing, developing, and maintaining authoring and publishing programs, assists with development and production of the Law Library's online products and publications, performs web page content control functions, and communicates with Law Library authors concerning work products.

Assists in surveying Law Library's collection for areas of specialization or assigned jurisdictions. Prepares indexes of a wide variety of legal documents, and supports metadata development for LLC products.

Prepares metadata for Law Library products according to established guidelines. Participates in developing the Law Library's controlled vocabulary affecting searching capabilities involving basic legal principles and concepts, identifying key words and phrases and ensuring that terms with possible multiple meanings are clarified.

Applying Law Library standards and a broad knowledge of legal and legislative principles and concepts, prepares concise and informative summaries of laws, treaties, regulations, court decisions, and other legal documents.

Plans, coordinates and participates in briefings, presentations, and other educational programs conducted by the Law Library. Translates legal documents from English to a foreign language or from a foreign language to English.

Conducts research in limited segments of specialized or technical research projects for Law Library clients resulting in written or oral reports, memoranda, letters, annotated bibliographies, research guides, brochures, infographics, and other publications. The research may require using standard reference tools and applying techniques and practices that have gaps in specificity requiring some interpretation to cover new or evolving subject matter. Assignments involve dealing with legal research problems, questions, or situations within assigned jurisdictions.

May convey findings through written and oral reports, abstracts, summaries, charts, graphs, or other products. Requests typically require some analysis on the part of the analyst to determine the specific research area and the types of information that will most directly meet the requester's needs. Searches internal and external legal information and government databases. Develops search techniques and files for handling requests for legal information. Reviews information obtained in response to an inquiry for its relevance to the inquiry. Identifies and examines publications, electronic resources, and trends in applicable fields of law and assists with collection development.

Provides legal and legislative reference services involving legal issues for an educationally and culturally diverse clientele, including Members of Congress, the judiciary, government agencies, foreign governments, scholars, academics, the practicing bar, the press and the general public.

Assists Law Library clients in adapting and modifying research methods and techniques. Analyzes specialized or technical information from a wide variety of sources in English and foreign languages when responding to basic questions for legal and legislative information.

Draws upon broad knowledge of legal and legislative print and electronic collections when preparing responses. Prepares written responses to inquiries requiring a tailored response. Prepares finding aids and related written products describing research methodologies.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

Ability to analyze, interpret and summarize complex legal information from foreign (non-U.S.) jurisdiction(s).**

Knowledge of legal and legislative information services, processes and sources.**

Ability to conduct information research with a legal focus.**

Ability to read a foreign language(s) legal texts and write corresponding English summaries.

Ability to apply automated technology to meet an organization's information needs.

Ability to communicate effectively other than in writing.

Position: [Media Services Specialist](#)

Location: American University, Washington, DC

Full vacancy announcement available on [CUA SLIS blog](#).

Summary/Objective

The Media Services Specialist manages the day-to-day operations of the Media Services unit within the Library's Access Services division, including during evening and weekend hours. The incumbent assists AU faculty with identifying and scheduling visual material, and manages scheduling systems for materials and viewing spaces. This position also assists faculty with instructional technologies. The incumbent ensures the accurate cataloging of items in the Media Services collection and contributes to the library's social media activities to promote media content to the AU community. The incumbent maintains a high level of engagement with library systems and technology used by Access Services and is a resource in the development of technical expertise throughout the Division. Other duties include assisting the Access Services Program Analyst in ensuring the continuity and categorization of data between systems and ensuring the quality and effectiveness of library software, applications, reporting scripts, and queries. The incumbent also has primary responsibility for hiring, supervising, scheduling, and training the part-time front line staff.

Required Education and Experience

- A Bachelor's degree or an equivalent combination of education, training and experience
- Three years supervisory experience, with the attendant skills of motivating, training, and allocating work
- Strong knowledge of a variety of business, educational, and library computer systems such as OCLC products, Alma, Blackboard, Microsoft Office (including significant experience with Excel or Access), Adobe Suite
- Strong written and verbal communication skills and problem solving abilities
- Experience dealing with confidential information
- Ability to resolve conflicts and handle stressful and/or emergency situations
- Sound judgment with the ability to use discretion, work independently, and complete projects by deadlines
- Ability to collaborate on many different levels and resolve problems
- Attention to detail and a strong ability to prioritize and multi-task, including the ability to reprioritize tasks to resolve urgent issues that arise
- Advanced computer skills and the ability to adapt to constantly changing procedures and computer systems

Preferred Education and Experience

- Demonstrated understanding of the mission and functions of a research library and information needs of academic users
- Experience modifying, developing, or programming simple online applications

- Familiarity with Office 365, Excel Macros, Visual Basic for Applications (in any Office Application), and/or Javascript, Python, or PHP (or any higher level language) highly desirable

Additional Eligibility Qualifications

- The position is classified as essential personnel, and the incumbent is required to work in the event of the University operating with limited staffing.
- Hiring offers for this position are contingent on the successful completion of a background check

Contact Us: For more information or assistance with the American University careers site, email AsuccessfulU@american.edu.

Position: [Library Coordinator](#)

Location: Himmelfarb Health Sciences Library, Washington, DC

Full vacancy announcement available on [CUA SLIS blog](#).

This position is a permanent part-time paraprofessional working as a member of the Information and Instructional Services Staff. The Library Coordinator provides front-line, core information services to faculty, staff, and students of the School of Medicine and Health Sciences (SMHS), School of Nursing (SON), Milken School of Public Health (GWSPH), GW Hospital, and Medical Faculty Associates (MFA). This includes responding to inquiries via phone, in person, and email or instant messages at the reference desk from 4-8 pm Monday through Thursday and 12-4 pm on Saturday. This position is a patron-facing position that staffs the Library’s Reference Desk during all hours listed above.

For more information, and to apply, please go to <https://www.gwu.jobs/postings/search> and search for Library Coordinator.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Library](#), [Public Services](#), [Special Library](#), [Technical Services](#), [Washington DC](#) | [Leave a reply](#)

Librarian, Cataloging and Metadata- Arlington, VA County Government

Posted on [May 21, 2018](#) by [LLAM News](#)

Position: [Librarian, Cataloging and Metadata](#)

Location: Arlington County Government

Salary: \$56,243.20 – \$90,001.60 (Yearly Salary)

Full vacancy announcement available on [ALA Joblist](#).

Join an innovative team that continuously strives to anticipate and meet community needs, maintain rich library collections, and improve upon a 98% customer satisfaction rating. Cataloging and Metadata Services is part of the Materials Management Division that centrally acquires, catalogs, classifies, and processes all materials for Central Library, seven branches, and the Pop-Up location, and maintains the integrity of a database of 300,000+ catalog records.

Specific responsibilities include:

- Playing a key role in the ongoing upkeep and maintenance of the library's cataloging, authority control, receiving, and processing workflows.
- Insuring that print, non-print, and electronic resources are accessible to borrowers in the most timely and cost-effective manner possible.
- Supporting the manager in quality control for the cataloging and processing of all library materials, while maintaining proper cataloging standards and procedures.
- Keeping abreast of emerging trends, innovations and best practices affecting library systems and catalogs, and of methods of electronic resources management and metadata standards.
- Using cataloging tools, such as MarcEdit, OCLC Connexion Client and Sierra's global update to create lists functions, and implement changes and enhancements to the library database.
- Performing original and copy cataloging in all formats.
- Coordinating database policies and procedures for the library system, and performing database maintenance practices.
- Incorporating new ways of leveraging technology for collecting, organizing, and providing access to library materials.
- Supporting the cataloging and metadata needs of the Center for Local History.

The successful candidate will be able to help leadership inspire a broad and shared vision for innovative library services, demonstrate the ability to work quickly and accurately in a service and production-oriented environment, and thrive in a fast-paced, rapidly changing workplace.

Posted in [Job Vacancies](#) | Tagged [Virginia](#) | [Leave a reply](#)[Edit](#)

Two Positions- Maryland

Posted on [May 21, 2018](#) by [LLAM News](#)

Position: [Public Relations Specialist](#)

Location: Ruth Enlow Library of Garrett County, Oakland, MD

Starting pay is \$15.00/hr.

Originally posted on the Maryland Library Association listserv.

Duties: Managing the Library's social media presence, promoting programs, announcements and services to the public via traditional and new media, designing flyers and other marketing materials via computer, creating and implementing programs for the public by working with potential speakers, other duties as assigned.

The ideal applicant should be artistic, a skilled writer, computer-savvy, conscientious, a team player, and dedicated to helping the Library spread its message throughout the community. Bachelor's degree strongly preferred.

Applications are available at all public libraries in Garrett County. Resume required. Deadline for applications and resumes is Thursday, May 31, 2018.

Posting Start Date: Wednesday, May 16, 2018

Posting Closing Date: Friday, June 1, 2018

Location: Oakland (Main)

Degree Requirement: B.A. strongly preferred.

Posting Status: Active

Position: Circulation Services Manager II

Location: Hereford Branch, Baltimore County Public Library

Annualized Salary: \$44,023 – \$58,967

Originally posted on the Maryland Library Association listserv.

At Baltimore County Public Library, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, developing innovative learning environments, and creating gracious library spaces. We circulate over 10 million items and provide library services through our 19 branches, 4 mobile library vehicles, and a growing virtual online presence. If you are enthusiastic, self-motivated, and open to new ideas consider joining the Baltimore County Public Library team as a full-time **Circulation Manager II**

Job Summary

- Under the general direction of the Branch Manager, manages the day-to-day operations of the Circulation Department and sets the direction for the delivery of circulation services.
- Responsible for supervising, training, and evaluating the work performance of staff and creates a work environment that fosters continuous improvement and values teamwork.
- Demonstrates a commitment to guiding staff in their professional growth and supporting system-wide succession planning efforts.
- Builds and maintains effective work relations with staff, customers, administration, and the community.
- As a member of the branch management team communicates a compelling vision for the branch, takes initiative in developing and maintaining a productive and engaged workplace, and contributes to the achievement of branch goals.
- Engages in direct public service and develops and maintains a thorough understanding of BCPL rules and policies and ensures their appropriate application to customer service transactions.
- Plans, communicates, and implements changes required of the Circulation Department.
- Uses management and technology skills to improve branch efficiency and effectiveness in the delivery of services.
- Enforces library rules and policies and handles security issues and emergency situations as necessary.
- Actively participates on system-wide committees and promotes the Library in the community.

Job Requirements

- Graduation from high school or high school equivalency. A college degree is preferred.
- Comprehensive knowledge of public library circulation operations acquired through four years of progressively increasing work responsibilities in a public library environment. One year of supervisory experience is preferred.
- A commitment to excellent customer service and the ability to work with people of diverse backgrounds.
- Substantial experience using an ILS, Polaris experience preferred.
- Physical ability to stand at a public service desk for lengthy periods of time, push carts and shelf materials.
- Physical ability to bend, lift up to 25 lbs. and push/pull a wheeled cart weighing up to 100 lbs.

- Ability to establish and maintain respectful relationships with customers, co-workers and community groups.
- Ability to handle multiple priorities, tasks and emergencies in a fast paced environment.
- Possesses strong verbal and written communication skills and demonstrates flexibility, initiative and creativity.
- Able to work a schedule that includes evenings and weekend shifts.
- Must pass post offer criminal background screening.

We offer an excellent benefit package that includes: Four weeks of vacation; sick and personal leave; subsidized health care coverage; pension eligibility; and other benefits. Annualized Salary: \$44,023 – \$58,967 commensurate with experience.

To apply:

Send an email to humres@bcpl.net and attach two documents: 1) a completed BCPL employment application which you can find on our website www.bcpl.jobs and 2) your cover letter and resume as one PDF document. Include your last name in the title of the documents. Indicate the job title: **Circulation Manager II-Hereford** in the subject line of your email.

Documents must be received by: **June 18,**

2018

Vacancy #: **2018-129**

Posted in [Job Vacancies](#) | Tagged [Maryland](#), [Public Library](#), [Public Services](#) | [Leave a reply](#)[Edit](#)

Four Positions- Washington DC & Maryland

Posted on [May 18, 2018](#) by [LLAM News](#)

Position: [Library Dean](#)

Location: Thurgood Marshall Library – Bowie State University, Bowie, MD

Originally posted on the Maryland Library Association listserv.

Bowie State University is seeking a transformative leader to serve as Dean of the Thurgood Marshall Library. The Thurgood Marshall Library plays a vital role in ensuring academic excellence and student success, as well as enhancing the intellectual and economic capital – both on campus and beyond. The Dean will lead with passion, creativity and excellence to cultivate an interactive environment for interdisciplinary discovery and research, while transforming our library into hubs of life-long learning.

This position will: Work collaboratively with library and academic leadership, to support the goals of the University’s strategic plan and the vision of our President, “Racing to Excellence”; Lead faculty and staff to provide outstanding library services and transform facilities into centers of academic excellence and student success; Provide vision, strategic direction, and operational leadership for the library; working with librarians and staff to meet the University’s educational and research missions and ambitious goals for growth; Build and cultivate relationships with alumni and other strategic partners to support the library’s research, scholarly, educational, service and fundraising goals; Foster a highly-collaborative and inclusive environment, one that values and leverages the benefits of diverse perspectives to attract, recruit, and retain top faculty and staff; Serve, along with 5 other deans, as an equal member of the Academic Deans; Direct content management, and promotion of materials to meet the needs of students, faculty, staff and clinicians; Participate in the University System of Maryland’s Library Consortium; Coordinate library activities with other Universities across the

state, region and nation as well as support continual professional development for library staff and faculty; and perform other related duties as assigned. As the premier education and research library in the University's intellectual hub, the Thurgood Marshall Library is central to the institution's mission of excellence in education, research and service to enrich the lives of its community members and beyond. Our tenured and non-tenured faculty and staff are key collaborators across the campus to prepare students for leadership in the knowledge economy and a global society. Thurgood Marshall Library has combined holdings totaling more than 213,057 volumes and provided key support for education and research awards resulting in over \$5 million in FY2017.

Education

Masters degree in library science and/or terminal degree from an accredited school required.

Experience

At least 10 years of progressively responsible leadership and management experience in an academic library setting required.

Knowledge Skills and Abilities

Demonstrated initiative and flexibility, as well as the ability to adapt library services in a rapidly changing environment. Visionary leadership skills that utilize a participatory style to promote innovation and change management; strong communication skills and transparency in decision making, as well as the ability to cultivate an enriching environment and foster collaboration and diversity; passion for articulating the college's ability to develop, promote, and retain world-class faculty and staff.

Position: [Library Director](#)

Location: Cecil College Library, North East, MD

Full vacancy announcement available on [ALA JobLIST](#).

DIVISION: Student Services & Enrollment Management

REPORTING TO: Vice President, Student Services & Enrollment Management

DATE: May 2018

GENERAL RESPONSIBILITIES:

The Library Director is responsible for the overall management of the Cecil College Library. The Director should be an experienced information resource expert with a successful track record of implementing new programs in collaboration with the academic community. Additionally, the position will be responsible for the administration of quality services using current library technologies.

SPECIFIC DUTIES:

- Oversees physical inventories of the library print and non-print collections as needed.
- Ensures efficient and effective use of the integrated library system, SirsiDynix, through technical support and problem solving.
- Collaborates with faculty and library staff in investigating leading-edge technologies, testing new software, and recommending and implementing appropriate systems in support of library services.
- Directs the development and implementation of library orientation programs and services.
- Oversees the completion of service quality assessment of the library to ensure continuous improvement in library services.
- Provides leadership in developing faculty outreach and liaison programs.

- Functions as a resource in recruiting, hiring, training, and evaluating the College library staff.
- Supervises collection development of subject areas relevant to the College mission such as multiculturalism and student learning.
- Prepares, presents, and administers the library budget.
- Responsible for all materials donated to the library.
- Coordinates Cecil College's library services, activities, programs, and initiatives with other local and regional academic institutions, CCPL, CCPS, and local community.
- Fulfill MHEC proposal requests for Library Resources from Associate Dean for Academic Assessments & Development.

Other Related Duties:

- Attend related statewide meetings as appropriate.
- Participate in College committees as necessary.
- Handles other related duties as assigned.

REQUIREMENTS:

Education: Master's degree in library science (ALA accredited).

Experience: Minimum of 5 years of substantial management, supervisory and budget experience in increasingly responsible positions in academic libraries. A record of successful implementation and management of a variety of services, functions and knowledge of best practices and current trends in library services.

Skills/Training: Demonstrated ability to introduce information literacy related to online research to the College community. Strong record of professional and scholarly activity.

Proficiencies: Evidence of strong verbal and written communication skills. Documented supervisory experience.

Scheduling Requirements: Varied work schedule during critical periods, sometimes requiring evening, and Saturday work hours dependent on the needs of special events promotions.

Apply on-line to <https://legacy.cecil.edu/employment/position-announcements.asp>.

Position: Programmer, Integrated Library System

Location: Gelman Library – George Washington University Library, Washington, DC

Full vacancy announcement available on [ALA JobLIST](#).

The George Washington University Libraries & Academic Innovation (GWLAI) is seeking applications for a Programmer, Integrated Library System (ILS). The successful candidate will combine a strong service orientation and experience in application development to ensure that GWLAI maintains and builds upon its commitment to excellence in facilitating information discovery that it delivers to the George Washington University (GWU) community.

The Programmer, ILS takes an innovative, service-centric approach to the management of the integrated library system and discovery systems. S/he will be responsible for managing the vendor-hosted ILS (Alma), discovery tool (Primo), and link resolver; and proxy authentication system (EZproxy). The Programmer, ILS will perform software development, front end design, and other tasks as required for the ongoing enhancement or maintenance of GWLAI custom software tools, primarily in support of information discovery. A successful candidate will be able to thoughtfully integrate library systems with other campus systems. These include but are not limited to: GWU student information systems, enterprise accounting systems, Blackboard, LibGuides, InterLibrary Loan, ArchivesSpace, and Hyrax. The Programmer, ILS will serve as part of GWLAI's Scholarly Technology Group which is composed of software

developers, Librarians, IT professionals, and GIS specialists working on projects that include software development, digital collections, and research support initiatives.

Daily **responsibilities** include but are not limited to:

- Manage and support the full software lifecycle from requirements to implementation, production support, enhancement, and maintenance
- Lead development or be in a supporting role in a wide range of collaborative software projects, from backend to frontend, using multiple languages and frameworks, with scopes big and small, on short deadlines and for ongoing projects.
- Extends functionality of systems and groups by performing requirement gathering, solution design, programming for new or existing tools, configuration, troubleshooting, training, and other management tasks and make any necessary software enhancements to improve service delivery in the ILS environment.
- Develop connections and/or automation that improves information delivery, business processes, reporting, and analytics.
- Leverage vendor-provided Application Program Interfaces (APIs) through original and community software development projects to create new user applications and support data-driven decision making
- Manage upgrades for the components of the information discovery ecosystem in cooperation with vendors and users
- Preparing technical documentation, creating unit tests, conducting training for users, and monitoring the operations of discovery and resource delivery systems
- Serve as a technical representative relating to library systems software, standards, and infrastructure at the Washington Research Library Consortium (WRLC). WRLC is a consortium of research Libraries in the Washington DC which supports and enhances the library and information services of its constituent members.
- Work with other GWLAI staff and consortial staff to improve processes, evolve systems, and think strategically to evolve our collections workflows.
- The position is based at GW's Foggy Bottom Campus in Washington, DC. The incumbent may perform other related duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

Requirements

Qualified candidates will hold a Bachelor's degree in an appropriate area of specialization. Degree must be conferred by the start date of the position. Degree requirements may be substituted with an equivalent combination of education, training and experience.

Preferred Qualifications include:

- Experience with Ex Libris Alma, Voyager, or other integrated library system
- Demonstrated experience designing, implementing, and supporting all aspects of software systems using one or more of Python, Ruby, Perl, or PHP, and comfort working with languages that are not your strongest.
- Experience working in an academic library or consortial library environment
- Front-end development experience using AngularJS or similar frameworks
- Knowledge of current or emerging bibliographic standards
- Demonstrated experience with and a preference for using free software and open source development practices, but no objection to using proprietary tools when appropriate.

Position: Librarian(Manuscript-Historian)

Location: Library of Congress, Washington, DC

Salary Range: \$96,970 to \$126,062 per year

Full vacancy announcement is available on the [USAJOBS](#).

The Librarian (Manuscript Historian – Specialist) position has primary or shared curatorial and acquisition responsibilities for a wide range of collections in the field of American women’s history held by the Library of Congress Manuscript Division. Included are such luminaries as reformers Susan B. Anthony, Elizabeth Cady Stanton, Lucy Stone, Alice Stone Blackwell, Clara Barton, Margaret Sanger, and Mary Church Terrell; First Ladies Dolley Madison, Lucretia Garfield, and Edith Bolling Wilson; Supreme Court justices Sandra Day O’Connor and Ruth Bader Ginsburg; legislators and government officials Clare Boothe Luce, Patricia Harris, Pamela Harriman, Patsy T. Mink, and Alice Rivlin; anthropologist Margaret Mead; journalists and newspaper publishers Ruby Black, Janet Flanner, Katharine Graham, Helen Thomas, Nancy Dickerson, and Mary McGrory; and countless other both notable and uncelebrated women represented in the division’s vast holdings. Supplementing these collections of personal papers are the records of numerous women’s organizations such as the National American Woman Suffrage Association, National Woman’s Party, League of Women Voters, National Consumers League, National Women’s Trade Union League, National Council of Jewish Women, ERAmerica, and others. The specialist works under the general supervision of the chief of the Manuscript Division, who provides guidance concerning the general scope, direction, and objective of assignments. This position is located in the Manuscript Division of Library Services.

The position description number for this position is **137724**.

This position is located in the Manuscript Division, Collections and Services Directorate, Library Services.

Responsibilities

The Manuscript Specialist (Historian) has primary curatorial and acquisition responsibilities for the collections of the Manuscript Division, one of the foremost special collections repositories of the world. The division collects and preserves personal papers of prominent individuals and the records of political, social, and professional organizations as well as rare Americana, and makes these materials available to researchers. The specialist applies expertise in designated subject fields such as Early America, nineteenth-century America, Civil War and Reconstruction, twentieth-century/modern America, African American History, Science and Technology, American Women’s History, or American Literature and Culture. He or she combines the skill sets of historians, archivists/librarians, curators, and acquisitions officers. He or she participates with division management in the making of policy decisions, especially, but not exclusively, those related to collection development. The specialist performs at a high degree of responsibility in interpretation of collections, outreach, and advanced reference capacities.

Completes library acquisitions of personal papers and organizational records of historical significance within the field of American women’s history and of other historical manuscript and archival materials as assigned. Locates collections of interest and negotiates with the creator or owner to acquire the material.

Communicates historical information through a variety of means, such as written materials or papers used for publication or presentations.

Proposes and oversees digital projects and physical exhibitions, and curates their content.

Uses a comprehensive knowledge and understanding of American history, archival methods and the research needs of the scholarly community. Analyzes existing Library of Congress manuscript and archival holdings to identify areas that need to be supplemented or where holdings in the field of American women's history are inadequate. Prepares appraisals and recommendations for organizing newly acquired manuscript collections and criteria for disposing of unneeded material. Analyzes the condition of records and recommends preservation treatment to safeguard them from deterioration, damage or destruction, or from impairment of their value through disarrangement or alteration. Considers the need for microfilming, digitizing, or photocopying.

Makes collections and the information in or about them available in response to individual requests. Supports professional researchers and provides advice and consultation to scholars. Uses knowledge of the holdings as well as subject matter expertise to identify and locate germane source materials, explain the background, suggest primary and secondary sources or documents that might be useful to the inquirer, and provide the information requested.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. Ability to translate the results of historical research into various written formats.**

Ability to organize and analyze historical information and materials.**

Knowledge of American history subject areas sufficient to acquire collections.**

Knowledge of integrated library systems, library applications, and other information technologies.

Knowledge of the principles, concepts and techniques of professional archival work.

Ability to conduct presentations and provide information regarding historical research.

Ability to communicate effectively other than in writing.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Services](#), [Technical Services](#), [Washington DC](#) | [Leave a reply](#)

Four Positions — Maryland & Virginia

Posted on [May 16, 2018](#) by [LLAM News](#)

Position: [Library Associate I](#)

Location: Harford County Public Library, Bel Air, MD

Originally posted on the Maryland Library Association listserv.

Position Summary: Performs a variety of reference services within a branch and/or materials management responsibilities; assists individuals and groups in locating and obtaining materials and information; assists patrons with electronic resources; selects materials in all formats for all audiences; maintains adult, young adult and children collections, may manage specialized collections and programs for Detention Center, Learning and Sharing Center, Sharing the Gift program, Small Business, Children with Special needs, etc.; performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.

Application Period: Posted May 15, 2018; for Best Consideration Apply By – June 30, 2018 (open until filled)

Essential Functions:

Position Functions:

- Performs a variety of reference services within a branch;
- Assists the public in the use of library resources, including computer catalogs, indexes, computerized search systems, and the Internet;
- Searches online catalogs and shelves to locate information;
- Performs in-depth reference searches and performing readers' advisory services;
- Plans, assembles, and arranges displays of materials to support popular topics;
- Conducts library tours and orientations;
- Provides information on library activities, facilities, rules, and services to customers;
- Provides library services to special populations and coordinating special programs such as summer readings, story times, or holiday programs;
- Prepares and compiles required reports and statistics;
- May maintain assigned collection;
- May manage and coordinate activities associated with assigned population;
- May coordinate library services and schedule library visits to the designated outreach sites;
- May plan, prepare and deliver materials for assigned population and/or sites;
- May prepare monthly newsletters for assigned program;
- May develop training tools and conduct staff training;
- May plan, direct, or carry out special projects involving library promotion and outreach activities.

Standard Functions:

- Serves on committees and participates in workshops, seminars, and training as requested;
- Represents Library at various outreach activities, as needed;
- Notifies Supervisor with suggested ways to improve the efficiency and effectiveness of personnel and procedures and system-wide goals and objectives;
- Maintains good public relations with the community through contacts with public officials, community leaders, volunteers, Friends of the Library, appropriate school personnel, and the general public;

- Learns new skills and technologies to retain proficiency in areas of expertise;
- Is dependable and punctual;
- Maintains a positive, friendly, and cooperative attitude and provides consistent customer service;
- Upholds all library policies and procedures as defined in Harford County Public Library's Policies and Procedures Manual;
- Completes time sheet and other necessary forms and reports accurately and in a timely manner;
- Performs other duties as assigned.

Qualifications

Minimum Requirements:

- Bachelor's Degree, preferably in Special Education
- Ability to attend Library Associate Training Program and to complete the program within 2 years after starting the program for Library Associate I.
- Previous work experience with youth and special needs
- 1 year direct customer/public service experience.
- Computer experience including Internet.
- Ability to work day, evening, and weekends hours.

Knowledge, Skills, and Abilities

- Ability to gain working knowledge of library practices and procedures, including accurate use of current reference and search tools and the standard automated library system;
- Working knowledge of the principles and practices of reference and reader's advisory services;
- Ability to operate relevant computer systems, including hardware and software, and office machines;
- Working knowledge of electronic resources, including the Internet and bibliographic utilities;
- Ability to develop and present programs;
- Strong communication skills, both verbal and written;
- Basic math skills.

Reporting Relationship: This position reports to Branch Manager or Assistant Branch Manager. Does not regularly supervise other staff. May supervise volunteers.

Work Environment:

- Work requires light physical effort in the handling of light materials, up to 30 pounds, in non-strenuous work environment. For example, pushing/pulling of library carts to move library materials within the department, and set up and break down of displays.
- Work also involves standing or walking up to 60% of the time.
- Observes safe work place practices with uncluttered workspace, including office equipment, avoidance of trips and falls, proper lifting techniques and following fire regulations.
- Ability to travel to branch/outside locations, as necessary.

Position: [Assistant Manager I](#)

Location: Harford County Public Library, Jarrettsville, MD

Originally posted on the Maryland Library Association listserv.

Position Summary: Assists with managing the day-to-day operations, activities, and staff of the branch; directly supervises and oversees training for hourly reference staff, including reference substitutes and other hourly staff or volunteers as assigned; provides reference, collection and readers' advisory services to the public; oversees, plans and implements children, young adult and adult programs; performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.

Application Period: Posted May 15, 2018; for Best Consideration Apply By – June 30, 2018 (open until filled)

Essential Functions:

Position Functions:

- Provides reference, collection and readers' advisory services to the public;
- Ensures appropriate "transfer of training" and information sharing activities have been developed and implemented for reference staff having attended training or staff development activities;
- Assists in the development of branch staff schedules and, in conjunction with the Branch Manager, ensures accurate reflection of assigned reference tasks;
- Oversees, plans and implements children, young adult and adult services as assigned by the Branch Manager;
- Assists with overall branch management and oversees branch activities and personnel in the absence of the manager;
- Prepares reports as directed;
- Provides assistance and training on electronic resources to staff and patrons;
- Performs collection maintenance activities, including weeding and assessment; keeping collections up to date; and ordering items;
- Takes a leadership role in implementing changes and in fulfilling the goals and objectives of the library;

Supervision Functions:

- Supervises hourly reference staff, including reference substitutes, and other hourly staff or volunteers as assigned;
- Oversees the training of staff and volunteers, as assigned;
- Administers the Performance Recognition System (PRS), the library's performance evaluation system, in accordance with published guidelines;
- Approves annual leave and checks and tabulates timesheets for assigned staff;
- Prepares monthly reports, meeting agendas, and monthly schedules;
- Interprets and implements system wide policies and procedures;
- Schedules and facilitates department/team meetings;
- Ensures staff receive and understand system and department communications via written or electronic format;
- May act as supervisor of team or work group and/or may supervise volunteers.

Standard Functions:

- Serves on committees and participates in workshops, seminars, and training as requested;
- Represents Library at various outreach activities, as needed;
- Notifies Supervisor with suggested ways to improve the efficiency and effectiveness of personnel and procedures and system-wide goals and objectives;
- Maintains good public relations with the community through contacts with public officials, community leaders, volunteers, Friends of the Library, appropriate school personnel, and the general public;

- Learns new skills and technologies to retain proficiency in areas of expertise;
- Is dependable and punctual;
- Maintains a positive, friendly, and cooperative attitude and provides consistent customer service;
- Upholds all library policies and procedures as defined in Harford County Public Library's Policies and Procedures Manual;
- Completes time sheet and other necessary forms and reports accurately and in a timely manner;
- Performs other duties as assigned.

In addition to the specific duties and responsibilities of this job, it is the responsibility of every employee to comply with the Harford County Public Library Values statement, customer service guidelines, and all other policies detailed in the Policies and Procedures Manual.

Qualifications

Minimum Requirements:

- Masters degree in Library Science or other Master's degree in an approved library related curriculum from ALA accredited institution. (Note: will consider applicants that will complete such program within six months from date of application.)
- Ability to obtain State of Maryland certification as a Professional Librarian within six months of hire;
- Two years related professional library experience, including direct information service and training of customers and staff on use of computers, databases, preferably in public library;
- Some supervisory experience;
- Ability to work day, evening, and weekends hours.

Knowledge, Skills, and Abilities

- Ability to gain advanced knowledge of Harford County Public Library policies and procedures;
- Ability to act as a representative of Harford County Public Library to the public;
- Extensive knowledge of branch practices and procedures;
- Thorough understanding of the relationship of the facets of children's, young adult and adult services and the concepts necessary to develop strong cross services relationships;
- Expert knowledge of relevant electronic resources, including the Internet and database retrieval;
- Ability to effectively coordinate, supervise, train and communicate with other staff members;
- Ability to maintain effective working relationships with other professionals;
- Ability to develop and implement programs in children's, young adult and adult services
- Extensive knowledge of modern research and investigative techniques and procedures;
- Ability to keep relevant parties informed of all major issues and programs and to recommend changes as appropriate;
- Ability to prepare and maintain accurate records;
- Ability to prioritize and multitask;
- Ability to operate relevant computer systems, including hardware and software, and office machines;
- Strong communication skills, both verbal and written.

Reporting Relationship: This position reports to the Manager I – Branch or Manager II – Branch-. Directly supervises para-professional staff. May supervise volunteers.

Work Environment:

- Work requires occasional physical effort in handling of materials, up to 30 pounds, in non-strenuous work environment. For example, set up and take down of tables, chairs or other equipment for meetings or events, pushing/pulling of library carts.
- Work also involves standing or walking up to 60% of the time.
- Requires sitting and use of computer and keyboard for extended periods of time.
- Observes safe work place practices with uncluttered workspace, including office equipment, avoidance of trips and falls, proper lifting techniques and following fire regulations.
- Ability to travel to branch/outside locations is required

Position: [Assistant Manager I](#)

Location: Harford County Public Library, Whiteford, MD

Originally posted on the Maryland Library Association listserv.

Position Summary: Assists with managing the day-to-day operations, activities, and staff of the branch; directly supervises and oversees training for hourly reference staff, including reference substitutes and other hourly staff or volunteers as assigned; provides reference, collection and readers' advisory services to the public; oversees, plans and implements children, young adult and adult programs; performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.

Application Period: Posted May 15, 2018; for Best Consideration Apply By – June 30, 2018 (open until filled)

Essential Functions:**Position Functions:**

- Provides reference, collection and readers' advisory services to the public;
- Ensures appropriate "transfer of training" and information sharing activities have been developed and implemented for reference staff having attended training or staff development activities;
- Assists in the development of branch staff schedules and, in conjunction with the Branch Manager, ensures accurate reflection of assigned reference tasks;
- Oversees, plans and implements children, young adult and adult services as assigned by the Branch Manager;
- Assists with overall branch management and oversees branch activities and personnel in the absence of the manager;
- Prepares reports as directed;
- Provides assistance and training on electronic resources to staff and patrons;
- Performs collection maintenance activities, including weeding and assessment; keeping collections up to date; and ordering items;
- Takes a leadership role in implementing changes and in fulfilling the goals and objectives of the library;

Supervision Functions:

- Supervises hourly reference staff, including reference substitutes, and other hourly staff or volunteers as assigned;
- Oversees the training of staff and volunteers, as assigned;
- Administers the Performance Recognition System (PRS), the library's performance evaluation system, in accordance with published guidelines;
- Approves annual leave and checks and tabulates timesheets for assigned staff;

- Prepares monthly reports, meeting agendas, and monthly schedules;
- Interprets and implements system wide policies and procedures;
- Schedules and facilitates department/team meetings;
- Ensures staff receive and understand system and department communications via written or electronic format;
- May act as supervisor of team or work group and/or may supervise volunteers.

Standard Functions:

- Serves on committees and participates in workshops, seminars, and training as requested;
- Represents Library at various outreach activities, as needed;
- Notifies Supervisor with suggested ways to improve the efficiency and effectiveness of personnel and procedures and system-wide goals and objectives;
- Maintains good public relations with the community through contacts with public officials, community leaders, volunteers, Friends of the Library, appropriate school personnel, and the general public;
- Learns new skills and technologies to retain proficiency in areas of expertise;
- Is dependable and punctual;
- Maintains a positive, friendly, and cooperative attitude and provides consistent customer service;
- Upholds all library policies and procedures as defined in Harford County Public Library's Policies and Procedures Manual;
- Completes time sheet and other necessary forms and reports accurately and in a timely manner;
- Performs other duties as assigned.

In addition to the specific duties and responsibilities of this job, it is the responsibility of every employee to comply with the Harford County Public Library Values statement, customer service guidelines, and all other policies detailed in the Policies and Procedures Manual.

Qualifications

Minimum Requirements:

- Masters degree in Library Science or other Master's degree in an approved library related curriculum from ALA accredited institution. (Note: will consider applicants that will complete such program within six months from date of application.)
- Ability to obtain State of Maryland certification as a Professional Librarian within six months of hire;
- Two years related professional library experience, including direct information service and training of customers and staff on use of computers, databases, preferably in public library;
- Some supervisory experience;
- Ability to work day, evening, and weekends hours.

Knowledge, Skills, and Abilities

- Ability to gain advanced knowledge of Harford County Public Library policies and procedures;
- Ability to act as a representative of Harford County Public Library to the public;
- Extensive knowledge of branch practices and procedures;
- Thorough understanding of the relationship of the facets of children's, young adult and adult services and the concepts necessary to develop strong cross services relationships;

- Expert knowledge of relevant electronic resources, including the Internet and database retrieval;
- Ability to effectively coordinate, supervise, train and communicate with other staff members;
- Ability to maintain effective working relationships with other professionals;
- Ability to develop and implement programs in children's, young adult and adult services
- Extensive knowledge of modern research and investigative techniques and procedures;
- Ability to keep relevant parties informed of all major issues and programs and to recommend changes as appropriate;
- Ability to prepare and maintain accurate records;
- Ability to prioritize and multitask;
- Ability to operate relevant computer systems, including hardware and software, and office machines;
- Strong communication skills, both verbal and written.

Reporting Relationship: This position reports to the Manager I – Branch or Manager II – Branch-. Directly supervises para-professional staff. May supervise volunteers.

Work Environment:

- Work requires occasional physical effort in handling of materials, up to 30 pounds, in non-strenuous work environment. For example, set up and take down of tables, chairs or other equipment for meetings or events, pushing/pulling of library carts.
- Work also involves standing or walking up to 60% of the time.
- Requires sitting and use of computer and keyboard for extended periods of time.
- Observes safe work place practices with uncluttered workspace, including office equipment, avoidance of trips and falls, proper lifting techniques and following fire regulations.
- Ability to travel to branch/outside locations is required

Position: [Librarian II](#)

Location: Beatley Central Library, Alexandria, VA

Full vacancy announcement available on [ALA JobLIST](#).

The Beatley Central Library is seeking enthusiastic, tech-savvy candidates for a Librarian II position. The ideal candidate will have exceptional customer service skills and the desire to contribute to a busy, main library. Under the supervision of the Adult Services Manager, this position is responsible for coordinating the Alexandria Library's volunteer programs, plans special events and community outreach activities, and supervises interlibrary loan functions.

Duties:

- Coordinates the Library's volunteer programs to include developing training and evaluation materials and providing guidance to branch library volunteer coordinators.
- Recruits volunteers for support work and recommends assignments that will make best use of individual skills and library needs.
- Oversees aspects of public programming, exhibitions, and special events including planning, implementation, and logistics.
- Become a passport processing agent and assist in passport processing.
- Oversee a staff member in the Talking Books services.
- May attend/represent the Library at off-site programs and events.
- Oversees the interlibrary loan program, to include updating ILL policies and procedures, training staff on ILL processes, and compiling monthly and annual ILL statistics.

- Processes ILL requests from Alexandria Library patrons and provides materials to other libraries using OCLC.
- Answers any patron or system-wide inquiries related to ILL policies and procedures.
- Answers reference questions in person, via telephone or email, and provides instruction on using the library catalog, databases and all equipment in the reference area.
- Contributes to collection development of the adult fiction and nonfiction areas through evaluating and ordering new materials as well as weeding and maintaining current collections.
- Serves as manager or building officer in the absence of the Adult Services Manager
- May supervise up to five staff members (part-time Librarian I and Library Assistant positions) including interviewing, selecting, training and evaluating these staff.

Requirements

Skills and Abilities

- Must be a US Citizen to qualify for Passport Training.
- Excellent customer service and communication skills.
- Knowledge of automated integrated library systems and comfortable with technology.
- Knowledge of library policies and procedures.
- Familiarity with reference services using a variety of print and electronic resources.
- Ability to work independently to manage ILL processes.
- Some management or supervisory experience preferred.

Qualifications

- Master's degree in Library Science from an accredited A.L.A. library school and the Virginia professional library license are required.
- At least one year of professional library experience at the level of Librarian I, experience in general reference, interlibrary loan and some supervisory experience is preferred.

Posted in [Job Vacancies](#) | Tagged [Maryland](#), [Public Library](#), [Public Services](#), [Virginia](#) | [Leave a reply](#)[Edit](#)

Branch Manager- Montgomery County

Public Libraries

Posted on [May 14, 2018](#) by [LLAM News](#)

Position: [Branch Manager](#)

Location: Montgomery County Public Libraries, Potomac, MD

Salary: \$75,934.00 – \$138,790.00 (Yearly Salary)

Closes: May 16, 2018

Full vacancy announcement available on [ALA Joblist](#).

This is professional library administrative work whose primary job is to delight library customers. The manager has full accountability for management of a library branch in Montgomery County Public Libraries as well as serves as a member of the Director's Administrative team. Branch managers oversee the provision of direct service and assistance to library customers.

Responsibilities include: assessing human resources and customer needs to ensure efficient staff scheduling that corresponds to peak hours of demand, participates in the development of long-range plans for the branch, ensuring consistency with MPCL system-wide goals, manages the supervision and performance evaluations of branch staff, coordinates collection development activities that will improve the quality and usefulness of the library's collection,

ensures successful implementation of new technologies, works with community groups to encourage library use and to assist in making the library more customer friendly, implements system policies and procedures and shares recommendations with library administration, and establishes, maintains, and improves communications and working relationships with diverse community groups, advisory committees, and the media.

Posted in [Job Vacancies](#) | Tagged [Maryland](#), [Public Library](#) | [Leave a reply](#)

Three Positions- Washington, DC & Virtual Position

Posted on [May 14, 2018](#) by [LLAM News](#)

Position: [Supervisory Librarian \(Preservation\) \(Head, Paper Conservation Section\)](#)

Location: Library of Congress, Washington, DC

Salary: \$96,970 to \$126,062 per year

Full vacancy announcement available on [USAJOBS](#).

This position is located in the Paper Conservation Section, Conservation Division, Preservation Directorate, Library Services. The Conservation Section is responsible for all work related to the assessment, stabilization, and conservation treatment of artifacts on paper and other substrates in the Library's special collections and works closely with all custodial divisional representatives to develop, establish, coordinate and carry out a comprehensive, Library-wide conservation treatment program appropriate to the collections' needs. The incumbent serves as Section Head and is responsible for work conducted in this section, which includes assessments, surveys, evaluations, treatments, documentation, and housing of paper format collections and paper artifacts; preparation work for exhibitions; research into optimizing paper conservation treatment methods and protocols; participation in the division's intern program and other teaching and training programs; and creation of publications, reports, and guidelines.

Position: [Library Technicians](#)

Location: Major Federal Library, Washington, DC

Originally posted on University of Maryland [blogMLIS](#).

LAC Federal is seeking Library Technicians to support a project processing East Asian language materials for a major Federal library in the Washington, DC area. This is a long term full time (40 hour a week; Monday to Friday) benefited contract position. Project is expected to start by 1st week of July.

RESPONSIBILITIES

- Use an Integrated Library System (ILS) to prepare serials and other multipart publications for binding.
- In addition to binding preparations, staff will update library holdings, shift collections to accommodate growth, pin and link serial volumes to manage inventory and re-shelve material.

QUALIFICATIONS:

- Experience working with an Integrated Library System (Voyager preferred) to manage serials in Asian languages
- Ability to work quickly and accurately and follow complex directions
- Knowledge of either Japanese or Korean is preferred, but not required

Position: [Research Analyst](#)

Location: Virtual Position

Originally posted on University of Maryland [blogMLIS](#).

LibSource, an LAC Group company, is seeking an experienced Research Analyst to work virtually providing weekend coverage to our clients. All research and communication will be performed online and by phone, using both paid databases and open sources. The Research Analyst will work with other analysts to complete research requests in a timely, professional, and cost effective manner. Research will be delivered directly to clients using a virtual reference desk platform.

This is a part-time virtual position that will cover approximately 6 hours a day on Saturday and Sunday.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Virtual Position](#), [Washington DC](#) | [Leave a reply](#)[Edit](#)

Eight Positions- Washington DC, Maryland, & Virginia

Posted on [May 11, 2018](#) by [LLAM News](#)

Position: [Knowledge Management Specialist](#)

Location: American Council of Life Insurers, Washington, DC

Full vacancy announcement available on [ALA Joblist](#).

Description

A major US trade association is seeking a Knowledge Management Specialist to join its Research team. This individual will manage the association library, develop and maintain a database of resources, ensure that appropriate resources reach the right people, and conduct qualitative and/or legal research.

Responsibilities include:

- Manage ACLI's Library, including providing reference services, acquisitions, cataloging, and budgeting.
- Identify, manage, and implement strategies to ensure that information is flowing to the right people in an appropriate way.
- Keep up with and share any new research, articles, books, blog posts, or other publications conferences, as well as seminars or other events which may be of particular interest to ACLI professional staff.
- Compile and catalog a database of materials, data, and research produced by other organizations.
- Identify, acquire, and circulate any books, databases, apps, or other resources which can inform or otherwise support advocacy.
- Establish a formal cataloging and internal lending system.
- Qualitative and legal research to support ACLI advocacy.

- Collect and analyze information on various issues, organize and present the information to ACLI staff as needed, and assist in drafting white papers or other reports which may be shared internally, with member companies, and/or with external entities.
- Quickly learn about the life insurance industry and keep abreast of developments in the industry, and to identify potentially useful new information sources.
- Establish and build relationships with member company Knowledge Managers and Corporate Librarians, think tanks, universities, and government.
- Work closely and collaboratively with peers both within and outside of the Research Department.

Requirements

This position requires a bachelor's degree in a social science or in library and information science and 3+ years related experience or a Master's degree with 1+ years of related experience. Experience in knowledge management or working in corporate or other special library is especially valued. Demonstrated understanding of library management and/or knowledge management principles. Willingness to acquire deep knowledge of the life insurance industry, life insurance products, retirement security, and issues related to the industry. Excellent written and oral communication skills. Strong presentation skills. Highly organized, conscientious, innately curious, and able to engage clients (i.e. ACLI staff and member companies). Creative problem-solving, willingness to engage colleagues and ability to work under tight deadlines. Able to work alone and as a team player. Build contacts among member company Knowledge Managers and Corporate Librarians, think tanks, universities, and government.

Email or fax resume, references and salary requirements to:

American Council of Life Insurers

ATTN: HR – KMS

101 Constitution Avenue, NW

Washington, DC 20001

HR@accli.com

FAX: 866-953-4078

Position: [Metadata Librarian, Digital and Special Collections](#)

Location: Georgetown University Library, Washington, DC

Full vacancy announcement available on [ALA Joblist](#).

The Georgetown University Library is an agile organization that respects the heritage of the past while anticipating the requirements of the 21st century. By providing preeminent services, collections and spaces, the Library shapes the creation of knowledge, conserves culture for posterity, and transforms learning and research.

The Metadata Librarian works collaboratively with other Metadata Librarian(s) and Metadata Specialists to support the discovery of and access to Library acquired materials in a variety of languages and formats, special collections, and digital content through metadata creation, analysis, enrichment, and maintenance according to local and national cataloging and metadata standards. Reporting to the Head of Metadata Services, the Metadata Librarian has **duties that include but are not limited to:**

Original Cataloging

- Performs original and complex copy cataloging for monographic, in both English and non-English languages in a variety of subject areas.

- Uses the nationally accepted standards of the Anglo-American Cataloging Rules (AACR2 revised ed.) and the LC Rule Interpretations (LCRIs) for descriptive cataloging, the Library of Congress Subject Headings (LCSH) for subject access and Library of Congress call numbers for classification of materials.
- Upgrades less than full member OCLC member copy of bibliographic records by adding LC call numbers and subject headings.
- Creates name authority records according to NACO standards.
- Contributes authoritative name headings to the NACO database.
- Resolves cataloging problems and conflicts identified by paraprofessionals within the Department.
- Participates in training and support activities for paraprofessionals.
- Works closely with the Unit Head to develop efficient workflow for cataloging monographic materials.

Rare Book and Digital Object Cataloging

- Performs original and complex copy cataloging for rare book monographic materials in a variety of subject areas and languages.
- In addition to the nationally accepted standards stated above, catalogs according to descriptive cataloging rules found in the Descriptive Cataloging of Rare Materials (Books), 2nd edition.
- Describes digital resources using the appropriate metadata schema (preservation, access, description, etc.) to support Georgetown University Library's digital collections. Metadata is provided within the digital library systems and/or within OCLC for inclusion in the local system

Library Contributions and Professional Development

- Serves on library and university-wide committees and task forces; participates in local consortia and regional and national associations.
- Contributes to the profession through writing for publication, presentation, and/or active involvement in professional associations at the national or regional level.
- Continually acquires new knowledge and updates skills to enhance professional performance in all areas of responsibility.
- Keeps abreast of developments, trends and issues in the library field.
- Monitors trends and maintains currency in emerging issues within areas of expertise.
- Participates in meetings and in planning.
- Suggests revisions in policies and enhancements to services.
- Participates in achieving library-wide priorities; prepares statistics and writes reports.

Qualifications

Required qualifications

- Master's degree in Library or Information Science from ALA-accredited institution
- 2 or more years of professional metadata creation experience in an academic or research library
- 2 or more years of professional experience creating metadata for rare and special collections
- Demonstrated knowledge of MARC and non-MARC metadata formats, standards and schema, such as Dublin Core, METS, EAD, TEI, MODS and AAT
- Working knowledge of descriptive bibliography and issues specific to rare materials
- Working knowledge of current metadata standards such as FRBR, Resource Description and Access (RDA), Program for Cooperative Cataloging/Library of Congress Policy

Statements, Library of Congress Subject Headings (LCSH), Library of Congress Classification (LCC), and other emerging standards

- Experience with a national bibliographic utility, such as OCLC, and a local online system, such as Alma

Preferred qualifications

- Knowledge of issues and current trends in metadata, discovery tools, digital library development, digital preservation, and cataloging standards and practices
- Knowledge of preservation metadata schemas and practices
- Proficiency in Latin and reading knowledge of 1 or 2 modern foreign languages
- Working knowledge of special collections and rare book metadata standards including Descriptive Cataloging of Rare Materials and Books (DCRM(B)), Descriptive Cataloging of Ancient, Medieval, Renaissance, and Early Modern Manuscripts (AMREMM), and RBMS (Rare Books and Manuscripts Section) genre terms
- Experience using DSpace or other digital asset management systems
- Demonstrated programming skill and ability (e.g., Python, PHP, and Java), especially related to metadata manipulation
- Experience with MarcEdit or other MARC editing tools
- Aptitude for complex, analytical work with attention to detail, demonstrated problem-solving skills, and flexibility
- Ability to work in a continually changing environment, to exercise initiative, and to work independently as well as part of a team

Position: [Library Technician](#) (Information)

Location: Library of Congress, Washington, DC

Salary Range: \$45,972 to \$59,762 per year

Full vacancy announcement is available on the [USAJOBS](#).

Summary

Copyright is a form of legal protection provided by the laws of the United States (title 17, U. S. Code) to authors of literary, dramatic, musical, artistic, and other works. The United States Copyright Office, located within the Library of Congress and under the direction of the Register of Copyrights, administers the Copyright Law, advises Congress and government agencies on legal and policy matters; provides international representation on copyright issues; administers the national copyright registrations system; provides collections materials to the Library through voluntary registration and mandatory deposit programs; records documents relating to copyright chain of title; administers statutory license provisions of the law, including collecting and distributing royalties; maintains the world's largest database of copyright public records; and, provides information and reference services to the public. The Office of Public Information and Education is responsible for providing information to the public and to the copyright community regarding U.S. copyright law and Copyright Office services. The Copyright Information Section, also called the Public Information Office, is the primary liaison between the Copyright Office and the copyright community.

The incumbent of this position serves as Information Technician, reports to the Information Section Head, and has a primary purpose of providing information services to the office.

Responsibilities

Using knowledge of the methods and procedures of the Copyright Office developed through on-the-job training overseen by the Information Section Head and following specific procedures

and established methods, answers telephone inquiries referred by a Senior Copyright Information Specialists or Supervisors. Gathers information and searches the databases to provide an instant status report when feasible. May initiate telephone calls after conducting status research of assigned inquiries received by others.

Using knowledge of the methods and procedures of the Copyright Office and following specific procedures, including the use of pattern paragraph resources, replies to routine status and processing inquiries by drafting correspondence and replying to the applicant. Makes case-specific revisions to standard language that ensures applicant receives required information and can respond in an efficient manner. Obtains the guidance of a Senior Information Specialist when including information concerning basic registration procedures and suggested links to information on the Copyright Office web site.

Using knowledge of the methods and procedures of the Copyright Office developed through on-the-job training overseen by Information Section Head and following specific procedures and established methods, reviews status inquiries received by email, telephone and/or visitors. Searches the two primary databases (Siebel and COINS) to determine whether a record exists. If a record is found, prepares a report, which includes the receipt date, registration class, and service request number. Also verifies whether the request deposit copies and appropriate fees have been provided. Routine status reports are sent to the applicant by email or telephone. If there are special circumstances or complexities, refers complex searches to the supervisor or a Senior Copyright Information Specialist, or the appropriate area of the Copyright Office.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

Ability to utilize computer technology and software applications.

Ability to interpret and apply a variety of guidelines and/or regulations.**

Ability to communicate effectively in writing.**

Ability to retrieve, review and analyze information to resolve problems.

Skill in providing customer service.**

Ability to communicate effectively other than in writing.

Position: [Librarian](#)

Location: Hyde-Addison & Van Ness Elementary – DC Public Schools, Washington, DC

Full vacancy announcement available on [CUA SLIS blog](#).

Hyde-Addison and Van Ness Elementary DC Public Elementary schools are looking for a dedicated and talented librarian for the 2018-2019 school year. An ideal candidate will have demonstrated success with a broad range of students and be a collaborative member of a

professional learning community. This person will also enjoy working with children and promoting literacy skills.

This is a 10 month position that would start in August 2018.

The **responsibilities** of the librarian would include:

- Planning meaningful literacy lessons for children in PK3-5
- Maintain a library environment to meet educational needs of students and to invite learning
- Promote literacy schoolwide
- Make and assist with library displays and make weekly visits to the library enjoyable and a learning experience for students, to include reading to students, assisting with checking out/in books, and using technology for student computer instruction.
- Process all books and prepare them for shelving and distribution in the library including Accelerated Readers
- Keep careful records of all items and inventory in the library;
- Communicate with teachers and students regarding library activities, materials, and promotion programs
- Set and reinforce clear expectation for student behavior.
- Ability to plan collaboratively with the specials team and classroom teachers as necessary
- Communicate and build relationships with parents and families

Skills and Characteristics:

- Outstanding instructional and management skills
- Ability to cultivate a strong culture that is inclusive of all students and maintains high expectations
- Enthusiasm and openness for feedback and coaching

If you are interested in this role, please send your résumé and a cover letter to: Elizabeth Namba at elizabeth.namba@dc.gov

Position: [Archives Technician](#)

Location: Smithsonian Institution, Landover, MD

Salary Range: \$45,972 to \$59,762 per year

Full vacancy announcement is available on the [USAJOBS](#).

Summary

This position is located in the National Museum of African American History and Culture of the Smithsonian Institution. The National Museum of African American History and Culture (NMAAHC) is the largest national museum for the study and exhibition of African American history and culture. Its primary purposes are to acquire, maintain and preserve objects which document social, cultural, political, military, technological and scientific developments in the United States related to the African American experience; to conduct scholarly research designed to make significant contributions to the body of knowledge in the field of African American history, to publish findings for both scholarly and general audiences; and to interpret historical developments through public exhibits and programs as well as digital content.

ATTENTION: Due to the large number of qualified applicants for positions of this type, this job announcement will close at 11:59 pm Eastern Time on either: (A) The closing date listed above or (B) The date that 200 applications are received; whichever occurs first. If the announcement closes on the date that 200 applications are received, all

applications submitted by 11:59pm that day will be given consideration, including those in excess of 200.

We encourage applicants to apply as soon as possible to ensure their applications are submitted before the announcement closes. We will not consider applications which are late due to the announcement closing once the above number of applications is reached.

Responsibilities

The position is in the National Museum of African American History and Culture, Smithsonian Institution, Landover, MD. The employee provides a broad range of advanced archival skills including archival appraisal, processing and description, as well as an understanding of archival materials stabilization and preservation techniques. These skills and techniques are utilized on the accessioned archival collections, retired official records of the museum, as well as the personal professional research files of museum staff. Responsibilities *include*:

- processing archival collections according to established professional and institutional standards that includes preparing well-written and thorough archival descriptive aids. Archival description includes creating collection inventories and preparing and uploading EAD-compliant finding aids that can be linked to Smithsonian collection management databases and systems. Finding aids are generated in Archivists' Toolkit and ArchiveSpace in accordance with archival descriptive standards including DACS;
- supporting the Archivist in archival collection management by applying basic preservation methods that include assessing collection condition, rehousing documents in acid free folders and containers, flattening and storage procedures, and assisting in identifying materials that require preservation treatment and/or digitization; and
- assisting the Archivist in providing research and reference service promptly and effectively to management and staff of the Smithsonian Institution, research scholars, and to members of the public, drawing upon a broad knowledge of the NMAAHC archival collections and topics in the specialization of African American history and culture.

Position: [Head of Archives and Special Collections](#)

Location: Loyola Notre Dame Library, Baltimore, MD

Originally posted on the Maryland Library Association listserv.

The Loyola Notre Dame Library (LNDL) seeks an imaginative and innovative leader who will articulate a clear vision for a unit that includes the university archives and special collections of Loyola University of Maryland and Notre Dame of Maryland University. The successful candidate will be an individual who is creative, flexible, and enthusiastic about serving the two communities by expanding access and promoting the use of collections through classroom instruction, outreach, public presentations, tours, and exhibits. The individual in this position will be responsible for supporting the universities' educational missions, alumni relations, record retention priorities and fundraising, as well as the broader scholarly community.

Position Responsibilities:

- Provides vision and leadership in directing and managing the programs and operations of Archives and Special Collections.
- Sets goals, identifies resources needed, and cultivates opportunities for collaboration.
- Supervises, trains, and evaluates a full time processing archivist, volunteers and student workers describing and redefining positions as necessary.
- Develops programs and services to acquire, process, curate, and provide access to special collections and archives in a variety of formats.

- Collaborates with faculty to teach the use of primary source materials, support digital scholarship initiatives, assess student learning, and makes the collections accessible by way of new and innovative strategies.
- Partners with campus stakeholders to develop innovative ways to use the collections.
- Creates a program to support born-digital archives.
Participates in the planning, maintenance, accessibility, and sustainability of digital projects.
- Evaluates potential donations for inclusion in archives and special collections.
- Coordinates outreach events, receptions, and special viewings of archives and special collections materials.
- Partners with campus constituencies to develop and implement a program of records management and retention.
- Develops assessment strategies and conducts ongoing assessment using a variety of methods to determine the effectiveness of services.
- Identifies, writes, and participates in grant proposals and projects.
- Perform liaison duties to promote services and resources to faculty.
- Perform other duties as assigned.

Required Qualifications:

- MLS or equivalent from an ALA-accredited program with an emphasis in archives and records management
- Minimum of 3-5 years of progressively responsible experience in a college or university archive/special collections
- Knowledge of standard archival theory and practice, preservation concepts, principles, and methodologies, local research tools and finding aids
- Demonstrated ability to supervise and mentor
- Knowledge and/or experience developing digital collections
- Knowledge and/or experience employing digitization practices to enhance archives and special collections
- Knowledge of current metadata standards used for describing digital materials such as image, text, sound, and video
- Knowledge and/or experience with archival collection management systems, e.g., ArchivesSpace, Preservica, etc.
- Experience with content management systems, such as Omeka and WordPress
- Excellent oral and written communication skills
- Commitment to building strong relations between the library, academic departments at both universities, the two university communities, and external communities
- Evidence of well-developed organizational, time, and project management skills.
Ability to move and / or lift up to 40 lbs with or without accommodation

Preferred Qualifications:

- Experience with library preservation/conservation techniques and digitization, digital preservation practices and standards
- Familiarity with institutional repositories or ContentDM, EAD, Web harvesting, APIs.
- Successful grant writing experience
- Experience organizing and mounting exhibits
- Ability to cultivate and maintain effective relations with donors
- Experience with promoting collections through social media
- Familiarity with copyright and intellectual property issues

Position: [Librarian III](#)

Location: Baltimore County Public Library (Baltimore County Detention Center), Towson, MD

Salary: \$44,023 to \$58,967 per year

Originally posted on the Maryland Library Association listserv.

At Baltimore County Public Library (BCPL), staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, developing innovative learning environments and creating gracious library spaces. We circulate over 10 million items and provide library services through our 19 branches, four mobile library vehicles and a growing virtual online presence. If you are enthusiastic, self-motivated and open to new ideas consider joining the Baltimore County Public Library team as a full-time Librarian III assigned to provide services at the Baltimore County Detention Center.

We offer an excellent benefit package that includes four weeks of vacation and other paid leave, a variety of subsidized health care options, pension eligibility and other related benefits.

Key Responsibilities

- Assists customers in finding answers to a broad range of questions through use of print and online resources
- Guides customers in selecting appropriate materials either for personal pleasure or continued learning
- Assists customers with technology related requests for service including e-reader devices
- Oversees the Detention Center's library collection
- Plans and presents library-related programs and outreach services
- Supports innovation by embracing change, being flexible and anticipating customers' needs
- Demonstrates initiative by being a self-starter, rethinking processes and effectively solving problems
- Demonstrates a commitment to teamwork by being an effective communicator and engaging in respectful and productive work relationships
- Actively pursues continuous learning by participating in training opportunities and sharing knowledge in the workplace

Education/Experience Requirements

- MLS from an ALA accredited school
- Knowledge of library services and operations obtained through at least one year of work experience
- Knowledge of print, electronic and online information resources and proficiency in using e-readers, cloud technology and computer applications such as Microsoft Office, Google Drive and others
- Ability to establish and maintain relationships with customers, community groups and coworkers of diverse backgrounds
- Ability to plan, organize and present a variety of activities and presentations
- Ability to demonstrate effective written and verbal communication skills

- Ability to work a primary schedule of 8 a.m. to 4:30 p.m., Monday through Friday and at other times as needed
- Must pass a post-offer background and physical screening

To Apply

Send an email to humres@bcpl.net and attach the following two documents:

1. A completed BCPL employment application, which you can find on our website www.bcpl.jobs
2. Your cover letter and resume as one PDF document

Include your last name in the title of the documents. Indicate the job title Librarian III—Baltimore County Detention Center in the subject line of your email.

Closing Date: 05/31/2018

Position: [Manager, Library Client Services](#)

Location: RAND Corporation, Arlington, VA

Full vacancy announcement available on [ALA Joblist](#).

Summary:

Under the direction of the Director of Knowledge Services, this position is responsible for operations of the Library Client Services Group. The successful candidate will manage and motivate a dispersed team of librarians. They will be comfortable with a collaborative team environment, be results oriented, and have a vision for providing innovative information and library services in an environment where clients are often located off-site.

Qualifications

- MS/MA in library/information science or equivalent professional experience
- 6-8 years managing reference/client/public services in an academic or special library setting. Experience supervising professional staff required.
- Thorough knowledge of areas of responsibility, including strong background in providing reference or research consulting services
- Experience working with faculty or professional research staff in either an academic or corporate environment
- U.S. citizenship and ability to get a clearance

For more information and to apply go here: [Employment Information for Job Seekers](#) and search for **job #5256**.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Library](#), [Public Services](#), [Special Library](#), [Technical Services](#), [Virginia](#), [Washington DC](#) | [Leave a reply](#)

Two Positions — Maryland

Posted on [May 9, 2018](#) by [LLAM News](#)

Position: [Circulation Assistant III](#)

Location: Baltimore County Public Library, Pikesville, MD

Salary Range: \$30,317 to \$39,626

Originally posted on the Maryland Library Association listserv.

About

At Baltimore County Public Library (BCPL), staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships and creating innovative learning spaces. We seek

enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 11 million items and provides library services through its 19 branches, four mobile library vehicles and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL as a full-time Circulation Assistant III.

We offer an excellent benefit package that includes four weeks of vacation and other paid leave, a variety of subsidized health care options, pension eligibility and other related benefits.

Key Responsibilities

- Performs routine circulation functions such as processing incoming, withdrawn and problem materials, mail, reserves and various reports
- Assists customers at the public service desk with library card registration, self-service technology, basic catalog searched and computer sign-up and questions
- Shelves materials and performs shelf reading tasks
- Assists with opening and closing procedures
- May handle building and equipment concerns, security issues and emergency situations
- Prepares cash drawers and may make cash deposits and prepare reports for Fiscal Services

Education/Experience Requirements

- High school diploma or GED certificate preferred
- One year of customer service experience in a public library preferred
- Basic computer skills and the ability to use different technologies to perform work
- Commitment to internal and external customer service and the ability to work with people of diverse backgrounds
- Willingness and ability to travel throughout the system, work a variety of schedules that include evenings and weekends and accept system-wide transfers
- Physical ability to bend, stand for extended periods of time, lift up to 25 pounds and push and pull a wheeled cart weighing up to 100 pounds
- Must pass a post-offer criminal background check

To Apply

Send an email to humres@bcpl.net and attach the following two documents:

1. A completed BCPL employment application, which you can find on our website www.bcpl.jobs
2. Your cover letter and resume as one PDF document

Include your last name in the title of the documents. Indicate the job title Circulation Assistant III—Pikesville in the subject line of your email.

Closing Date: 06/07/2018

Position: [Circulation Assistant and Driver](#)

Location: Baltimore County Public Library, Mobile Services

Salary Range: \$30,317 to \$39,626

Originally posted on the Maryland Library Association listserv.

About

At Baltimore County Public Library (BCPL), staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences,

establishing meaningful partnerships and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 11 million items and provides library services through its 19 branches, four mobile library vehicles and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL as a full time Circulation Assistant and Driver in the Youth and Family Engagement Department. We offer an excellent benefit package that includes four weeks of vacation and other paid leave, a variety of subsidized health care options, pension eligibility and other related benefits.

Key Responsibilities

- Drives the Read Rover bookmobiles to licensed child care centers and homes and other community sites that serve youth and families throughout Baltimore County
- Checks materials in and out for customers, shelves materials and keeps daily circulation records
- Explains policies and procedures to customers
- Provides circulation services to users of varied ages, cultures and skill levels
- Develops and applies skills in the use of technology to improve personal efficiency
- Processes, sorts, shelves and maintains library materials on the shelves
- Maintains records and statistics
- Responsible for overall vehicle appearance and vehicle maintenance schedule
- Schedules vehicle maintenance and alerts mechanics to vehicle problems

Education/Experience Requirements

- High School Graduate or High School equivalency preferred
- One year of customer service experience
- Must possess a Maryland drivers' license in good standing
- Ability to sort materials in alphabetical and numerical order, process basic math transactions, follow instructions, work effectively under minimal supervision, communicate effectively and exercise sound judgment
- Basic computer skills demonstrated through use of Microsoft Office applications and email
- Physical ability to climb in and out of a truck
- Physical ability to move throughout the truck and to sit and operate a vehicle for up to two hours at a time
- Must be able to work a variety of shifts that may include evenings and weekends
- Must pass a post-offer criminal background check

To Apply

Send an email to humres@bcpl.net and attach the following two documents:

1. A completed BCPL employment application, which you can find on our website www.bcpl.jobs
2. Your cover letter and resume as one PDF document

Include your last name in the title of the documents. Indicate the job title Circulation Assistant and Driver in the subject line of your email.

Closing Date: 05/21/2018

Posted in [Job Vacancies](#) | Tagged [Maryland](#), [Public Library](#), [Public Services](#) | [Leave a reply](#)[Edit](#)

Three Positions — Washington, D.C.

Posted on [May 9, 2018](#) by [LLAM News](#)

Position: [Library Technician \(Senior Delivery Technician\)](#)

Location: Library of Congress, Washington, DC

Salary: \$41,369 to \$53,774 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

The position is located in the Inventory Management and Document Delivery Unit 1 of the Collections Integrity and Maintenance Office, Collections Management (CMD) Division. Incumbent reports directly to the Supervisor, Inventory Management and Document Delivery Unit 1, providing a variety of support services relating to the routing of Library materials. The incumbent serves as Delivery Technician and is responsible for a wide variety of collections retrieval and delivery activities; photocopying and scanning; updating item status in the LC ILS; ensuring items are routed properly; and creating item records in the LC ILS as appropriate. The Delivery Technician uses the LC ILS, especially the Circulation module, as well as CMD's photocopying, digital scanning and transmission devices.

Responsibilities

The incumbent picks up, distributes, and returns items requested by the Reference and Collections Support Section or processed by CMD's Inventory Management and Document Fulfillment Technicians for the use primarily of Congressional and interlibrary loan customers and for other official purposes.

Incumbent is responsible for scanning all material upon arrival from offsite and delivering material to the appropriate custodial division or reading room. When loan requests are filled, incumbent assembles books for delivery to Congressional offices, maintains a computerized log noting the time the books are leaving the Division, and transfers them to a commercial delivery service on a strict schedule.

Incumbent photocopies or scans articles and short works identified by reference staff for interlibrary loan customers. These items are either mailed to the requestors, or sent through other document transmission methods such as ARIEL and Odyssey.

Incumbent checks the majority of books that are returned to the shelf, normally by scanning the item's barcode into the check-in function of the LC ILS Circulation module.

Incumbent provides circulation status checks for Library staff who request material and receive not-on-shelf responses if these staff cannot search the circulation database themselves and need to know whether or not a book is charged.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

Knowledge of library processes and procedures. **

Ability to use computerized search tools, databases, and other technologies. **

Ability to review and analyze information.

Ability to use office computer software applications and office equipment. **

Ability to provide customer service. **

Ability to communicate effectively other than in writing.

Position: [Library Technician \(Preservation\)](#)

Location: Smithsonian Institution, Washington, DC

Salary: \$45,972 to \$59,762 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

ATTENTION: Due to the large number of qualified applicants for positions of this type, this job announcement will close at 11:59 pm Eastern Time on either: (A) The closing date listed above or (B) The date that 200 applications are received; whichever occurs first. If the announcement closes on the date that 200 applications are received, all applications submitted by 11:59pm that day will be given consideration, including those in excess of 200.

We encourage applicants to apply as soon as possible to ensure their applications are submitted before the announcement closes. We will not consider applications which are late due to the announcement closing once the above number of applications is reached.

This position is located in the Preservation Services Department, Technical Services Division, Smithsonian Institution Libraries (SIL), located in Landover, MD. The employee will perform a wide variety of conservations treatments on circulating, non-rare materials in the Libraries, including serials, monographs, maps and other flat paper items.

Responsibilities

- Performs a variety of repairs such as tipping-in or hinging-in of loose leaves and replacement pages; dry cleaning; page mends using Japanese tissue and wheat starch paste; repairing case or adhesive bindings; spine repair; recasing; new covers; re-sewing of textblocks; textblock consolidation; board attachment. Constructs pockets to house accompanying materials and a variety of enclosures.
- Prepares materials for the commercial bindery: searches and verifies bibliographic entries in online catalog; performs quality control inspection of materials received from the commercial bindery; and maintains tracking logs and online circulation charges of materials.
- Performs condition surveys, accurately assessing and recording the suitability of materials for deacidification, reformatting, repair, boxing, commercial rebinding, replacement or withdrawal.

Position: [Lower School Librarian and Technology Teacher](#)

Location: Capital City Public Charter School, Washington, DC

Full posting on the University of Maryland [blogMLIS](#).

Capital City Public Charter School is seeking a dynamic Lower School Librarian and Technology Teacher to join our team for the SY1819 school year. The Lower School Librarian and

Technology Teacher will support students in developing age-appropriate information, media, and technology skills through direct instruction, and in collaboration with teachers. Capital City was founded in 2000 and currently serves students in grades PK-12 at a single site in Ward 4. Capital City has been a model for school reform in the District. The school implements the Expeditionary Learning model in tandem with the common principles of the Coalition of Essential Schools (CES). Through Expeditionary Learning (www.elschools.org) teachers craft expeditions that incorporate projects, research, fieldwork and service to support students in meeting rigorous standards. The CES principles (www.essentialschools.org) emphasize equity, depth over breadth, student leadership, and authenticity. Capital City's program also emphasizes a strong social curriculum, a commitment to diversity, a strong inclusion model and the integration of arts into the curriculum. There is a strong focus on professional development and growth.

For more information visit our Hiring site:

<https://www.ccpcs.org/about/our-staff/join-our-team>

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Public Services](#), [School Library](#), [Technical Services](#), [Washington DC](#) | [Leave a reply](#)[Edit](#)

Position- Resource Acquisitions Manager- Johns Hopkins University

Posted on [May 7, 2018](#) by [LLAM News](#)

Position: [Resource Acquisitions Manager](#)

Location: Johns Hopkins University, Baltimore, MD

Salary Range: \$57,544 – \$79,047

Originally posted on the Maryland Library Association listserv.

The Resource Acquisitions Manager oversees the strategies, processes and workflows of acquiring content in all formats for general and special collections of the Sheridan Libraries. In collaboration with the Head of Technical Services, this role helps develop the vision and strategic goals for the acquisitions team. This role also works closely with the Associate Director for Collections and Academic Services and Welch Medical Library's acquisitions staff to coordinate electronic resources licensing and access management across the Johns Hopkins University Libraries. This position has a deep understanding of best practices and emerging trends in collections procurement and scholarly publishing in academic research libraries. This individual actively engages with publishers, vendors, subscription agents, and consortia to acquire content and conducts ongoing evaluation of their services. In collaboration with colleagues across the University and content providers, this forward thinking position aligns acquisitions strategies with collection needs and available resources. The position develops innovative approaches and designs workflows to ensure that the Acquisitions team of six FTE obtain resources in a timely, fiscally responsible, and effective manner ensuring compliance with JHU's licensing and financial principles and practices.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#) | [Leave a reply](#)

Three Positions- Maryland

Posted on [May 3, 2018](#) by [LLAM News](#)

Position: [Director of Programs and Outreach](#)

Location: Enoch Pratt Free Library, Baltimore, MD

Salary: \$79,152.00 – \$102,867.00 (Yearly Salary)

Full vacancy announcement available on [ALA Joblist](#).

Description

The Pratt Library is looking for a Director of Programs and Outreach. Under the supervision of the Chief Executive Officer, the Director of Programs and Outreach will provide direction and supervision to the adult, young adult, and children's program supervisors. The Director will also coordinate the external partnerships and collaborative activities of the Library.

The summary of duties listed below is not exhaustive. Additional duties are dependent upon the needs of the hiring department/division.

Oversees the programming department, including age level specialists (School Support, Children, Adult & Writers Live) and support staff.

Directs and supports programming system wide, including assisting the specialist with creating vision and outcomes for programs based on the needs of the Baltimore City community.

Assists with coordination of all major Pratt events & programs including Writer's Live, Summer Reading and others.

Creates a strategic plan for outreach throughout Baltimore based on the goals and vision of the library system, ensuring that services and programs reach the entire city, regardless of physical building locations.

Oversees mobile units, including the mobile job unit, the book buggy, and the book mobile.

Determines areas of the city and correct partners that can further the Enoch Pratt's reach.

Evaluates outreach services.

Acts as a full member of the Executive Leadership Team, attending Leadership team meetings and fully participating in the vision and direction of the Library.

Collaborates closely with Neighborhood Library Services and Central Library/ State Library Resource Center to create programs that are in line with the needs and goals of these departments.

Creates and maintains partnerships that assist with system-wide programming and outreach.

Leads the state in excellence and innovation of programming.

Works closely with Institutional Advancement and Marketing to ensure programs are correctly funded, marketed, implemented and evaluated.

Coordinates the Programming Committee meetings and agendas.

Other leadership duties as assigned.

Position: [Athletics Archivist](#)

Location: University of Maryland Libraries, College Park, MD

Full vacancy announcement available on [ALA Joblist](#).

The collections and services of the University of Maryland Libraries' Special Collections and University Archives (SCUA) are at the heart of the research and teaching mission of the university. The Athletics Archivist serves in the University of Maryland collecting area under the supervision of the University Archivist. As a member of the University of Maryland team, the Athletics Archivist supports building, maintaining, organizing, preserving, publicizing, and providing access to athletics-related archival holdings while also preserving the history of University of Maryland athletics. Under the direction of the University Archivist and in collaboration with other UMD Libraries' units, the Athletics Archivist is responsible for activities in the following areas: reference (40%); collection development, description, and maintenance (20%); instruction and outreach (20%); and professional development, scholarship, and service (20%).

The Athletics Archivist assists in the supervision of graduate assistants, hourly student workers, interns, and volunteers, as needed.

For the full position description, please go to <http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions>.

Position is appointed as professional track faculty within the Faculty Specialist Ranks as established by the University of Maryland. Rank at appointment is based on the successful applicant's experience and relevant credentials.

Position: [Public Services Librarian](#)

Location: Carroll Community College, Westminster, MD

Salary: \$51,770-\$65,130

Originally posted on the Maryland Library Association listserv.

Responsible for coordinating services to students, staff, faculty and the community including reference, circulation and library instruction. This position reports to the Director of Library and Media Services. This position requires one evening shift per week (2 pm – 10 pm) and an occasional Saturday.

ESSENTIAL JOB FUNCTIONS:

- Coordinates information literacy instruction including planning, design, implementation, and assessment.
- Provides information and reference service across multiple formats, library instruction both in the classroom, online via embedding in courses and creating tutorials and research guides, and at the reference desk.
- Acts as liaison to assigned academic units and regularly communicates with these faculty members regarding library programs, instruction, resources, and services. Provides library instruction for classes.
- Maintains course-related subject research guides and tutorials.
- Participates in the materials selection process by recommending titles for purchase from review media and evaluates material for deselection.
- Provides instruction, assistance, and troubleshooting in the use of computers, printers, and other technology in public service areas as needed.
- Keeps abreast of the profession through professional reading, membership in professional associations, and attendance at meetings, conferences, workshops, webinars, and consultations with librarians at other institutions.
- Attends faculty meetings, Librarian meetings, and serves on committees as assigned.
- Performs other duties as assigned.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Archivist](#), [Maryland](#), [Public Library](#), [Public Services](#) | [Leave a reply](#)

Two Positions- Washington, DC & VA

Posted on [May 3, 2018](#) by [LLAM News](#)

Position: [E-Discovery Specialist, CG-0301-12](#)

Location: Federal Deposit Insurance Corporation, Washington, DC

Salary: \$90,096 to \$146,769 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Legal Division, Litigation and Resolutions Branch, Professional Liability and Financial Crimes Section the Federal Deposit Insurance Corporation. The incumbent of this position supports the attorneys, who provide legal advice and counsel on professional liability claims arising from failed financial institutions for which the Corporation acts as receiver or liquidator and are responsible for working with other agencies in the pursuit of criminal restitution and prosecution of bank fraud.

Additional selections may be made from this vacancy announcement to fill identical vacancies that occur subsequent to this announcement.

Responsibilities

- Conducts research using library references, files, corporate records, private and governmental studies, computer databases, and other pertinent sources to supply needed legal or factual information for inclusion in memoranda, directives and pleadings.
- Analyzes data, develops recommendations and justifications for the attorneys for use in interpretation and advisory requests, or in complex litigation cases.

- Prepares legal memoranda and correspondence reflecting relevant facts, sources, legal authorities and citations.
- Maintains pleadings, evidentiary documents, and other materials, including electronically stored information (ESI) for investigations and litigation, and case and other matter files for the section.
- Designs and executes search strategies for employing E-discovery software applications such as Relativity and Clearwell to locate, recover, and organize potentially responsive ESI in connection with investigatory and litigation work. Has an expertise in coding documents and using the analytical tools available with such software applications.

Position: [Project Archivist Librarian](#)

Location: George Mason University, Fairfax, VA

Full vacancy announcement available on [ALA Joblist](#).

The Project Archivist supports Special Collections Research Center goals in the areas of digitizing and providing access to selected materials from the C-SPAN Organizational Records and Historical Archive. Specifically, the Project Archivist will perform complex and specialized duties as follows: apply current best practices to managing digitization projects; upload images and metadata to Omeka S platform for presentation of select digital materials from manuscript collection(s); participate in formulating workflow(s), policy enhancements and streamlining procedures for digital collections; create and maintain best practice documentation for scanning, file naming, and quality control; initiate and respond to complex communications in carrying out daily operations of functional area in person, in writing, via telephone and e-mail and social media tools; participate within SCRC in working groups and committees as appropriate.

The Project Archivist reports to the Manuscripts and Archives Librarian.

Duties:

- Responsible for identifying and digitizing selected paper, photographic, ephemeral and audio-visual materials from the C-SPAN records.
- Provides accurate metadata for digital files using the Archivists' Toolkit database, narrative descriptions for manuscript collections and digital collections, and other research sources.
- Creates metadata information in spreadsheets, and links information to digital objects records within digital repository Omeka S.
- Assures appropriate handling, physical housing, and storage of collection materials.
- Identifies and refers items as necessary for preservation.
- Works closely with the SCRC Digital Projects Committee in creation of digital and on-site resources that reflect digitization and processing standards consistent with best practices.
- Participates in outreach and curatorial activities, which may include reference and research consultation, instruction, exhibits, publications, and programs.
- Participates in selected professional activities in the SCRC department, which may include public service, program assistance, policy development, and planning.
- Participates in the professional life of the Libraries and the University.
- Reports statistics throughout the year and in the annual report. These statistics include data on digitization, description, images uploaded, and any other information pertinent for reporting purposes.

Three Positions- Washington, DC

Posted on [April 30, 2018](#) by [LLAM News](#)

Position: [Library Technician \(Collections\)](#)

Location: Library of Congress, Washington, DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

The incumbent is responsible for assisting Division supervisors and staff with the resolution of processing workflow problems and for providing input for the resolution of technical discrepancies arising from the implementation of the Library's Integrated Library System (ILS) and its specific applications to Law Library workflow. The incumbent must demonstrate an expert knowledge of the ILS and its modules (acquisitions; serials; cataloging; circulation; and on-line public access); so that he/she can act as an intermediary on behalf of the Law library collection needs for both Its Library Services Directorate and Legal Research Directorate. The incumbent must be able to deal effectively with a wide variety of Law Library staff and contractors, in order to plan and coordinate actions to correct or prevent errors, delays, or other complications involved in organizing and processing Law Library information.

Position: [Supervisory Librarian, Head of Copy Cataloging](#)

Location: Smithsonian Institution, Washington, DC

Salary: \$81,548 to \$106,012 per year

Full vacancy announcement available on [USAJOBS](#).

This position is located in Discovery Services Division, Copy Cataloging Department, Smithsonian Libraries (SIL), Smithsonian Institution (SI), located in the National Museum of Natural History (NMNH) in Washington, DC.

The Smithsonian Libraries is a complex, research library system located within Smithsonian museums, research institutes and other offices in New York City, the Republic of Panama, and the Washington, D.C. area. The Supervisory Librarian (Head, Copy Cataloging) directs the copy cataloging of materials in all formats and leads efforts for the enrichment and maintenance of the Libraries' bibliographic metadata and records. The incumbent works closely with the Head, Original Cataloging to ensure that data and records conform to local, national and international standards. The Head, Copy Cataloging implements and manages vendor-provided services for the receiving, physical processing, and cataloging of new purchased materials. The incumbent works closely with the Head, Acquisitions to ensure purchased and gift materials are available to researchers and the Institution in a timely manner. The Head, Copy Cataloging serves as a representative to the cataloging services contract, and collaborates to write specifications for vendor contracts and with funding proposals.

Position: [Supervisory Librarian \(Original Cataloging\)](#)

Location: Smithsonian Institution, Washington, DC

Salary: \$81,548 to \$106,012 per year

This position is located in Discovery Services Division, Original Cataloging Department, Smithsonian Libraries (SIL), Smithsonian Institution (SI), located in the National Museum of Natural History (NMNH) in Washington, DC.

The Smithsonian Libraries is a complex, research library system located within Smithsonian museums, research institutes and other offices in New York City, the Republic of Panama, and the Washington, D.C. area. The Supervisory Librarian (Head Original Cataloging) is knowledgeable about the cataloging requirements of each of the SIL branches and works to maintain timely, accurate access to their collections through SIRIS (the SIL online catalog), OCLC (an international bibliographic utility), and, through the Libraries' discovery service. The Head Original Cataloging oversees the creation and editing of catalog records in the local bibliographic database (SIRIS) and in OCLC, ensuring that these conform to appropriate local, national and international standards for description, classification, subject analysis and encoding. The Head Original Cataloging manages authority control processes, oversees other related project work involving the cataloging services contract, and sets and documents the policies and procedures that govern the Division's cataloging work.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Technical Services](#), [Washington DC](#) | [Leave a reply](#)[Edit](#)

Three Positions- Maryland

Posted on [April 30, 2018](#) by [LLAM News](#)

Position: [Associate Director, Library Information Technology Services](#)

Location: University of Maryland, Baltimore County, Baltimore, MD

Salary: \$85,000.00 (Yearly Salary)

Full vacancy announcement available on [ALA Joblist](#).

The Albin O Kuhn Library & Gallery at the University of Maryland, Baltimore County seeks an experienced manager to become a key member of the Library Executive Team and to provide future vision, oversight, leadership and strategic direction for the library's information technology infrastructure including the exploration, integration and implementation of new and emerging technologies.

This permanent status-eligible full-time, non-tenure track library faculty position at the rank of Librarian II reports to the Library Director. The Associate Director works closely with the UMBC Division of Information Technology (DoIT) to advise library leadership on current, new and emerging library applications and knowledge systems that will advance the library's vision, mission and strategic plan (<https://library.umbc.edu/admin/StrategicPlan2018.pdf>) Working in a collaborative library and university environment, the Associate Director will manage a full time staff of 4 and student workers. Competitive candidates will have three or more years of progressively responsible experience supporting information technology, including project management and management over a technical support organization. Candidates are expected to have a strong record of supervisory effectiveness that reflects mentorship and the professional development of direct reports. Competitive candidates are expected to possess a thorough understanding of current information technologies and a knowledge of widely-used hardware, software applications, resources and techniques in an academic environment and should also be able to demonstrate an ability to initiate, manage and complete technology projects.

Position: [Executive Director](#)

Location: Carroll County Public Library, New Windsor, MD

Salary is negotiable from \$110,000

Full vacancy announcement available on [ALA Joblist](#).

Carroll County Public Library (CCPL) seeks a progressive and dynamic leader with proven collaborative management experience to take executive-level responsibility for an innovative public library system in the Baltimore-Washington Metropolitan Area.

CCPL provides library services to a population of 167,830 through six branches and three mobile services vehicles. The branches are open 67 hours per week. CCPL has 163 FTE staff and an FY 2018 operating budget of \$10.3 million. The system circulated 3.7 million items for a per capita circulation of 22.17 in FY 2017.

Salary is negotiable from \$110,000, based on education and experience; excellent benefits package.

Core Values

The following Core Values guide the work of successful CCPL staff members:

- We are risk-takers and leaders.
- We meet each other with humor and kindness.
- We treat everyone equally and with respect.
- We embrace challenges and learn from mistakes.
- We inspire curiosity.
- We build community.

Position: [Access Services and Acquisition Coordinator](#)

Location: Priddy Library at the Universities at Shady Grove, Rockville, MD

Originally posted on the Maryland Library Association listserv.

The Priddy Library is seeking an innovative and enthusiastic team member to manage the daily operations of the Library Services unit. The primary purpose of this position is to provide efficient and high-quality service to USG students, faculty, staff and other patrons using the library resources, particularly when accessing them at the Service Desk. The Coordinator is responsible for the daily operations of the unit.

Administers and oversees library circulation, ILL and reserve system; able to perform all circulation functions, processes notices and reports, resolves complex circulation problems; responsible for documentation of policies and procedures and training staff. Responsible for acquisition of library materials.

Applications received by May 14, 2018 will receive first consideration; however, recruitment is open until filled.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#), [Public Library](#) | [Leave a reply](#)[Edit](#)

Seven Positions- Washington, DC

Posted on [April 27, 2018](#) by [LLAM News](#)

Position: [Librarian](#)

Location: Library of Congress, Washington, DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in any of the divisions that come under the Directorate of Acquisitions and Bibliographic Access. It is a hybrid position that combines major duties of both the acquisition specialist and the cataloger. There is a foreign language requirement for this position depending on the geographical area for which cataloging or acquisitions functions are being performed. For example, staff selecting and cataloging materials from South America need knowledge of the Spanish language. The incumbent uses a specific foreign language to perform the following **major duties**:

- Catalogs a variety of materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs.
- Provides services and deals with materials that are non-technical in nature, of limited technical complexity, or easily acquired. Coordinates proper purchasing information, correct bibliographic identification, and correct coding in the information system..
- Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine the relationship to the existing collections, for proper main entry, and the need for added entries.
- Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers.
- Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information.

Conditions of Employment

Basic Requirement:

All librarians must meet the requirements for professional education in library science or possess equivalent experience and education.

Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree;

or

A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.

Qualifications

- Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.
- Knowledge of library metadata rules, practices, and procedures. **
- Knowledge of library acquisitions rules, practices, and procedures. **
- Ability to use library software applications, integrated library platforms, and other information/library technologies and tools. **
- Ability to communicate in writing.
- Ability to develop and maintain professional relationships and provide consultation and liaison services.
- Ability to communicate in English and French.
- Ability to communicate effectively other than in writing.

Education

Two full years of progressively higher level graduate education or master's in library science or equivalent graduate degree, e.g., LL.B. or J.D., related to the position.

Position: [Librarian \(Assistant Special Collections\)](#)

Location: National Gallery of Art, Washington, DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This announcement has an **APPLICATION LIMIT of 150 applications**. Therefore applicants should apply as soon as possible. If the 150 application limit is not met previously, the job announcement will close at 11:59 pm, on Friday, May 11, 2018. Applicants need to ensure they provide all supporting documentation at the time they apply to the vacancy announcement. The National Gallery of Art serves the United States in a national role by preserving, collecting, exhibiting, and fostering the understanding of works of art at the highest possible museum and scholarly standards. As one of the foremost art reference libraries in the country, the Gallery library collections include more than 375,000 books and bound volumes of periodicals and auction catalogues. The image collections comprise 13 million photographs, slides, negatives, and digital images documenting the history of art. The incumbent is responsible for managing the collection development, discovery and research use of the library's ephemera (vertical files), microforms, and special format materials. The incumbent also contributes to the library's digitization program by creating digital versions of special collections materials.

Responsibilities

The incumbent:

- Maintains the library's special collections, especially vertical files and microforms.
- Devises and implements policies and procedures for preservation, bibliographic control, access and security of special collection materials.
- Creates bibliographic records and metadata and manages physical processing and labeling of special collection materials.
- Participates in planning for future disposition, storage, and access to collections.
- Supervises one student library technician and volunteers.
- Prepares digital reproductions and accompanying metadata for special collections materials.

- Oversees the functioning, use and maintenance of microform readers and scanning devices; monitors special collections project workflows and use of shared equipment, spaces, and resources; provides instruction to new users and training to fellow library staff on the use of these devices.
- Proposes priorities for scanning and cataloging.
- Provides support for research, serving curatorial staff, conservators, CASVA fellows, visiting scholars, and the general public; answers reference questions received in person, by telephone, and via e-mail.
- Conducts orientation and instructional sessions to new readers on all library services, with particular emphasis on special collections.
- Develops outreach strategies and programs to increase staff and public awareness of the library's special collections resources.
- Performs bibliographic searches in print and electronic resources.

Position: [Library Technician](#)

Location: Library of Congress, Washington, DC

Salary: \$41,369 to \$53,774 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position reports to the Head, Reformatting Projects Section or the Head, Micrographics Project Section and is located in the Preservation Reformatting Division (PRD), Preservation Directorate. The Directorate is responsible for the long-term, uninterrupted access to the Library's collections through a variety of preservation programs. The incumbent provides assistance to PRD programs and projects involving the digitization, processing, performing quality control, and managing of digital materials as part of the Library's programs to preserve its digital collections and use digital technology to preserve content from analog materials. These programs are expected to rise in prominence as the role for preservation through analog reformatting technology is expected to decrease over time.

This position is located in the Library Services, Preservation Directorate, Preservation Reformatting Division, Reformatting Projects Section.

Responsibilities

Performs arrangement and description work in a limited body of records that describe digitized materials. Assesses the correctness of item entries in different fields and makes corrections as needed. Identifies duplicate entries. Copies records when needed. Creates new records or modifies existing records as appropriate. Consults with senior staff on a regular basis when correcting or significantly altering database entries.

Performs initial searching functions to locate and identify materials. Conducts searches on a limited variety of bibliographic files to identify and locate titles, editions, pages, serial volumes and issues, and reformatted versions in the Library and in other institutions.

Applies knowledge of a limited range of library rules, procedures, and operations to respond to a more routine range of standard library collection maintenance issues. Prepares, organizes, and collates collection materials as necessary for digitization and processes the digital files produced as needed so that they may be included in digital projects. May physically transport collection materials between custodial divisions, conservation offices, scanning operations, and/or contractors. As required, digitizes library materials using scanners or digital cameras according to specifications provided. Receives computer files representing digitized items and

files containing associated metadata and places in appropriate locations on servers. Checks files representing digitized items against established quality standards prior to acceptance. Where files fail to meet such standards, documents problems and works with senior staff to request rework.

Completes a sequence of detailed routines in searching online databases. Uses search tools in a variety of online databases that have different search interfaces and protocols. Follows a limited number of applicable instructions concerning the recognition and comparison of dates, authors, titles, filenames, directory structures, and other conventions. Determines whether records describe items in hand or items represented by digital files. Assists in the implementation of digital projects as assigned by senior staff. Creates and updates data in in-house databases for digital project production. Regularly consults senior staff when record inconsistencies are noted.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

Ability to use computerized search tools, databases, and web-based tools.**

Knowledge of digital conversion principles, procedures, and operations.**

Ability to utilize computer technology/software applications.**

Ability to plan work and meet deadlines.

Knowledge of library processes and procedures.

Ability to communicate effectively other than in writing.

Position: [Library Technician](#)

Location: Library of Congress, Washington, DC

Salary: \$37,113 to \$48,249 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position is located in the Iberia/Rio Office Section of the African, Latin American and Western European Division in the Acquisitions and Bibliographic Access Directorate. The incumbent of this position performs major technician duties for the functions of acquisitions, cataloging, and serials control. The incumbent must be able to read, write, and understand English and Spanish, and may have knowledge of other Romance languages in order to perform library technician duties for materials from Europe and Latin America.

Responsibilities

Follows well-established procedures and specific instructions from the supervisor, and uses a

variety of interrelated steps and procedures, to order and process different types of library materials from different acquisition sources.

Performs rudimentary searches of reference sources which may include print, automated files, and internal and external databases.

Receives, inspects, and processes library material in all formats received from all sources (governmental, exchange, gift, purchase). Learns to prepare acquisition acknowledgment letters. Assists in determining material that needs to be claimed and learns to issue appropriate claims to suppliers. Learns to process cancellations or adjustments to acquisition records.

Records receipts for specific types of serials, such as ink print periodicals, on the appropriate entry in online files. Learns to check in serials in other formats (e.g. bound volumes, microforms, CD-ROMs). Stamps materials with the appropriate acquisition stamp and date.

Opens, sorts, and processes incoming mail, including regular, registered, certified and freight mail. Promptly forwards misrouted mail to its correct destination. Ensures prompt delivery of time-sensitive mail. Maintains supplies and performs basic equipment maintenance.

Searches entries in automated and manual catalogs. Updates and inputs data and records based on annotations prepared by senior staff. Adds copies to the database, transcribes the correct call number in the item, adds holdings to the file, and assigns copies to the reference or custodial collections.

Works with a trainer to learn to create and revise bibliographic control records, including initial bibliographic control records (IBCRs). Receives training in content designation for newly created and updated bibliographic records. With the assistance of a designated trainer, learns to perform database maintenance including modifications, updates, and corrections. Refers problems and items needing authority work to senior staff.

Receives extensive training in library rules, procedures, and operations, in order to process library collections. Distinguishes the type of material, and separates and properly distributes all types of library collection items for processing. Completes appropriate forms for accessioning, recording, and statistical reports. Using large bibliographic databases receives and sorts materials into bound and unbound categories. Checks in materials. Prepares materials for digital conversion or binding. Attaches labels. Disposes of items not considered useful for library programs.

Performs routine searches of various computer and card catalogs and files to locate and/or verify bibliographic or acquisitions data in support of various library functions for acquisitions and cataloging. Efficiently searches specialized online databases, such as library-related databases including LC/ILS, ISSN, and OCLC to locate records for material in hand.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope

and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. Ability to read, write and understand English and Spanish in order to perform Library Technician duties for materials from Europe and Latin America.**

Knowledge of library acquisitions and cataloging rules, practices and procedures.**

Ability to perform library functions that support the unit or section.

Ability to use an Integrated Library System (ILS), computerized search tools, databases and other computer applications.

Ability to communicate in writing.

Ability to plan and organize work assignments and set priorities in order to meet deadlines.

Ability to communicate effectively other than in writing.

Position: [Assistant Project Managers](#)

Location: LAC Federal, Washington, D.C.

Full vacancy announcement is available on the [CUA SLIS blog](#).

LAC Federal is seeking Assistant Project Managers to work at a major Federal library in the Washington, DC area overseeing a dynamic and geographically disperse team of library technicians and material handlers in a high demand environment. Each Assistant Project Manager will have responsibility for one of four technical areas including accessioning of new acquisition, collections maintenance, serials bindery and preservation, and inventory management. Must have strong technical background in supervising and managing the work of library technicians, clerks, and other staff and have the ability to write standard operating procedures, manuals and statistical reports using databases and spreadsheets such as Microsoft Access and Excel.

QUALIFICATIONS

- 2 years of prior experience working in a law library of over one million volumes
- 2 years of prior experience in one of the four technical areas (accessioning, collections maintenance, serials bindery/preservation, inventory management).
- Demonstrated experience in reviewing the work of others as well as library technical services (circulation, retrieval, collection maintenance).
- Exemplary project-based supervisory skills and experience
- Ability to work nights and weekends as needed
- Ability to address performance and personnel issues
- Ability to compile statistical data to produce daily, weekly, monthly and annual reports
- Excellent written and oral communication skills
- Preference will be given to applicants who are proficient in at least one foreign language and who are able transliterate using Romanization tables.

Position: [Library Technician](#)

Location: LAC Federal, Washington, D.C.

Full vacancy announcement is available on the [CUA SLIS blog](#).

LAC Federal is seeking Library Technicians to work on-site at a major Federal library in the Washington, DC. We are seeking technicians to work in one of four technical service areas: accessioning of new acquisition, collections maintenance, serials bindery and preservation, and inventory management. Must show strong attention to detail and an ability work without direct supervision. Staff are need who can work nights and weekends.

QUALIFICATIONS

- 6 months of prior experience working in a law library of over 500,000 volumes (preferred) or similar experience at any library
- Ability to follow detailed instructions and organize large quantities of materials
- Experience retrieving and refiling library materials according to the Library of Congress Classification System.
- Demonstrated experience in at least one of the four (4) library technical services areas (accessioning, collections maintenance, preservation, inventory control).
- Ability to work nights and weekends as needed
- Preference will be given to applicants who are proficient in at least one foreign language and who are able transliterate using Romanization tables.

Position: [Library Project Manager](#)

Location: LAC Federal, Washington, D.C.

Full vacancy announcement is available on the [CUA SLIS blog](#).

LAC Federal is seeking a Project Manager to work at a major Federal library in the Washington, DC area overseeing a dynamic and geographically disperse team of library technicians and material handlers in a high demand environment. Must have strong technical background in supervising and managing the work of library technicians, clerks, and other staff and have the ability to write standard operating procedures, manuals and statistical reports using databases and spreadsheets such as Microsoft Access and Excel.

QUALIFICATIONS

- 1 year of prior experience working in a law library of over one million volumes
- 1 year of prior experience working with the Voyager Integrated Library System (ILS)
- Ability to manage collection maintenance operations
- At least 1 year of experience as supervisory training staff, reviewing the work of others
- Exemplary project-based supervisory skills and experience
- Ability to work nights and weekends as needed
- Ability to address performance and personnel issues
- Ability to compile statistical data to produce daily, weekly, monthly and annual reports
- Excellent written and oral communication skills

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Public Services](#), [Technical Services](#), [Washington DC](#) | [Leave a reply](#)

Three Positions — Maryland

Posted on [April 27, 2018](#) by [LLAM News](#)

Position: [Librarian III / Public Services Specialist](#)

Location: Prince George's County Memorial Library System (PGCMLS), Oxon Hill, MD

Full vacancy announcement available on [ALA Joblist](#).

Description

If you possess three years' professional experience that includes supervisory experience, stellar organizational skills and enthusiasm for promoting adult programs in the community, we are the Library for you! This librarian/public services specialist will be ready to put his/her communication skills and program planning experience to work at our Oxon Hill Branch. We offer an attractive benefits package, including multiple health insurance options; participation in the Maryland State Teachers Retirement System; and credit for time spent at other public libraries when calculating annual leave accrual and sick leave transfer, under certain circumstances. And we offer exceptional training opportunities for staff throughout their entire career with the Library.

Job Summary

Under the direction of the Area Manager, provides quality reference and readers' advisory service, promotes services and collections, coordinates the maintenance and development of the collection, and manages a department in a large branch. Trains, supervises and evaluates staff in supervisory line. Assumes authority for the branch in the absence of the Area Manager, if the Area Manager cannot be reached by phone. Keeps abreast of professional developments and seeks to continually improve performance. Performs circulation duties as applicable. Substitutes in other branches. Adheres to all PGCMLS policies and procedures and the union contract.

Requirements

Education and Experience:

- Master's degree in Library Science from an American Library Association (ALA) accredited program or related area.
- Three years of professional experience or experience working in a library setting required.
- Three years of supervisory experience required.

Required Knowledge, Skills, and Abilities:

- Ability to gain thorough knowledge of Prince George's County Memorial Library System's practices, policies and procedures.
- Ability to act as a representative of Prince George's County Memorial Library System's to the public.
- Considerable knowledge of literature, reference and information materials, publishers, and periodicals required.
- Knowledge of public library reference tools, including web and database searching.
- Strong communication and customer service skills.
- Strong organization and problem solving skills.
- Ability to work independently and with volunteers.
- Ability to operate relevant computer systems including hardware and software, such as Microsoft Word, electronic databases, e-mail, and internet navigation in addition to other office equipment and security/alarm systems.

Position: [Lower School Librarian](#)

Location: Gilman School, Baltimore City, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Gilman School seeks a Lower School librarian to teach research and library skills classes to grades K-5, collaborate with colleagues on class projects, manage the library collection and

space, and work with the Lower School to promote design thinking and inquiry-based learning in the division.

The librarian is a member of the Department of Libraries and the Lower School Faculty. As an integral member of the Lower School, the librarian regularly attends grade level meetings, collaborates with homeroom and resource teachers, is a member of the LS Head's support team and is assigned duties as needed. The librarian collaborates on electronic resources, budget issues and scope and sequence with other divisional librarians. The library is adjacent to the Lower School maker space and the librarian will work with others to incorporate this into the Lower School program. Candidates should have a passion for teaching in ways that integrate print, digital, and hands-on experiences.

A master's degree in library science is preferred; experience with teaching and technology in a Lower School environment is required. The salary for this position is very competitive in the Baltimore area.

TO APPLY: Qualified candidates interested in this position should [click here](#) to apply online.

Position: [Librarian Advanced Professional Certificate](#)

Location: Department of Labor, Licensing, & Regulation Workforce Development – Adult Corrections Program, Howard, Somerset, & Washington Counties, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

This is a State-wide recruitment and the resulting eligible list will be used to fill current and future vacancies within DLLR throughout the State. All persons interested in this classification should apply at this time to be placed on the eligible list. The list will be valid for one year.

Applicants must submit a new application if applying to any other recruitments of this classification at a different agency.

LOCATION OF POSITION

- Maryland Correctional Pre-Release System (MCPRS) – Jessup, MD
- Eastern Correctional Institution (ECI) – Westover, MD
- Maryland Correctional Training Center (MCTC) – Hagerstown, MD

Main Purpose Of Job

This position manages the provision of library and information services in MCPRS, ECI-E, and MCTC library branch using current library practices; develops and manages collection; provides reference services and aids patrons in the development of information seeking and finding skills; promotes the use of the program; assures access and delivery of library services within the facility/facilities.

POSITION DUTIES

- Delivery of Service- Open and operate the library in accordance with a standard operating schedule and in conformity with Correctional Education Library policies and procedures and Division of Correction regulations. Develop programs to meet the information and reentry needs of inmates.
- Planning- Plan for the implementation, promotion, and delivery of services that meet the needs of the full institutional population. Design institutional procedures to ensure

increasing usage, access, and information delivery. Develop collection based on population needs, mission of correctional education, and reentry needs of inmates.

- Record Keeping- Maintain all records in compliance with library policy, meeting departmental standards for accessibility, uniformity, and confidentiality. Prepare written reports monthly.
- Program Evaluation- Evaluate monthly statistics and set goals to improve usage where it is incongruent with the size of the institutional population or lower than usage in other Correctional Education libraries of similar size.
- Management – Recruit, train, and supervise inmate aides to work in the library in accordance with Correctional Education library goals and objectives. Participate in professional development learning opportunities to assure that skills are consistent with current library practice and with information retrieval and delivery techniques.

MINIMUM QUALIFICATIONS

Education: Possession of appropriate educational credentials as determined by the Maryland State Board of Education.

Experience: None

DESIRED OR PREFERRED QUALIFICATIONS

One year of professional library experience.

Knowledge of current media center practices, computer, and electronic technologies; skill in providing a variety of media services to a diverse customer base; skill in managing multiple tasks; ability to work as a team member; ability to communicate effectively, both orally and in writing; ability to lift and move materials and equipment.

LICENSES, REGISTRATIONS AND CERTIFICATIONS

Librarians in State operated school programs are required to acquire and maintain certification in the State of Maryland per Section 6-101 of the Education Article of the Annotated Code and Code of Maryland Regulations (COMAR) 13A.12.01.03B(2). Applicants recommended for appointment will be required to complete an Authorization and Verification of Credentials. Information on requirements for certification and procedures for application may be obtained from the Maryland State Board of Education, 200 W. Baltimore Street, Baltimore, MD 21201-2595.

SPECIAL REQUIREMENTS

All candidates are subject to a background check against files maintained by the Division of Unemployment Insurance (DLLR/DUI) to determine whether any monies are owed to DLLR/DUI as a result of an unemployment insurance overpayment and/or fraud. Any unpaid debt may have an impact on whether or not a candidate is offered employment.

ESSENTIAL KNOWLEDGE/SKILLS/ABILITIES: Candidates should have knowledge of the principles and practices of adult education; knowledge of instructional planning and teaching methods; skill in the use of assessment instruments; ability to develop appropriate educational

goals and objectives; ability to establish and maintain an effective learning environment; ability to communicate effectively; both orally and in writing.

CONDITIONS OF EMPLOYMENT: Employees in this classification are subject to Substance Abuse Testing in accordance with Code of Maryland Regulation 17.04.09, Testing for Illegal Use of Drugs. All potential applicants shall be screened for security purposes prior to being offered a position. This screening is a routine procedure for all employees required to work in State Correctional Institutions and shall consist of fingerprinting, credit check and background investigation by the Maryland State Police. Proof of eligibility to work in compliance with the Immigration Reform and Control Act is required. DLLR's Correctional Education Program operates in Maryland state correctional facilities in partnership with the Department of Public Safety and Correctional Services (DPSCS).

As an employee of this Program, you must strictly adhere to the DPSCS's Standards of Conduct and Internal Administrative Disciplinary Process. Any violation of those standards may subject you to DPSCS disciplinary measures, including the barring of your entry from State correctional facilities. Should this occur, DLLR may then remove you from your position and, if there are no comparable positions available for which you are qualified and from which you have not been barred, your employment may be terminated.

SELECTION PROCESS

Please make sure that you provide sufficient information on your application to show that you meet the qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list for at least one year.

BARGAINING UNIT STATUS

The incumbent in this position is a member of a covered bargaining unit and will be required to pay a bi-weekly service fee to the exclusive representative of the bargaining unit.

BENEFITS: [STATE OF MARYLAND BENEFITS](#)

FURTHER INSTRUCTIONS

U.S. Military Veterans may qualify for additional bonus points towards certification. Any job offer will be contingent on the candidate providing a U.S. Military form DD 214 verifying honorable discharge from service prior to starting employment (and may be requested prior to interview). Permanent State employees do not need to submit proof of Veterans' status.

If you are unable to apply online, or encounter difficulty attaching required or optional documentation, you may submit via mail or deliver in person. Please be sure to include your name, identification number (Easy ID#) and job announcement number on any documentation to ensure timely processing.

PLEASE DO NOT FAX OR EMAIL UNSOLICITED DOCUMENTATION

Completed applications, required documentation, and any required addendums may be mailed to:

DLLR Office of Human Resources
Attn: 18-005896-0001
1100 N. Eutaw Street, Rm. 101
Baltimore, MD 21201

Fax #: 410-333-5101

email address: Stephanie.dunphy1@maryland.gov

The [MD State Application Form](#) can be found [online](#)

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Maryland](#), [Public Library](#), [Public Services](#), [School Library](#)
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Two Positions- Virginia

Posted on [April 23, 2018](#) by [LLAM News](#)

Position: [Reference and Faculty Services Librarian](#)

Location: George Mason University, Fairfax, VA

Full vacancy announcement available on [AALL Career Center](#).

The George Mason University Law Library, located on the Arlington, Va., campus, invites applicants for the position of Reference and Faculty Services Librarian. George Mason University has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff, and strongly encourages candidates to apply who will enrich Mason's academic and culturally inclusive environment.

Responsibilities:

This position reports to the Head of Reference and Instructional Services. The incumbent is responsible for planning, coordinating and implementing all library services to faculty; as well as providing professional library services to students, staff, faculty and public patrons. Duties include reference and research services, law student instruction, management of the faculty liaison program, and other duties as assigned.

Position: [Collection Development and OER Librarian](#)

Location: Northern Virginia Community College, Annandale, VA

Salary: \$65,101.00 – \$75,000.00 (Yearly Salary)

Full vacancy announcement available on [ALA Joblist](#).

Coordinates, assesses, and plans for the selection and development of the library collection of NOVA's largest campus library.

Ensures, within budget constraints, that formats exist appropriate to meet the research and information needs of faculty, students, staff, and for onsite and distance patrons.

Collaborates with faculty liaisons to select materials to support all programs and subject areas taught at the campus. Assists in gathering statistics and analyzing usage of the collection, and provides guidance on budget requests. Works closely with other campus librarians and the college acquisition/processing office to evaluate, select and purchase electronic databases for the college.

Develops and coordinates initiatives and services to support the discovery and curation, as well as the creation and adoption, of Open Educational Resources (OER). Fosters and maintains partnerships with campus stakeholders, working closely with faculty to promote the use and integration of OER into curriculum. Provides expertise, education and outreach regarding open licensing as well as copyright and fair use.

Develops and delivers group and individual library reference and instruction services. Assists faculty in creating targeted assignments to develop the information literacy skills of our students.

Participates in college committee work, professional development activities and serves on the library management team.

Posted in [Job Vacancies](#) | Tagged [Academic Library, Virginia](#)[Edit](#)

Four Positions — Maryland, Washington D.C. & Virginia

Posted on [April 20, 2018](#) by [LLAM News](#)

Position: [Visiting Teaching & Learning Librarian](#)

Location: St. Mary's College of Maryland, St. Mary's City, MD

Full vacancy announcement available on [ALA Joblist](#).

The Library, Archives, and Media Center at St. Mary's College of Maryland, invites applications for a one-year Visiting Teaching & Learning Librarian position. The Library seeks an enthusiastic and creative librarian to teach course-integrated information literacy classes in the academic disciplines, as well as in the campus first-year seminars. The librarian will also provide research support to students and faculty, assist in the development of library collections, and serve as a backup at our public circulation desk. This is a great opportunity for a new or early career librarian interested in gaining experience as a liaison librarian in a small, supportive, undergraduate-focused liberal arts environment. This one-year appointment will prepare the librarian for continued successful employment in academic libraries. This 12-month, full-time, non-tenure-track faculty position will begin August 1, 2018.

As an academic department liaison, the Visiting Teaching & Learning Librarian will work collaboratively with librarians and faculty to develop and teach information literacy classes, assess student learning, develop collections, and provide research assistance in Economics and other subject areas. The successful candidate will have the opportunity to explore additional professional interests in this position in the areas of user experience research, web design, outreach and engagement, or any other library-related topics of their choosing.

Requirements

Required qualifications: Candidates must have completed an ALA-accredited master's degree (or expect to complete their degree before the starting date of employment). Employment will be contingent upon successful completion of a criminal background check.

Preferred qualifications: The successful candidate will demonstrate an interest in information literacy education and teaching, either through professional experience, internships, or coursework; possess the ability to work collaboratively with colleagues; and be dedicated to positively engaging with undergraduate students. Additionally, the ability to perform basic troubleshooting on printers, photocopiers, scanners, digital and analog microfilm readers, and Windows/Mac PC's is preferred, as well as the ability to communicate as needed with IT to resolve issues. Ability to use an ILS (preferably Aleph) to perform circulation processes, including billing, lending materials, and collecting statistics is preferred, but not required. Familiarity with Springshare products would also be an asset.

Position: Supervisory Library Technician (Supervisor, On-Site Constituent Support Team)

Location: Library of Congress

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

The incumbent serves as a Supervisor for On-Site Constituent Support Day Team or the Evening/Saturday Team in the Jefferson and Adams buildings for the Collections Management and Retrieval Section in the Researcher and Reference Services Division (RRS). Incumbents assigned to either the day or evening/Saturday hours tour of duty, are responsible for supervising, scheduling, and directing the Constituent Support Technicians in the On-Site Constituent Support Day or Evening/Saturday Team, as well as on occasion, other CALM staff assigned to work the extended hours shift.

The high quality of the reference and research service that the Library provides is directly related to the practices and procedures developed and implemented in RRS division. The incumbent shares with other Division managers and supervisors, overall responsibility for administering, planning, implementing, and evaluating programs and activities which deal directly with the provision of high quality service to the various users of the Library's general collections and protecting the integrity of the collections.

Responsibilities

Provides administrative and technical supervision relative to the staff supervised. Plans work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work; Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees; Observes workers' performance; demonstrates and conducts work performance critiques. Establishes guidelines and performance expectations for staff and clearly communicates these through the formal employee performance management system. Provides informal feedback and periodically evaluates employee performance. Resolves informal complaints and grievances. Recommends appointment, promotion, or reassignment and develops work improvement plans, recommending personnel actions as necessary. Provides advice and counsel to workers related to work and administrative matters. Effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases. Reviews and approves or disapproves leave requests and certifies time and

attendance records for staff. Assures that subordinates are trained and fully comply with safety regulations and safeguard sensitive and personally identifiable information (PII) of employees. Furthers the objectives of diversity and inclusiveness by taking positive steps to assure the accomplishment of diversity and inclusiveness and by adhering to nondiscriminatory employment practices in regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, gender, sexual orientation, national origin, non-disqualifying disability, age, or other non-merit factor.

Oversees a staff of Constituent Support Technicians who communicate with a wide variety of patrons with routine and non-routine questions of a complex nature on issues associated with access to items from the Library's collections. Supervises the staff addressing book-service matters in the general reading rooms. Oversees the resolution of a wide array of collections issues that cannot be addressed by the Constituent Support Technicians, as well as personnel-related issues between staff and researchers, or among staff members. Manages requests received through various electronic and print methods, including receipt, response, tracking, and problem solving. Ensures requests are accurately answered in a timely manner.

Trains, monitors, and performs quality control for staff searching requests containing inaccurate and/or incomplete information. As part of the circulation process in the LC ILS, for items that have not previously been linked to an item record in the LC ILS, the necessary holdings and item records must be created. Provides technical assistance where linking is more complex or confusing to the Constituent Support Technicians.

Supervises the work of the day or evening/Saturday hours Constituent Support Technicians addressing requests that cannot be submitted directly by researchers, needing mediation. Primary among these mediated requests are requests for collections stored off-site. Also, oversees the advance reserve program and corresponds in writing with requestors on the results, or where particular issues arise that cannot be satisfactorily addressed by subordinate staff. Serves as an expert in the intricacies of the Library's catalogs and retrieval tools and uses extensive knowledge of both online databases and manual files to satisfy unusual and complex requests for material from many of the Library's collections. Establishes liaisons in various areas of processing to assist in successful resolution of collections-related problems.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- Ability to supervise and lead a diverse workforce.**
- Ability to utilize computer technology and software applications.
- Ability to provide customer service and program support.**
- Knowledge of library processes and procedures.
- Ability to communicate in writing.
- Ability to communicate effectively other than in writing.**

Position: Librarian

Location: Defense Technical Information Center, Fort Belvoir, VA

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).

Summary

The Defense Technical Information Center (DTIC) spurs innovation to meet warfighter needs through advanced information discovery, knowledge sharing tools, community building collaboration capabilities, research & analysis, and results based responsive RDT&E contracting. DTIC is the central facility for the acquisition, preservation, protection, retrieval, and dissemination of scientific and technical information (STI) supporting the Research and Engineering (R&E) needs of the Department of Defense (DoD), as well as federal and industry partners. DTIC provides leading edge information services and analysis products to the DoD community as a recognized leader in information and knowledge management innovations.

Responsibilities

- Assists in the acquisition, selection, processing, storage and dissemination of scientific and technical documents and management-related data.
- Works with participating Department of Defense (DoD) organizations to ensure information is received, processed and incorporated into the DTIC technical Collection.
- Develops information topic areas of interest to facilitate information sharing among communities of interest, and provides assistance to customers on current research endeavors.

Position: [Media Resources Assistant](#)

Location: LibGig – LAC Group, Washington DC

Originally posted on [CUA SLIS blog](#).

LibGig, an LAC Group company, seeks candidates for a freelance/part-time Media Resources Assistant position in Washington DC with one of the top national television network news organizations. The position will be 16 hours per week for the Saturday/Sunday shift (initial training will be during the week).

RESPONSIBILITIES

- Use various media software and editing tools as well as a proprietary (DAM) digital asset management system, to enter data, and create new and updated existing asset records
- Manage daily order processing, content and research requests and other tasks in the support of the daily ebb and flow of physical and digital assets into and out of the media production, broadcast and archive environments.
- Screen various video formats for content and to identify persons, places and other relevant information to the news archive
- Create and affix labels, process orders for footage and transcripts as well as physical and digital media assets
- Fulfill as-needed search requests, including finding and sourcing footage and content, often of an urgent, time-sensitive nature.
- Organize tapes and boxes of assets coming from other locations, and generally assist producers and their assistants in locating library materials
- Process requests for assets to be pulled from storage locations on and off site.

QUALIFICATIONS

- 1-3 years of related experience in research/records/database management or similar experience.
- Experience with digital media asset tools and technologies is a plus.
- Experience with non-linear editing systems (ie. Avid NewsCutter, Final Cut Pro, etc.) is also a plus
- Must have a good knowledge of historical and current events

SKILLSET

- Able to work autonomously
- Computer proficient and be willing and able to learn and use a proprietary digital asset management system quickly and efficiently
- Excellent customer service and communication skills and the ability to quickly react to requests for information
- Demonstrated organizational skills, with the ability to follow instructions, maintain work and productivity schedules and benchmarks
- Punctual, reliable and committed to adhering to the work schedule provided
- Follow instructions and work within a team but also capable of working independently
- Work well under pressure
- Able to read, write and speak English fluently and accurately and must have excellent spelling skills
- Strong attention to detail
- This position will be primarily scheduled to work Saturday and Sunday but may also require other shifts as coverage and events require.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Services](#), [Special Library](#), [Technical Services](#), [Virginia](#), [Washington DC](#)

Two Positions- Washington, DC

Posted on [April 18, 2018](#) by [LLAM News](#)

Position: [Supervisory Archivist \(Assistant Head, Preparation Section, Manuscript Division\)](#)

Location: Library of Congress, Washington, DC

Salary: \$96,970 to \$126,062 per year

Full vacancy announcement available on [USAJOBS](#).

This position is located in the Preparation Section within the Manuscript Division of the Collection and Services Directorate of Library Services.

As part of one of the largest manuscript repositories in the United States and in the world, the Preparation Section is key to the Manuscript Division's mission of preparing for reader use material that encompasses the breadth and chronology of American history, including the papers of presidents, cabinet members, Supreme Court justices, writers, scientists, inventors, business leaders, reformers, and prominent non-governmental organizations. As assistant Head of the Preparation Section, the incumbent works under the general direction of the Head of the Section and is responsible for directing a group of employees in the processing of collections, housing and storing them, keeping records, providing training and reference assistance for staff members, and handling and/or declassifying classified documents, complying with all applicable federal regulations. The incumbent must have strong managerial and interpersonal skills and comprehensive knowledge of the principles and practices of archives.

Position: [Librarian \(Acquisitions\)](#)

Location: Offices, Boards, and Divisions, Department of Justice, Washington, DC

Salary: \$81,548 to \$126,062 per year

Full vacancy announcement available on [USAJOBS](#).

As a member of the Library Staff, the incumbent of this position will provide acquisitions and technical support and services. The Library Staff, composed of the Main Library and branches, provides a complete range of library and related information services to the Offices, Boards, and Divisions of the Department of Justice (DOJ). The DOJ Library Staff is dedicated to acquiring and preserving a superb collection of resources in all formats, furnishing access to information wherever it exists, providing experienced, expert assistance in using relevant information resources and maintaining welcoming, comfortable facilities.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Washington DC](#)[Edit](#)

Two Positions- Maryland

Posted on [April 18, 2018](#) by [LLAM News](#)

Position: [Supervisory Librarian](#)

Location: National Institutes of Health, Montgomery County, MD

Salary: \$114,590 to \$148,967 per year

Full vacancy announcement available on [USAJOBS](#).

RESPONSIBILITIES

- Provide strategic leadership for building the modern NLM collection of biomedical literature and resources according to the guidelines of the Collection Development Manual of the National Library of Medicine.
- Manage the selection, acquisition, licensing and related processing activities of the Collection Development and Acquisitions Section in the Technical Services Division.
- Establish priorities, goals and policies for the Section, which includes a staff of 34 professional librarians, technical information specialists and library technical support personnel.
- Formulate the Section budget and oversee expenditure of Section operating funds.
- Manage and direct payment processing for literature acquisitions with a budget of approximately \$12.5 million dollars.
- Oversee collaboration with the NLM Office of Acquisitions in determining appropriate acquisition mechanisms to facilitate efficient and effective payments to sources worldwide.
- Manage a program for negotiating license agreements for access to electronic journals and other electronic information resources.
- Participate in establishing guidelines for acceptable license terms to support NLM's mission and internal processing needs, including MEDLINE indexing, with a wide variety of publishers and intermediaries.
- Direct Section participation in the development, improvement and use of technology to support collection development, acquisitions and electronic resources management functions.
- Serve as a technical authority and spokesperson on NLM collection development, acquisition and licensing policies and procedures.

Position: [Law Library Aide, Part-Time](#)

Location: Montgomery County Circuit Court Law Library, Rockville, MD

Salary: \$23,000/year

Originally posted on the LLAM listserv.

The Law Library Aide performs duties associated with maintaining records and the collection for the Circuit Court Law Library and provides the highest standard of service to judges, litigants, attorneys, and courthouse staff. The employee in this position must recognize that visitors to the Court may be under significant stress and ensure they are treated with dignity and discretion. Information obtained in the course of the performance of these duties may be confidential or private in nature.

The Library Aide reports directly to the Law Librarian and Assistant Law Librarian and is ultimately responsible to the Court Administrator.

EXAMPLE OF ESSENTIAL FUNCTIONS

To be successful, the employee in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. This job description reflects management's assignment of essential functions. It is not an exhaustive list of responsibilities and does not prescribe or restrict various additional diversified tasks and assignments that may be required by Judicial Officers and/or the Court Administrator.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Accurately and efficiently process books, including labeling, shelving, and filing.
- Work with the library's integrated library system to check in serials and monographs, control record quality, perform inventories, and run reports.
- Keep the library collections up-to-date and orderly. Assist library staff with writing, updating, and restocking information guides.
- Perform research and reference services on an as-needed basis, including accessing on-line databases and print sources as required by judges, court personnel, attorneys, and the public, both in person, through email, chat sessions, and over the telephone.
- Maintain the libraries of the judges, magistrates, courtrooms and other court departments.
- Maintain the law library's conference room reservations calendar.
- Perform data entry and maintain library databases.
- Complete on-going library projects and assist with special law library events.

Posted in [Job Vacancies](#) | Tagged [Law Library](#), [Maryland](#), [Medical Library](#)

Seven Positions- Washington DC, Maryland, & Virtual

Posted on [April 14, 2018](#) by [LLAM News](#)

Position: [Library Project Manager](#)

Location: CGI, Washington, DC

Originally posted on [LLSDC Jobline](#).

Position Description:

Build your career with CGI by joining a dynamic team of library professionals at the Library of Congress, the nation's oldest federal cultural institution and the world's preeminent reservoir of knowledge, providing unparalleled collections and integrated resources to Congress and the American people.

The Library Project Manager (PM) will perform a variety of tasks in collections management (with a focus on new acquisitions) to meet the demands created by the vast quantity of items already in the Library's collections, as well as the high rate of growth – a staggering 2.25M items annually. The PM must be able to effectively manage a mid-sized team to prioritize work assignments, complete ongoing tasks, and meet accuracy targets.

Daily activities may include:

- Supervise team responsible for retrieving, sorting, processing, shelving, and shelf reading collection material
- Plan, assign, monitor, and review the processing of collections on a daily basis
- Oversee quality control processes for inspection and review of all aspects of work
- Ensure that all staff meet defined accuracy and productivity requirements
- Address performance and personnel issues with the client and Corporate Liaison
- Train staff on procedures and policies
- Produce written reports and project deliverables for work performed

Required qualifications to be successful in this role:

- 2+ years experience working with collections in a major research library with over 1 million volumes while supervising a staff of 20 or more full time personnel
- Supervisory experience on shelf maintenance and bibliographic projects
- 1+ years experience in online Integrated Library Systems/MARC records (preferably Voyager) including knowledge of bibliographic, holdings and item records
- Thorough understanding of the Library of Congress Classification System
- Knowledge and ability to train staff and handle the assignment, monitoring, and inspection of work
- The ability to address performance and personnel issues
- The ability to compile statistical data to produce daily, weekly, monthly and annual reports of work performed
- Demonstrated experience using Microsoft Office and Excel in particular
- Strong communication skills in English (written and oral)
- Ability to successfully complete background investigation covering criminal, education and employment history
- Ability to work schedule of 40 hours a week Monday through Friday between the hours of 6:30 am and 6:30 pm, plus evenings and weekends as needed
- The work requires significant physical acumen to shelve, shift, lift, and carry large amounts of materials. The employee must be consistently able to stand, walk, lift, carry, bend, reach, stoop and push/pull heavy carts in order to process, manage, and maintain a very large and complex collection.
- Physical stamina, including the ability to push a fully-loaded book truck containing 300 lbs of

material, the ability to lift at least 25 lbs, and the ability to stand for extended periods of time
Desired:

- MLS degree from an ALA-accredited institution

Position: [Reference Librarian](#)

Location: Perkins Coie, Washington, DC

Originally posted on [LLSDC Jobline](#).

Perkins Coie is currently seeking a Reference Librarian to join the Library & Research Services team in our Washington DC office. Perkins Coie is a law firm with over 1000 lawyers with offices in the US and Asia and is highly rated for the quality of its client service. This strength stems from two key factors: a strong emphasis on service that starts at the top of the firm and permeates throughout, and an extremely collegial culture that emphasizes collaboration in support of client needs. We have been named as one of FORTUNE magazine's "100 Best Companies to Work For" for 15 consecutive years! Below is more information about the opportunity to join our team.

This position will work with a team of librarians in multiple offices providing support for a very busy reference desk. We are looking for someone with excellent customer service skills and the ability to handle multiple complex research projects. Additional public services or technical services tasks may be assigned as well.

Job Duties & Responsibilities:

- Conduct high-level, customizable research and analytics in legal, business and other subjects in a timely manner.
- Provide orientation and training on research strategies and resources to attorneys and staff in a variety of formats.
- Creation and maintenance of current awareness and alert services.
- Assists with the evaluation and recommendation of new information resources.
- Use workflow software for the distribution and recording of research requests.
- Supervision of third-party filing service contractors and Library staff as determined by the Reference Services Manager.
- Administration of electronic resources only used in our Washington, D.C. office.

Qualifications:

- Master's Degree in Librarianship as well as five or more years of experience in a legal or corporate library.
- Excellent customer service skills with the ability to communicate clearly both orally and in writing.
- Ability to work quickly with great attention to detail.
- Solid skills in utilizing standard PC applications.
- Demonstrated knowledge of legal research, legal citation formats, and legal databases such as Westlaw, Lexis Advance, and Bloomberg Law is strongly preferred.
- Experience conducting business, patent, and technical research is highly desirable.
- Team-focused and independently motivated for the good of the team and the firm.

Position: [Librarian](#)

Location: Library of Congress, Washington, DC

Salary Range: \$56,233 to \$73,105 per year

Full vacancy announcement is available on the [USAJOBS](#).

This position is located in any of the divisions that come under the Directorate of Acquisitions and Bibliographic Access. It is a hybrid position that combines major duties of both the acquisition specialist and the cataloger. Often there will be a foreign language requirement for this position depending on the geographical area for which cataloging or acquisitions functions are being performed. For example, staff selecting and cataloging materials from South America need knowledge of the Spanish language which will include reading and writing and may include speaking and translating. (See attached listing of approved foreign language.) The incumbent uses a specific foreign language skill to perform the following major duties.

This position is located in the Library Services, Acquisitions & Bibliographic Access Directorate, U.S. Arts, Sciences, And Humanities Division, Social Sciences Section.

Responsibilities

Catalogs various materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Establishes personal and corporate names and uniform titles for inclusion in the name authority file. Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloger's reference collection, online databases, the world wide web, and the collections of the Library. Recommends resolutions to problems and inconsistencies in the cataloging process.

Provides services and deals with materials that are non-technical in nature, of limited technical complexity, or easily acquired. Coordinates proper purchasing information, correct bibliographic identification, and correct coding in the information system. Contacts dealers, subscription agents, vendors, overseas offices, government agencies, and/or exchange partners to coordinate the ordering process. Consults acquisition reference material to determine whether recommended item is appropriate for purchase, copyright claim, exchange, gift, loan, or other type of acquisition. Examines recommendations for acquisition to identify processing and custodial requirements and to identify acquisition of out-of-scope materials. Maintains liaison with recommending officials and subject specialists to understand their needs. Consults acquisition reference material to determine whether recommended item is appropriate for purchase. Reviews and approves invoices for payment for all formats of material. Determines availability of funds.

Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements to cataloging-related issues.

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending

officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accord with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.

Works to maintain personal contacts and cooperative work relationships to provide or exchange information. Consults with Team Leader and cataloging policy staff to recommend changes and additions in descriptive and subject cataloging rules. Offers suggestions and advice to Team Leader on operational and technical problems. Collaborates with Team Leader and other staff in planning and implementing team activities including: workflow procedures, team priorities, cataloging projects of an experimental nature, goal setting and strategies for meeting team production goals. Assists others inside and outside the Library with language, subject and cataloging problems.

Performs various other duties as assigned.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- Knowledge of library acquisitions and/or cataloging rules, practices, and procedures.**
- Ability to use integrated library systems, applications, or other information technologies.**
- Ability to organize, analyze, and interpret data related to acquiring and/or cataloging library materials.
- Ability to communicate in writing.
- Ability to interact collaboratively with others to provide consultation and liaison services.
- Ability to communicate effectively other than in writing.

Position: [Reference & Assessment Librarian](#)

Location: University of the District of Columbia, Washington, DC

Full vacancy announcement available on [CUA SLIS blog](#).

Brief Description of Duties

Under the overall supervision of the Director of the Learning Resources Division, the Reference and Assessment Librarian, Assistant Professor will perform duties relating to the functions of the Access and Information Services Unit. Duties will be equally divided between reference functions and assessment of library instruction and user services, and other areas as needed.

The incumbent will collaborate with academic faculty and librarians in teaching and fostering information literacy skills relevant to the university curriculum and for developing students' competence to access, evaluate, and effectively use electronic and print resources to acquire information.

S/he will also be responsible for organizing, maintaining and providing/reporting assessment data/information as needed. Overall, assessment results will be used to demonstrate:

- 1) The value and impact of the Library in facilitating the success of students and faculty
- 2) A role in facilitating the accomplishment of the mission and goals of the University

Essential Duties and Responsibilities

Reference

- Teaches information literacy instruction sessions as needed.
- Performs reference (in-person and virtual) and other related duties, including evening and weekend hours.
- Serves as academic department liaison: coordinates collection development with academic programs and manages related library collections/holdings; performs outreach and information literacy instruction for assigned departments; facilitates satisfactory resolution of other departmental needs related to library resources and services; and performs other duties as assigned.

Assessment

- Plans, designs, and facilitates the implementation of the library's assessment initiatives and activities in collaboration with the library director, faculty, and staff.
- Develops and implements a means for reporting, preserving and storing assessment data/information.
- Coordinates data collection and analysis and shares the findings with appropriate internal and external stakeholders in standardized reporting formats.
- Disseminates assessment information on the development or improvement of students' competence and performance as it relates to research and critical thinking.
- Leads the design and implementation of regular internal and external surveys and other assessment methods.
- Leverages the results of library assessment activities to enhance and illustrate the impact of the library in the university community.
- Keeps apprised of assessment developments and introduces new methods or tools to library staff as appropriate.

General

- Works with staff and students to facilitate assessment activities and initiatives as needed or as assigned.
- Performs assignments related to job function (assessment) as required or needed in relation to LRD's role in the Washington Research Library Consortium.
- Keeps current professionally by participating in relevant conferences, peer group meetings, etc. and conducts ongoing professional development activities for colleagues and staff as directed.
- Serves on departmental and university-wide committees and task forces as appropriate or assigned.

Minimum Job Requirements

- Master's degree in Library Science from a program accredited by the American Library Association and knowledge of qualitative and quantitative assessment methods for analyzing, drawing insight, reporting, and/or visualizing data.
- Experience as a librarian and with assessment in an academic institution preferred.

Position: [Library Program Coordinator \(Collections\)](#)

Location: District of Columbia Public Library, Washington, DC

Full vacancy announcement available on [ALA Joblist](#).

Job Summary

Under supervision of the Associate Director of Collection Services, the Selection Coordinator works with the selection team, vendors, staff and other content stakeholders to efficiently build on and improve District of Columbia Public Library's collection for a designated content area. This position is responsible for the selection and management of popular front list adult print (fiction and non-fiction with large print runs and extensive publicity campaigns), YA and adult graphic novels and media. This position specializes in highly popular content.

Qualifications

- MLS degree from an ALA-accredited institution required
- Three (3) years of experience using spreadsheets
- Acquisitions module experience preferred
- One (1) year of experience in the following areas;
 - Selecting books in a Library, Bookstore, or related environment
 - Managing a collection
 - Collecting or using data in Collection decision-making
 - Customer Service experience
 - Long-range planning and budget
 - Project lead or coordinating experience

To apply, or for additional details, please visit our website at <http://dclibrary.org/about/careers>.

Position: [Branch Manager](#)

Location: Worcester County Library — Ocean City Branch, Ocean City, MD
Originally posted on the Maryland Library Association listserv.

Worcester County Library is now accepting applications for the Branch Manager position at the Ocean City branch library. This is a full-time, 40-hour per week senior branch library management position, reporting to the library director.

Duties and Responsibilities:

- Manages the operation of a branch library
- Provides direct service, including library instruction, to library customers of all ages
- Schedules, supervises, trains, and evaluates branch staff
- Coordinates and oversees the development and marketing of the branch library's collection of materials, including selection, promotion, evaluation, and de-selection.
- Plans, coordinates, promotes and may present library programs for children and adults
- Represents the County library on committees, professional organizations, regional associations, etc.
- Works with government, community, and civic organizations in the branch library's service area
- Conducts training for other County library staff, in coordination with the director or assistant director
- Must meet continuing education requirements as mandated by the Maryland State Department of Education

Qualifications and Skills:

- Master's degree in library science from an ALA accredited institution, and 1 year of supervisory experience working in a public library, or Bachelor's degree and 3 years of experience working in public library with 1 year of supervisory experience
- Thorough understanding of the principles and practice of public library service
- Thorough knowledge of word processing, spreadsheet, and presentation software
- Excellent communication skills both verbal and written and an ability to promote and encourage teamwork and cooperation
- Ability to lead, to work as a team member and to be flexible and creative in a changing environment

Working Conditions

Physical demands of position include:

- Sitting, standing, walking, climbing, and stooping
- Bending/twisting and reaching
- Talking and hearing; use of the telephone
- Far vision at 20 feet or further; near vision at 20 inches or less
- Lifting and carrying: 50 pounds or less
- Handling: processing, picking up and shelving books
- Fingering: typing, writing, filing, sorting, shelving and processing
- Pushing and pulling: objects weighing 60-80 pounds on wheels
- Mobility: travel to meetings outside library

Mental Requirements:

- Oral communications skills necessary to make presentations, participate in television and radio programs, and conduct formal library programs.
- Interpersonal skills to work effectively with multi-level staff, patrons, and community group members from all socioeconomic, educational, literacy, and cultural backgrounds.
- Community outreach skills to be able to build relationships with community partners.
- Organizational skills to be able to manage multiple priorities and meet deadlines in a busy public library.
- Critical thinking skills to be able to solve problems and make sound decisions on a daily basis.
- Ability to effectively and positively represent the library before community groups and the public, consistent with the library's vision, mission, and strategic plan.
- Honesty, integrity, ability to maintain confidentiality, and responsible stewardship of County resources.
- Time management: set priorities in order to meet assignment deadlines.

To apply for this position, please complete a [library application form](#) (available at any branch library and on the library's website: www.WorcesterLibrary.org), along with a cover letter and resume, if you wish, and send to employment@worcesterialibrary.org or mail to:

Employment

Worcester County Library
307 North Washington Street
Snow Hill, Maryland 21863

Position: [Systems Librarian](#)

Location: LAC – Federal, Virtual/Remote

Full vacancy announcement available on [CUA SLIS blog](#).

LAC Federal is seeking a part-time Systems Librarian for a major federal library based in Bethesda, MD. This is a 100% remote position. Expected start June 2018.

Responsibilities:

- Assist with evaluating, testing and comparing features of different tools for a public information website including compliance with Section 508 accessibility standards.
- Work with client on SEO evaluation of website content including developing web content strategies to promote the website, reviewing and creating content for FAQs, blogs, and other web pages and creating technical procedures and documentation on an internal wiki.

Requirements:

- Degree in computer science, library & information science or related field
- 3-5 years providing comparable work including familiarity with health/medical topics
- Excellent interpersonal, verbal, written, and organizational skills;
- Must be able to work both independently and as part of a motivated and productive team;
- Ability to follow rigorous and complex procedures;
- Must have excellent attention to detail;
- Ability to work in a database or content management system (training in the system will be provided, but the individual must have a high comfort level with learning systems, inputting data, and searching or using other available tools from the system);
- Comfort working in a fast-paced environment;
- Strong critical thinking and analysis skills.

Preferences:

- Experience working with Medline Plus
- Experience with health and medical taxonomy

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Law Library](#), [Maryland](#), [Public Library](#), [Public Services](#), [Technical Services](#), [Washington DC](#)

Six Positions- Maryland

Posted on [April 9, 2018](#) by [LLAM News](#)

Position: [Full-time Librarian II](#)

Location: North Point Branch, Baltimore County Public Library

Salary: \$39,914 to \$53,906

Full vacancy announcement is available on the [CUA SLIS blog](#).

The Baltimore County Public Library is currently recruiting for Full-time Librarian II's for both our Adult & Community Engagement Department and our Youth and Family Engagement Department. These Librarians will be based out of our North Point location but will service the entire county on our mobile units.

Position: [Children's Services Supervisor](#)

Location: Frederick County Public Libraries, Frederick, MD

Salary: \$51,062.00

Full vacancy announcement is available on the [CUA SLIS blog](#).

Join the vibrant, community-minded team at Frederick County Public Libraries! We are seeking a creative, energetic, and visionary Children's Supervisor for our central branch in Downtown Frederick. Located in West-Central Maryland between Washington D.C. and Baltimore, FCPL is a rapidly developing system. By facilitating the public's freedom to explore, invent, and transform, FCPL connects people to ideas and to each other, helping to foster individual and community growth.

This professional management position assures that children, their families and caregivers experience the joy of reading in a friendly, creative and dynamic Children's Department.

Position: [Senior Librarian](#)

Location: Montgomery County Correctional Facility, Boyds, MD

Salary: \$63,439-\$105,241

Full vacancy announcement is available on the [CUA SLIS blog](#).

Montgomery County Public Libraries is looking for a Senior Librarian to manage the operation of our award-winning library in the Montgomery County Correctional Facility (MCCF).

The MCCF Library offers a full range of services to inmates, including legal reference materials, educational support, self-help and general popular interest reading materials to improve and enrich their lives, and enable their successful re-entry into the community.

The right person for this job will be passionate about meeting the needs of the inmate population and will take pride in helping staff deliver the best customer service possible.

Position: [Research and Reference Librarian](#)

Location: Major Federal Library in Beltsville, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

LAC Federal is looking for an experienced Research and Reference Librarian to work at a major Federal Library in Beltsville, MD. This role is to provide support for reference, research assistance, and instruction to the Agency and its customers. This is a long term role (initially for 9 months with 1 year renewal), full-time (40 hour a week; Monday – Friday) benefited position.

Position: [Science and Engineering Librarian](#)

Location: Sheridan Libraries of the Johns Hopkins University, Baltimore, MD

Salary: \$49,216 – \$67,735

Full vacancy announcement is available on the [CUA SLIS blog](#).

This position contributes to an integrated program of services, teaching, and outreach to STEM fields. The librarian works to deepen the Libraries' connections and collaborations with faculty and students in ways that speak to disciplinary needs. He/she serves as liaison to selected departments in the Whiting School of Engineering and the Krieger School of Arts and Sciences. This position collaborates with a cohort of science, engineering, social science, and data librarians to support research and teaching in the natural sciences and engineering; promotes existing services to enhance research across the lifecycle and across all levels of research expertise; and establishes effective communication channels to strengthen relationships between the library, faculty, and students.

Position: [Technology Resources Assistant](#)

Location: Loyola Notre Dame Library, Baltimore, MD

Originally posted on the Maryland Library Association listserv.

The Loyola Notre Dame Library (LNDL) seeks an energetic, service-oriented person to join our Technology Services unit. The successful candidate is a creative problem solver with excellent customer service skills who enable the growth and success of the Library's digitization efforts, actively participates in Technology Services initiatives, and trains student workers.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Library](#)

Three Positions — Washington, DC & Maryland

Posted on [April 4, 2018](#) by [LLAM News](#)

[Research and Evaluation Coordinator](#) (Reopened)

Location: Maryland State Library, Division of Library Development & Services, Baltimore, MD

Originally posted on the Maryland Library Association listserv.

Main Purpose Of Job

This is a specialized professional position responsible for providing leadership and technical assistance in the areas of assessment, research, evaluation, and statistics to public libraries in the provision of information and educational programs for all age groups.

POSITION DUTIES

Provides leadership to libraries in carrying out statewide and local federal programs. Serves as a technical specialist for the development, coordination, and execution of needs assessment for purposes of strategic planning, research and evaluation of library programs and services, and statistics programs to support public libraries. Provides assistance with the data compilation and completion of the division's annual Managing for Results, the State Library Administrative Agency Survey and the Maryland Public Library Survey report requirements. Provides information, consultation, and continuing education services to local librarians through a statewide library network, assists with the development and implementation of the SharePoint system the agency's web site. Provides technical assistance and consultation in support of educational initiatives for all age groups, from birth through adult.

MINIMUM QUALIFICATIONS

EDUCATION: Possession of a Master's Degree or equivalent 36 credit hours of post-baccalaureate course work. A Master's Degree in Library Information Science from a college or university accredited by the American Library Association (ALA) or closely related field is preferred.

EXPERIENCE: Four (4) years of administrative work in, or affiliated with an educational program with varied professional library experience. Experience that includes grant writing and management is preferred.

NOTES:

1. Two additional years of experience directly related to the position may be substituted for the required Master's Degree.

2. Possession of a doctorate in a field related to the position may be substituted for one year of the required experience.

DESIRED OR PREFERRED QUALIFICATIONS

Knowledge of trends and issues in library services, including the changing role of libraries in today's technology-rich environment; knowledge of the Library Service and Technology Act (LSTA); knowledge of planning, policy interpretation, and using guidelines to assist Public Library Administrators, Trustees, and government officials in developing improved library services; knowledge of budget development and expenditure controls; skill in translating trends and needs into strategic directions; ability to develop standards, guidelines, and other criteria for the implementation, evaluation, and improvement of library services; skill in using a variety of computer software and new technologies; skill in training, mentoring and staff development; skill in planning, organizing and managing multiple tasks: ability to interpret and apply laws, regulations and standards governing public libraries; ability to coordinate resource sharing activities; ability to establish collaborative working relationships with stakeholders; ability to work collaboratively as part of a team and be flexible and creative in a changing environment; ability to communicate effectively.

LIMITATIONS ON SELECTION

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and possible travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

For immediate consideration please submit your application by April 6, 2018 – **Open until filled.**

Position: [Programming & Outreach Coordinator](#)

Location: Anne Arundel County Public Library, Headquarters, Annapolis, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

Minimum Qualifications: Graduation from an accredited four-year college or university with Bachelor's degree awarded with two years of experience working in a library and/or educational setting and extensive knowledge of technology used in education and programming for all ages. Two years of supervisory experience.

Necessary Special Requirement: Completion of Library Associate Training Institute within two years of hire; and ability to maintain eligibility by completing 90 contact hours of training every 5 years.

Responsibilities include: Providing STEM programming and outreach to the public of all ages, with an emphasis on programming to children and teens. Incumbent may participate at a system level in training, planning, and other committee activities or projects.

Position: [Archivist](#)

Location: D.C. Office of the Secretary, Office of Public Records Management, Archival Administration, Library of Governmental Information, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

This position is located in the Office of the Secretary, Office of Public Records Management, Archival Administration, Library of Governmental Information. The purpose of this position is to perform professional archival work, which involves surveying, appraising and scheduling the official records, and identifying and making immediate provisions for those records that have sufficient historical value and warrant permanent preservation, which requires incumbent to select, preserve, describe, and make available the permanently valuable records of the District of Columbia.

Qualifications

Candidate must possess at least one (1) year of specialized/professional experience in archival science equivalent to at the next lower grade level in the District of Columbia government service, or its non-District equivalent obtained from the public or private sector which demonstrates the ability to perform the duties of the position. Specialized/Professional experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position. Examples of specialized/professional experience for this position include: surveying, appraising, and scheduling the official records of the District of Columbia; identifying and making immediate provisions for those records that have sufficient historical and warrant permanent preservation; providing oral and written communication to government agencies, scholars, and other researchers seeking information on official records of the District government; and participating in the development of policies, procedures, instructions, instructions issuances handbooks, manuals, internal operating manuals, and other publications.

Major Duties

Participates in the development of policies, procedures, instructions, instructions issuances handbooks, manuals, internal operating manuals, and other publications to efficiently and effectively operate and manage the center. Advises the supervisor on issues that require amendment and/or revision to legal operating authorities of the Office of Public Records. Assures that the center is operational, secure and safe.

Surveys, appraises, and schedules the official records of the District of Columbia. Identifies and makes immediate provisions for those records that have sufficient historical and warrant permanent preservation. The records surveying, appraising, and scheduling process includes: (1) reviewing and analyzing the administrative activities of agencies in relation to the creation of records, and the mission, functions, services of the agencies as related to records they create and/or maintain; (2) evaluating the broad social, economic, political, or other conditions with which the records are related; (3) determining the interrelationships of the records and their historical or other research significance; and (4) establishing suitable retention periods for the various series of temporary records.

Assists agencies in implementing records management programs. Maintains the orderly transfer of records into the center, and approves all necessary paperwork to store, retrieve and dispose records from the center.

Participates in the development and implementation plans for the arrangement and description of records management plans for accessioning retrieving, disposing records, and maintains a data-base management of the records holdings. Participates in the development and implements facility operations, quality control, security and safety management plans.

Provides oral and written communication to government agencies, scholars, and other researchers seeking information on official records of the District government.

Lectures in the District of Columbia Archival and Records Management Training Program, and assists agencies in developing and conducting archival and records management workshops.

Performs other related duties as assigned.

Education

Bachelor's degree from an accredited 4-year college or university in Archival Science, Library and Information Science or History is required.

Master's degree in Archival Science, Library and Information Science or History preferred.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Maryland](#), [Public Library](#), [Technical Services](#), [Washington DC](#)[Edit](#)

Four Positions — Washington, DC & Virginia

Posted on [April 3, 2018](#) by [LLAM News](#)

Senior Dewey Editor

Location: Associate can be based out of: Corporate Office in Dublin, Ohio, **The Library of Congress in Washington, DC** or can work remotely.

Full vacancy announcement available on [ALA Joblist](#).

OCLC, a worldwide library services organization headquartered in Dublin, Ohio, is a leader in information technologies and innovative online services. With office locations around the globe, OCLC employees are dedicated to offering premier services and software to help libraries cut costs while keeping pace with the demands of our information-driven society.

The Senior Dewey Editor will develop and update the Dewey Decimal Classification in response to current and future needs of worldwide Dewey user community (including over 200,000 libraries in 140+ countries) and to address emerging applications and services in a wide variety of environments.

Responsibilities:

- Develop and update the DDC within the framework of the approved editorial work plan, researching subject areas, consulting with experts, and interacting with internal and external reviewers.
- Prepare and issue regular updates to the DDC for distribution in OCLC products and services, and to research teams, translation teams, and other licensees.
- Participate in the development and testing of new electronic products and services based on the DDC, and in research on new representations and uses of the system.

- Serve as technical liaison to development and research activities related to the Dewey Decimal Classification.
- Prepare and/or edit electronic publications and services based on the DDC.
- Develop and maintain mappings and crosswalks between the DDC and other vocabularies.
- Promote the Dewey Decimal Classification through presentations, papers, workshops, and conference participation throughout the world.
- Serve as liaison to DDC user and review groups.
- Review licensed translations and publications based on the DDC, and serve as liaison to translation advisory groups.
- Serve as a mentor and support for less experienced editorial staff. • Interoffice travel (2%); Domestic and international conferences and meetings (3%).
- Associate can be based out of: Corporate Office in Dublin, Ohio, The Library of Congress in Washington, DC or can work remotely.

Position: [Librarian \(Collection Development\)](#)

Location: Library of Congress

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

This position is located in the Collection Development Office, Library Services, and reports to the Collection Development Officer. The incumbent in this position contributes to the Library of Congress's mission to acquire, manage, preserve, and make available a universal collection of knowledge to meet the current and anticipated needs of Congress and the Nation. The incumbent works with guidance from senior analysts in the Collection Development Office (CDO) to conduct in-depth studies, recommend strategies to strengthen acquisition efforts in specific subjects and/or formats, and communicate trends to managers and staff in relevant offices throughout the Library and other external organizations.

Position: [Alternate Program Manager](#)

Location: Federal Library, Washington, DC

Originally posted on University of Maryland [blogMLIS](#).

Responsibilities:

- Overseeing library technicians and catalogers in a high volume production environment working with catalog records under the direction of a Program Manager.

Qualifications:

- MLS from an ALA-accredited institution is preferred but not required
- Experience with Integrated library Systems (especially Voyager) in creating, editing, and search bibliographic records
- Familiarity with LC Classification, AACR2, and MARC as well as familiarity with RDA and DCRM(B)
- Ability to train technical staff and oversee production level cataloging
- Ability to compile statistical data to produce daily, weekly, monthly and annual reports
- Excellent written and oral communication skills and strong attention to detail
- Familiarity or knowledge of one or more Romance and other European languages is a plus

- Must have strong technical background and attention to detail.

Position: [Community Branch Manager \(Librarian III\)](#)

Location: Fairfax County Government, Fairfax, VA

Salary: \$57,165.00 – \$95,276.00 (Yearly Salary)

Full vacancy announcement available on [ALA Joblist](#).

Responsible for overall management of the branch. Operates as leader of the branch management team and is accountable for the effective running of the library. Ensures that members of the public receive courteous, efficient service. Ensures that the collection and equipment serve community needs. Trains and counsels staff and evaluating their performance. Analyzes workload to ensure efficient staff scheduling. Implements system policies and forwards recommendations for appropriate changes to library administration. Provides direct service to the public using both print and non-print materials to respond to customers' requests. Works with collection management department to improve the quality and usefulness of the branch's collection. Works with community groups to encourage library use and to assist in making the branch more customer-friendly. May serve on library, county or community project teams as appropriate

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Technical Services](#), [Virginia](#), [Virtual Position](#), [Washington DC](#)

Three Positions– Washington, DC & Virtual Position

Posted on [March 27, 2018](#) by [LLAM News](#)

Position: [Associate Deputy Director – Discretionary Programs](#)

Location: National Foundation on the Arts and Humanities, Institute of Museum and Library Services, Washington, DC

Salary: \$114,590 to \$164,200 per year

Full vacancy announcement available on [USAJOBS](#).

The mission of IMLS is to advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development.

This position is that of Associate Deputy Director, Institute of Museum and Library Services, Office of Library Services, Discretionary Programs. Under the general direction of the Deputy Director, Office of Library Services, the incumbent is responsible for implementation of national programs of support and assistance to libraries. Primary responsibilities include oversight of the implementation of agency library discretionary grant programs (National Leadership Grants, Laura Bush 21st Century Librarian grants, and the Native American- Native Hawaiian Library grants) and special initiatives as assigned. The Associate Deputy participates in general Library Office administration and is responsible for ensuring that financial administration of library grant programs meets the programs' goals. The incumbent advises the Deputy Director, OLS, and Director regarding agency library program policies for implementation and improvement of existing programs; development of new grant programs; advancement of special initiatives. The Associate Deputy coordinates with other senior level

staff to advance the work of the agency; may serve as liaison to program office services providers; and provides for representation of agency programs, policy and interests to library constituents, the general public and special interest groups.

The Associate Deputy, working as an integral member of an agency-wide team, plays a key role in development of the strategic vision and implementation of existing and emerging programs to increase public access to information, ideas and community networks; support lifelong learning, and foster vibrant communities.

Position: [Project Manager](#)

Location: CGI, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

The Project Manager (PM) will perform a variety of tasks in cataloging conversion management to meet stringent requirements set forth by the government client. The PM will be expected to meet and exceed client expectations for quantity and quality of the work product, and must be able to effectively manage a mid-sized team to prioritize and complete various daily and ongoing tasks.

Position will be located in Washington, DC.

Your future duties and responsibilities:

Daily activities may include:

- Inspect and review bibliographic, holdings and item records in the Library of Congress ILS
- Assign and monitor work on a daily basis
- Produce written reports of work performed
- Address performance and personnel issues with the client and Corporate Liaison
- Train staff on procedures and policies
- Plan, monitor and review the processing of the collections
- Ensure that all safety rules and procedures are followed
- Ensure that all staff meet the accuracy and productivity requirements stipulated

Position: [Research Specialist, Document Delivery](#)

Location: Virtual Position

Originally posted on LLSDC [Job Listings](#).

LibSource, a division of LAC Group, is seeking a full-time, Research Specialist – Document Delivery, to work virtually for our Library as a Service (LaaS) platform. The Research Specialist will join a team of researchers in staffing a busy and diverse virtual research desk, performing and managing requests for legal, corporate, business development and other research from LaaS clients. All research and communication will be performed online and by phone, using both paid databases and open sources. The Research Specialist will report directly to the Deputy Director of Research & Intelligence and work with research analysts to complete

research requests in a timely, professional, and cost effective manner. Research will be delivered directly to clients using a virtual reference desk platform.

This is a full-time, benefitted virtual position that can work from any US-based location. This is an entry-level position focused on case and docket pulls, literature searches, public records searches, document procurement and other general duties to support the research team.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Virtual Position](#), [Washington DC](#)[Edit](#)

Eight Positions- Washington DC & Maryland

Posted on [March 24, 2018](#) by [LLAM News](#)

Position: [Research Librarian](#)

Location: LibGig, Washington, DC

Originally posted on [LLSDC Jobline](#).

LibGig, an LAC Group company, is seeking a temporary Research Librarian to provide reference and research services to lawyers and staff from a large law firm's Washington, DC office. This position participates in the training of new lawyers and paralegals on library and research services, including the use of new technologies or upgraded versions of existing service and is responsible for developing and maintaining the library portion of the Firm's intranet, depending on assigned tasks. This is a full-time position for approximately 2 months in duration.

Responsibilities

- Provides research support to lawyers, staff and clients through an appropriate combination of traditional sources and emerging technologies.
- Provides in-depth as well as quick reference research services, including inter library loan and document retrieval as needed, for lawyers and staff utilizing both electronic and print resources.
- Monitors and responds to Firmwide reference/research request email service as scheduled, coordinates this effort with other reference staff Firmwide and maintains statistics on usage utilizing the reference request database.
- Bills for time as appropriate.
- Performs other duties as assigned, including both Firmwide and local library projects.

Essential Job Specifications/Qualifications

- Master's degree in Library Science from an ALA accredited school
- Two (2) years law library experience
- Ability to deal professionally and possess demonstrated interpersonal skills and the ability and commitment to interact effectively with a diverse clientele both internally and externally.
- Ability to manage multiple tasks, to prioritize and complete projects rapidly and efficiently, yet thoroughly.
- Demonstrated expertise in legal and corporate research techniques using both print and electronic resources.
- Ability to evaluate websites and electronic research resources from substantive and technical perspectives.
- Working knowledge of library databases.

- Demonstrated customer service orientation and proactive creative approach to marketing library and research services.
- Clear, concise and effective verbal and written communication skills, including demonstrated ability to present to individuals and groups.
- Ability to work independently and collaboratively, often with coworkers in other offices.
- Proven success as a service-oriented, proactive, flexible, adaptable, responsible and detail oriented individual in prior position(s).
- Proven experience with automated library systems.

Position: [Technical Information Specialist \(Metadata, Law Library\)](#)

Location: U.S. Tax Court Library, Washington, DC

Salary Range: GS-9 – \$56,233 – \$73,105; GS-11 – \$68,036 – \$88,450

Originally posted on [LLSDC Jobline](#).

Announcement No.: 18-04

Open Date: 03-15-2018

Closing Date: 04-02-2018

DUTIES: This position is located in the library of the United States Tax Court and reports directly to the Supervisory Librarian. The incumbent supports Judicial and Court personnel by providing a variety of technical and data management services specifically related to the application of metadata.

Specific duties include:

- Support the U.S. Tax Court Library’s digital curation initiative in the creation, selection, preservation, maintenance, collection and archiving of digital assets.
- Scan and create digitized materials from the Court’s physical collection and incorporate external digitized products from outside sources into the digitization project. Set up quality control and quality assurance procedures. Work with the Supervisory Librarian and other Technical Information Specialist to establish and document metadata standards unique to the Court.
- Work with other Technical Information Specialist in editing bibliographic records in the area of access points, and virtual or internal links in the Integrated Library System (ILS). Bibliographic record editing and holding field creation and editing using MARC standards will occupy a substantial portion of this position.
- Responsible for performing original and complex copy cataloging and preparing bibliographic records and/or metadata to represent the information and research resources in the collection and databases. This may include determining elements such as description, subject analysis, access to content, authority control, quality control, metadata application, and metadata-related decision making, i.e., the determination of which metadata standard to use.
- Work with Supervisory Librarian and Technical Information Specialist on establishment of metadata standards. Apply these agreed upon standards independently.
- Effectively link each bibliographic item record to a physical volume in the Court’s ILS to a third-party vendor RFID (Radio-Frequency Identification) system. Create patron access for new employees.
- Work with Technical Information Specialist in establishing a robust discovery layer over the ILS and digital repository.
- Provide subject-area reference services and information searches for Presidentially-appointed Judges and other Court personnel by performing searches in response to specific requests, locating and selecting information from a broad range of current and retrospective resources. Guide Court personnel in the use of internal and external resources.
- Responsible for interlibrary loan (ILL) materials, including identifying materials using

online catalogs, maintaining a record of all ILLs in the Library's Open Source Software ILS, physically retrieving or coordinating the physical retrieval of any material the Court borrows, monitoring Court materials borrowed by others and recalling materials upon request.

SPECIAL RATING FACTORS: (Knowledge, Skills and Abilities required by this position)

Applicants are required to address each Special Rating Factor providing detailed evidence of the listed factors in the form of clear, concise examples of accomplishment and degree of responsibility. Please use specific examples to illustrate how your qualifications and accomplishments are relevant.

1. Knowledge of policies, procedures, applications, and practices related to metadata standards, mapping, transformation and management.
2. Ability to perform program and project management functions related to library metadata, and provide advice and assistance to managers.
3. Ability to research, evaluate, develop, and implement appropriate metadata standards for description, inventory, access, retrieval, preservation, and management of the Library's collections, both analog and digital.
4. Ability to interact collaboratively with others, particularly about the development and implementation of bibliographic records.

QUALIFICATION REQUIREMENTS:

To qualify at the GS-9 level, applicants must have completed at least two full years of progressively higher level graduate education or have a bachelor's degree and at least one year of qualifying specialized experience at the GS-7 level, which demonstrates skill in data management systems, query languages, table relationships and views, and the ability to identify and evaluate tools for creating metadata. Promotion to the full performance level of this position is contingent upon completion of the MLS or MLIS degree as well as successful performance of the duties listed in the position description.

To qualify for the full performance level GS-11, applicants must have at least one year of specialized experience, which demonstrates skill in data management systems, query languages, table relationships and views, and the ability to identify and evaluate tools for creating metadata. at the GS-9 level and a MLS or MLIS from an ALA-accredited institution.

REQUIRED DOCUMENTS:

- A cover letter in PDF format stating the position for which you are applying and providing any supplemental information that may be necessary to address the special rating factors listed in this vacancy announcement.
- Resume – Any written format you choose to describe your job-related qualifications and that reflect how your background and experience correspond to the special rating factors listed in this announcement. Include your country of citizenship on your resume.
- Transcripts (may be unofficial to submit with the application, with official transcripts required if your are selected) supporting any education claims in your application.
- A current SF-50, if currently a Federal government employee.

All required documents listed above must be emailed to the Court at humanresources@ustaxcourt.gov. The documents must be in PDF format and attached to your email where you identify your name and the position to which you are applying. Complete application materials must be received in the Office of Human Resources by 11:59 p.m. on the closing date of this vacancy announcement.

CONDITIONS OF EMPLOYMENT:

- The U.S. Tax Court requires employees to adhere to a Code of Conduct.
- Employees of the U.S. Tax Court serve under excepted appointments and are considered “AT WILL” employees. At will employees can be dismissed for any reason, without cause and without warning.
- Employees will be required to complete a 52-week probationary period.
- Males must abide by Selective Service registration requirements.
- Favorable suitability determination – Selection for this position is contingent on a favorable suitability determination and security background check, including a credit check, Federal income tax check and criminal check. A candidate selected for this position must be current on his or her Federal income tax obligations before employment with the Tax Court, and remain current at all times while employed by the Tax Court. Continued employment post appointment is subject to satisfactory completion of the background investigation and credit check, and favorable adjudication. A background reinvestigation or supplemental investigation may be required at a later time.
- All information is subject to verification. Applicants are advised that false answers or omissions of information on application materials or inability to meet the conditions herein outlined may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- If selected for this position, you will be required to complete the I-9 form and provide appropriate identification.
- Relocation expenses are not authorized for any selected applicant, and any travel expenses incurred for an interview will not be reimbursed by the U.S. Tax Court.
- The U.S. Tax Court will provide reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICANT EVALUATION:

If you fail to provide the information as required, your application will not be evaluated beyond the basic screening process. The examining Office of Human Resources (OHR) makes the final determination concerning whether you meet the minimum qualifications. If you meet the minimum qualifications for this position, the Court will then evaluate your application package to assess the quality, depth, and complexity of your accomplishments, experience, and education as they relate to the requirements listed in this vacancy announcement.

Application of Preference Eligibles: Preference eligibles will be placed above non-preference eligibles within each rating category. Preference eligibles who meet the eligibility and qualification requirements and who have a compensable service-connected disability of at least 10 percent are listed in the highest quality category, except when the position being filled is scientific or professional at the GS-9 level or higher.

Special Appointment Authority Information: In accordance with the Veterans Employment Opportunities Act (VEOA) of 1998, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may also apply. You must provide documentation of veterans’ preference or military service (e.g., SF-15, DD-214), if applicable.

FAILURE TO SUBMIT ALL REQUIRED MATERIALS MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.

For questions, call the Office of Human Resources at (202)521-4700.

Position: [Electronic Resources Specialist](#)

Location: American University, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

Summary/Objective

The Electronic Resources Specialist works independently within the Electronic Resources Management unit to provide support for discoverability and access for all of the library's electronic resources, including journals, databases, e-books, and aggregator collections via the library's Electronic Resources Management System, EZ Proxy server, and LibGuides. The position also supports Collection Managers with e-resources including trials, acquisitions, cancellations, manages the Summon interface as well as the internal electronic workflow system, and works with the Electronic Resources Management Unit to troubleshoot end-user access issues.

Work Environment

The Electronic Resources Specialist reports directly to the Electronic Resources Librarian, along with the Electronic Resources Management Specialist

This position also works as part of the Electronic Resources Management unit

Position Type/Expected Hours of Work: 35-Nonexempt

Required Education and Experience

- Bachelor's degree and/or the equivalent in education, training and experience working in libraries or organizations with a public service focus
- Ability to work independently and collaboratively
- Ability to communicate effectively verbally and in writing
- Knowledge of spreadsheets, word processing programs, and the Internet
- Basic understanding of information technology systems, including networks and Internet browsers
- Initiative and desire to learn
- Availability on weekends

Preferred Education and Experience

- Experience with library resources, systems, and services, specifically library databases and electronic journal collections, link resolvers, ERMS, and library information technology
 - Experience with web programming and coding (JavaScript, HTML, CSS)
- Additional Eligibility Qualifications

Application: <https://careers.american.edu/s/603EAC>

Hiring offers for this position are contingent on the successful completion of a background check. Contact us for more information or assistance with the American University careers site via email at AsuccessfulU@american.edu.

Position: [Librarian \(Copyright and Data Compliance\)](#)

Location: International Monetary Fund, Washington, DC

Full vacancy announcement available on [ALA Joblist](#).

The International Monetary Fund (IMF) is advertising a vacancy of a Librarian (Copyright and Data Compliance) in its Content Development Team in the IMF Library, Corporate Services and

Facilities Department. This is a 2-year contractual position, renewable for up to 4-years of cumulative contractual service pending incumbent's performance and a continued business need.

Job Summary

The Librarian (Copyright and Data Compliance) is the primary coordinator and consultant on issues that span copyright risks and accountabilities as well as information resources' licenses and contracts. The successful candidate will be responsible for understanding the use of commercial content across the IMF and providing guidance on licensing terms and conditions for the same. She/he will be accountable for ensuring timely and effective management of copyright and licensing queries, while working closely with multiple stakeholders to develop and act on recommendations and implement decisions. Serving as a key educator on copyright and licensing issues, this role is accountable for the overall effectiveness of copyright and usage rights education materials and approaches. The incumbent will provide expert assessment and analysis concerning licensing and copyright issues such as information resource usage rights, while supporting risk management and compliance.

Main Duties and Responsibilities

- Develop and advise IMF staff on US and international copyright matters, copyright policies and procedures, intellectual property rights, and open access publishing options.
- Serve as an expert in the IMF community for copyright, fair use, and other related issues, support the IMF's mission by developing an outreach, education and consultation program that will help staff understand how copyright and related concepts affect their work, as well as how they can make informed decisions in the use and creation of copyrighted works.
- Work collaboratively with internal stakeholders to outline the use of various data services while also reviewing vendor licenses, make recommendations for changes, and negotiate appropriate licensing terms.
- Serve as a resource for the Library's licensing team and coordinate with the Economic Data Team, Legal Department and Information Technology Department among others to help develop and apply policies for copyright compliance and intellectual property ownership.
- Develop an internal system of compliance and due diligence regarding the use of commercial data services.
- Oversee, review and document copyright support and information resource licensing workflows.
- Provide quality assurance and risk management oversight, in line with IMF auditing rules, policies and regulations related to copyright and data service contracts.
- Maintain a strong working relationship with legal counsel, ensuring appropriate escalation as required while answering queries related to copyright, fair use, digital scholarship, and licensing terms and conditions.
- Advise Library staff on intellectual property issues relating to collections, data services and digital projects.
- Serve as a member of copyright committee and working groups, to support:
 - Establishment of priorities and development of long term and short-term goals.
 - Identifying changing circumstances and trends that require review and revision of policies and practices

- Respond to copyright and licensing queries received in the copyright mailbox, as well as general queries from staff.
- Ensure that timely and accurate licensing and entitlement information is maintained in the Library's Integrated Library System.
- Ensure that licensed resource usage rights are public and accurately displayed.

Requirements

Educational development, typically acquired by the completion of an advanced university degree, or equivalent, in library or information science, or a related field; or a university degree, or equivalent, supplemented by a minimum of six years of relevant professional experience providing copyright or licensing services and guidance in a corporate or academic setting, is required.

Specialized Skills/Knowledge:

- Previous work experience providing copyright or licensing services is preferred. Proven understanding of electronic information resources landscape and associated issues.
- Demonstrated experience with US copyright law and its application, and with US contract law, especially licensing.
- Experience reviewing and analyzing contracts and licenses, particularly in the context of market data.
- Monitoring and remaining current on legislative developments in copyright, fair use, intellectual property, licensing, open access and related matters.
- Demonstrated ability to deliver effective training session and presentations.
- Liaising with other IFI's or academic copyright groups to maintain currency, identify best practices and share information.
- Experience negotiating licenses and/or contracts and experience in copyright law and its applications are desirable.
- Proven development of copyright training and awareness programs.

Position: [Dean, University Library](#)

Location: Galludet University, Washington, DC

Full vacancy announcement available on [ALA Joblist](#).

Gallaudet University is seeking a Dean of the Library, a new position, to provide the leadership necessary to implement the institution's vision for the library as the heart of campus and be a leader in the provision of student success.

Reporting directly to the Provost, the Dean of the Library is the chief administrator, spokesperson, and advocate for the library. Focusing on transparency, collaboration, and shared governance, the Dean provides progressive and dynamic leadership; facilitates planning and assessment; sets direction for programs and services; establishes a multicultural organization dedicated to diversity and success; and supports personnel through strong professional development initiatives.

Principal Accountabilities:

- Develops, communicates, and implements a library vision and strategic direction aligned with the mission, vision, and values of Gallaudet University.

- Develops and monitors the library's annual budget to ensure appropriate expenditure of funds.
- Establishes performance goals that incorporate objectives associated with professional development and training; develops strategies for recruiting and retaining excellent staff.
- Fosters a culture of assessment to inform decision-making and continuous improvement.
- Monitors external environments to assess risks and benefits to implementing new technologies.
- Leads development of innovative partnerships between the library and campus, as well as community and regional organizations.
- Actively cultivates fund-raising opportunities, including internal and external grants, to support library operations and initiatives.
- Promotes and advocates for library programs that address the needs of students, faculty, staff, and the community
- Encourages and facilitates the professional development of library personnel to maintain a diverse, skilled, and engaged workforce.
- Engages in scholarly, professional, and service activities in support of Gallaudet University and the Library and information science profession, serving as a role model for library personnel.
- Fosters an organizational and educational climate that supports equity, diversity, and inclusivity.
- Embraces an environment of constant change that supports and anticipates the evolving needs of the campus community.
- Represents the university to the Washington Research Library Consortium.
- Maintains and expands communication and collaboration internal and external to the university.

Requirements

- Terminal degree (Master's) in library/information science from ALA-accredited program.
- A record of scholarship, librarianship/teaching, and service sufficient for a dean-level appointment.
- A record of increasingly responsible higher education leadership experience in academic libraries, with substantial management skills in strategic planning, assessment, finance, team building, communication and collaboration, and professional development.
- A record of commitment to multicultural organizational development and efforts that have maximized the effective education of deaf and hard-of-hearing students from diverse backgrounds and cultures.
- Fluency in American Sign Language.

Position: [Director, Library Marketing](#)

Location: American Psychological Association, Washington, DC

Full vacancy announcement available on [ALA Joblist](#).

Description

The American Psychological Association is looking for a library marketing leader to reinvent our approach to communicating with and collaborating with research libraries. We don't want to look or sound or be like other scholarly publishers...APA is different, and we need your skills, knowledge and experience to help ensure that the academic library community understands why this is. Your success will be APA's success, as we continue our efforts to advance psychological science and education, to advocate for affordable health and mental health care, and to promote legislative actions that empower vulnerable communities.

Requirements

Education and Experience:

- Minimum of 7+ years of marketing and brand management experience in an organization with intellectual property products and services that are sold into the academic library market.
- Experience managing teams of high performing professional staff.
- Understanding of the issues impacting scholarly publishing and scholarly communication, including trends in library purchasing, changing business models for scholarly content, Open Access, Open Science, Scholarly Collaboration Networks and other new technologies affecting scholarly communication.
- Experience in the techniques of understanding customers and users, including needs-based segmentation, persona development and journey mapping.
- Experience developing content marketing that both creates awareness and identifies leads.
- Experience using social media to engage a target audience, create awareness and validate a brand.
- Experience managing and tracking marketing and promotional expenses and effectiveness.
- **Preferred:** Have a strong network of thought leader librarians and among organizations who sell content into the academic library market.
- **Preferred:** Experience marketing to the academic libraries internationally.

Responsibilities:

- Develop and execute the go-to-market strategy for APA journal, book and database products sold into the academic library market globally.
- Understand the way APA products solve market problems. Create internal positioning documents that will be used to develop external value proposition messages focused on each key buyer or persona in the library market. Connect the value proposition to the APA brand.
- Research and document the buying process that librarians use to purchase journal, book and database products. Understand the barriers that these individuals encounter during their selection process and the differentiators that make a product more likely to be purchased or, in the case of subscriptions, cancelled.
- Define the archetypical buyers involved in the purchasing process.
- Develop and execute the strategies and tactics for generating awareness and leads for each fiscal quarter, including key programs and events with measurements and goals.
- Measure and tune marketing programs to ensure effectiveness and alignment with APA goals.
- Monitor competitor positioning and marketing approach, and use that knowledge in devising APA's marketing strategy and tactics.
- Thought Leadership: create and deliver thoughtful information, reinforcing APA's reputation for trustworthiness and excellence, to influence librarian decision-making. Focus collateral and content marketing for key personas and specific steps of the buying process.
- Collaborate effectively with Sales, and develop a lead generation process that is designed to generate and nurture qualified leads with an objective to turn prospects into satisfied customers.
- Where it will be effective, utilize social media to engage our target audience, create awareness of our value proposition and validate the APA brand.

- Provide product and market expertise for events such as conferences and webinars.
- Collaborate with third-party sellers to ensure that there's a consistent marketing message that supports the APA brand.
- Develop and execute strategies to market journal subscriptions and database packages to APA members and other individuals.
- Effectively lead a small team of professional staff.
- Effectively collaborate with the Marketing Operations team to execute targeted campaigns, to develop creative, impactful collateral and to attend conferences that will help us achieve our strategic goals.

Location: The American Psychological Association, located at 750 First St NE, Washington D.C., was named a 2014 recipient of the Washington Post Top Workplace. It is metro accessible from the Red Line.

Application Instructions:

Qualified candidates must apply online through APA's applicant system and attach a cover letter and resume specifying your salary expectations. Applications that are submitted without both documents are considered incomplete and will not be reviewed for consideration. Once your application is submitted, you will receive a confirmation email. Please make sure to check your Spam folder if you do not receive an email from us.

Position: [Regional Sales Manager, K12 and Public Libraries- DC, KY, MD, VA, WV](#)

Location: EBSCO Information Services (EIS), Baltimore, MD

Full vacancy announcement available on [ALA Joblist](#).

Primary Responsibilities

- Daily sales calls to librarians, media specialists and tech coordinators in School districts, High Schools(public and private) and public libraries as well as library cooperatives, systems and consortia.
- Provide balanced sales coverage of accounts in your territory.
- Work in conjunction with the Director of Sales and Account Executive to achieve sales goals.
- Achieve an established new sales quota each fiscal year for EBSCO Information Services products.
- Qualify customer's needs, have quotes and pricing prepared, and coordinate with the Account Executive to set up trials when appropriate.
- Travel: (70%); including attendance of conferences and sales meetings as deemed necessary by Sales Management.
- Achieve an expert level of knowledge of EBSCO Information Services product's and competition.
- Provide input from the market for product development and marketing purposes.
- Develop sales strategies and a territory plan to help you achieve overall sales of EBSCO Information Services products.
- Average a minimum of 40 face-to-face visits per month with prospects and/or customers.
- Schedule an office day each Friday and maintain administration tasks.

Required Qualifications

- Bachelor's degree
- Two (2) years of true sales experience, previous experience selling into the schools and public library field is preferred. Retail does not qualify.
- Ability and willingness to travel 70% depending on need and time of year.
- Applicants must currently live in the territory. DC, KY, MD, VA, WV

Preferred Qualifications

- Knowledge of Microsoft Office suite: Power Point, Excel, Word, Outlook.
- Knowledge of CRM systems and WEBEX technology.
- Strong understanding of computers and research.
- Strong organizational skills.
- Travel experience in current position preferred, demonstrated by ability to prioritize and territory management.
- Cold calling experience.
- Must have proven communication, follow-up, and sales skills.
- Must demonstrate strong initiative.
- Ability to operate a company vehicle, subject to motor vehicle background check.
- Must have a valid driver's license and solid driving record.

Position: [Research Librarian \(Federal\)](#)

Location: National Institute of Standards & Technology, Gaithersburg, MD

Full vacancy announcement available on [ALA Joblist](#).

Required Qualifications:

A minimum of a Master's in Library Science (MLS) or equivalent from ALA accredited university. Three (3)-years of experience with assisting science and engineering researchers in meeting their information needs, conducting literature searches and retrieving information from subject-matter databases, evaluating and selecting information resources, both print and electronic, for a Research Library's collection. Skills using data visualization tools, such as Tableau, Adobe Creative Suite, R Studio, Sci2.

In-depth Reference/Research Analysis Services (Librarian I Reference)

- Assist ISO Lab Librarians with complex research projects. Locate information and data from Research Library databases and prepare analysis and summary reports of findings and literature reviews for distribution to customers according to ISO Style Guidelines, which will be provided as needed. Deliverables may include literature reviews for NIST researchers; compiled bibliographies, market/industry analysis research reports, h-index studies; NIST archive research; reports on requested topics such as market intelligence, a financial forecast for an instrument research, written biographies for archived NIST photographs
- Conduct searches on scientific/technical and business databases in response to customer inquiries received at the Information Desk or through other means
- Assess NIST researcher publishing needs, venues, and impacts; conduct citation analyses; interpret publishing impacts of a group, division, or operating unit; identify and recommend publishing strategies to maximize impact for a group, division, or operating unit
- Perform analysis on various forms of information products, services, delivery methods
- Gather information on NIST areas of research for use in collection development
- Locate, synthesize, and analyze market data to identify industry growth, market gaps, and future trends
- Write reports of findings; create visualizations using a variety of tools
- Write marketing messages and assist with creation of promotional materials, such as brochures, flyers, announcements on digital displays, etc.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Law Library](#), [Maryland](#), [Public Services](#), [Special Library](#), [Technical Services](#), [Washington DC](#)

Four Positions- Maryland

Posted on [March 14, 2018](#) by [LLAM News](#)

Position: [Librarian ZA-1410-3/4 \(DE/CR\)](#)

Location: National Oceanic and Atmospheric Administration, Silver Spring, MD

Salary: \$68,036 to \$148,967 per year

Full vacancy announcement available on [USAJOBS](#).

Responsibilities

As a Librarian, you will perform the following duties:

Implement information standards and systems in support of the NOAA Public Access to Research (PARR) Policy Plan, by developing and maintaining a full-service electronic publication repository system, the NOAA Institutional Repository.

Serve as an expert advisor to NOAA Science Directors, the NOAA scientific community, and NOAA line office management on the policies related to submission to, and use of the NOAA Institutional Repository.

Oversee and support a variety of initiatives and projects related to digitization and/or digital library collection management.

Maintain, develop, and improve access to and preservation of, electronic resources and digital objects.

Manage a variety of library cataloging and classification tasks including original and copy descriptive and subject cataloging of monographic, serial and non-print items, assign classification numbers, establish name authority records.

Produce reports and statistics that will measure the effectiveness of the NOAA Institutional Repository in achieving the goals of open science directives, including the NOAA Public Access to Research (PARR) Policy Plan.

These duties are described at the FPL ZA-4, the ZA-3 is developmental leading to such performance.

Position: [Reference & Instruction Librarian](#)

Location: University of Maryland, Baltimore County, Baltimore, MD

Full vacancy announcement available on [ALA Joblist](#).

We seek an innovative, collaborative, and service-oriented individual to work as subject librarian in the humanities and to provide general reference assistance to the UMBC community. The successful candidate is expected to provide a wide range of reference, instructional, and outreach services to students, faculty, and staff. This position will work closely with the Instruction Coordinator to design and deliver library curriculum and instruction activities for first-year courses, including English 100 and Introduction to an Honors University seminars.

REQUIREMENTS:

- Master of Library & Information Science degree (or equivalent ALA accredited degree)
- Demonstrated ability and interest in providing dynamic library instruction and contributing to a team-based information literacy program
- Demonstrated ability and interest in the areas of library public services and outreach

- Demonstrated high-quality written and verbal communication
- Ability to work effectively independently or as part of a team
- Ability to initiate and lead projects to completion
- Interest and/or experience working with diverse populations, particularly students
- Undergraduate or advanced degree in a humanities discipline preferred
- Reference experience in an academic library setting preferred
- Direct teaching or library instruction experience preferred

Position: [Library Technician](#)

Location: ZAI — National Institutes of Health Library, Bethesda, MD

Full vacancy announcement available on [CUA SLIS blog](#).

ZAI has an immediate need for a Library Technician in support of the NIH Library in Bethesda, Maryland. This is an administrative and entry-level library position that requires working in a dynamic and fast-paced environment for multiple clients.

The duties of the Library Technician include providing clerical support to several of the Library's departments, including the Educational Services Branch, the Information Architecture Branch, and the Office of the Director.

RESPONSIBILITIES:

- Supporting the clerical needs of the Education Services Branch such as coordinating vendor-led class logistics, where needed, and preparation of monthly reports documenting the NIH Library's classes, webinars, and special events.
- On behalf of the Information Architecture Branch, developing the weekly Information Desk coverage schedule for customer consultations with Informationists and librarians
- Providing specialized clerical support to the Office of the Director, such as coordinating for special events and guests.
- Daily pickup and distribution of mail for NIH Library staff daily as well as hand delivery of rush items to administrative building as needed.

ADDITIONAL DUTIES:

- Presents updates at interdepartmental meetings
- Supports special projects, on an as-needed basis
- Proofreads in English

QUALIFICATIONS AND SKILLS:

REQUIRED

- Strong commitment to and skills in customer service
- Proficiency with Microsoft Office suite, including Outlook, Word, and Excel
- Demonstrated ability to work equally well on a self-paced basis as well as in a collaborative, team-oriented setting
- Ability to organize and prioritize workloads and meet deadlines
- Ability to multi-task and work in a fast-paced environment
- Careful attention to detail, and ability to take direction from staff members
- Excellent oral and written professional communication skills in English
- Bachelor's degree
- U.S. Citizenship

DESIRED

- Prior library experience (academic and special libraries preferred)
- Prior administrative experience

To apply, please send a cover letter, resume, and three references to Jill Konieczko at jkonieczko@zai-inc.com.

Position: [Library Media Specialists](#)

Location: Prince George's County Public Schools, Landover, MD

Originally posted on [CUA SLIS blog](#).

It's spring and we are in the process of interviewing candidates for our library media vacancies in our Prince George's County public schools.

This year we have library media vacancies for SY2018-19 at all levels, ES, MS, K-8, and HS. Please have any interested candidates contact our office and we will arrange interviews immediately. You may also include those within six credits of graduation if they are seeking early placement.

We encourage emails, phone calls, etc. to respond to questions about our programs.

Thank you in advance for sharing this information with all interested parties.

T: 301-386-8208

E: sblohm@pgcps.org

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Library](#), [Public Services](#), [School Library](#), [Technical Services](#)[Edit](#)

Four Positions- Washington DC & VA

Posted on [March 14, 2018](#) by [LLAM News](#)

Position: [Research & Reference Specialist](#)

Location: WilmerHale, Washington, DC

Originally posted on [LLSDC Jobline](#).

JOB SUMMARY

Provides reference and research assistance in support of the various legal and administrative departments throughout the firm. Assists reference staff on research and reference projects. Works with Director, Manager or Supervisor on Library and Research projects.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Provides research and reference assistance to attorneys in all practice areas in a timely and effective manner using various print and electronic resources. Bills time to client/matters as appropriate.
- Provides research and reference assistance to support the functions of the various administrative departments of the firm, including but not limited to, Client Development and New Business/Conflicts.
- Performs regular monitoring of news, dockets, legislative and regulatory changes, and other subject area monitoring as necessary. Assists in the preparation of related updates, newsletters, and other communications.
- Maintains working knowledge of the library collections, online database resources, interlibrary loan availability, document delivery, and other resources as appropriate. Shows proficiency in primary database usage, search strategy and syntax, and licensing restrictions.

- As part of the Research & Reference Services team, provides reference desk coverage as assigned and follows internal procedures for the handling of requests as set by the Director and Research & Reference Services Manager.
- Works with Research & Reference Services Manager to support the maintenance of intranet reference collections by performing regular link checking and data collection/input to facilitate integration of subject-specific resources into larger firm portal.
- Participates in resource evaluation projects including pilots of new services, comparisons of resources, and preparation of related evaluative memos.
- Assigned to focus on areas of the practice, administrative departments, subject or topic areas as required by the Research & Reference Services Manager to meet the needs of the Firm.
- Works with Director, and Research & Reference Services Manager on departmental projects and initiatives as requested.
- Contributes to the firm's Service Excellence initiative to consistently improve its image internally and externally. Displays professionalism, quality service and a "can do" attitude to internal members/departments of the firm as well as external clients and vendors via electronic and print correspondence, over the telephone and in-person.
- Working knowledge of print and digital legal and business resources and research techniques.
- Ability to work quickly, and with great attention to detail.
- Good interpersonal skills and ability to communicate clearly and effectively.
- Excellent organizational skills.

REQUIRED SKILLS

Knowledge/Skills/Abilities:

- Working knowledge of print and digital legal and business resources and research techniques.
- Ability to work quickly, and with great attention to detail.
- Good interpersonal skills and ability to communicate clearly and effectively.
- Excellent organizational skills.

Education: MLS, MLIS, J.D., or equivalent required.

REQUIRED EXPERIENCE

- 3 years of reference or research experience required.
- Experience in a large law firm or comparable environment, preferred.
- Equal Opportunity Employer/Females/Minorities/Veterans/Disability

To apply, please contact Natalie K Brooks, Staff Recruiter | WilmerHale at the following email address: natalie.brooks@wilmerhale.com.

Position: [Librarian \(Digital Collections\)](#)

Location: Smithsonian Institution, Washington, DC

Salary: \$68,036 to \$88,450 per year

Full vacancy announcement available on [USAJOBS](#).

This position is located in the Digital Programs and Initiatives Division, Digital Library Department, Smithsonian Libraries, Smithsonian Institution in Washington, DC. The employee is responsible for the digital collections development for SIL in one or more subject areas, managing the digitization of SIL collections materials, managing outreach programs, and project management.

Responsibilities

- Develops guidelines and best practices for digital collection development and coordinates digital collection development for collaborative projects.
- Establishes guidelines and maintains documentation for digitization workflows and procedures, and ensures materials sent for digitization are received, tracked, and returned in accordance with established procedures.
- Responsible for the ongoing management of digital collections, including enhancing collection metadata to improve discovery and use by researchers and library patrons.

Position: [Associate Librarian for Collection Description and Imaging](#)

Location: Folger Shakespeare Library, Washington DC

Full vacancy announcement available on [ALA JobLIST](#).

The Folger Shakespeare Library, located in Washington D.C., seeks an experienced and innovative Associate Librarian for Collection Description and Imaging to provide leadership and management for all collections-based description and imaging activities. Reporting directly to the Eric Weinmann Librarian, the Associate Librarian for Collection Description and Imaging (ALCDI) oversees the cataloging, metadata, and digital imaging functions of the Collections team, collaborates with colleagues on projects that will enhance pathways to discovery within the collection, and is a key participant in digital initiatives. The ALCDI is responsible for the smooth operation of the Voyager ILS, Aeon, and LUNA environments, database loads and maintenance, global changes, electronic resources management, and customized electronic reports. They will work closely with Collections, Digital Media, and IT teams on projects that forward the goal of creating meaningful access to the collection, prepares for the evolving use of data and descriptions, and contributes to maximizing the impact of collections-based digital assets, while maintaining the integrity of collections driven data. The ALCDI is responsible for a budget that includes capital expenses, technology upgrades, and restricted resources. The ALCDI will also participate in planning for digital preservation, electronic resources management, and use of space. This is a full-time position with a generous benefits package, in a collegial environment. This position works Monday-Friday, with Saturday reading room duty on a rotating basis, and occasional travel.

Requirements

Applicants for this role are required to have an M.L.I.S. from an ALA-accredited institution, or equivalent, with an additional M.A. in a subject related to our collection strongly preferred, but not required. A minimum of five years of experience in a similar position in an academic/research environment with evidence of progressive responsibility, and at least 3 years of supervisory experience are required, with a strong preference for experience supervising teams in diverse functions. Solid knowledge of national cataloging protocols and current cataloging best practices, working knowledge of digital imaging services, an understanding of metadata, and experience working with rare and special materials, are required. Understanding of the ways in which libraries create pathways of discoverability for collections and knowledge of current trends in library systems, including the creation, use, and preservation of digital images, linked data, open data, and metadata for multiple audiences, is needed. Candidates must have a demonstrated ability in digital and traditional library applications, including relational databases, data formats, search and retrieval protocols, and web and metadata standards. Enthusiasm for and an understanding of how research libraries may create electronic access pathways for non-traditional scholars is necessary. Significant experience with an integrated library system (ILS), Voyager preferred. Excellent

communication, decision-making, leadership, and analytical skills essential to work with staff across the institution. This is a desk-based position, with occasional need to shelve materials, push fully loaded book carts, or otherwise handle rare and sometimes fragile materials. Thorough background checks are required of the selected candidate.

Interested individuals should submit a cover letter and resume on our website at <https://www.folger.edu/employment-opportunities>. Please do not submit letters of reference, portfolios, or other materials at this stage of the application process. Incomplete applications will not be considered. The Folger is an Equal Opportunity Employer.

Position: Regional Assistant Branch Manager (Librarian III)

Location: Fairfax County, Centreville, VA

Full vacancy announcement available on [ALA JobLIST](#).

Responsible for the overall management of a regional library in the absence of the branch manager. Trains, supervises and evaluates subordinate personnel. Responds to the needs of library customers at the information desk. Oversees maintenance of branch materials collection. Creates and coordinates programs and outreach events for library users and community group. Communicates facility and technology concerns to appropriate county agencies.

Note: The salary offer will not exceed the midpoint (or \$76,221.39) of the advertised compensation range.

Schedule: Scheduling flexibility is imperative. The schedule includes evenings, Saturdays and Sundays as assigned. The schedule may vary depending on the needs of the library.

Illustrative Duties

- Identifies staff development needs and directs in-branch training programs;
- Assigns, supervises and schedules activities of subordinate staff;
- Evaluates and counsels employees;
- Interviews and selects subordinate staff;
- Interprets Library policy to staff and general public;
- Insures maintenance of facility;
- Advises and confers with regional manager on problems, workload requirements, allocation of staff, etc.;
- Assists regional manager in identification and development of long-range goals;
- Prepares monthly statistics and special reports;
- Prepares reports on problems and recommends solutions;
- Serves as assistant head librarian of a regional facility and acts in his/her absence;
- Coordinates information services and training for regional staff;
- Assists regional librarian in planning and scheduling workloads and in the establishment, implementation and review of policies and procedures;
- Assigns and supervises the technical work of professional and non-professional staff in a large technical unit;
- Advises and instructs staff on technical policies and techniques.

Required Knowledge Skills and Abilities

- Knowledge of the principles and practices of administration and professional library science;
- Knowledge of reference sources and material;
- Knowledge of statistics and budget preparation;
- Ability to plan and schedule workloads;

- Ability to direct and supervise subordinate personnel;
- Ability to set goals and objectives;
- Ability to promote interest in library services;
- Ability to speak and write effectively;
- Ability to prepare a variety of reports;
- Ability to establish and maintain effective working relationships with professional and clerical staff and with the general public.

Employment Standards

EMPLOYMENT STANDARDS:

Graduation from college with a master's degree from an accredited library school and two years of professional library experience, including one year in a supervisory capacity.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a certificate issued by the Virginia State Board for Certification of Librarians within three (3) months of date of appointment to the position.

PREFERRED QUALIFICATIONS:

Three or more years of library experience, to include two or more years in a supervisory capacity.

NECESSARY SPECIAL REQUIREMENTS:

The appointee to the position will be required to complete a criminal background check and Child Protective Services Registry check to the satisfaction of the employer.

PHYSICAL REQUIREMENTS:

Ability to lift books weighing more than 10 pounds. Ability to push and pull full 4-wheeled book carts and book bins. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview; may include an oral exercise.

It is the policy of Fairfax County Government to prohibit discrimination on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, and hiring of its workforce.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. EEO/AA/TTY.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Law Library](#), [Public Library](#), [Public Services](#), [Special Library](#), [Technical Services](#), [Virginia](#), [Washington DCE](#)

Four Positions- Washington DC & VA

Posted on [March 12, 2018](#) by [LLAM News](#)

Position: [Knowledge & Research Analyst](#)

Location: Skadden, Arps, Slate, Meagher & Flom LLP, Washington, DC

Originally posted on [LLSDC Job Listings](#).

ESSENTIAL FUNCTIONS:

- Responsible for researching and providing information, analysis and expertise to attorneys and staff in all practice areas of the firm.
- Analyzes legal, corporate and general resources and communicates findings in a clear and concise manner.
- Helps plan and implement department outreach, training and orientation programs.
- Assists with the evaluation and recommendation of new information resources.

- Supports research and Knowledge Management initiatives for firm attorneys and staff across the globe, incorporating new technology.
- Performs ready reference and in-depth research on legal, corporate and other topics using online and print resources.
- Uses question and answer skills to conduct effective reference interviews.
- Distills research results into clear and concise reports of findings.
- Creates and maintains new business alert services that identify matters of interest to existing and potential clients.
- Creates and maintains current awareness alert services.
- Works independently and with the Knowledge Strategy (KS) team and selected practice areas to choose, collect, organize, maintain, and update content for practice area websites and databases.
- Provides attorneys with access to and encourages the effective use of internal and external knowledge resources.
- Disseminates knowledge resources via firm-wide intranet and databases to attorneys.
- Collaborates with practice group leaders and other attorneys to design effective KS websites and databases.
- Establishes relationships with attorneys to promote awareness of KS initiatives and to solicit their participation.
- Uses workflow software for the distribution and recording of research requests.
- Monitors email on firm-issued mobile devices while out of the office and during off hours and coordinates with staff in the Washington, DC and other offices to complete pending requests.
- Ensures continuity of Research & Knowledge Services operations during supervisor absences.

Position: [Deputy Director, NLS/BPH](#)

Location: National Library Service for the Blind and Physically Handicapped, Washington, DC

Salary: \$126,148 to \$189,600 per year

Full vacancy announcement available on [USAJOBS](#).

The incumbent serves as the Deputy Director, NLS/BPH and as such reports to the Director, NLS/BPH on all NLS/BPH program matters. In close coordination with the Director, the incumbent manages the development of policy changes and organizational changes driven by mission, information technology and/or other external factors and through subordinate managers. The incumbent provides a wide range of analytical, technical, managerial, and advisory functions related to the administrative programs within NLS/BPH.

This position is located in the National Library Service for the Blind and Physically Handicapped, National Programs Directorate, National and International Outreach, Taylor Street Annex.

Position: [Library Technician \(Collections\)](#)

Location: Geography and Map Division, Collections Management Team, Library Services, Library of Congress, Washington, DC

Salary: \$37,113 to \$48,249 per year

Full vacancy announcement available on [USAJOBS](#).

The Library Technician services materials from all of the Division's collections including the rarities vault. The technician is responsible for the daily file and retrieval of collections

materials. The technician answers inquiries regarding all of the division's collections, processing projects and procedures, and the status of materials in processing. The technician resolves problems related to materials that are difficult to locate. In addition to a thorough knowledge of the division's collections and processing procedures, the technician also has a comprehensive knowledge of phase conservation procedures and techniques performed in the division. The incumbent assists specialists and reference staff in aiding patrons, locating and preparing materials for exhibit and preparing finding aids. The technician notifies specialists, reference and cataloging team members of new and significant acquisitions and assists senior catalogers by performing preliminary cataloging of specific items and collections. The incumbent assists in the training of new technicians and temporary staff assigned to the Collections Management Team.

Position: [Adult Services Manager](#)

Location: Beatley Central Library, Alexandria Library, Alexandria, VA

Salary: \$59,674 – \$81,773

Full vacancy announcement available on [ALA Joblist](#).

The Alexandria Library is looking for an enthusiastic individual to lead its Adult Services team. The ideal candidate will have exceptional customer service skills and the desire to contribute to a busy, main library. Under the direction of the Central Library Manager, this position is responsible for supervising the activities of the Adult Services Department, including overseeing system wide Interlibrary and Sunday service, training and evaluating personnel, developing technology initiatives, planning programs, collection development and a variety of duties that require a thorough knowledge of adult services.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Law Library](#), [Public Library](#), [Virginia](#), [Washington DC](#)[Edit](#)

Four Positions- Maryland

Posted on [March 12, 2018](#) by [LLAM News](#)

Position: [Coordinator of Library and Learning Support Services](#)

Location: Hagerstown Community College, Hagerstown, MD

Salary: \$56,692 annual salary or greater depending on background and experience

Full vacancy announcement available on [ALA Joblist](#).

Hagerstown Community College is pleased to announce that applications are currently being accepted for a Coordinator of Library and Learning Support Services position.

This full-time position is responsible for the overall operations of the William M. Brish Library under the supervision of, and working closely with, the Director of Instructional Support Services. Responsibilities include budget planning, personnel management, and coordination of all library services, both face-to-face and online. This position is also responsible for researching, acquiring, and implementing academic learning resources, as well as hiring and supervising all Learning Support Center (LSC) tutors and overseeing the tutoring budgets. The coordinator provides support to all instructional units of the college in need of library and learning support resources and collaborates regularly with staff of the Learning Support Center and the Fletcher Faculty Development Center.

For more information on this position and to apply online, please visit www.hagerstowncc.edu/employment. In addition to the application, please also include a cover letter and resume. Recommendation letters and college transcripts are preferred. Questions may be directed to the Human Resources Office at 240-500-2585 or email hr@hagerstowncc.edu.

Position: Librarian III, Science & Engineering

Location: Johns Hopkins University, Baltimore, MD

Salary: \$57,544 – \$65,000

Originally posted on University of Maryland [blogMLIS](#).

This position contributes to and builds an integrated program of services, teaching, and outreach to STEM fields. The librarian works to deepen the Libraries' connections and collaborations with faculty and students in ways that speak to disciplinary needs. He/she serves as liaison to selected departments in the Whiting School of Engineering and the Krieger School of Arts and Sciences. This position collaborates with a cohort of science, engineering, social science, and data librarians to support research and teaching in the natural sciences and engineering; advances and promotes existing services to enhance research across the lifecycle and across all levels of research expertise; identifies emerging needs in these fields and envisions new services in response; and establishes effective communication channels to strengthen relationships between the library, faculty, and students, and other centers on campus, positioning the library as a key partner.

Position: Part-time Librarian

Location: Administrative Offices, Baltimore County Public Library, Towson, MD

Hourly Salary: \$18.59-\$24.41, commensurate with experience

Originally posted on the Maryland Library Association listserv.

Key Responsibilities:

- Provides virtual reference services to internal and external staff on a variety of platforms.
- Works with the Virtual Services Coordinator to identify and implement new virtual reference platforms and services.
- Provides training and answers to library staff about the use of new communication, collaboration, and virtual reference software.
- Provides support to the Department by helping with internal and external trainings about emerging and maker technology.

Position: Technology Assistant

Location: Administrative Offices, Baltimore County Public Library, Towson, MD

Hourly Salary: \$11.39-\$15.32, commensurate with experience.

Originally posted on the Maryland Library Association listserv.

Key Responsibilities

- Helps the department and library system plan and implement emerging technology and maker services.

- Maintains and fixes emerging and maker technology gear, including 3D printers, Virtual Reality gear, 3D design software, soldering stations, etc.
- Provides key support to the Library's emerging and maker technology programs, both by training and working with staff and the public, and by providing solutions to technical challenges.
- Identifies emerging technology trends and solutions and presents them to the Virtual Services Coordinator.
- Troubleshoots the Library's virtual service platforms and provides solutions to internal and external customers.
- Answers virtual reference questions as needed in the department.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#), [Public Library](#)[Edit](#)

Application Deadline Extended: Three Paid Summer Assistant positions: Supreme Court of the United States Library, Washington, DC

Posted on [March 9, 2018](#) by [LLAM News](#)

Position: Three Paid Summer Assistant positions

Location: Supreme Court of the United States Library, Washington, DC

Application Deadline: Extended to March 16, 2018

Originally posted on the Maryland Library Association listserv.

The Supreme Court of the United States Library is seeking to fill three paid Summer Assistant positions. The positions are ideal for a recent graduate or an advanced library science / information science student. The position descriptions, requirements and application process may be found at the links below.

Library – Research Services : <https://www.usajobs.gov/GetJob/ViewDetails/492164300>

Library – Technology and Collections Management

: <https://www.usajobs.gov/GetJob/ViewDetails/492164900>

Library – Technical Services and Special Collections

: <https://www.usajobs.gov/GetJob/ViewDetails/492164600>

Posted in [Job Vacancies](#) | Tagged [Law Library](#), [Washington DC](#)[Edit](#)

Two Positions- Washington, DC

Posted on [March 7, 2018](#) by [LLAM News](#)

Position: [Linked Data Applications Technical Specialist](#)

Location: Library of Congress, Washington DC

Salary: \$114,590 to \$148,967 per year

Full vacancy announcement available on [USAJOBS](#).

Summary

This position serves as a Linked Data Applications Technical Specialist for metadata applications. The incumbent coordinates and facilitates projects involving the creation and use of bibliographic data in a linked data environment along with development of related Standards. These projects relate to semantic technologies.

This position is located in the Network Development and MARC (Machine Readable Cataloging) Standards Office, Acquisitions and Bibliographic Access Directorate, Library Services.

Responsibilities

Analyzes and plans projects needed to implement strategies and standards for complex projects involving the creation and use of bibliographic data in a linked data environment. Analyzes the differences between various elements of a linked data environment and the current environment, specifying the advantages and disadvantages and makes recommendations. Analyzes cost factors in the development, implementation, and use of linked data. Researches and analyzes complex features of Resource Description Framework (RDF) and other World Wide Web Consortium (W3C) data linking standards and efforts. Evaluates technologies, computer tools, and standards needed to carry out linked data projects. Determines the impact of changes imposed by linked data on the Library and the community that uses Library of Congress services.

Coordinates complex research and development activities and user requirements related to the application of linked data technology to bibliographic data. Applies computer languages and techniques for realizing program needs. Applies expertise in use of Extensible Markup Language (XML), RDF, XQuery, Extensible Stylesheet Language Transformations (XSLT), the RDF Query Language SPARQL, and management of triple stores. Quickly develops new data skills and understands new architectures and application designs.

Prepares specifications or requirements and design documents; develops and documents implementation plans; and develops programs for projects relating to the use of linked data technologies for processes involving bibliographic resources. Develops prototype applications for cataloging and acquisitions, such as those involving BIBFRAME as a replacement for MARC, and tests and documents their implementation. Prepares other documentation as needed for projects.

The Specialist is recognized as an authority on the implementation of RDF and linked data and the standards that support the technology. Serves as a team leader for Library of Congress projects: with different levels of Library staff, staff from collaborating institutions, and contractors/consultants. Applies best practices for development including agile development practices. Manages a variety of functions simultaneously and with flexibility, meeting competing demands and deadlines.

Proposes means to improve quality and efficiency. Serves as principal liaison between Library Services and other Library divisions and offices to provide expert technical advice, assistance, and training (as needed) on new linked data technologies and standards. Participates in the national and international standards development processes. Represents the Library in the national and international library communities and other organizations on technical matters including linked data usage in libraries. Assures that Library of Congress implementations of linked data standards meet national and international specifications as well as community established good practices. Assists and advises other NDMSO staff on matters related to linked data, e.g., use and development of the LC linked data initiative, BIBFRAME. Prepares and

presents papers at meetings and conferences. Utilizes good verbal and written communication skills.

Position: [Director of Research Analytics](#)

Location: Association of Research Libraries, Washington DC

Full vacancy announcement available on [ALA Joblist](#).

The Association of Research Libraries (ARL) seeks an experienced professional to lead the Association's institutional and organizational effectiveness program to meet the needs and interests of [ARL members](#) through the evaluation of existing programs, and the design, development, and application of new research practices, tools, and infrastructures. The position leads all necessary functions related to programmatic research activities and the collection, analysis, and reporting of institutional data from member institutions, including the collective impact of ARL members on higher education and society. As a national leader, ARL seeks opportunities to advance the field of library analytics and assessment, and to strategically engage and support this community of practice.

[ARL's Strategic Framework 2015+](#) calls for emphasis on assessment that aligns libraries with research, teaching, and learning outcomes in universities and other research institutions as well as supports data-driven analytics, evidence-based decision-making, and evaluation of the effectiveness of the Association's work.

Duties will include:

- Developing and enhancing a vision for research and evaluation in supporting institutional, organizational, and strategic effectiveness of member libraries and ARL as a whole
- Implementing membership data collection program that demonstrates the effectiveness and value of research libraries, and supports evidence-based decision making by library professionals
- Assuring the security and maintenance of reliable and consistent data, establishing standards for documentation of processes, and ensuring the integrity and accuracy of reports and deliverables produced
- Building and extending the functionality of the Association's data warehouse, and other research-related systems
- Collecting member feedback and research evidence to support quality assurance and development in member institutions
- Identifying assessment trends and contemporary initiatives and issues in libraries, archives, museums, and higher education; educating the membership about their meaning; and developing ways to address them
- Supporting the development and advancement of a community of professionals engaged in library analytics and assessment
- Supporting the Association to achieve its vision for the Strategic Framework 2015+ through the use of effective, sustainable, and practical assessment methodologies and surveys
- Communicating the program's research agenda to a broad audience
- Understanding software platforms and technology needed to support research, analytics, and assessment efforts
- Leading a small, expert staff that undertakes qualitative and quantitative research activities to provide organizational-performance and market data

- Balancing input and recommendations from multiple sources, including but not limited to the ARL Board of Directors, executive director and ARL staff, ARL membership, and Assessment Committee
- Leveraging expertise in assessment and planning in service of the Association and the larger research library ecosystem

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Technical Services](#), [Washington DC](#)

Three Paid Summer Assistant positions: Supreme Court of the United States Library, Washington, DC

Posted on [March 5, 2018](#) by [LLAM News](#)

Full vacancy announcement is available on the <http://cuaslis.org/wp/reference->

Position: Three Paid Summer Assistant positions

Location: Supreme Court of the United States Library, Washington, DC

Originally posted on the Maryland Library Association listserv.

The Supreme Court of the United States Library is seeking to fill three paid Summer Assistant positions. The positions are ideal for a recent graduate or an advanced library science / information science student. The position descriptions, requirements and application process may be found at the links below.

Library – Research Services : <https://www.usajobs.gov/GetJob/ViewDetails/492164300>

Library – Technology and Collections Management

: <https://www.usajobs.gov/GetJob/ViewDetails/492164900>

Library – Technical Services and Special Collections

: <https://www.usajobs.gov/GetJob/ViewDetails/492164600>

Posted in [Job Vacancies](#) | Tagged [Law Library](#), [Washington DC](#)[Edit](#)

Two Positions: Washington, DC

Posted on [March 2, 2018](#) by [LLAM News](#)

Position: Reference Librarian

Location: LAC Federal, Washington, DC

Full vacancy announcement available on [CUA SLIS blog](#).

LAC Federal is seeking a Reference Librarian responsible for Due Diligence Research, Business Intelligence and Market Analysis to work at an information center in the Washington, DC area. This is a full time contract (40 hour a week; Monday to Friday) benefited position.

Responsibilities:

- You will provide research/reference services focused on international business development, finance, economics, environmental policy, foreign investment, energy and law.
- You will perform Character Reference and Due Diligence research and keep the on-line Intranet page for the website up-to-date.

- You will participate in marketing and outreach of the library services meeting with user groups, and helps to curate and distribute information and news alerts on relevant topics.
- In addition to these duties, you will support the center by participating in outreach and marketing campaigns, assisting patrons in using the libraries resources, and support the technical services staff as needed.
- Other duties include tracking usage statistics, participation in special projects as assigned.

Qualifications:

- Degree in MLS or MLIS from an ALA accredited institution
- Professional knowledge of the theories, concepts, principles and techniques of librarianship in order to provide effective reference support.
- Solid foundation in basic principles of research combining electronic and print resources to provide both quick solutions and in-depth research.
- Ability to identify or devise unorthodox and creative research approaches to respond to project related requests.
- Knowledge of international business or related topics such as company intelligence, finance, economics, industry sectors and environmental issues.
- Proficiency with a variety of generalized and specialized electronic information systems including: LexisNexis and Factiva (command versions preferred).
- Proficiency and practical experience using Microsoft Office Suite especially Word, Excel and Outlook.
- Proficiency with general Internet search techniques.
- Must be open to taking direction and able to follow established policies/procedures.
- Experienced in prioritizing projects, meeting deadlines and contributing effectively within a small group environment.
- Responses to client requests will be organized, concise and will highlight key issues/data.
- Must be team oriented with excellent interpersonal communications skills to establish and maintain cooperative working relationships within the library and with library clientele.
- Ability to work in a fast-paced, information intense environment

Position: Manuscript Reference Librarian

Location: Library of Congress, Washington, DC

Salary Range: \$56,233 to \$73,105 per year

Full vacancy announcement available on [USAJOBS](#).

The incumbent in this position is under the general supervision of the Head of the Reference and Reader Services Section. The reference librarian in the Manuscript Division serves as an authority in providing reference services in the field of archives and manuscripts. He/she provides basic as well as highly specialized and authoritative reference services to Members and Committees of Congress, government agencies, institutions, scholars, advanced graduate students, genealogists, and other researchers. The reference librarian responds to a wide variety of complex reference and reader service inquiries concerning manuscript material in the Division's collections in person, by telephone, and correspondence and develops a variety of substantial reference aids to facilitate researchers' work.

This position is located in the Reference and Reader Services Section, Manuscript Division, Library Services.

Responsibilities

Responds to reference service requests received in person, by telephone, or via electronic means regarding collection of documents administered by the Manuscript Division. Locates, retrieves, and re-shelves materials. Assists scholars and researchers in finding significant records relating to the subject under consideration, and advises them of relevant records in both the Manuscript Division and in other repositories. Interviews researchers, analyzing questions to determine appropriate research strategies. Provides information on the following: collections, catalogs, indexes, finding aids and other sources available for their use; and donor restrictions, copyright law, and photocopy regulations which govern the research and publication of material in the custody of the Manuscript Division.

Communicates with a variety of patrons with non-routine questions on use of manuscript collections, location of material, and borrowing policies. Exercises good public relations practices in soliciting information. Is called on to deal with difficult patrons or callers. Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information.

Ensures proper handling of manuscript materials and guards against theft. Maintains reader records and statistics regarding use of collections. Examines all materials brought into the Manuscript Reading Room and applies appropriate markings which distinguish personal property from collection materials. Recognizes and solves problems, inconsistencies, and errors in piece identification and labeling. Controls stack access and verifies materials taken from the collection are properly charged.

Provides reference and research services of limited technical complexity to researchers where user needs are easily determined from interviews or written requests. Conducts research and analysis on topics related to American history and culture.

Resolves the most difficult special search requests that require a specialized expertise in the field of manuscripts administration. Locates and expedites the retrieval of elusive and difficult to locate materials. Determines how far a search should go, and makes recommendations for replacement or withdrawal of records from all files. Works closely with staff to improve the search and retrieval processes.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. Knowledge of the principles, concepts, and techniques of library science.**

Ability to provide reference services.**

Ability to provide consultation or liaison services.

Ability to communicate in writing.

Knowledge of manuscript collections.**

Ability to utilize integrated library systems, library applications, and other information technologies.

Ability to communicate effectively other than in writing.

Education

Basic Requirement: All librarians must meet the requirements for professional education in library science or possess equivalent experience and education.

Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree; OR A total of at least five years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.

In addition to meeting the basic entry qualification requirements, applicants must have directly related education and/or specialized experience.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Public Services](#), [Special Library](#), [Washington DCE](#)

Deputy Assistant Director and Specialist (American Law Division)- Library of Congress, Washington DC

Posted on [February 26, 2018](#) by [LLAM News](#)

Position: [Deputy Assistant Director and Specialist \(American Law Division\)](#)

Location: Library of Congress, Washington, DC

Salary: \$126,148 to \$189,600 per year

Full vacancy announcement available on [USAJOBS](#).

The Congressional Research Service (CRS) works exclusively for the United States Congress, providing objective, nonpartisan research and analysis to committees and Members of the House and Senate. The CRS American Law Division (ALD) seeks a senior manager to serve as Deputy Assistant Director and Specialist. The selectee will support the Assistant Director in managing ALD, which addresses all legal questions that arise in a legislative context or are otherwise of interest to Congress. Some issues relate to the institutional prerogatives of Congress under the Constitution. Other questions involve constitutional and legal principles of statutory analysis that cross legislative policy areas, such as federalism, commerce powers and individual rights. ALD also focuses on the intricacies of legal precedent and statutory

construction as they relate to business, crime, the environment, civil rights, international law and other issues. CRS reports and memoranda, while not legally binding, are used by Members and committees of Congress in their legislative deliberations and decision making.

This is a senior leadership position. Applications received for this position will not be considered for any other CRS vacancies. To be considered you must meet the critical competency requirements of the job at the levels described below.

- 1) Ability to apply knowledge of American law to address legal questions in a public policy setting: I am recognized by decision makers as a professional resource in specific areas of American law at the federal level.
- 2) Ability to manage legal analysis in a public policy setting: I have routinely managed legal research and analysis in specific areas of American law at the federal level.
- 3) Ability to lead people and manage a workforce: I have led, supervised, and managed a professional research workforce.
- 4) Ability to review the written products of others: I have evaluated and critically reviewed diverse written research products on legal aspects of public policy issues for compliance with established substantive and qualitative standards and made independent judgments on acceptability of material.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Washington DC](#)[Edit](#)

Three Positions- Maryland

Posted on [February 26, 2018](#) by [LLAM News](#)

Position: [Digital Collections Librarian](#)

Location: University of Maryland College Park, College Park, MD

Full vacancy announcement available on [ALA Joblist](#).

As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland Libraries serve more than 37,500 students and 4,200 faculty of the flagship College Park campus. The University of Maryland Libraries share the teaching, learning and research goals of the university. Its role as a key academic resource is evident in its service to the academic community and its actionable strategic plan. Recent membership in the Big Ten Academic Alliance is particularly meaningful to the University Libraries and will further propel the university's ascendancy in academic excellence.

The University of Maryland Libraries Digital Conversion and Media Reformatting (DCMR) department seeks an organized, service-oriented colleague to manage the Libraries' digitization operations. The Digital Collections Librarian will collaborate with stakeholders to establish and effectively manage digitization projects and workflows for the Libraries. The successful candidate will enjoy working with a wide range of unique formats and materials and will lead process development and special format digitization within both the libraries and the profession.

The successful candidate will provide oversight for all in-house digitization operations, managing people, projects and equipment. The individual manages and prioritizes short-term, user-initiated requests, and balances these with soliciting and managing long-term projects.

The Digital Collections Librarian will hire, train, and supervise student assistants to perform digitization work and quality control of all files and metadata. The librarian is responsible for establishing quality assurance standards and managing quality control for all digital files and associated metadata records uploaded to all digital repositories. The librarian maintains updated digitization and file management procedural documentation, and creates project plans and instructions for in-house projects. The individual in this position will remain current with digitization standards and best practices and research development for expansion into additional formats.

Position: [Librarian I or Library Specialist- Adult Services](#)

Location: C. Burr Artz Public Library, Frederick County Public Libraries

Salary: \$41,602.00 – \$44,541.00 Annually

Originally posted on the Maryland Library Association listserv.

This professional position will assist in managing Reference/Adult Services at the C. Burr Artz Public Library. This position provides direct library service to the general public, and especially to adults and teens. Supervision may be given to shelvers, substitutes, on-call employees, and/or volunteers: and direction may be given to department staff. Supervision is received from the Assistant Branch Administrator.

Position: [Librarian I or Library Specialist- Children's Services](#)

Location: C. Burr Artz Public Library or Middletown Branch Library, Frederick County Public Libraries

Salary: \$41,602 – \$44,541 Annually

Originally posted on the Maryland Library Association listserv.

This professional position assists in managing Children's Services at either the C. Burr Artz Public Library or Middletown Branch Library. This position provides direct library service to the general public. Supervision may be given to substitutes, shelvers, on-call employees and/or volunteers; direction may be given to department staff. Supervision is received from the Branch Administrator, Assistant Branch Administrator or the Supervisor, Children's Services.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#), [Public Library](#), [Public Services](#)[Edit](#)

Four Positions: Maryland & Washington, DC

Posted on [February 24, 2018](#) by [LLAM News](#)

Position: [Assistant Director for Facilities and ADA](#)

Location: Montgomery County Public Libraries, Rockville, MD

Full vacancy announcement available on [ALA JobLIST](#).

Are you interested in designing modern library spaces that will embody the ambitious, innovative goals of Montgomery County Public Libraries' (MCPL) Strategic Plan?

MCPL is seeking an energetic, results-oriented professional with experience in project management, strong communication and organizational skills and a concentrated customer

service focus to join our collaborative and dynamic administrative team. You will be a working administrator with a demonstrated track record of both strategy and execution.

In 2014, MCPL developed a ULC Innovation Award-winning cyclical, cost-effective and novel model to modernize and revitalize library branches by scheduling restoration of two-three library branches a year. Since then, 6 branches have been “refreshed,” resulting in a considerable cost savings and a well-received public response.

MCPL is an innovative, award-winning public library system serving a majority/minority population of over 1 million residents near the Nation’s capital. Montgomery County is one of Maryland’s outstanding places to live and work. Demographically, the County is approximately 48% white; 19% Hispanic or Latino; 19.5% Black or African American and 15.5% Asian. 91% of adult residents have at least a high school diploma while 58% hold a bachelor’s or higher degree.

MCPL is one of 28 departments in County government. It is a NACO (National Association of Counties) and Urban Libraries Council award winning educational system that has strong community support from its 1,043,000 plus residents. These residents are served by 21 full service brick and mortar facilities, a dynamic and easy to use 24/7 access website, and a ULC Innovation Award-winning Outreach Team providing service beyond MCPL’s walls.

The Assistant Director for Facilities and ADA performs professional library administrative work. Responsibilities of this position include, but are not limited to:

- Full accountability for the development of MCPL’s annual Capital Improvement Program Budget as well as oversight and decision making for scope development, design, and monitoring of the construction of the Refurbishment Level of Effort and new construction projects.
- Development and implementation of the Department’s Continuity of Operations, Emergency Evacuation Plans, Emergency Procedures, and Strategic Facilities Plans.
- Liaison to the Division of Facilities Management for escalated service requests and new work, and oversight of the development of State Capital Grant applications and the reports required as to fulfill grant requirements.
- Management of the Department’s Facilities Chargeback, Community Use of Public Facilities’ meeting room, and furniture budgets. Vendor cost estimates for security cameras, ID Badge readers, and new furniture.
- Communications with other County Departments and agencies involving security badge and code access to buildings, hours changes, storm water management and solar projects, meeting room bookings, worksite safety, self -inspection surveys and sector plan updates.
- Responsible for ensuring that MCPL offers accessible programs, services and facilities.
- MCPL’s liaison to the County’s Commission on People with Disabilities and MCPL’s Accessibility Advisory Committee.

- Oversight of the work of a number of the 21 branches of MCPL, providing direct supervision and evaluation of the branch managers and the Assistant Program Manager for Facilities and ADA.
- Assisting the Director and working with the Directors' team to develop strategies to accomplish MCPL's Strategic Plan will be integral to this position.

As a manager/supervisor of unionized employees, the Assistant Director has a responsibility for fostering a positive labor relations environment based on mutual trust, respect, and cooperation.

This position reports directly to the Director of Public Libraries.

Library hours of operation are Sunday through Saturday including nights. Individual schedules, including nights, weekends and Sundays, will vary based on customer service needs and employees are expected to work some weekends and evenings.

This position requires employee to attend meetings, visit sites around Montgomery County, and perform work at various locations outside the office.

Requirements

Experience: Seven years of progressively responsible professional experience in a field related to public library service, three years of which were in a supervisory or executive capacity. *Note: The term "executive" is further defined as a high echelon or high-level position in an organization that is assigned technical research, management advisory services responsibilities, or policy-making duties and responsibilities that exerts considerable influence on organizational policy, plans, and operations through technical research, management advisory services, and/or policy-making duties and responsibilities (e.g., County positions at Grade 30 or above).*

Education: Master's degree in library science or library information science from a college or university accredited by the American Library Association.

Equivalency: No equivalency for Master's degree.

Position: [Regional Campus Librarian](#)

Location: Johns Hopkins University, Washington, DC

Full vacancy announcement available on [ALA JobLIST](#).

The Sheridan Libraries of Johns Hopkins University are seeking an innovative, technologically proficient professional who is looking for an opportunity to provide service to faculty and students in a research-rich academic environment. Reporting to the Manager of the DC Regional Campus Libraries and collaborating with Sheridan Libraries staff, the librarian is a key member of the team providing onsite and virtual services to graduate students and faculty at the JHU DC area centers. Schools with programs represented at the centers include the Carey Business School, School of Education, Krieger School of Arts and Science and the Whiting School of Engineering. The position demands a high level of proactive interaction between faculty, students and the librarian. In this liaison focused environment, the Regional Campus librarian will work both in teams and autonomously to provide resources and services to a very engaged community.

To view complete posting and to apply, please visit: <https://jobs.jhu.edu/job/Washington%2C-DC-Regional-Campus-Librarian-MD-20036/459883000/>. For assistance, please email jhurecruitment@jhu.edu.

Qualifications

Minimum qualifications:

- MLS from an ALA-accredited institution or related graduate degree required
- Three years professional library experience required.
- Experience serving a similar academic population or an undergraduate degree in a field represented by the schools we serve
- Professional experience in library instruction, reference, collection development
- Evidence of a user-centered vision and innovation
- Demonstrated commitment to customer service
- Strong teaching, interpersonal, and communication skills
- Advanced knowledge of library information systems and services
- Strong technology skills including experience with innovative applications of instructional and communication technologies such as LibGuides, chat software, current media tools, graphic design packages, Course Management software, etc.
- Demonstrated ability to work collaboratively
- Willingness to work a flexible schedule, including evenings and weekend

Preferred qualifications:

Experience working in an academic or research library

Position: [Dean of the Library and Information Technology](#)

Location: Washington College, Chestertown, MD

Full vacancy announcement available on [ALA JobLIST](#).

Washington College invites nominations and applications for the position of Dean of the Library and Information Technology (LIT). LIT supports excellence in teaching, learning, research and scholarship by providing traditional and innovative services to students, faculty and staff that facilitate and support both academic and business enterprises within a reliable, robust and secure technology infrastructure.

Library and Information Technology is a new organizational unit, based on a restructuring that brings the information technology infrastructure staff into the existing unit of Miller Library and Academic Technology.

Reporting to the Provost and Dean of the College, the Dean of Library and Information Technology will set a bold new strategic direction and vision for this restructured organization. Towards that end, the College is seeking a transformational leader to advance the essential role of library and information technology and to develop innovative solutions to 21st century educational challenges.

The Dean of LIT, along with a dynamic team of experienced and engaged professional staff, is responsible for the management of library, academic technology, and IT infrastructure, including library services, educational technology, networks, telecommunications and desktop computer support. The Dean provides leadership, strategic planning and overall management of human, fiscal, curricular, scholarly and infrastructure resources for LIT.

The Dean collaborates with key academic and administrative leaders across the campus to deliver client-focused information and technology services that support the engaged teaching, learning and scholarship of faculty and students, as well as the work of staff and administration. As a member of the president's senior staff, the Dean will actively participate in all its discussions, advising on matters related to college operations, initiatives and strategic direction. As a member of the faculty, the Dean will work closely with academic colleagues and advisory groups to envision and advise on innovative technologies to improve teaching, learning and administration.

To Apply:

Please submit a cover letter, resume, and contact information of three professional references through our online portal at https://highereddecisions.com/wcm/current_vacancies.asp. Review of applications will begin immediately and will continue until the position is filled.

Requirements

The Dean of LIT must have the following experiences, attributes and capabilities:

- Proven experience as a skilled leader and manager, with demonstrated capacity to recruit and retain highly qualified professionals; assess and develop the talents and expertise of staff; and build positive, service-oriented organizational culture with teams committed to collaboration and high-quality results
- Significant fiscal/budgetary experience
- Demonstrated ability to develop, articulate and implement a vision and strategy for library services, academic technology and network infrastructure to support teaching, learning, scholarship and business at Washington College
- Broad knowledge of the latest developments in advanced technologies including the planning, maintenance and security of the campus technology infrastructure information systems, library, academic/instructional and infrastructure technology issues, trends and strategies and the rapidly evolving role of technology as an educational and business tool
- Broad knowledge of current computing and communications-related technology such as digital networks, telephony, multimedia applications, distributed computing, hardware and software infrastructure and cloud-based services
- Experience with planning and leading significant library and information technology initiatives including the ability to coordinate complementary priorities and complete projects for relevant college offices and departments
- Demonstrated ability to work collaboratively with college leaders to define and support institutional policies, operations and strategic direction
- Demonstrated ability working collaboratively with multiple constituencies in a close community, forming relationships of trust and confidence and communicating effectively with all constituents including the communication of technical issues and terminology in language understood by the broader college community
- Broad knowledge of legal issues and risks related to cyber security, privacy, data stewardship, intellectual property and copyright
- Deep understanding of and passion for the role of library services and academic technology in the teaching and learning environment of a liberal arts college
- The ability to implement changes, assess the impact of changes and make mid-course corrections where appropriate
- A strong commitment to diversity and inclusion

- A strong commitment to the liberal arts as evidenced by an advanced degree in a liberal arts subject area or equivalent academic or scholarly accomplishment
- A minimum of 10 years in library services and/or information technology including significant experience in a leadership role

Academic Qualifications:

Master’s degree in Library Science and/or Information Technology Management and a master’s degree in a liberal arts subject area

Position: Library Technician NF-03

Location: Medal of Honor Library (Department of the Army, Army Installation Management Command), Fort Meade, MD

Salary Range: \$29,100 to \$32,000

Full vacancy announcement available on [USAJOBS](#).

Responsibilities

- Incumbent is responsible for or performs a wide variety of public service duties: circulation, reference/readers advisory, database searching, collection maintenance, programming, marketing, displays/publicity, interlibrary loans, reserves.
- Incumbent is responsible for or performs a wide variety of technical service duties: cataloging/copy cataloging, ordering/receiving/processing/accounting for and de-acquisitioning of library materials, shelf inventories.
- Incumbent is responsible for or performs a wide variety of systems application and maintenance which may include standard office software, basic Integrated Library System and PC management.
- Performs selected administrative management duties to include ensuring internal controls are in place in public services and/or technical services.
- May manage a branch library or serve as a lead departmental library technician.
- Trains others in the performance of library technician duties.

Qualifications

One year of work experience that equipped the applicant with practical knowledge of library or related information services, tools, and methods and procedures. Experience must have been gained at the next lower level.

Reminder: Your experience has to be clearly identified in your application package/resume in order to receive consideration. (Format example: Month/Year to Month/Year employment with summary of duties).

Education

This job does not have an education qualification requirement.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Library](#), [Public Services](#), [Technical Services](#), [Washington DC](#)

Two Positions: Maryland

Posted on [February 22, 2018](#) by [LLAM News](#)

Position: FT Branch Manager

Location: Williamsport Memorial Branch Library, Washington County Free Library, Hagerstown, MD

Originally posted on the Maryland Library Association listserv.

The Washington County Free Library in Hagerstown, MD is seeking a FT Branch Manager (Library Associate II) to staff its Williamsport Memorial Branch Library. This FT position

includes working some evenings; must be flexible. Includes medical, dental, vision and retirement plan benefits. Successful candidate must be dedicated, service-oriented professional able to organize, direct and supervise the activities and workings of the Williamsport Memorial Branch Library (area pop. 2,160) to meet the informational and educational needs of that community. Additionally, the ideal candidate should be able to adapt quickly to change and work through frequent interruptions; is a creative problem-solver and effectively communicates. Must provide excellent customer service, lead in implementing innovative programs, supervise staff, and establish working relationships with the community and the Williamsport Memorial Library Board of Trustees, staff and library users. Coordinate the building maintenance with the Town of Williamsport. Supervisory experience, working with children, teens and social networking preferred. Reports to the Branch coordinator.

Position: [Archivist](#)

Location: Department of the Navy, Annapolis, MD

Salary: \$56,233 to \$88,450 per year

Full vacancy announcement available on [USAJOBS](#).

The selectee for this position will serve as a Archivist in the Special Collections & Archives, Nimitz Library of NAVACADEMY.

Responsibilities

The successful selectee will perform the following duties:

- Appraise and implement retention schedule for archives.
- Arrange records in both digital and analog form.
- Provide general guidance and specialized reference services related to all materials in Special Collections & Archives.
- Determine the suitability of records for digital preservation.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Maryland](#), [Public Library](#) [Edit](#)

Two Positions: Washington DC & Virginia

Posted on [February 22, 2018](#) by [LLAM News](#)

[Generalist Librarian](#)

Location: Major Law Firm, Washington, DC

Originally posted on [LLSDC Job Listings](#).

LibSource, a LAC Group company, seeks a Generalist Librarian for a major law firm client with a busy library in their Washington DC office. The Librarian will be required to coordinate technical services and collection maintenance, respond to research requests, and perform cataloging and basic support functions. This is a full-time position which functions as part of a larger library team dispersed across four office locations. The candidate will be expected to collaborate and work in a distributed environment.

RESPONSIBILITIES

- Perform legal research using electronic and print resources via the library's portal site.

- Maintain library collection by sorting, shelving and organizing print publications and filing pocket parts, supplements and loose- leaf sets.
- Check-in and route materials using library catalog.
- Modify and update catalog records according to set criteria to change location, holdings, etc.
- Search and retrieve records in OCLC and the ILS and assist in their processing.
- Respond to research requests and assist in locating books and publications.
- Perform related tasks as assigned and participate in special projects as necessary.
- Print and affix labels.
- Perform clerical tasks such as cataloging, data entry, generating reports and processing invoices

Position: [Library Technician](#)

Location: Department of the Navy, U.S. Marine Corps, Quantico, VA

Salary: \$45,972 to \$59,762 per year

Full vacancy announcement available at [USAJOBS](#).

You will serve as a LIBRARY TECHNICIAN(OA) in the Library of the Marine Corps of TRAINING AND EDUCATION COMMAND.

Responsibilities

- You will locate library materials (e.g., books, periodicals, pamphlets, reserve materials, microfilms) for faculty, students, and staff.
- You will use knowledge of cataloging rules (e.g., Anglo-American Cataloging Rules, 2nd edition) to establish a proper process in the cataloging of the library.
- You will operate automated areas of the library (e.g., cataloging, circulation, acquisitions, serials) to answer customer’s inquiries on library material.
- You will use the integrated library system (ILS) circulation module to check in and out materials.
- You will operate computer software for highly specialized technical information, research, and cataloging.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Law Library](#), [Virginia](#), [Washington DC](#)[Edit](#)

LIPA Job Announcement – Executive Director

Posted on [February 15, 2018](#) by [LLAM News](#)

The Legal Information Preservation Alliance (LIPA) is seeking a creative, collaborative, and dynamic Executive Director to work with the LIPA Board of Directors, LIPA members, and other organizations to advocate for and implement effective programs that advance the mission of LIPA. The Executive Director will work with the LIPA Board to develop and support programmatic activities, outreach and information to members, advocacy and relationships with other organizations, and provide administrative support for the organization, information-gathering and planning for the LIPA Board and committees. The successful candidate will be knowledgeable about current trends, programs and issues regarding preservation of legal materials in all formats; have a demonstrated ability to think strategically; strong interpersonal, collaboration and communication skills; and demonstrated ability to work independently in planning, managing projects and problem solving.

For additional information including how to apply, see the [full job posting](#).

Posted in [Job Vacancies](#)[Edit](#)

Research Librarian (Telecommunications Policy)- Library of Congress, Washington, DC

Posted on [February 15, 2018](#) by [LLAM News](#)

Position: [Research Librarian \(Telecommunications Policy\)](#)

Location: Library of Congress, Washington, DC

Salary: \$68,036 to \$88,450 per year

Full vacancy announcement available on [USAJOBS](#).

The Congressional Research Service (CRS), seeks a Research Librarian to join its Resources, Science, and Industry Division, which supports the work of Congress in issue areas including earth sciences, natural resources, environmental policy, energy and minerals, agriculture and food, science, technology, transportation, and industry.

The Research Librarian will provide reference and research services to CRS policy analysts and congressional clients, focusing primarily on telecommunications policy. Candidates with a Master of Library Science (MLS) or equivalent degree and background in telecommunications policy are encouraged to apply. Outstanding candidates will also have a background in public policy and industry and legal research.

CRS works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As a legislative branch agency within the Library of Congress, CRS has been a valued and respected resource on Capitol Hill for more than a century.

CRS is well known for analysis that is authoritative, confidential, objective and nonpartisan. Its highest priority is to ensure that Congress has immediate access to the nation's best thinking on public policy issues of interest to its Members and Committees.

Posted in [Job Vacancies](#)

Four Positions: Maryland

Posted on [February 15, 2018](#) by [LLAM News](#)

Position: [Diversity Fellow Librarian](#)

Location: Loyola Notre Dame Library, Baltimore, MD

Originally posted on the Maryland Library Association listserv.

The Loyola Notre Dame Library, a member of the ACRL Diversity Alliance, seeks a creative and innovative librarian with a commitment to serving diverse and historically underrepresented groups to join our Research and Technology Services Department for a dynamic two-year term fellowship. The Diversity Fellow will be fully immersed in librarianship. In the first year, the Fellow will develop essential skill sets for designing and delivering instruction, engaging with faculty in digital scholarship, establishing campus and professional connections and supporting

research and technology services. To explore his/her specific interests, the Fellow will also have the opportunity to collaborate with other librarians to lead outreach initiatives, including marketing library events, serve as a liaison to an academic department, and actively participate in assessing the use of the library's virtual and physical spaces.

In the second year, the Fellow will lead a collaborative project that aligns with his/her interests and skills to promote librarianship. This project will include a service learning component that fosters a connection between the librarian, the library, and the local community. The Fellow will have the opportunity to serve on committees and will be encouraged to engage in professional development activities and attend local and national conferences. The successful candidate will communicate effectively and work collaboratively with other units in the library and on campus to support the information needs of a diverse population of undergraduates, graduates, and faculty at Loyola University Maryland and Notre Dame of Maryland University.

Application Procedures: Review of applications will begin immediately and the position will remain open until filled. Please submit electronically a resume, cover letter, and a list of three (3) work-related references with "Diversity Fellow Librarian" in the subject line to Lorena Dion, Administrative Operations Coordinator: ldion@loyola.edu.

Position: [Assistant Branch Manager I](#)

Location: Havre de Grace, Harford County Public Library

Originally posted on the Maryland Library Association listserv.

Responsible for assisting with managing the operations, activities, and staff of the branch; directly supervises hourly reference staff, including substitutes, custodial staff and volunteers as assigned; oversees the training of reference staff; provides reference, collection and reader's advisory services to the public in all service areas; works on reference desk as required. Meets minimum public service hours as defined by Library Administration.

- Master of Library Science degree or other Master's degree in an approved library related curriculum from ALA accredited institution. **Note: Will consider applicants that will complete MLS program within six months from date of application.**
- Ability to obtain State of Maryland State Certification as a Professional Librarian within six months of hire.
- Experience in programs, services and outreach for all age groups; .
- 2 years reference work including direct information service & training customers and staff on use of computers & databases and downloading digital library materials to a personal device, preferably in a public library setting.
- Some supervisory experience.
- Ability to work well with people both in the library, as well as, with school and other outside agencies or organizations.
- Ability to work a variety of day, evening, and weekend hours.

Position: [Librarian- Children's Services](#)

Location: Aberdeen or Bel Air, Harford County Public Library

Originally posted on the Maryland Library Association listserv.

Provides a variety of professional services to customers to include reference, reader's advisory, computer instruction, training, programming/community outreach, collection development and a variety of related tasks. Works collaboratively with department staff in a team approach to public service; oversees, plans and implements children programs; and works on reference desk as required. Meets minimum public service hours as defined by Library Administration.

MINIMUM REQUIREMENTS:

- Master of Library Science degree or other Master's degree in an approved library related curriculum from ALA accredited institution. **Note: Will consider applicants that will complete MLS program within six months from date of application.**
- Ability to obtain State of Maryland State Certification as a Professional Librarian within six months of hire.
- Experience in programs, services and outreach with an emphasis on the birth to 14 years old age group; however, familiar with teen and adult services as well.

- 1 year reference work including direct information service & training customers and staff on use of computers & databases and downloading digital library materials to a personal device, preferably in a public library setting.
- Ability to work well with people both in the library, as well as, with school and other outside agencies or organizations.

- Ability to work a variety of day, evening, and weekend hours.

Position: [Circulation Technician](#)

Location: Anne Arundel Community College, Arnold, MD

Salary Range: \$30,587-\$41,933

Originally posted on the Maryland Library Association listserv.

Position Summary:

The Circulation Technician is responsible for afternoon/evening staffing the Circulation Desk by performing all duties necessary to ensure orderly lending, returning and use of library materials, and for processing and maintaining the periodical collection, processing overdue fine letters, and for responding to patron requests for information concerning all library services.

Job Duties and Responsibilities:

Manage all functions of the circulation department in the evenings. Report operational issues to appropriate staff. In conjunction with the student assistant supervisor, provide oversight and training for student assistants assigned to work in the evening. Provide support to evening reference technician when needed.

Perform duties necessary to ensure the orderly circulation of library materials, which include the following: Charge, discharge, and renew library materials; Register new patrons and modify existing patron records; Process requests for library materials to be sent to off-site locations.

Oversee accurate shelving of library materials.

Ensure confidentiality of library circulation records.

Update hold requests and notify patrons of availability of holds.

Receive, check in, and process new issues of journals and magazines. Maintain current periodicals stacks. Route periodicals to library faculty and staff. Process book review cards for distribution to faculty members.

Identify damaged library materials, assess fines, and routes materials to appropriate staff for possible withdrawal and/or replacement.

Maintain circulation records using library system software. Run reports relating to circulation and update the calendar function in the library system.

Process overdue fines for patrons, maintaining circulation and overdue items records and recording statistics as necessary.

Respond to in person, e-mail and telephone questions and requests, such as library card applications, reservations for audio-visual materials. Answer questions from patrons for basic library or college information, seeking assistance from others if necessary. Direct patrons to locations within the building and on campus.

Assist Public Safety in closing the library. Respond to book security system alarms. Report lost items to Public Safety. Follow security procedures.

Instruct patrons in the basic use of laptops, VCR/DVD players, photocopiers, and other equipment.

Other duties as assigned by the Access Librarian or the Director of the Library.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#), [Public Library](#), [Public Services](#)[Edit](#)

Five Positions- Washington DC & Maryland

Posted on [February 10, 2018](#) by [LLAM News](#)

Position: [Digital Initiatives Librarian](#)

Location: Georgetown University Law Center, Washington DC

The Digital Initiatives Librarian oversees the implementation, maintenance, and advancement of digital projects and collections falling under the purview of the Digital Initiatives Department at the Georgetown University Law Library. S/he manages the Scanning Team, student assistants, and metadata strategies for digitized materials. Reporting to the Associate Law Librarian for Digital Initiatives and Special Collections, the Digital Initiatives Librarian has duties that include but are not limited to:

- Trains and monitors staff engaging in digitization processes.
- Maintains workflows for digitization and post-processing digital images and expertise in application-specific software (for example, LIMB and Scribe).
- Maintains, develops and migrates, when necessary, the workflow management tool – currently a Microsoft Access database.
- Conducts research and monitors best practices in digitization processes.
- Acts as a contact with the Internet Archive on the continued research, development, and maintenance of the digital lending platform.
- Maintains data and metrics relating to digital lending, and develops code to gather and utilize data from external partners.
- Researches, implements and maintains digital asset preservation systems, strategies, and workflows, including ongoing validation of master digital files and solutions for when anomalies occur.
- Exports MARC records from the Integrated Library System (ILS).
- Transforms metadata records to document new digital objects using a combination of existing tools and writing specific code.
- Through work and actions, advances library goals and values as articulated in library planning documents and values statement.

Requirements

- Master's Degree in Library and Information Science or equivalent
- High level of proficiency with personal computers, software, and library-relevant information technology applications
- Proficiency with digital image editing programs such as Adobe Photoshop and Adobe Bridge
- General knowledge of how digital library collections and electronic objects are used in an academic setting
- Knowledge of MARC, MODS, METS and Dublin Core and other metadata standards appropriate for digital materials
- Ability to manage projects and accomplish goals
- Strong interpersonal skills and communication skills
- Ability to perform command-line tasks and familiarity with batch scripting
- Familiarity with XML/XSLT and experience in working with data from an Integrated Library System preferred

Position: [Head of Law Library Technology](#)

Location: Georgetown University Law Library, Washington DC

Full vacancy announcement available on [LLSDC Jobline](#).

Georgetown University Law Library is seeking applications for the Head of Law Library Technology in the Edward Bennett Williams Law Library.

Georgetown University Law Center is recognized for the quality of scholarship, its renowned faculty, and for its exceptionally talented and diverse student body. It is among the largest academic law libraries in the nation and includes a comprehensive collection in U.S., international, foreign, and comparative law materials.

The Head of Law Library Technology provides leadership and vision for library technology initiatives and applications. Individually and as a department head, the incumbent manages, plans, implements, administers, and evaluates key technology-based library systems and

services in order to support the research, scholarly, and educational missions and operations of the library and Law Center. These operations include digitize-and-lend, customizable e-book platform development, and integration of collaborative collection tools into integrated library systems. The incumbent supports library functions, including e-resources management, cataloging, circulation, reference, database creation and maintenance, library instruction, web design and development of technical data structures for tools, modules and services as they relate to ingestion and management of digital content. The incumbent represents the law library on university committees and projects and makes recommendations for the allocation, distribution, and implementation of technology resources and initiatives. S/he is expected to maintain the highest level of knowledge of technology applications and best practices in the higher education and library environments. The position reports to the Law Library Director and supervises three librarians and one paraprofessional staff member.

Required: Master's degree in Library Science or equivalent education or experience; 6-10 years management experience or equivalent level of technical experience. Significant experience managing technology in an academic environment, preferably in a law library and/or law school; strong supervisory skills; excellent written and verbal communication skills; demonstrated ability to advise on strategic use of technology; thorough knowledge of: cloud services and platforms, Linux systems administration, modern procedural coding languages, scripting and database/web platforms and interfaces, major development environments, and systems of information architecture.

Preferred: Second Masters or a JD from an accredited law school; experience with integrated library systems.

The position receives annual funding and leave for professional development and training. Full-time librarians may apply for up to two weeks of administrative leave for scholarly research and writing after one year of continuous service.

Salary is commensurate with experience and qualifications. Georgetown provides a comprehensive and highly competitive benefits package. This position is an Academic & Administrative Professionals (AAP) appointment. The start date is negotiable.

To apply, please submit applications via the Georgetown University Careers portal ([https://georgetown.wd1.myworkdayjobs.com/Georgetown Admin Careers](https://georgetown.wd1.myworkdayjobs.com/Georgetown_Admin_Careers)), and include a cover letter, a current resume, and the names and contact information for three references. Priority will be given to applications received by **March 15, 2018**. The position will remain open until filled.

Position: [Manager, Library Technical Services](#)

Location: Crowell & Moring, Washington DC

Full vacancy announcement available at [AALL Career Center](#).

Crowell & Moring LLP invites you to consider this unique opportunity to join a dynamic team of Research and Library Services professionals at a top law firm where both attorneys and staff are highly valued and exciting careers are built!

Job Summary:

The Manager, Technical Services is responsible for coordinating the library's use of systems and technology to provide services to clients, organize and track firm resources, and improve client and department access to information resources.

Job Responsibilities:

- Serves as internal project manager related to all current and future Research Services systems, managing all phases of project life-cycle including requirement gathering, planning, testing, implementing, and training.
- Trains and assists staff and attorneys in the use of department systems as well as leads trouble-shooting and admin support of those systems.
- Responds to questions from attorneys and staff regarding Research Services systems and resources; collaborates with IT for resolution of issues pertinent to Research Services resources.
- Leads and facilitates continuous improvement of procedures, workflow, policies and technical services operations, reshaping where appropriate.
- Supervises technical services department staff (Serials Assistant and Acquisitions Librarian).
- Acts as the system administer for the Integrated Library System (EOS). Develops procedures for ensuring information about print and online resource in all offices is captured in the ILS, including classification of resources, capturing of receipt and payment information, client and circulation data, acquisition and disposal records, and licensing information.
- Acts as the system administer for firmwide resource management system (Onelog). Ensures system remains integrated with all new and existing online resources; inputs and updates firmwide ID/passwords; ensures usage tracking of all resource remains active in system; and ensures ongoing collection of firmwide usage statistics.
- Acts as system administrator for department request tracking software (Quest).
- Acts as system administrator and billing contact for firm's PACER administrative account.
- Develops and updates content on the Research Services department intranet pages; works independently and coordinates with the Information Services department to maintain applications such as routing list request database.
- Develops and manages systems responsible for circulating current awareness materials throughout the firm.

- Oversees cataloging of print and electronic holdings firmwide.
- Assists Director with purchasing and licensing agreements by obtaining data from vendors, providing resource information and usage, etc.
- Provides reports to assist in collection, renewal and budget analysis.
- Coordinates collection maintenance activities for the print collection including shifting, weeding.
- Performs other related duties as assigned.
- Occasional travel may be required.

Knowledge, Skills and Abilities:

- Demonstrated ability to implement and support complex online technologies.
- Ability to quickly analyze and interpret information from a variety of sources, apply critical and creative thinking to draw conclusions or develop solutions to complex problems.
- Demonstrated ability to organize and prioritize work in a dynamic and complex environment to meet deadlines and daily requirements.
- Demonstrated project management skills to effectively complete projects and to reach established goals and objectives in a timely and successful manner.
- Demonstrated ability to accurately accomplish extremely detailed work.
- Ability to lead others effectively in a team and collaborate within and across departments in a cooperative and friendly manner.
- Ability to keep updated on trends and developments in the industry.
- Demonstrated ability to communicate effectively, both orally and in writing, with attorneys and firm staff.
- Ability to effectively supervise others.

Education

The position requires a Master's Degree in Library and Information Science or equivalent degree from an ALA accredited institution required.

Experience

The position requires a minimum of six (6) years of increasingly responsible, directly related experience during which knowledge, skills and abilities applicable to the position were demonstrated. Previous law firm experience preferred.

To apply, email your resume to opportunities@crowell.com OR visit the firm's [LinkedIn Careers Page](#).

Position: Cataloger

Location: LAC Federal, Washington DC or Virtual

Full vacancy announcement is available on the [CUA SLIS blog](#).

LAC Federal is seeking experienced Catalogers to provide high quality original cataloging for a major Federal Library in the Washington, DC Metro Area. Work may be done on-site at the government's facility or virtually. This is a long term, full-time contract (40 hour a week; Monday – Friday) benefited position.

Responsibilities:

- Create PCC BIBCO-level catalog records of English language material in all subject areas that are compliance with RDA standards
- Analyze materials to appropriately identify access points
- Assign subject headings using Library of Congress Subject Headings
- Classify material according the Library of Congress Classification system
- Perform authority control of all headings used in access points
- Create or update name authority records in the LC/NACO Name Authority File
- Make recommendations regarding new Library of Congress Subject Headings and/or classification numbers

Qualifications

- MLS or MLIS from an ALA accredited institution
- 5+ years of original cataloging experience in an academic or large special library
- Expert knowledge of RDA, LCSH, LCC, MARC21 and other standards used in cataloging monographic materials
- Proven experience with any/all of these LC classifications
 - D
 - E
 - F
 - G
 - H
 - J
 - P
 - Z
- Demonstrated history of BIBCO level cataloging
- Thorough knowledge and experience in cataloging workflows
- Strong computer skills related to downloading, installing and using specialized software from OCLC and LC
- Understanding of item based workflow and requirement to create high level bibliographic and/or NACO records in a minimal amount of time

- Familiarity with OCLC's Connexion, Cataloger's Desktop and the RDA Toolkit
- Knowledge of NACO procedures
- Strong computer & analytical skills
- Ability to work in a virtual environment
- Excellent command of English
- High attention to detail

Position: [Outreach & Evening Librarian](#)

Location: McDaniel College, Westminster, MD

Full vacancy announcement available on [ALA JobLIST](#).

Reporting to the Library Director, the Outreach & Evening Librarian is responsible for coordinating the library's outreach activities and liaison support for academic departments. Additionally, the Librarian will:

- Provide evening reference services and ensures oversight of library operations in the evening (typical schedule is 1pm-9pm Sunday through Thursday).
- Provide instruction on the use and interpretation of information resources.
- Participate in professional organizations and takes part in college academic activities.
- Participate as a member of the leadership team working closely with the Library Director to advance the mission and goals of the Hoover Library.

Requirements

Required:

- ALA accredited Master's Degree in Library or Information Science by August 2018
- Demonstrated enthusiasm for information literacy instruction and providing interdisciplinary liaison activities, especially working with faculty and providing personalized research support for students
- Strong problem-solving and organizational skills with demonstrated ability to provide well-reasoned analysis using appropriate resources and developing reports to support conclusions
- A strong commitment to library service excellence demonstrated by responsiveness to diverse patron needs and desire to find solutions to issues that arise
- Demonstrated ability to work in a strongly collaborative environment and fit into the cross-functional nature and close-knit community at a small liberal arts college including experience on successful team projects and well-developed relationship building skills
- Excellent interpersonal, verbal and written communication skills
- Ability to calmly manage multiple tasks and commitments in an effective and timely manner, and successfully lead and complete a wide scope of projects
- Ability to thrive in a culture of experimentation where learning new ideas, delving into assessment and ongoing self-improvement are encouraged
- Commitment to the use of innovative technologies demonstrated through past projects utilizing best methods to achieve a goal
- Commitment to professional development and service

Preferred:

- Experience with information literacy instruction
- Demonstrated experience with Adobe Suite's Photoshop, Illustrator, InDesign or similar, with willingness to learn Adobe Suite
- Demonstrated experience with social media as a promotional tool

- Experience with library outreach and/or liaison activities
- Experience providing reference services in an academic library

Physical Characteristics: This position requires sitting for long periods of time, as well as some bending and stooping when working with files. Must be capable of lifting boxes and/or pushing carts of 25 lbs on a regular basis; must minimize exposure to paper/book dust, molds, and vapors from library mending and cleaning products through the use of protective masks and gloves when necessary. Quite a bit of finger/hand dexterity is involved in regard to typing and/or filing. The overall setting of the job is in an area conducive to a normal office environment with minimal exposure to adverse conditions.

To Apply: Please send a cover letter addressing position qualifications and related experience, a CV, and the names and contact information of three professional references using the following link: <https://employment.mcdaniel.edu/>. Only applications submitted through this link will be accepted. Review of applications begins February 26 and will continue until position is filled.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Public Services](#), [Special Library](#), [Technical Services](#), [Washington DC](#)

Executive Director, Southeastern Atlantic Regional Medical Library- University of Maryland, Baltimore

Posted on [February 5, 2018](#) by [LLAM News](#)

Position: [Executive Director, Southeastern Atlantic Regional Medical Library](#)

Location: University of Maryland, Baltimore-Baltimore, MD

Salary: \$85,000, commensurate with experience

Full vacancy announcement available on [ALA Joblist](#).

Under a five-year cooperative agreement (2016 – 2021) with the National Library of Medicine, the HS/HSL serves as the headquarters for the Southeastern Atlantic (SEA) region, one of eight regions in the National Network of Libraries of Medicine (NNLM). The SEA region comprises 10 Southeastern states, the US Virgin Islands, Puerto Rico, and the District of Columbia and contains approximately 25% of the U.S. population. The Executive Director of the NNLM SEA is responsible for leadership, development, and administration of all programs of the regional services plan, from planning through evaluation phases. The Executive Director oversees the effective participation of all SEA network members in the activities of the NNLM. Reporting to the Director of the SEA region, who is the Executive Director of the HS/HSL, the SEA Executive Director also serves as an important and valued member of the HS/HSL leadership team.

This is a grant-funded, non-permanent status, non-tenure track faculty appointment renewable on an annual basis. This position will be at a rank of Librarian II or III. The incumbent will be eligible for promotion and is expected to participate fully as a member of the library's faculty. For more information, please see the University's policy: <http://www.umaryland.edu/policies-and-procedures/library/faculty/policies/ii-100f.php>.

Posted in [Job Vacancies](#) | Tagged [Maryland](#), [Medical Library](#)[Edit](#)

Four positions- Washington, DC

Posted on [February 5, 2018](#) by [LLAM News](#)

Position: Library Technician

Location: Library of Congress, Washington, DC

Salary: \$45,972 to \$59,762 per year

Full vacancy announcement available on [USAJOBS](#).

This position is located in the U.S. Programs, Law and Literature (USPRL) Division. The incumbent of this position performs major technician duties for the functions of bibliographic control and collections processing. Staff are responsible for searching and processing print and electronic books received through the Cataloging in Publication (CIP) and Pre-assigned Control Number (PCN) Programs, and the Copyright Office. Staff perform this work in multiple complex online systems, creating and updating online records, resolving bibliographic record problems, processing incoming materials and referring materials received to appropriate locations.

This position is located in the U.S. Programs, Law and Literature (USPRL) Division, Acquisitions and Bibliographic Access Directorate, Library Services.

The position description number for this position is 128318.

Position: Librarian (Collections Management)

Location: Library of Congress, Washington, DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available at [USAJOBS](#).

The Congressional Research Service (CRS), Knowledge Services Group (KSG) seeks a Collections Management Librarian to join its Knowledge and Technical Services Section. The librarian will manage print collections to ensure that materials are organized and made accessible to CRS staff. The incumbent is expected to review existing collections and, in collaboration with stakeholders, make recommendations for the withdrawal/retention of materials in the CRS Library and/or digitization of materials as appropriate. The Collections Management Librarian will also be responsible for overseeing the circulation of physical materials in the CRS Library.

Candidates with a Master of Library Science (MLS) or equivalent degree or experience, and/or knowledge of current practices of librarianship or other fields and disciplines related to the management of, and access to, print and digital collections are encouraged to apply.

CRS works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As a legislative branch agency within the Library of Congress, CRS has been a valued and respected resource on Capitol Hill for more than a century. CRS is well-known for analysis that is authoritative, confidential, objective, and nonpartisan. Its highest priority is to ensure that Congress has immediate access to the nation's best thinking on public policy issues of interest to its Members and Committees.

This is a non-supervisory, bargaining unit position.

The tour of duty for this position is full-time.

The position description number for this position is 369512.

Position: [Records Management Analyst in the White House Office of Records Management \(ORM\) Document Tracking Unit.](#)

Location: Washington, DC

Starting Salary: \$41,200 (roughly equivalent to GS-6, step 1) with promotion potential

Originally posted on University of Maryland [blogMLIS](#).

Primary responsibilities include analyzing documents, scanning and indexing them into ORM's records management application, tracking them to offices and agencies within the Executive Office of the President and the rest of the federal government, and updating responses from those offices and agencies. Other responsibilities include filing completed case files in accordance with numerical filing plan, searching for and identifying documents in ORM's database in response to requests, and executing other minor tasks as assigned.

Requirements: To qualify for consideration, candidates must have a bachelor's degree in any field, but degrees in history, political science, library science, or computer science would be ideal. Strong computer skills in Microsoft Office applications, SharePoint, and Adobe Acrobat are preferred. In addition, candidates should have the ability to pass a drug test and background check.

Starting Salary: \$41,200 (roughly equivalent to GS-6, step 1) with promotion potential

If the selected candidate is already employed with the federal government, one's accumulated annual and sick leave (as well as health care and TSP) will transfer over to the new position.

How to apply: Interested candidates should send their resumes and cover letters to:

Phil Droege

Director

White House Office of Records Management

202-456-7225

[Philip C. Droege@who.eop.gov](mailto:Philip.C.Droege@who.eop.gov)

Resumes should be no longer than two pages highlighting one's professional experience, education, skills, and applicable training.

Position: [Librarian I](#)

Location: Federal Agency, Washington, DC

Originally posted on University of Maryland [blogMLIS](#).

LAC Federal is currently looking to fill a Librarian I position to work for a federal agency in the Washington, D.C. metro area. Librarian will oversee the daily operations of collection management and provide daily assistance to patrons. This is a long term, full-time contract (40 hour a week; Monday – Friday) benefited position.

RESPONSIBILITIES

- Oversee daily operations of collection management such as item intake and cataloging, record keeping, weeding, and the retrieval of pertinent un-selected items from the New Electronic Titles list
- Provides assistance to patrons in accessing depository items and resources.
- Review of the library's depository selection profile and makes resulting changes.
- Create original and copy-cataloged records for monograph, serial, and monograph-as-serial items and uploads these records into the library's OPAC
- Proficient in the use of constant data forms

QUALIFICATIONS

- Master's degree in Library/Information Science from an institution accredited by the ALA
- Thorough knowledge and experience in cataloging workflows; Experience with RDA, OCLC, MARC21 and other standards used in cataloging
- Experience providing reference support
- Original cataloging using RDA experience is a must
- Various branding, marketing, and promotional activities experience preferred

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Technical Services](#), [Washington DC](#)[Edit](#)

Two Positions — Washington, D.C. & Virginia

Posted on [February 2, 2018](#) by [LLAM News](#)

Position: Librarian

Location: Washington Headquarters Service History and Library Directorate, Pentagon, Arlington, VA

Salary: \$68,036 to \$88,450 per year

Full vacancy announcement available at [USAJOBS](#).

This position is located within the History and Library Directorate (HLD) of the Washington Headquarters Services (WHS). The incumbent works as a Librarian within the Pentagon Library and is a member of the team in charge of Reference, Instruction, and Outreach at the Pentagon Library, which consists of approximately 250,000 items including books, pamphlets, serial publications, bound and unbound periodicals, DoD and Army documents and publications.

Responsibilities

As a Librarian, GS-1410-11, your typical work assignments may include the following under supervision:

- Provide general reference service, instruction and developing and promoting library resources.
- Prepare research compilations, online literature searches and creates subject-specific content to library website.
- Oversee the charging, discharging, overdue, interlibrary loan, and reserve requests systems.
- Provide assistance to users in the selection of reading material or in the use of various library services.

- Participate in the formulation of library policy and procedures in concert with other librarians.

Position: Archivist

Location: Architect of the Capitol, Washington DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available at [USAJOBS](#).

Summary

We are looking for an Archivist to perform duties involving records accessioning and disposition; archival holdings maintenance and processing, archival preservation; reformatting and digital conversion; archival arrangement, classification and description; reference and research services; access controls and records emergency response.

Responsibilities

This position is assigned to the Architect of the Capitol (AOC), Office of the Chief Operating Officer, Office of the Chief Administrative Officer, Curator Division, Records Management Branch (RMB). The RMB preserves and safeguards the AOC archival collection, which consists of the historically valuable drawings and textual records (paper, electronic and other formats) that document the administrative history of the AOC and the history of the Capitol Complex, to support the AOC's ongoing business and construction needs. The RMB also provides records management services for the agency including but not limited to maintaining the AOC records schedules and providing guidance on appropriately applying the records policies and the records retention and disposition authorities. The incumbent serves as an Archivist and performs duties involving records accessioning and disposition; archival holdings maintenance and processing, archival preservation; reformatting and digital conversion; archival arrangement, classification and description; reference and research services; access controls and records emergency response. Primary responsibilities are maintaining the collection management systems (CMS) and finding aids, providing reference and performing archival projects.

MAJOR DUTIES:

Archival Description

Helps manage the CMS tools and maintain data quality controls. Updates and/or migrates legacy archival finding aids and other descriptive tools according to archival descriptive and metadata standards, including Encoded Archival Description (EAD).

Contributes to identifying knowledge gaps. Creates new or expands legacy finding aids. Keeps the supervisor advised of progress, trends and issues. Analyzes and recommends changes in procedures.

Identifies workflows, creates forms for metadata capture and develops user-guides.

Categorizes records and content to the correct record group, series and subseries. Conducts research and consults with team members to determine the provenance for ambiguous and disorganized record collections.

Identifies, researches and troubleshoots software issues.

Reference and Research Services

Utilizes the AOC archival collection and finding aids to provide comprehensive reference services and research assistance for AOC leadership, employees and contractors in support of official agency business, the daily operations of Capitol buildings and grounds and the management of construction, renovation and conservation projects.

Continuously expands expertise in the collection and the history of the AOC, the Capitol Complex and affiliated subjects. Supports the historical research needs of other Congressional entities, such as the Office of the Senate Curator, the House Office of Art and Archives, the Library of Congress (LOC) and the U.S. Capitol Historical Society Fellows.

Provides research for the Curator Division, Communications and Congressional Relations or other AOC offices related to the history of Capitol Hill, the AOC and/or AOC-affiliated historical figures, especially in response to public inquiries. Identifies, locates, analyzes and furnishes documentation from the AOC archival collection that is relevant to the needs of the inquirer.

Applies reference and access policies and procedures, including safeguards to protect privacy, procurement and other controlled unclassified information (CUI).

Archival and Preservation Projects

Performs detailed and complex archival projects according to archival principles, such as archival arrangement and holdings maintenance, to increase accessibility, improve storage conditions and ensure safe handling of the AOC archival collection.

Evaluates records to identify preservation concerns and conducts preservation projects according to preservation best practices, which include but are not limited to basic conservation stabilization and conversion to digital or other formats, to prevent, minimize and remediate deterioration, damage and loss of information.

Assists with records management projects to identify, screen, and accession archival records.

Administrative

Supports the procurement activities for the Division. Serves as purchase card holder and Contract Officer's Technical Representative (COTR). Helps track the budget and assure the availability of funds. Uses financial management systems.

Conducts research and keeps abreast of policies, procedures and best practices to efficiently carryout functions and recommends changes in branch and division procurement procedures and controls.

Physical Requirement

The incumbent must be physically able to perform the duties of this position which requires the incumbent to maneuver ladders to lift boxes of records up to 14 feet above the floor and typically weighing up to 50 pounds.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Public Services](#), [Virginia](#), [Washington DC](#)[Edit](#)

Four Positions – Maryland

Posted on [February 2, 2018](#) by [LLAM News](#)

Position: [Archivist](#)

Location: Langsdale Library, University of Baltimore, Baltimore, MD

Full vacancy announcement available on [ALA JobList](#).

Note: Position is open until filled. Application review begins immediately, and electronic applications received by 2/15/2018 will receive priority consideration.

The University of Baltimore's Langsdale Library seeks an Archivist in Special Collections to process archival collections. The successful candidate will process records in all formats according to professional standards and best practices, as well as create and update information about archival collections through the library's information management systems. The academic selection team looks forward to receiving your required electronic application, cover letter, and resume to learn about your interest in the university's work and your qualifications for our vacancy.

Our successful candidate will also assist the library with digital initiatives for access and preservation, as well as develop physical and digital exhibits of archival material in conjunction with library staff. This position also helps coordinate projects for volunteers, interns, and student assistants in Special Collections, as well as actively participates on University of Baltimore and University System of Maryland and Affiliated Institution (USMAI) committees and task groups. Employment offer is contingent on final position funding.

Required Minimum Qualifications: A Master of Library Science degree and demonstrated experience in archival collections management with one year of experience arranging and describing archival collections. Knowledge of current/emerging archival description standards and access systems for physical and digital holdings. Strong written and verbal communication skills. Ability to work independently and collaboratively with colleagues. Ability to support the work of a diverse range of visiting scholars and university students, staff, and faculty. Willingness and ability to lift up to fifty (50) pounds while standing on a ladder. Demonstrated knowledge of local history.

Preferred Qualifications: Graduate-level coursework or concentration in archives or records management. One year of professional archival work experience.

To apply, save one PDF (strongly preferred format) or Word document with your cover letter and resume, and then visit <http://www.ubalt.edu/about-ub/offices-and-services/human-resources/jobs-at-ub.cfm?&posting=1283> to access our electronic application.

Position: [Fiscal Services Manager](#)

Location: Baltimore County Public Library, Towson, MD

Full vacancy announcement available on [ALA JobLIST](#).

Description

- Under the general direction of the Director manages the payroll, finance, and budgeting operations of the Library in alignment with Baltimore County Government fiscal guidelines.

- Maintains knowledge of, and advises library management and the Board of Library Trustees of changes in, external standards and requirements that affect the Library, such as GASB, GAAP, GAAS, grant documents, state and federal legislation, and IRS regulations.
- Manages the annual budget process by coordinating, compiling, analyzing, and presenting the annual fiscal operating budget for the Library and administering the approved budget.
- Coordinates capital budget allocations and cash drawdowns.
- Oversees the day-to-day accounting, cash management and payroll operations for the Library.
- Presents monthly and annual finance reports to the Board of Library Trustees and senior management.
- Evaluates fiscal practices, advises library management of results, recommends improvements and potential revenue opportunities, and coordinates changes as appropriate.
- Ensures records systems are maintained in accordance with generally accepted auditing standards.
- Negotiates with vendors and customers, and collaborates on major purchasing decisions.
- Establishes and maintains effective communication with Federal, State and County agencies whose laws, policies and regulations affect the library fiscal operations.
- Maintains accounting systems to ensure compliance with grant requirements.
- Reviews and approves monthly and quarterly closing entries and fiscal reports.
- Assists independent auditors in preparation of the annual audit.
- Researches, establishes, maintains and monitors internal controls and accounting policies.
- Supervises and evaluates the performance of Fiscal Services Department staff by encouraging and supporting their continued professional development and holding them accountable to department and system-wide goals.
- Serves on, or provides financial guidance to system-wide teams and the Foundation for BCPL.

Requirements

- MBA degree and CPA certificate and license required, plus comprehensive knowledge of finance, accounting, budgeting, purchasing, and payroll functions obtained through eight years of progressively responsible work experience and three years of supervisory experience. Knowledge of public library operations and governmental accounting and budgeting preferred.
- Ability to communicate effectively verbally and in writing and to build productive work relationships with BCPL staff, County staff, the Board of Library Trustees, and community stakeholders.
- Demonstrates initiative and effective problem solving and teamwork skills.
- Experience using technology including Microsoft applications and budgeting, accounting, and payroll software.
- Must pass a post offer criminal background check and physical/drug screen.

Position: [Information Services Specialist](#)

Location: Eastern Shore Regional Library, Salisbury, MD

ESRL is searching for an innovative and experienced self-starter to perform various tasks associated with our new regional ILS consortium. The consortium provides ILS services to eight county library systems on Maryland's Eastern Shore (Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico and Worcester Counties). The work will include, but not be

limited to, developing and managing the ILS Help Desk; operating as the regional expert on Polaris' Circulation, Reporting and PAC modules; tracking and expediting work tickets; assisting the Training Coordinator with the development of Polaris training; and maintaining open lines of communication with our member libraries and Polaris. Travel required throughout the Eastern Shore region as well as some statewide meetings and national conferences.

Requirements:

- Thorough knowledge of established library practices and procedures;
- Thorough knowledge and understanding of ILS policies and procedures with Polaris experience a plus;
- Strong tech skills;
- Strong communication skills;
- Ability to multitask and work independently to develop and implement solutions.

Job Summary: Under the direction of the Information Services Manager and working closely with ESRL IT department, Training Coordinator and Graphic Designer

- develops and administers the help desk for the Eastern Shore ILS Consortium (Polaris);
- serves as single point of contact for member libraries, ESRL and Polaris;
- develops and maintains expertise in Polaris circulation and reporting modules, as well as assisting with Polaris PAC customizations;
- provides ILS training to member libraries' staff;
- manages ESRL's circulation and Marina (ILL) transactions;
- develops and coordinates a regional Circulation Interest Group.

Education and Experience: Bachelor's degree or higher (MLS preferred) with three years of progressively responsible, hands-on experience with ILS applications (Polaris preferred), OR an equivalent combination of education and experience.

Salary Range: The position offers a hiring salary, commensurate with experience and qualifications, negotiable from \$42,000/year.

Application Process: Please submit a cover letter and resume to personnel@esrl.org. Applications received prior to February 23 will be prioritized.

Position: [Librarian](#)

Location: Severn Community Library, Severn, MD

Salary range: \$46,489 – \$75,340

Anne Arundel County Public Library invites applications for the position of Librarian

Responsibilities include: Providing library services of reference, readers' advisory, programming and outreach, and library instruction to the public of all ages. Acts as part of branch's management team and assists in the management of branch operations, and the supervision of branch staff. May assume responsibility for branch operations as designated person in charge in absence of management.

Minimum Qualifications: Possession of a Master's Degree in Library Science from an American Library Association accredited program, one year work experience in a library, and supervisory experience preferred. Bilingual Spanish skills desired.

Necessary Special Requirements: Ability to secure certification as a Professional Public Librarian in the State of Maryland within 120 days following appointment; ability to meet re-certification requirements by completing 90 contact hours of continuing education every 5 years.

TO APPLY: Send cover letter, resume and completed AACPL Employment Application Form to Ms. Terry Bowen at humanresources@aacpl.net. To download the AACPL employment application form (Library Information/ Job Announcements) visit our website at <http://www.aacpl.net>. All required application materials must be received no later than 4:00 p.m. on February 19, 2018.

TIMETABLE: Candidates selected for an interview will be contacted no later than February 21, 2018. Interviews will tentatively be held during the week of February 26, 2018. Tentative start date is March 2018.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#), [Public Library](#), [Public Services](#), [Technical Services](#)

Six Positions- Washington DC

Posted on [January 31, 2018](#) by [LLAM News](#)

Position: Supervisory Librarian (Original Cataloging)

Location: Smithsonian Institution, Washington DC

Salary: \$81,548 to \$106,012 per year

Full vacancy announcement available at [USAJOBS](#).

Summary

This position is located in Discovery Services Division, Original Cataloging Department, Smithsonian Libraries (SIL), Smithsonian Institution (SI), located in the National Museum of Natural History (NMNH) in Washington, DC.

The Smithsonian Libraries is a complex, research library system located within Smithsonian museums, research institutes and other offices in New York City, the Republic of Panama, and the Washington, D.C. area. The Supervisory Librarian (Head Original Cataloging) is knowledgeable about the cataloging requirements of each of the SIL branches and works to maintain timely, accurate access to their collections through SIRIS (the SIL online catalog), OCLC (an international bibliographic utility), and, through the Libraries' discovery service. The Head Original Cataloging oversees the creation and editing of catalog records in the local bibliographic database (SIRIS) and in OCLC, ensuring that these conform to appropriate local, national and international standards for description, classification, subject analysis and encoding. The Head Original Cataloging manages authority control processes, oversees other related project work involving the cataloging services contract, and sets and documents the policies and procedures that govern the Division's cataloging work.

Responsibilities

- Supervises professional librarians (including the Senior Collections Cataloger) and oversees the management of the department.
- Plans, coordinates and supervises all aspects of the department's work: original and complex copy cataloging, rare book cataloging, authority control, NACO and BIBCO participation, and special projects, and maintenance and upkeep of the Libraries' online catalog.
- Monitors and implements developments and changes in technology, software tools, and resources that support and facilitate cataloging activity. Leads the Division's work with OCLC's Macro Express, MarcEdit, SirsiDynix Horizon, and vendor services to enhance and expand access to collections.

- Works closely with, and directly supports, branch staff that are involved in contributing records to SIRIS and OCLC. Coordinates their work with cataloging policies and procedures and provides technical advice and support. Provides tools, support, and training for branch staff who create records in SIRIS.

Position: Librarian

Location: Library of Congress, Washington DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available at [USAJOBS](#).

Summary

This position is located in the ISSN Section of the U.S. Programs, Law & Literature Division, Library of Congress Directorate of Acquisitions and Bibliographic Access and provides an exciting opportunity to work with all formats of serials and other continuing resources in both national and international environments. The ISSN Section functions as the U.S. ISSN Center, part of the 90-country ISSN Network. The U.S. ISSN Center is responsible for assigning International Standard Serial Numbers (ISSN) to U.S. continuing resources, including serials and integrating resources. Over 40% of the ISSN assigned by the U.S. ISSN Center are for online resources that can include databases, web sites, conference proceedings, and institutional repositories as well as e-journals. The incumbent of this position will assign ISSN primarily in response to requests from publishers but also from requesters such as the U. S. Postal Service, digitizers, aggregators and other vendors, CONSER libraries and other ISSN centers worldwide. The incumbent will also interact with U.S. ISSN requesters by email and telephone as well as with staff of the ISSN International Centre in Paris and other ISSN centers worldwide. The incumbent follows the ISSN Manual as well as LC, CONSER, and RDA documentation to assign ISSN and create or update CONSER records to document ISSN assignments. The most critical function of this position is uniquely identifying continuing resources and distinguishing them from similar resources by assigning ISSN and creating unique key titles and accompanying bibliographic records. Other key functions include relating continuing resources appropriately to other resources, searching multiple complex bibliographic databases to interpret and identify bibliographic records, locating the corresponding electronic resources online; responding to email queries; using a program to create initial bibliographic control records in an integrated library system from publisher-supplied data and other technical and communication tasks.

The position description number for this position is 58498.

Responsibilities

Catalogs various materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Establishes personal and corporate names and uniform titles for inclusion in the name authority file. Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloger's reference collection, online databases, the world wide web, and the collections of the Library. Recommends resolutions to problems and inconsistencies in the cataloging process.

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accord with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.

Works to maintain personal contacts and cooperative work relationships to provide or exchange information. Consults with Team Leader and cataloging policy staff to recommend changes and additions in descriptive and subject cataloging rules. Offers suggestions and advice to Team Leader on operational and technical problems. Collaborates with Team Leader and other staff in planning and implementing team activities including: workflow procedures, team priorities, cataloging projects of an experimental nature, goal setting and strategies for meeting team production goals. Assists others inside and outside the Library with language, subject and cataloging problems.

Provides services and deals with materials that are non-technical in nature, of limited technical complexity, or easily acquired. Coordinates proper purchasing information, correct bibliographic identification, and correct coding in the information system. Contacts dealers, subscription agents, vendors, overseas offices, government agencies, and/or exchange partners to coordinate the ordering process. Consults acquisition reference material to determine whether recommended item is appropriate for purchase, copyright claim, exchange, gift, loan, or other type of acquisition. Examines recommendations for acquisition to identify processing and custodial requirements and to identify acquisition of out-of-scope materials. Maintains liaison with recommending officials and subject specialists to understand their needs. Consults acquisition reference material to determine whether recommended item is appropriate for purchase. Reviews and approves invoices for payment for all formats of material. Determines availability of funds.

Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements to cataloging-related issues.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.
Ability to work with electronic resources.**

Ability to provide consultation and perform liaison services.**

Ability to apply national and international library cataloging and metadata creation standards, rules, practices, and procedures to perform library functions, particularly related to serials.**

Ability to use integrated library systems, applications, or other information technologies.

Ability to communicate in writing.

Knowledge of journal publishing.

Ability to communicate effectively other than in writing.

Position: Library Technician (Digital Conversion Technician)

Location: Library of Congress, Washington DC

Salary: \$41,369 to \$53,774 per year

Full vacancy announcement available at [USAJOBS](#).

Summary

This position is located in the Digital Conversion Team, Digitization Services Section, Digital Collections Management and Services Division, Office of the Chief Operating Officer, Library Services.

The incumbent will be assigned to the Prints & Photographs Division at the Library's Capitol Hill campus.

The incumbent provides assistance to Digital Conversion Team staff and others on projects to present digitally reformatted Library collections via the Library's web site. These collections are primarily photographic film, but may include photographic prints or other still image graphic materials. The technician works primarily with Prints & Photographs Division staff but also maintains contacts as needed with Digital Collections Management and Services staff, other custodial division staff, production staff in other parts of the Library, as well as occasional contacts with production or other stakeholders outside the Library.

The position description number for this position is 132948.

Responsibilities

Applies knowledge of the full range of library rules, procedures, and operations to respond to a wide variety of non-standard library collection maintenance issues. Prepares, organizes, and collates collection materials as necessary for digitization and processes the digital files produced as needed so that they may be included in digital projects. May physically transport collection materials between custodial divisions, conservation offices, scanning operations, and/or contractors. As required, digitizes library materials using scanners or digital camera according to specifications provided. Receives computer files representing digitized items and files containing associated metadata and places in appropriate locations on servers. Checks files representing digitized items against established quality standards prior to acceptance. Where files fail to meet such standards, documents problems and works with senior staff to request rework.

Performs arrangement and description work in a major body of records that describe digitized materials. Assesses the correctness of item entries in different fields and makes corrections as needed. Identifies duplicate entries. Copies records when needed. Creates new records or adds to or edits existing records as appropriate. Consults with senior staff frequently prior to correcting or significantly altering questionable database entries.

Completes a sequence of detailed routines in searching online databases. Uses search tools in a variety of online databases that have different search interfaces and protocols. Follows a limited number of applicable instructions concerning the recognition and comparison of dates, authors, titles, filenames, directory structures, and other conventions. Determines whether records describe items in hand or items represented by digital files. Assists in the implementation of digital projects as assigned by senior staff. Creates and updates data in in-house databases for digital project production.

Performs other duties as assigned.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. Knowledge of digital conversion principles, procedures, and operations.**

Ability to utilize computer technology/software applications.**

Ability to attend to details in securing records.

Ability to use computerized search tools, databases and web-based tools.

Ability to plan and organize work assignments in order to meet deadlines.

Ability to communicate effectively other than in writing.

Position: Metadata Librarian

Location: Library of Congress, Washington DC

Salary: \$96,970 to \$148,967 per year

Full vacancy announcement available at [USAJOBS](#).

Summary

This position serves as the Metadata Librarian and reports to the Chief of the Integrated Library System Program Office (ILSPO) in the Office of the Chief Operating Officer, Library Services. ILSPO manages enterprise-wide systems in support of the Library's operations and mission to manage and provide access to the Library's collections. ILSPO staff collaborates with staff in all service units to manage projects; recommend, develop, test, and implement technology solutions that comply with the Library's established technical architecture and security requirements; support the creation, management, and distribution of the Library's

high-quality descriptive metadata; and ensure integration within the Library's information technology environment.

This position is located in the Integrated Library System Program Office, Office of the Chief Operating Officer, Library Services.

The position description number for this position is 360891 (GS-13) and 360892 (GS-14).

Responsibilities

GS-13 Duties: Develops routine specifications and mappings of data elements to ensure the metadata comply with existing metadata policies and standards and meet indexing requirements. With a developed expertise in the metadata technical standards and practices, plans and carries out the work, resolving most of the conflicts that arise, and integrates and coordinates the work with other library areas. Under the general direction of the division chief who sets the general objectives and indicates available resources, the incumbent plans and manages metadata projects, applying standard project management methodologies. Performs data integrity testing. Develops and manages project plans for metadata migration and maintenance. Organizes, develops, and implements plans for specific projects and data sets. Develops data structures and access strategies in alignment with business and mission requirements for review by senior staff. Participates in the research, evaluation, development, and implementation of appropriate metadata standards for description, inventory, access, retrieval, preservation, and management of the Library's collections, both analog and digital. Contributes to oral and written reports and presentations on metadata systems and issues of concern to senior managers. Produces analyses and evaluations of metadata and related projects. Serves as liaison with internal stakeholders. Participates on Library teams working on metadata and library system projects.

GS-14 Duties: Independently develops, plans, and manages complex metadata projects, applying standard project management methodologies. Develops and manages project plans for metadata migration and maintenance. Organizes, develops, and implements plans for specific projects and data sets. Manages projects from conception through implementation applying best practices and library standards. Ensures clear and frequent communication with stakeholders and managers across the Library and with external stakeholders nationally and internationally. Serves as an expert in library metadata technical standards and practices. Oversees the development of specifications and mappings of data elements to ensure the metadata comply with existing metadata policies and standards and meet indexing requirements. Exercises (join this area up with the next line) considerable discretion and judgement concerning the interpretation and implementation of existing policy and makes analytical and technical decisions that lead to, or form the basis for major library policy on metadata by top management. Plans and coordinates the development of data structures and access strategies in alignment with business and mission requirements. Manages the research, evaluation, development, and implementation of appropriate metadata standards for description, inventory, access, retrieval, preservation, and management of the Library's collections, both analog and digital. Prepares and delivers oral and written reports and presentations on metadata systems and issues of concern to senior managers and external stakeholders. Produces analyses and evaluations of metadata and related projects and presents them to stakeholders at all levels of the Library.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope

and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. Knowledge of policies, procedures, applications, and practices related to metadata standards, mapping, transformation and management.**

Ability to perform program and project management functions related to library metadata, and provide advice and assistance to managers.**

Ability to evaluate and implement metadata standards.

Ability to interact collaboratively with others and provide consultation or liaison services.

Ability to communicate effectively in writing.

Ability to communicate effectively other than in writing.

Position: Supervisory Librarian (Supervisor, Reference Team and Reading Room)

Location: Library of Congress, Washington DC

Salary: \$114,590 to \$148,967 per year

Full vacancy announcement available at [USAJOBS](#).

The Reference and Reading Room Supervisor is a key member of the division's administrative and management staff. Reporting directly to the Chief, the Reference and Reading Room Supervisor works highly independently, exercising judgment, making immediate decisions and taking necessary action in the position's key areas. These include leading the staff, overseeing access to and research and reference use of the on-site and online collections, managing reference services and the rare and valuable vault collections, collections' security and maintenance, and consultation and liaison services.

This position is located on the Reference Team, Geography and Map Division, Collections and Services Directorate, Library Services.

The position description number for this position is 307627.

Responsibilities

Supervises a group of employees performing work up to the GS-13 level. Provides administrative and technical supervision necessary for the team to accomplish its work. Performs the administrative and human resource management functions relative to the staff supervised. Establishes guidelines and performance expectations for staff which are clearly communicated through the formal employee performance management system. Observes the team members' performance, and demonstrates and conducts work performance critiques. Provides feedback and evaluates employee performance. Resolves informal complaints and grievances. Develops work improvement plans and recommends personnel actions as needed. Provides advice and counsel to workers related to work and administrative matters. Effects disciplinary measures as appropriate to the authority delegated in this area. Reviews and

approves or disapproves leave requests and timesheets. Assures that subordinates are trained and fully comply with the provisions of safety regulations.

Plans, establishes, and directs the Geography and Map Division's reference program.

Coordinates staff efforts related to geographic and cartographic reference and access services, instruction and training. Establishes policies and directs reference work involving all aspects of the collection and the furnishing of information via a wide variety of communication media to Members of Congress, other libraries, Federal agencies, professional organizations and institutions, scholars, members of the general public and the media. Receives routes and controls written and electronic reference inquiries directed to the reference librarians and reviews replies for responsiveness and quality.

Performs a broad range of technical information activities that require a substantial depth of analysis and the solving of problems in information access and dissemination in particularly difficult and responsible circumstances. Analyzes and responds to broad and complex researcher questions, requirements and priorities related to geographic and cartographic matters and suggests the most appropriate research strategies to implement. Directs researchers to the proper resources, services, specialist or reading room. Makes expert decisions on the sources that will best meet the researchers' needs. Provides services to professional scholars, legislators and their staffs, candidates for advanced degrees, those involved in preserving historic maps and other geographic materials, documentary editors, Journalists, publishers, multimedia producers, creators of digital products and staff of libraries, museums, historical societies and specialized research institution. Trains new staff and others outside the immediate work environment, familiarizing them with the sources, technical expertise and skills needed to conduct geographic and cartographic research. Oversees assistance given to the Geography and Map Division's researchers on-site and remotely. Conducts research and analysis on geographic and cartographic topics, providing authoritative and definitive results. Performs information searches of a multifaceted and challenging nature, using familiarity with resources in the Library of Congress and primary source materials in other libraries, museums and academic institutions. Identifies, examines and analyzes major publications and electronic and other resources for their validity, relevance to research goals and applicability for in-depth and highly complex research. Uses an expert-level depth and breadth of subject area knowledge and the position of being a recognized expert or source of information in geography and cartography to prepare highly complex responses to inquiries and to respond to request for contributions to reports, research papers, publications and other materials. Defines and provides a framework for research activities, priorities, programs and resources for the Reference and Reading Room Team of the Division.

Initiates, establishes and maintains professional relationships with geographers, cartographers, librarians, historians, map collectors, documentary editors and others producing or obtaining materials in order to share resources and information. Serves as one of the principal liaisons for the division with research centers, map societies, other interested groups and individuals, and at professional conferences, seminars and exhibits. Prepares articles for publication and presents papers at conferences, seminars or meetings on the collection of geographic and cartographic materials and the provisions of reference services. Uses an expert knowledge of geographic and cartographic materials as primary documentation and a comprehensive knowledge of the division's collection and related collections in the

Library and other institutions to provide outreach programs and tours for fellow professionals, scholars and the general public.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. Ability to lead and supervise a diverse workforce.**

Knowledge of integrated library systems, library applications, and other information technologies.**

Ability to analyze organizational and operational problems and develop solutions to plan and carry out library programs.**

Ability to plan, establish, and direct a library reference and research program.

Ability to provide consultation and liaison services.

Ability to communicate in writing.

Knowledge of geographic and cartographic reference and access services.

Ability to communicate effectively other than in writing.

Position: Supervisory Librarian

Location: Smithsonian Institution, Washington DC

Salary: \$81,548 to \$106,012 per year

Full vacancy announcement available at [USAJOBS](#).

This position is located in Discovery Services Division, Copy Cataloging Department, Smithsonian Libraries (SIL), Smithsonian Institution (SI), located in the National Museum of Natural History (NMNH) in Washington, DC.

The Smithsonian Libraries is a complex, research library system located within Smithsonian museums, research institutes and other offices in New York City, the Republic of Panama, and the Washington, D.C. area. The Supervisory Librarian (Head, Copy Cataloging) directs the copy cataloging of materials in all formats and leads efforts for the enrichment and maintenance of the Libraries' bibliographic metadata and records. The incumbent works closely with the Head, Original Cataloging to ensure that data and records conform to local, national and international standards. The Head, Copy Cataloging implements and manages vendor-provided services for the receiving, physical processing, and cataloging of new purchased materials. The incumbent works closely with the Head, Acquisitions to ensure purchased and gift materials are available to researchers and the Institution in a timely manner. The Head, Copy Cataloging serves as a

representative to the cataloging services contract, and collaborates to write specifications for vendor contracts and with funding proposals.

Responsibilities

- Supervises staff members of the Smithsonian Libraries.
- Plans, coordinates and supervises the department's work: copy cataloging in all subjects, languages and physical formats; receiving and processing materials and records through vendor-supplied services; project management involving collaboration with contract and collections staff; and maintenance of the Libraries'
- Collection records in SIRIS.
- Leads and trains staff to resolve complex copy cataloging and post-cataloging data problems. Troubleshoots and resolves data integrity issues and errors.
- Manages the supply and use of vendor-supplied bibliographic records, including working with vendors to provide catalog records that meet national and international standards. Develops and implements changes and improvements to cross-departmental workflows.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Public Services](#), [Technical Services](#), [Washington DC](#)

Curator and Head of Special Collections & Gallery-University of Maryland, Baltimore County, Baltimore, MD

Posted on [January 31, 2018](#) by [LLAM News](#)

Position: [Curator and Head of Special Collections & Gallery](#)

Location: University of Maryland, Baltimore County, Baltimore, MD

Full vacancy announcement available on [ALA Joblist](#).

The candidate will:

- provide ongoing day-to-day and long-term direction, supervision, and guidance to department staff in their operations, policies, and procedures;
- foster cross-departmental collaboration and relations with campus and community stakeholders to extend the reach and impact of UMBC's collections;
- articulate a vision for services in the Special Collections and Gallery that bolsters the Library's Strategic Plan and incorporates dynamic activities in the areas of discovery, teaching, preservation, digital preservation and presentation, and outreach to new and existing audiences;
- work independently and collaboratively with staff to develop and implement in-house and traveling exhibitions, publications, lectures, gallery talks, exhibition labels, web-based media, and other forms of communication.

As the primary contact for all collection donors, the Head and Curator will be thoughtful and strategic in building relationships with collection donors and accepting materials into the collections. The individual will serve as a key external liaison and spokesperson for collection, exhibition, publication, and program matters, and assumes an active role in raising funds for department purposes.

Requirements

- ALA accredited MLS for which may be substituted an M.A., M.F.A., or Ph.D. in a discipline relevant to collections as well as a specialty in history, aesthetics, and collecting of photography.
- 6 years professional experience in a library or museum special collections department or archival repository.
- 3 years of relevant, progressively responsible supervisory and management or other relevant supervisory experience; experience with working collegially across departmental boundaries preferred.
- Experience teaching or writing in an educational or professional context required; teaching or writing on the history, aesthetics, and collecting of photography in an educational or professional context preferred. Familiarity with the publishing process for developing exhibition catalogs preferred.
- Demonstrated knowledge of existing and developing standards for collection, description, preservation and access for photography, book, and archival collections in an academic library environment.
- Demonstrated knowledge of best practices and methods for donor relations, fund-raising, and grant-writing. Experience managing all aspects of collection development, acquisitions, and donations.
- Ability to think critically and analytically; to study problems and develop well-reasoned and supported analysis and solutions; excellent written and verbal communications skills are required.
- Demonstrated strong interpersonal skills, showing clear communication, leadership and team building. Must be able to adapt quickly to changing priorities and have the ability to collaborate with a diverse community of faculty, staff, students and administrators.

The successful candidate will be expected to meet library and university requirements for reappointment, promotion, and permanent status, as outlined in part 6.6 of the Faculty Handbook – <http://provost.umbc.edu/faculty-handbook/>.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#) [Edit](#)

Three Positions — Maryland & Washington, D.C.

Posted on [January 26, 2018](#) by [LLAM News](#)

Position: [Associate Director, Library Computing and Technology](#)

Location: Health Sciences and Human Services Library, University of Maryland, Baltimore, MD

Full vacancy announcement available at [ALA JobLIST](#).

As a key member of the Health Sciences and Human Services Library (HS/HSL) Leadership team, the Associate Director of Library Computing and Technology provides leadership for the library's information technology projects and infrastructure including the exploration, integration and implementation of new and emerging technologies. This faculty position advises library leadership on current, new and emerging library applications and knowledge systems advancing the HS/HSL vision, mission, and strategic plan. The Associate Director provides vision, oversight, and leadership for HS/HSL staff, public, and classroom computing; the HS/HSL Innovation Space; the internal library network and computing infrastructure; web development; instructional/collaboration technology and facilities; and technology initiatives.

Working in a highly collaborative library and university environment, the Associate Director will manage 6.5 staff consisting of an internal library network administrator, web developers, support staff, an instructional technology specialist, and an emerging technologies librarian. This is a permanent status-eligible full-time, non-tenure track position at a rank of Librarian II or III, reporting to the Associate Vice President for Academic Affairs/Executive Director Health Sciences and Human Services Library.

RESPONSIBILITIES:

- Plan and develop the knowledge infrastructure, tools, and digital resources supporting the HS/HSL's role in inter-professional education, collaboration, outreach, informatics, and translational science.
Maintain an open dialog and relationship with campus IT leadership on critical issues regarding the University of Maryland computing network and infrastructure, insuring a cohesive and unified approach
Collaborate with campus partners, diverse groups, teams, and committees for informed decision-making regarding the information technology infrastructure needed for HS/HSL.
Supervise the Computing and Technology Services staff, setting goals consistent with those in the HS/HSL and University Strategic Plans and Campus IT Plan.
Engage in strategic visioning and planning for new and emerging technologies in an academic health sciences library environment.
Represent the HS/HSL on campus, system, regional, and national health and library information technology committees.
Represent the HS/HSL in the adoption and technical integration of new University System of Maryland and Affiliated Institutions technology projects.
Support emerging partnerships with the clinical enterprise in the integration of knowledge and evidence-based resources into the electronic health record and into other clinical tools.
Balance technology needs with fiscal realities.
Identify library technology-oriented grant opportunities.
Participate in library or campus research using library application expertise.
- Professional participation through presentations or publications regarding innovative library applications for practice, or programs in health sciences libraries.

Requirements

POSITION REQUIREMENTS:

- Master of Library Science or equivalent advanced degree from an ALA-accredited program
- Previous experience in an academic setting
- Minimum of 3 years of experience managing and developing staff.
- Minimum of 3 years of experience developing projects in library applications, knowledge management systems, and new/emerging technologies.
- Experience developing and executing a strategic plan.
- Demonstrated project management and planning skills.
- Familiarity and experience with systems and applications advancing library services, knowledge informatics resources, and productivity in a Microsoft enterprise environment.
- Demonstrated deep experience with Microsoft Windows and Office.

- Demonstrated excellent interpersonal and collaboration skills
- Demonstrated excellent written, verbal, and presentation skills
- Demonstrated creative and innovative problem-solving skills
- Willingness and ability to travel both in-state and out-of-state for meetings and conferences
- Demonstrated experience and scholarship sufficient to be eligible for appointment at the rank of Librarian II under the University of Maryland Baltimore Criteria and Procedures relating to the Appointment, Promotion and Permanent Status for Librarian Faculty <http://www.umaryland.edu/policies-and-procedures/library/faculty/policies/ii-100f.php>.

PREFERRED:

- Experience in an academic health sciences environment
Ability to develop, articulate, and advocate a vision for library applications, knowledge-based systems; to analyze and apply trends in new and emerging technologies; and to advocate for the resources needed to support them in a team setting.
Ability to effectively lead a team of individuals with differing perspectives and skill sets.
- Knowledge of, and expertise in, new and emerging technologies and strategic plan development.

APPLICATIONS: Application materials must include your CV/resume; a cover letter which includes the source of advertisement; 3 references including names, email addresses, and phone numbers; and a separate signed/dated affidavit page (stating “I verify that my CV is current and accurate” – does not need to be notarized). Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by February 26, 2018. Interested applicants should apply using the following link: <http://bit.ly/ADLCAT>.

MINIMUM SALARY: \$75,000, commensurate with experience

BENEFITS: Generous benefits include choice of retirement, medical, and dental plans; 22 days of annual leave; 15 days of sick leave; 3 personal days and 14 holidays. Regular employees, as well as their spouses and dependent children, may receive tuition remission for most programs at many campuses of the University System of Maryland.

Position: [Library Assistant](#)

Location: Association of American Medical Colleges, Washington, D.C.

Full vacancy announcement available at [CUA SLIS blog](#).

The AAMC seeks a Library Specialist to support its Reference Center and Archives team. This individual conducts research using scholarly databases, academic journals, and other sources and prepares summaries of findings to AAMC staff. In addition, the specialist will provide timely delivery of information services including document delivery and interlibrary loan.

Responsibilities also include classifying and cataloguing various types of media according to industry best practices and internally-developed standards. The Specialist determines the need for and suggests purchase of additional source materials and information services.

Information Services: Respond to reference requests, primarily via email. Conduct reference interviews, complete secondary research on a variety of topics (particularly leadership, education, diversity, and health sciences) via scholarly databases including Scopus and PubMed, and collate citations for patron use. Develop research guides on the LibGuides

platform relating to specific subjects and work teams. Provide instruction to patrons on research tools and Reference Center & Archives services. Technical services

Cataloguing and Technical Services: Purchase books as requested by Reference Center Director or other staff. Process and copy catalog books using OCLC Connexion and EOS Integrated Library system. Maintain circulating collection including shelf reading and periodic inventories.

Serials Management: Ensure uninterrupted access to institutional and individual journal, database, and ebook subscriptions. Troubleshoot basic technical issues and escalate as necessary. Keep usage statistics and recommend additions or changes to subscriptions. Handle all subscription renewals, vendor contacts, and billing.

Document Delivery & Interlibrary Loan: Fill requests for documents using DOCLINE and OCLC Worldshare. Maintain statistics and handle all internal billing for this service. Assist with copyright permissions requests.

Administrative Duties: Serve as first line of contact for all incoming requests in person and via email and phone. Purchase and complete expense reports. Schedule meetings, instruction sessions, and other events for the Reference Center & Archives. Utilize internal communications to advertise Reference Center & Archives events. Maintain LibGuides website

Qualifications:

- Master's in Library Science or equivalent Strong demonstrated customer service experience required, preferably in a library setting. Two or more years of experience in a library setting.
- Proficiency retrieving information from databases and/or vendors platforms such as PubMed, Ovid, Proquest, Nexis, ERIC, Web of Science Scopus
- Experience managing serials and/or interlibrary loan and document delivery including processing orders and statistical tracking
- Experience using integrated library systems required, circulation experience preferred
- Experience using DOCLINE or OCLC WorldShare preferred
- Experience using research databases such as or similar to PubMed, Proquest, and Nexis required
- Experience handling administrative procedures such as ordering, tracking, reconciling credit cards and other budgetary items required. Workday experience preferred.
- Experience using SharePoint preferred
- Experience with digital archival documents and databases, particularly CONTENTdm, preferred.
- Strong interest in using, learning and trialing new technologies to optimize library resources
- Ability to quickly pick up and implement new technologies
- Good understanding of library and/or knowledge management practices
- Strong verbal and written communications skills and a willingness to present
- Demonstrated information-seeking interest in particular for learning and investigating new technology applications

If a bachelor's degree is required, related work experience may be substituted in some positions. One year of college course work at an accredited institution is equivalent to one year of related work experience.

Position: [Library Applications Integration Manager](#)

Location: Dahlgren Memorial Library – Georgetown University Medical Center, Washington, D.C.

Full vacancy announcement available at [CUA SLIS blog](#).

Dahlgren Memorial Library (DML) acquires, organizes, and provides access to information services and resources in support of the mission of the University and GUMC, and consults and collaborates with GUMC faculty, staff, and students to integrate information resources and technologies into teaching, learning, research, patient care, and service.

The Library Applications Integration Manager is the in-house technical expert for all of the Dahlgren Memorial Library [DML] applications in support of the research, education and patient care missions of DML & GUMC. Reporting to the Senior Associate Director for Resources & Access Management, the Library Applications Integration Manager has duties that include but are not limited to:

- Supports 24/7, ubiquitous access to DML resources by serving as main administrator for DML's OpenAthens authentication system.
- Answers patron questions in regards to their resource access, forwards problems to vendor, configures new resources within the platform, and runs reports.
- Investigates security issues with publishers, OpenAthens and UIS, and MedStar Georgetown University Hospital (MGUH) IT department as needed.
- Liaises with other GU libraries in regards to access and authentication issues. especially in regards to DML resources currently managed via the Main Campus EZProxy system.
- Establishes interoperability as much as possible between OpenAthens and other library and campus systems.
- Manages the DML Integrated Library System [ILS] including running reports, creating loan rules and item types, troubleshooting problems, loading patron data, determining Online Public Access Catalog (OPAC) interface and managing upgrades.
- Provides guidance to DML staff on current metadata standards and assists DML staff in following current best practices.
- Provides support for staff technology by keeping current, investigating and recommending and supporting software tools such as the ILLiad client software.
- Manages DML computing hardware and software inventory (above the standard university image).
- Provides backend support for tools on the Springshare platform, namely LibGuides, LibCal and LibAnalytics.
- Coordinates Biomedical Academic Computing Center (BACC) Classroom and BACC Laboratory software support with UIS.
- Manages highly visible, high interest DML public use software and hardware for 100+ public workstations, such as PHAROS print management and Xerox public copiers and printers.
- Designs, creates, and runs routine and spot-requested statistics reports upon request, using a Usage Consolidation tool; and assists with analyzing those reports, which provide critical, valuable use and cost-per-use-information for budget and finance decisions.
- Maintains functionality and content of the DML web site using Drupal or other UIS-Services-identified/determined backbone services, with guidance from and in collaboration with the Web Team and DML Senior Management

- Promotes library resources and services to GUMC schools and departments.
- Provides information on relevant library acquisitions, services, resources, and news through participation in the DML library liaison program.
- Provides reference, curricular and research support through individual/group consultation and team collaboration including instruction of students in workshops, orientations and required courses in the School of Medicine pre-clinical longitudinal curriculum.
- Participates as a member of the on-call reference services team and the Chat Reference Service.

Requirements

- Master's degree in Library or Information Sciences from an ALA accredited library/information school
- 5 years of relevant experience performing management of library systems and applications; preferably in a health sciences library environment
- Experience supporting academic health science needs, especially regarding reference, research and database searching assistance, and supervision of staff
- Extensive knowledge and experience with ILS management – preferably CyberTools and OpenAthens or EZProxy
- Advanced knowledge of system and data standards – preferably in a library setting
- Excellent verbal and written skills, and the ability to communicate clearly and effectively and to work well with members of an academic medical center community
- Strong service orientation, willingness to learn new skills, and ability to quickly adapt to changes in technology and the academic environment
- Commitment to accuracy and attention to detail, excellent organizational skills, and the ability to work in a fast-paced, team environment

Preferred qualifications

- Drupal/web site management and Application Programming Interface (API) skills
- Knowledge of library/information integration into EMR/HER [Electronic Medical Records / Health Records]
- AHIP [Academy of Health Information Professionals] accreditation preferred – but if not accredited, expected to pursue once hired

Review of applications will begin immediately and continue until the position is filled.

Preliminary phone interviews will result in 2-5 candidates invited for on-site interviews until the position is filled, with a projected start date of Spring 2018.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#), [Public Services](#), [Special Library](#), [Technical Services](#), [Washington DC](#)

Social Work/Psychology/Education Librarian- Universities at Shady Grove, Rockville, MD

Posted on [January 24, 2018](#) by [LLAM News](#)

Position: [Social Work/Psychology/Education Librarian](#)

Location: Universities at Shady Grove, Rockville, MD

Full vacancy announcement available on [ALA Joblist](#).

The Universities at Shady Grove (USG) is a regional higher education center of the University System of Maryland (USM) located in Rockville, Maryland. USG is an innovative partnership of

nine public universities providing access to more than 80 high-demand undergraduate and graduate degrees specifically selected to respond to the workforce needs of the county and region. USG currently serves over 3900 students enrolled day-time, evening, full-time and part-time degree programs. The campus is projected to grow to 7500 students and is planning additional facilities to expand its health sciences and engineering degree offerings.

Nature of Work:

The Priddy Library is seeking an innovative and enthusiastic information professional who will offer liaison services to the Social Work, Psychology and Education Programs at the Universities at Shady Grove (USG). The Librarian will provide subject-specific information literacy instruction, manage collections related to assigned subject areas, and maintain strong relationships with faculty and students in assigned undergraduate and graduate programs, and implement curricula, research and technological innovation at USG.

Duties and Responsibilities:

- Serves as library liaison to specified programs, which involves, but is not limited to, promoting services available through the Priddy Library, providing information literacy instruction, supporting faculty research, creating web and digital content, and developing and managing collections in assigned subject areas. (45%)
- Designs and delivers research and information literacy workshops to individuals and groups. Provides general and specialized information assistance and research consultations in person, by phone, by e-mail and through chat. Discovers and implements innovative technologies to advance teaching and learning, research, communication, collaboration, and information literacy. Maintains a strong knowledge of current and emerging trends, particularly in the areas of information literacy instruction, assessment and research methods. (35%)
- Participates in UMD Libraries and USG activities. Participates in professional development activities, such as continuing education, service to the library community and scholarship/creativity. (15%)
- Assists with special projects and programs as assigned. (5%)

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#)[Edit](#)

Four Positions: Washington, DC

Posted on [January 24, 2018](#) by [LLAM News](#)

Position: [Research Librarian](#)

Location: Baker & McKenzie LLP, Washington DC

Originally posted on [LLSDC Job Listings](#).

At Baker & McKenzie LLP, we are different in the way we think, work and behave — like no other firm and few other businesses. With more than 4,100 locally admitted lawyers and more than 5,800 business service professionals in 77 offices worldwide, we have a passionately collaborative community of 60 nationalities and are committed to world-class career development to everyone in every job at every level in our firm. Baker & McKenzie can offer you both the uncompromising commitment to excellence expected of a top firm and a distinctive way of thinking, working and behaving – as a passionately global and genuinely collaborative Firm. Baker & McKenzie is an Equal Opportunity Employer.

The Research Librarian is responsible for undertaking reference / research services for all Lawyers and Business Professionals across North America and as required, globally, leading research activities aligned by practice area and industry specialisms, utilizing all relevant information and knowledge resources available to the Firm.

The candidate should have a minimum of 2 to 3 years of professional library experience in a Law Firm, corporate or professional services environment. Bachelor's Degree is required, Master's Degree preferred. Please apply at <https://www.bakermckenzie.com/en/careers/job-opportunities/business-services/2018/01/dc-research-librarian>.

Position: Library Assistant

Location: Epstein, Becker & Green, P.C., Washington, DC

Originally posted on [LLSDC Job Listings](#).

The law firm of Epstein, Becker & Green, P.C. has an opening for a Library Assistant in the Washington, D.C. office. The Washington, D.C. Library Assistant works as part of the Department of Library Services team.

RESPONSIBILITIES

Create and edit database records, maintain Library Periodicals database and assist with other Library databases. Troubleshoot Library database software problems.

Act as primary contact with Library vendors and EBG Accounts Payable dept. Order new and missing materials and return unwanted materials. Resolve invoice, payment, and basic online database access problems, and track invoice payment status. Enter invoice data into Accounts Payable system

Support Reference professionals by responding to requests for articles, court dockets, and other documents, and by assisting with interlibrary loan.

Receive and process Library mail and materials and route periodicals and professional reading material daily using Library database software

Process and prepare new books and other materials for shelving and circulation, including basic catalog editing

Monitor and prepare looseleaf filings for filer each week and investigate related problems.

Shelve books and periodicals as needed and manage shelf space

Special projects as needed

QUALIFICATIONS

Qualified candidate must possess a Bachelor's degree; strong customer service, interpersonal, and communication skills. Have the ability to prioritize and manage deadlines and assignments, and to work independently as well as collaboratively with a high degree of attention to detail. The candidate must be able to lift heavy items and perform related physical activities. Familiarity with database structure, and one to two years' relevant Library experience in a law firm or corporate environment is preferred.

TO APPLY

We thank all applicants for their interest, however we are only able to contact candidates selected for follow up.

Please send resume and cover letter containing salary expectations to:

Donna Shumaker, Director of Library Services

Epstein Becker & Green, P.C.
1227 25th Street, NW
Washington, DC 20037
dshumaker@ebglaw.com
No agencies, please.

Position: [Academic Specialist \(Reference Librarian Team Lead\)](#)

Location: National Defense University, Fort McNair, DC

Salary: \$85,816 to \$95,916 per year

Full vacancy announcement available on [USAJOBS](#).

The National Defense University is recruiting for an Academic Specialist (Reference Librarian Team Lead) for the Library and Learning Center. The Academic Specialist serves as a Senior Librarian as well as Team Lead under the direction of the Chief, Academic Services. This position has the responsibility of leading a team of librarians to deliver highly-customized research and reference services.

The Office of Academic Affairs ensures high quality and rigorous academic programs, making use of best practices to support joint education, leader development, and scholarship. The Office of Academic Affairs facilitates institutional research, evidence-based decisions, continuous institutional and academic assessment, evaluation, planning, improvement, effectiveness, enrollment management, registration and other services in support of the academic mission of NDU.

NDU develops joint warfighters and other national security leaders through rigorous academics, research and engagement to serve the common defense.

Position: [Librarian](#)

Location: American Psychiatric Association, Washington DC

Full vacancy announcement is available on the [CUA SLIS blog](#).

SECTION 1: POSITION SUMMARY

The Librarian oversees operations, maintenance, budgeting and funding requirements of the Melvin Sabshin Library & Archives; maintains relationships to promote APA interests within the association and library industries; and provides staff support to the Foundation awards process.

SECTION 2: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide policy, planning, and administrative leadership for all programs and services of the Melvin Sabshin Library & Archives
- Formulate short-term and long-range departmental goals and objectives
- Develop and monitor departmental budget, pursuing sources of extramural funding as appropriate and managing fee-based services
- Recruit, train, and supervise interns
- Develop and manage an information infrastructure to meet the full range of information needs of the Association, including collection, digitization and preservation of the APA historical records as well as regarding the history of American Psychiatric Association, in general
 - Build cost-effective library resources/collections to support reference and research services
 - Collect, organize, and preserve the records (print and electronic) of the Association, especially related to governance, policy, practice guidelines and the DSM, and other notable works, events and milestones
 - Review, document and maintain records at off-site archives
 - Develop and maintain Internet/Intranet-based resources to promote access to Association records and to help target constituencies identify psychiatry-related resources on the Internet
 - Work with the APA web manager to keep awards information current on APA website.
 - Preserve and support access to the Sabshin Library and Archives, including the special collections and exhibits
- Provide reference and research services
 - Develop and implement outreach strategies to promote the utilization of Library & Archives resources and services
 - Coordinate and provide state-of-the-art information and library research services to support APA initiatives
 - Provide literature search services to APA members in support of clinical practice and practice management
 - Serve as an expert resource to librarians within the national networks of medical and mental health libraries
 - Serve a resource for public information, in cooperation with other APA units (especially Answer Center, Help Line, Communications/Public Affairs, Government Relations) regarding APA policies/position, publications, and the history of the Association.
- Research and curate exhibits
- Provide staff support to APAF Library and Archives Committee

- Provide staff support to awards program serving as point of contact to staff liaisons for awards residing in APAF
- Maintain past history of award recipients for all APA and APAF awards
- Performs other duties as assigned

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Law Library](#), [Special Library](#), [Washington DC](#)

Four Positions- Washington DC & Maryland

Posted on [January 18, 2018](#) by [LLAM News](#)

Position: [Supervisory Librarian \(Head of Reading Room\)](#)

Location: Library of Congress, Washington DC

Salary: \$114,590 to \$148,967 per year

Full vacancy announcement available on [USAJOBS](#).

The Head of the Main Reading Room (MRR) serves as the Division's liaison for general reference policy and coordinates collection development for both the general collections and the MRR reference collections in the humanities and social sciences. In addition the supervisor serves as liaison for reading room security for the Division. The Head of the Main Reading Room and the Coordinator of Public Services for the Main Reading Room are responsible for the daily operation of the reading room and the administration of reference and reader services to Library patrons and to researchers who are assigned research facilities at the Library of Congress.

This position is located in Main Reading Room, Humanities and Social Sciences Division, Collections and Services Directorate in Library Services.

Position: [Reference and Digital Services Librarian](#)

Location: Library of Congress, Washington DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available at [USAJOBS](#).

The Congressional Research Service (CRS), Knowledge Services Group (KSG) seeks a Reference and Digital Services Librarians to join its Knowledge and Technical Services Section. The selectees will perform reference and instructional services, and will maintain and develop web-based information tools and services.

Candidates with a Master of Library Science (MLS) or equivalent degree or experience; knowledge of current and emerging practices of librarianship or other fields and disciplines related to the organization of information; and an understanding of the principles of information management, metadata, and information retrieval are encouraged to apply.

CRS works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As a legislative branch agency within the Library of Congress, CRS has been a valued and respected resource on Capitol Hill for more than a century. CRS is well known for analysis that is authoritative, confidential, objective, and nonpartisan. Its highest priority is to ensure that Congress has immediate access to the nation's best thinking on public policy issues of interest to its Members and Committees.

Position: [Legislative Analyst \(Technical Information Specialist\)](#)

Location: Library of Congress, Washington DC

Salary: \$81,548 to \$106,012 per year

Full vacancy announcement available on [USAJOBS](#).

The Congressional Research Service (CRS) Office of Congressional Information and Publishing (CIP) is seeking a Legislative Analyst to join its Legislative Analysis and Information Section (LAIS). The Office of Congressional Information and Publishing is the organization within CRS and the Library of Congress that is mandated to produce legislative information for the United States Congress. This information is considered to be authoritative for Federal legislation: it is consulted widely by lawmakers, policymakers, academics, and members of the public who are seeking accurate, objective information on both new and amended Federal legislation.

Drawing on his/her knowledge of the Federal legislative process as well as knowledge of specific subject fields (e.g., criminal law, environmental law and regulation, international law, etc.), the Legislative Analyst will: analyze newly-introduced and amended Federal legislation to determine the legislation's meaning, intent, and impact on existing law; prepare official digests and other summaries and abstracts of Federal legislation; communicate and collaborate with the CRS research community to ensure integration of legislative analysis and research products; and consult with congressional staff and committees to resolve questions regarding legislative intent and/or errors or omissions in legislative drafting; combine expert knowledge of one or more legislative subject areas with knowledge of new methods for organizing, accessing, and disseminating information to create and maintain innovative products and services; and analyze gaps in the congressional information services, evaluate new options, and make recommendations. The Legislative Analyst performs this work in an online environment.

CRS works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As a legislative branch agency within the Library of Congress, CRS has been a valued and respected resource on Capitol Hill for over a century.

Position: [Shared Collections Specialist](#)

Location: Washington Research Library Consortium (WRLC), Upper Marlboro, MD

Full vacancy announcement is available on the [CUA SLIS blog](#).

SUMMARY: This position plays a key role in the success of the WRLC to enhance the quality and impact of scholarship of the member universities by sharing resources among its participating libraries. The Shared Collections Specialist processes new materials for addition into the shared collections; shelves and retrieves requested materials; scans and delivers electronically requested journal articles and other materials; and provides guidance to the temporary processing staff and to the courier staff, as needed.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Maryland](#), [Washington DC](#)[Edit](#)

Four Positions- Washington DC & Maryland

Posted on [January 16, 2018](#) by [LLAM News](#)

Position: [Program Specialist](#)

Location: Library of Congress, Washington, DC

Salary: \$96,970 to \$126,062 per year

Full vacancy announcement available on [USAJOBS](#).

This position is located in the Binding and Collections Care Division (BCCD), Preservation Directorate within Library Services at the Library of Congress. The position reports directly to the Chief, BCCD and uses expert knowledge of budget implementation, program management, contract administration, and office procurement procedures. The incumbent independently identifies problems and solutions in determining resources and priorities for BCCD programs such as mass deacidification and binding contracts.

Position: [Library Project Manager](#)

Location: Zimmerman Associates Inc, Washington DC

Full posting on the University of Maryland [blogMLIS](#).

ZAI is seeking Library Project Manager with strong law library experience to provide administrative oversight and staff supervision. Candidates must have at least two years' experience working in a law library with over 500,000 volumes, and have experience utilizing the Voyager Integrated Library System. Must have demonstrated the ability to manage collection maintenance operations in a law library, and shall have demonstrated project-based supervisory skills, including training employees and reviewing the work of others, of at least one year.

Position: [Library Technician- Web Harvesting](#)

Location: Zimmerman Associates Inc, Washington DC

Full posting on the University of Maryland [blogMLIS](#).

ZAI has an immediate need for Librarian Technician to support various web harvesting (i.e., web/data archiving), activities and assignments at our project located in the Washington, DC metropolitan area. Candidates must have a minimum Bachelor's degree in Business, Computer Science or related fields and possess some work experience with web archiving tools and techniques. Candidates must also be familiar with IT, Web, and library terminology; Federal government publications and electronic resources; and metadata standards and schemas. Attention to detail and analytical skills are crucial: Candidates must be detailed oriented, have the ability to troubleshoot and solve problems effectively and efficiently, and have experience implementing quality assurance practices and providing written performance reports. The ability to take, understand, and follow instruction as provided, and effectively communicate and work cooperatively with project staff is a must. Knowledge and experience working with Microsoft Office software applications is also a requirement.

Position: [Librarian Technician](#)

Location: Zimmerman Associates Inc.- NIH Library, Bethesda, MD

Full posting on the University of Maryland [blogMLIS](#).

In support of our work at the NIH Library in Bethesda, Maryland—a Federal Library of the Year—ZAI is seeking a full-time Library Technician. This would be a fantastic opportunity, in one of the US Government's best libraries, for a customer service savvy library technician or a library school student looking for a challenging "real world" job experience!

The duties of the Library Technician include receiving incoming inquiries for assistance, tracking requests in process, and reporting usage statistics.

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Maryland](#), [Washington DC](#)

Five Positions- Washington DC

Posted on [January 12, 2018](#) by [LLAM News](#)

Position: [Archives Technicians](#)

Location: LAC Federal, Washington, DC

Full vacancy announcement available at [CUA SLIS blog](#).

LAC Federal is hiring a team of experienced Archives Technicians to work at a prestigious Federal institution at multiple locations in the Washington DC area. This is a full-time (40 hour a week; Monday to Friday) benefited position.

RESPONSIBILITIES:

- The Archives Technicians will work on a project assessing, processing and rehousing museum objects and archival materials
- Survey and assess the collections storage furniture
- Physical processing including affixing labels, shifting, etc.

REQUIREMENTS:

- Minimum of 1 year working with archival or museum collections
- Ability to compile statistical data to produce daily, weekly, monthly and annual reports
- Ability to work as a member of a team
- Excellent written and oral communication skills
- Ability to follow instructions with exact detail

To apply, please visit: <https://goo.gl/AqFSRN>

Position: [Metadata Coordinator](#)

Location: American University, Washington DC

Full vacancy announcement available at [CUA SLIS blog](#).

The Metadata Coordinator, in conjunction with the Resource Description Librarian, is responsible for working with counterparts across the WRLC consortium in the development and implementation of local measures for managing and maintaining shared bibliographic records according to joint WRLC Metadata Committee standards. This position serves as the primary library liaison to campus partner collections, connecting them with library services, which make their resources discoverable to the wider university community. The Coordinator works with Archives and Special Collections to plan and carry out targeted data cleanup and enhancement projects for digital collections and coordinates the Resource Description unit's contributions. This position creates and analyzes sets of records and other metadata according to select criteria as part of targeted metadata/catalog clean up, enhancement, and other analytics projects. Additionally, this position contributes to general copy-cataloging as well as special projects, such as inventory or move-to-storage.

Educational Requirements: Masters of Library Science is required.

Minimum Requirements:

- At least 2 years of library experience or an equivalent combination of education, training, and work experience in a related position that demonstrates the necessary skills and abilities for the position including supervisory and/or project leadership experience
- Experience with analyzing, creating, enhancing, and transforming MARC and non-MARC metadata in both Integrated Library System (ILS) and non-ILS platforms
Experience using OCLC Connexion, OCLC WorldShare Management System, digital repository platforms, and integrated library systems
- Advanced, extensive knowledge of technical rules and standards for national cataloging rules and standards, including MARC21 standards (Machine Readable Cataloging), International Standard Bibliographic Description, and structure and coding of both local and national cataloging systems
- Knowledge of Anglo-American Cataloging Rules (AACR2), Resource Description and Access (RDA), and Program for Cooperative Cataloging/Library of Congress Policy Statements (PCC-PS's). Experience with controlled vocabularies including Library of Congress Subject Headings (LCSH), Library of Congress Name Authority Cooperative (NACO), and Virtual International Authority File (VIAF). Knowledge of Dublin Core, Metadata Object Description Schema (MODS), and other metadata standards as well as knowledge of bibliographic record editing tools, including MARCEdit (a metadata editing software suite) and global data change processes in an integrated library system environment
- Knowledge of report creation techniques in an ILS environment
- Knowledge of metadata creation, maintenance, and transformation
- Familiarity with unique identifiers used in scholarly communication including DOIs and ORCIDS
- Experience cataloging at least one non-print format such as music, electronic resources, and/or media
- Knowledge of emerging cataloging and metadata principles and trends including BIBFRAME or Schema.org (markup website content to be recognized by search engine spiders and other parsers)
- Excellent organizational skills, analytical thinking, and problem solving skills, with the ability to resolve conflicts and communicate effectively
- Strong interpersonal skills, attention to detail, and the ability to prioritize and multi-task, including the ability to reprioritize tasks to resolve urgent issues that arise
- Sound judgement with the ability to use discretion in making evaluative judgements
- Demonstrated initiative and accuracy
- Ability to work independently, develop, plan, and implement short and long-term goals, and complete projects by deadlines
- Ability to collaborate on many different levels and resolve problems
- Advanced computer skills, experience with Microsoft Excel and Access, and the ability to adapt to constantly changing procedures and computer systems
- Ability to sit at a desk and/or computer for extended hours, read computer screens, and use computer keyboards
- Physical demands of the job include a great deal of sitting, typing, mousing, standing, walking, and lifting and occasionally shifting books or other media
- Vision abilities required include close vision, distance vision, and the ability to adjust focus, as well as reading from printed materials and computer screens, generally switching from one to the other within short periods of time

- Flexibility in adapting to constantly-changing organization, technology, and work procedures

Preferred Requirements:

- Experience with one or more of the following: XML, XSLT, RDF, OpenRefine, Oxygen XML Editor
- Familiarity with at least one foreign language

Position: [Resident Librarian](#)

Location: American University, Washington DC

Full vacancy announcement available at [ALA JobLIST](#).

American University Library invites early-career librarians to apply for its Residency Librarian Program. The Resident Librarian position is a fixed-term three academic year faculty appointment and is designed to provide an immersion into academic librarianship and an opportunity to explore areas of interest. Funding will be provided to support professional engagement at the national level. Through the experience and mentoring acquired by participating in the Residency Librarian Program, individuals will be able to demonstrate skills at the professional level, will be able to develop a professional network, and will be prepared for future career opportunities.

The Residency Librarian Program is part of the Association of College and Research Libraries (ACRL) Diversity Alliance. American University Library is one of the four founding institutions that established the Diversity Alliance member universities. The Residency Program Librarian will join another Residency Program Librarian already in place at American University Library. The purpose of the resident program is to bring diverse entry-level librarian into the profession, to engage them in professional experience and service at American University, to provide mentorship in librarianship and in building their research and professional service agenda, and ultimately, to prepare them for a career in academic librarianship.

Responsibilities: Provide research and reference assistance services to a diverse user population at a busy research assistance desk, over the Web, and through teaching of information literacy classes. Work with colleagues in the Research, Teaching, and Learning (RTL) Division to support the College Writing Program. Offer other information research and teaching. Integrate new technologies into the instruction process, and contribute to collection development and collection assessment. Prepare LibGuides, online tutorials and other relevant reference tools and in support of the university community. Actively participate in faculty governance and service to the profession. Over the course of the academic year, some evening and weekend hours will be required.

The Resident Librarian will be a member of the Research, Teaching and Learning (RTL) Division and report to the AU Library Residency Program Coordinator.

Requirements: Candidate must be a recent ALA-accredited M.L.S. graduate (graduated since January 2016). General knowledge of print and digital resources, for example, through coursework, pre-professional or professional experience or coursework related to teaching and library outreach is an asset. Candidate must be able to work independently; to demonstrate a commitment to diversity in the workplace, for example, through coursework, pre-professional and professional experience. Ability to work in a team environment is required and candidate must be able to demonstrate interest in professional development and service.

Application Instructions: To apply, submit a letter of application, resume, and the contact information (name, mailing address, email address, and telephone number) of three references through Interfolio: <https://apply.interfolio.com/48256>
Review of application will begin immediately and continue until the position is filled. Position is available June 1, 2018 and ends July 31, 2021.

Position: [Teen Services Coordinator](#)

Location: District of Columbia Public Library, Washington DC

Full vacancy announcement available at [ALA JobLIST](#).

The Teen Services Coordinator is a key contributor to policies, procedures, and strategic initiatives related to programs and services for teens, including identifying and recommending large-scale and long-term program and service initiatives for teens and integrating them with overall library service plans. The Teen Services Coordinator also represents the library on committees and task forces with other District government agencies and community-based organizations.

Requirements:

- Master's Degree in Library Science, Education or a related field required. Masters in Library Science preferred.
- Minimum three (3) years of work experience in programming in a library, educational institution, community non-profit, or early literacy organization. Library experience preferred.

To apply, or for additional details, please visit our website at: <http://dclibrary.org/about/careers>

Position: Librarian (Reference)

Location: Smithsonian Institution, Washington DC

Salary: \$56,233 to \$73,105 per year

Full vacancy announcement available at [USAJOBS](#).

ATTENTION: Due to the large number of qualified applicants for positions of this type, this job announcement will close at 11:59 pm Eastern Time on either: (A) The closing date listed above or (B) The date that 200 applications are received; whichever occurs first. If the announcement closes on the date that 200 applications are received, all applications submitted by 11:59pm that day will be given consideration, including those in excess of 200.

We encourage applicants to apply as soon as possible to ensure their applications are submitted before the announcement closes. We will not consider applications which are late due to the announcement closing once the above number of applications is reached. This position is located in the Smithsonian Libraries (SIL) at the Smithsonian Institution (SI).

The Reference Librarian contributes to the overall goals of a major research library, and plays a dynamic role with the librarian profession. The Reference Librarian provides in-person and virtual comprehensive reference, research, and advisory services to scientists, veterinarians, animal keepers, biologists and staff located in geographically dispersed locations: the National Zoological Park, a hilly 163 acre campus in Rock Creek Park, Washington, DC; the Conservation Biology Institute, 3,200 acres in the rolling hills of Front Royal, VA; additional departments located around the National Mall, DC; and field researchers stationed globally. Subjects include

veterinary science, conservation biology, ecology, animal care, nutrition, pathology, agriculture, horticulture, and zoology. The Reference Librarian provides reference assistance to a diverse clientele, searches bibliographic databases, oversees inter-library loan, and circulation. Subjects include veterinary science, conservation biology, ecology, animal care, nutrition, pathology, agriculture, horticulture, and zoology.

Responsibilities

- Serves as Reference Librarian of specialized collections within the Natural and Physical Sciences department of the National Museum of Natural History libraries (National Mall, Washington, DC), the National Zoological Park (Rock Creek Park, Washington, DC) and the Smithsonian Conservation Biology Institute (Front Royal, VA).
- Uses knowledge of specialized information sources including the structure, content, and access protocols of the electronic databases to produce selected and annotated bibliographies on specific subjects.
- Selects materials to provide comprehensive reference, research and advisory services to scientists, veterinarians, animal handlers, conservators, museum staff, and professional staff in various disciplines such as biology, ecology, evolution, biodiversity, geology, paleontology, and other subjects in general science.
- Provides comprehensive classroom, one-on-one, remote, and recorded instruction in disciplines such as biology, ecology, evolution, biodiversity, geology, paleontology, and other subjects in general science

Position: Law Librarian

Location: Library of Congress, Washington DC

Salary: \$68,036 to \$88,450 per year

Full vacancy announcement available at [USAJOBS](#).

The American Law Division of the Congressional Research Service (CRS) is seeking a Law Librarian to support the work of the United States Congress.

The Law Librarian is responsible for providing legal reference and information research services to congressional clients, legislative attorneys, and policy analysts; developing search techniques and files for handling specific types of requests; searching Library of Congress, CRS, and external electronic resources in response to requests for information; examining publications, electronic resources, and trends in a variety of areas; developing knowledge of collections for use in performing research tasks; and assisting with the creation and maintenance of databases, web pages, collaborative tools, and other information systems.

CRS works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As a legislative branch agency within the Library of Congress, CRS is a valued and respected resource on Capitol Hill.

CRS is well known for analysis that is authoritative, confidential, objective and nonpartisan. Its highest priority is to ensure that Congress has immediate access to the nation's best thinking on public policy issues of interest to its Members and Committees.

This is a non-supervisory, bargaining unit position.

The tour of duty for this position is full-time.

The position description number for this position is 060373.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

The incumbent of this position is eligible to work a flexitime or complex work schedule.

RELOCATION EXPENSES ARE NOT AUTHORIZED FOR THE PERSON(S) SELECTED UNDER THIS VACANCY ANNOUNCEMENT.

Responsibilities

- Participates in specialized or technical research projects or studies to prepare projects in support of legal policy issues.
- Solves moderately complex legal research problems in response to existing or anticipated requests or assignments.
- Provides legal and legislative reference services utilizing technically complex resources and specialized finding aids.
- Locates information, often of a specialized or technical nature, from a wide variety of published and unpublished sources and electronic databases.
- Compiles information packages for clientele, prepares a broad range of literature guides, and develops resources directories.
- Organizes and analyzes specialized information that pertains to a specific topic or field.
- Reviews and analyzes training needs and services, and explains information to groups and individuals with varying levels of understanding or knowledge of subjects.

Requirements

Conditions of Employment: Candidates who are referred to interview for this position may also be required to complete a writing assignment.

Qualifications: Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- Ability to apply knowledge of legal and legislative reference sources.**
- Ability to conduct information research with a legal or legislative focus.**
- Ability to maintain legal or legislative collections.
- Ability to utilize information technology and online legal resources.
- Ability to plan and organize.
- Ability to communicate in writing.
- Ability to interact collaboratively with others.
- Ability to communicate effectively other than in writing.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Public Library](#), [Public Services](#), [Technical Services](#), [Washington DC](#)

Digital Services Librarian – Alexandria Library, Alexandria, VA

Posted on [January 12, 2018](#) by [LLAM News](#)

Position: [Digital Services Librarian](#)

Location: Alexandria Library, Alexandria, VA

Full vacancy announcement available at [ALA JobLIST](#).

The Alexandria Library is dedicated to delivering exceptional digital and virtual services to our customers. We are seeking an innovative professional to continue the development of the Library's website, digital collections and content. This position is responsible for web development, third party integration and technology support.

Duties:

- Develops, delivers, evaluates and improves digital services.
- Provides vision and leadership in maintaining the Library's website.
- Plans, generates and manages website content and coordinates the efforts of other staff members regarding content creation.
- Manages all virtual services provided by the Library through its website to include digital collections (e.g. e-books and databases)
- Collaborates with the Communications Office regarding social media strategy including Facebook, YouTube, twitter.
- Makes recommendations for new technologies for both the staff and public.
- Plans and coordinates staff training related to digital services.
- Assists with digitization projects related to Library collections.
- Stays abreast of technology trends and their application to public library services.
- Other duties as assigned.

Requirements

Skills, Abilities and Experience:

- Considerable knowledge of web technology, social networking and online trends.
- Knowledge of standard public library resources, services, techniques and practices.
- Experience designing and delivery training.
- Ability to communicate clearly and in a positive manner.
- Experience in a library or educational setting.
- Excellent customer service skills.

Qualifications:

- A Master's Degree in Library and Information Science, Information Technology or related field and experience with website development and maintenance.
- Two years of experience in a library setting is preferred.

Posted in [Job Vacancies](#) | Tagged [Public Library](#), [Technical Services](#), [Virginia](#)[Edit](#)

Four Positions – Maryland

Posted on [January 12, 2018](#) by [LLAM News](#)

Position: [Outreach Librarian](#)

Location: ICF, Bethesda, MD

Full vacancy announcement available on [CUA SLIS blog](#).

ICF assists the National Library of Medicine, Specialized Information Services Division, Outreach and Special Population Branch (OSPB) with a variety of public health communication activities and is looking for an Outreach Librarian to support their digital resources and outreach programs. The Outreach and Special Populations Branch (OSPB) develops resources, trainings and outreach programs for a variety of populations including minorities, health professionals and consumers. The outreach librarian will become familiar with the resources, intended audiences, and project goals and work closely with staff to carry out specific tasks related to development, delivery and evaluation of services.

Primary Duties Include:

- Collect, compile, organize and report monthly, quarterly and annual web and social media metrics for SIS resources and social media accounts
- Use TeamSite (templated web design environment) to add, edit/update website content,
- Develop plans, goals, communications strategies and metrics for SIS/OSPB social media feeds including Twitter, Facebook, and Pinterest, among others
- Monitor, write, review and post on SIS Twitter accounts, GovDelivery, and other tools for promoting SIS resources
- Participate as a member of the SIS digital communications team
- Oversee and troubleshoot OSP listserv using GovDelivery
- Propose new opportunities for digital communication endeavors
- Enter, edit and maintain SIS projects in the NLM outreach projects database
- Maintain SIS promotional resources

Additional Duties May Include:

- Locate, evaluate and organize health information for specific population websites
- Ensure Web documents are Section 508 compliant; experience with section 508 compliance not required, but highly desirable
- Test training materials and participate in training team activities
- Attend meetings with potential opportunities to interact with public health professionals, educators, health professionals and librarians

Basic Qualifications:

- Must be a graduate of an accredited MLS program
- Excellent writing, editing and proofreading skills. Writing sample required.
- Demonstrated professional experience with social media marketing
- Demonstrated experience with basic HTML coding and code manipulation
- Demonstrated experience publishing content to Web sites, use of a content management system (CMS) or templated web design environment preferred
- Demonstrated experience with Microsoft Office products
- At least one year of professional level work experience

Preferred Skills / Experience:

- Background in science, public health, allied health, desirable, but not required
- Experience with section 508 compliance highly desired, but not required
- Knowledge of NLM informational resources
- Demonstrated experience with Google Analytics and/or other analytics software
- Experience delivering trainings and informational presentations

Professional Skills:

- Ability to work within a team environment and contribute to consensus-based decision making

- Ability to identify, analyze, and solve problems creatively and independently
- Ability to handle multiple tasks simultaneously and shift priorities as directed
- Able to efficiently work in fast paced environment with team members
- Excellent oral and written communication skills
- Excellent attention to detail
- Excellent interpersonal skills and ability to work with diverse levels of staff and stakeholders

ICF offers an excellent benefits package, an award winning talent development program, and fosters a highly skilled, energized and empowered workforce.

Position: [Librarian III / Public Services Specialist](#)

Location: Prince George’s County Memorial Library System (PGCMLS), Various Locations in Prince George’s County, MD

Full vacancy announcement available on [ALA JobLIST](#).

The Prince George’s County Memorial Library System (PGCMLS) is searching for dynamic Librarians/Public Services Specialists with supervisory experience and outstanding organizational skills to manage generalist branches in the Central Area of Prince George’s County and an Adult Services Department in the Northern Area of the county. The positions offer a hiring salary, commensurate with experience and qualifications, negotiable from \$54,062/year depending on qualifications. We offer an attractive benefits package, including multiple health insurance options; participation in the Maryland State Teachers Retirement System; and credit for time spent at other public libraries when calculating annual leave accrual and sick leave transfer, under certain circumstances. And we offer exceptional training opportunities for staff throughout their entire career with the Library.

Job Summary: Under the direction of the Area Manager, provides quality reference and readers’ advisory service, promotes services and collections in a large branch or the information department in a generalist branch, promotes services and collections in a large branch or the information department in a generalist branch. Coordinates the maintenance and development of the collection, manages departments in a large branch or the information department in a generalist branch. Trains, supervises and evaluates staff in supervisory line. Assumes authority for the branch in the absence of the Area Manager, if the Area Manager cannot be reached by phone. Keeps abreast of professional developments and seeks to continually improve performance. Performs circulation duties as applicable. Substitutes in other branches. Adheres to all PGCMLS policies and procedures and the union contract.

Requirements

Education and Experience:

- Master’s degree in Library Science from an American Library Association (ALA) accredited program or related area.
- Three years of professional experience or experience working in a library setting required.
- Three years of supervisory experience required.

Required Knowledge, Skills, and Abilities:

- Ability to gain thorough knowledge of Prince George’s County Memorial Library System’s practices, policies and procedures.
- Ability to act as a representative of Prince George’s County Memorial Library System’s to the public.

- Considerable knowledge of literature, reference and information materials, publishers, and periodicals required.
- Knowledge of public library reference tools, including web and database searching.
- Strong communication and customer service skills.
- Strong organization and problem solving skills.
- Ability to work independently and with volunteers.
- Ability to operate relevant computer systems including hardware and software, such as Microsoft Word, electronic databases, e-mail, and internet navigation in addition to other office equipment and security/alarm systems.

Position: [Director of Information Technology Services](#)

Location: University of Maryland – Baltimore County, Baltimore, MD

Full vacancy announcement available on [ALA JobLIST](#).

The Albin O. Kuhn Library & Gallery at the University of Maryland, Baltimore County (UMBC) seeks an individual to provide vision, leadership and strategic direction for a wide range of digital systems and services including new technology and library legacy technologies. The position is responsible for ensuring quality and reliable delivery of library technology systems and services and should encourage exploration in support of teaching, research, learning and collaboration for current and a new generation of library users. The position works closely with the UMBC Division of Information Technology, library and university personnel. The incumbent, as an Associate Director of the Kuhn Library & Gallery, will be part of the Library Executive Committee and have a voice in developing library policy for the 21st Century. The position reports to the Library Director.

RESPONSIBILITIES: Develops a technology plan that builds on the University's and Library's strategic plans to address new opportunities and pursue possibilities of adapting and applying technology solutions. Participates in library planning; serves on library-wide and university committees and task forces including the Library Executive Council. Works in partnership with the campus Division of Information Technology for discovery, planning and implementation of new technology. Leads the library's investigation and implementation of emerging technology to better serve the campus. Keeps current with trends and issues in the IT industry, including current technologies and costs. Provides leadership in coordinating and defining technology requirements for library-wide projects and initiatives. Oversees Library Information Technology Services composed of library faculty and staff and student employees and works with other areas of the library and university that are affiliated with technology. In partnership with the Division of Information Technology insures that library systems and computing are robust and operational.

Requirements

- ALA accredited MLS or equivalent advanced degree.
- Minimum 5 years of progressively responsible professional experience in IT-related project management in one or more of the following in an academic library setting:
 - Database development
 - Network engineering
 - Hardware and software upgrades to mission critical applications
 - Application development
- Experience with library technologies and technology planning and demonstrated knowledge of current technology trends.
- Strong analytical and decision making skills.

- Demonstrated project management experience.
- Evidence of leadership and management ability.
- Excellent interpersonal skills including ability to communicate clearly, knowledgeably and personably both orally and in writing.

Position: Teaching and Learning Librarian (Open Rank)

Location: University of Maryland, College Park, MD

Full vacancy announcement available on [ALA JobLIST](#).

The University of Maryland Libraries seeks a creative and service-oriented professional for the position of Teaching & Learning Librarian. Reporting to the Head of Teaching and Learning Services, this position will contribute to a learner-centered information literacy instruction program by leading information literacy instruction for first year students and designing, creating, and maintaining online learning objects such as web-based tutorials, instructional videos, and research guides. The successful candidate will enjoy teaching and engaging with students, partnering with campus services, and supporting evidence-based practice through the design and implementation of student-centered assessment. As a member of the Research and Learning division, the incumbent will serve as liaison to the assigned academic programs, responsible for engaging with the program, developing subject specific library instruction and providing general and specialized research assistance.

The Teaching and Learning Librarian is responsible for three categories: 1) librarianship, 2) service and 3) scholarship and creativity. Librarianship includes supporting the Libraries information literacy program, liaison assigned academic programs, and providing general reference and instructional assistance. Service includes a variety of work for the Libraries, University and profession, typically through service on committees beyond the assigned area of responsibility. Scholarship and creativity may come in several forms, but typically regarding subject specialization as it relates to undergraduate education.

EDUCATION

Required: MLIS from an ALA-accredited institution or international equivalent by date of hire.

QUALIFICATIONS

Required:

- Engagement with trends in higher education, including, but not limited to, the ACRL Framework for Information Literacy for Higher Education.
- Knowledge of online learning techniques, including the ability to design library tutorials, videos, and learning objects.
- Knowledge of pedagogical practices, instructional design, and assessment of student learning.
- Commitment to evidenced-based and reflective practice, evidenced through engagement in professional development, service opportunities, scholarship, or coursework.
- A strong and visible personal and professional commitment to diversity and inclusion as a means to support institutional excellence.

EXPERIENCE

Required:

- Experience implementing information literacy theory and practice in the classroom.
- Experience or aptitude in designing and leading professional development activities around pedagogical theories, learning techniques, and/or student-centered learning.
- Experience developing learning objects such as tutorials and videos.

- Demonstrated ability to bring creative ideas forward in service of helping students learn about the value and use of libraries for their academic and personal success.

For the full position description, please go

to: <http://www.lib.umd.edu/hr/employmentopportunities/staff-faculty-positions>.

Position is appointed to Librarian Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant's experience and relevant credentials. For additional information, consult the following website: <http://www.president.umd.edu/policies/2014-ii-100b.html>.

APPLICATIONS: Electronic applications required. Please apply online at <https://ejobs.umd.edu/postings/57112>. No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter which includes the source of advertisement, curriculum vitae, resume, and names/e-mail addresses of three references.

Applications will be reviewed as they are received and accepted until February 21, 2018 with the best consideration date of February 12, 2018.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#), [Public Library](#), [Public Services](#), [Special Library](#), [Technical Services](#)

Five Public Library Positions: Maryland

Posted on [January 9, 2018](#) by [LLAM News](#)

Position: [Branch Administrator I](#)

Location: Middletown Branch Library, Frederick County Public Libraries

Salary: \$51,062.00 Annually

Originally posted on the Maryland Library Association listserv.

Exempt; full-time; 40 hours per week; varied workdays and hours within Frederick County Public Libraries (FCPL) operating schedule; full benefits

Job Information: This professional managerial and supervisory position is responsible for the general operation and management of the Middletown branch library, and for ensuring the delivery of quality library service to the public. Training, supervision and direction will be given to the branch staff. Supervision is received from the Associate Director, Public Service.

Position: [Librarian I/Library Specialist I- Children's Services](#)

Location: Walkersville Community Library and Middletown Branch Library, Frederick County Public Libraries

Salary: \$41,602.00 – \$44,541.00 Annually

Originally posted on the Maryland Library Association listserv.

Exempt; full time; 40 hours per week; varied days and hours during FCPL regular operating schedule; full benefits; position subject to system-wide reassignment.

- 1 position at Walkersville Community Library; varied days and hours during FCPL regular operating schedule to include Saturday rotation
- 1 position at Middletown Branch Library; varied days and hours during FCPL regular operating schedule to include Saturday rotation

Librarian I salary = \$44,541 per year

Library Specialist salary = \$41,602 per year

This professional position assists in managing Children's Services at the assigned library. This position provides direct library service to the general public. Supervision may be given to substitutes, shelvers, on-call employees and/or volunteers; direction may be given to department staff. Supervision is received from the Branch Administrator, Assistant Branch Administrator or the Supervisor, Children's Services.

Position: Librarian I/Library Specialist- Teens

Location: Thurmont Regional Library and C. Burr Artz Public Library, Frederick County Public Libraries

Salary: \$41,602.00 – \$44,541.00 Annually

Originally posted on the Maryland Library Association listserv.

Exempt; full-time; 40 hours per week; varied days and hours during FCPL regular operating schedule; full-benefits; subject to system-wide reassignment

Librarian I salary = \$44,541 per year

Library Specialist salary = \$41,602 per year

2 vacancies available –

- 1 positions at Thurmont Regional Library; varied days and hours during FCPL regular operating schedule to include Saturday and Sunday hours (both days)
- 1 position at C. Burr Artz Public Library; varied days and hours during FCPL regular operating schedule to include Saturday and Sunday hours (both days)

This professional position will assist in managing Teen Services, and providing direct library service for all customers, with special emphasis on teen (6th-12th grade) services and programs. This position is involved in a wide range of library activities and operations. Supervision may be given to shelvers, substitutes, on-call employees, and/or volunteers; and direction may be given to department staff. Supervision is received from the Assistant Branch Administrator or Branch Administrator

Position: Information Technology Services Manager

Location: Headquarters, Carroll County Public Library

Starting Salary: \$69,889.00

Originally posted on the Maryland Library Association listserv.

Essential Functions:

Essential Functions:

1. Supervises, schedules, trains, coaches and evaluates the work of assigned staff;
2. Assists in the selection process of assigned staff;
3. Reviews and approves timesheets for assigned staff;
4. Determines staff and system IT needs through staff requests and consultation;
5. Determines software/hardware options to best fit these needs, and contacts vendors for product information;
6. Supervises regular maintenance of CCPL computer equipment and systems, including the running of scheduled network backups, and the installation of hardware and software;
7. Supervises installation, connection, and testing of computer systems and services to ensure they meet requirements;
8. Develops policies, procedures, and guidelines for the department;
9. Resolves concerns and complaints passed on by IT staff according to CCPL policies and procedures;
10. Schedules software upgrades as needed and for least downtime of systems;
11. Maintains system maintenance logs concerning system conflicts;
12. Contracts outside technical support and assistance if necessary;
13. Purchases and tests products according to CCPL procedures;
14. Determines communication needs and ensures adequate service by providers to the system and agency subscribers;
15. Maintains inventory of replacement items;
16. Works on 24-hour on-call basis to respond to emergencies as necessary;
17. Maintains current knowledge in field by attending seminars, attending training sessions, and reading professional materials;
18. Installs, operates and maintains computer hardware and software for CCPL and related agencies;
19. Maintains networking components and services;
20. Creates and maintains CCPL and related agency websites, blogs, and wikis;
21. Writes, submits, and monitors grant proposals;
22. Represents the library to County departments, vendors, and community groups;
23. Participates in meetings, teams/committees/workgroups, outreach activities and training opportunities, as appropriate;
24. Performs other duties as instructed and assigned.

Position: [Part-time Finance Aide](#)

Location: Library Headquarters, Anne Arundel County Public Library

Salary range: \$14.07/hour to start

Originally posted on the Maryland Library Association listserv.

Minimum Requirements:

Graduation from High School or Equivalency Program, including or supplemented by courses in accounting and finance as well as one year's experience in a public or not-for-profit financial environment; or an equivalent combination of experience and training that has provided the knowledge, abilities and skills listed in the job description located on our website with the application.

Knowledge of Microsoft Excel is required. Preferred experience with a financial software system.

Responsibilities:

This is routine and varied clerical work in the Finance Department. Work is directed by the Accountant and involves general financial tasks in the areas of accounts payable and accounts receivable.

Target start date is mid-February 2018.

Posted in [Job Vacancies](#) | Tagged [Maryland](#), [Public Library](#)[Edit](#)

Two Positions: Maryland

Posted on [January 8, 2018](#) by [LLAM News](#)

Position: [Part-time PC Instructor](#)

Location: Orleans Street Branch Pratt Center for Technology Training, Enoch Pratt Free Library

Salary: \$12.36/Hour

Originally posted on the Maryland Library Association listserv.

Description:

The Pratt Library is accepting applications for a PC Instructor Part-time to conduct workshops and one-on-one training for the public and Pratt Library staff.

The PC Instructor conducts training at various Pratt Library branches and requires flexibility on hours and locations.

This position reports to the Library IT Supervisor.

Summary of Duties:

The summary of duties listed below is not exhaustive. Additional duties are dependent upon the needs of the hiring department.

Conduct workshops and one-on-one training for public or library staff.

Assist in developing and implementing training programs.

Plan and carry out courses of instruction.

Maintain records on student progress, attendance, and other statistical information as required.

Participate in overall planning of programs, materials selection and general administration and evaluation of program.

Performs other duties as assigned.

Minimum Qualifications:

Associate's degree. One year of experience teaching (formal or informal) computer related courses.

Required Knowledge, Skills and Abilities

Knowledge of /Windows 7, MS Office 2007/2010 (Word, Excel, Access, PowerPoint, Publisher, Internet, and E-mail. Must be flexible on schedule and location. Some Saturday and evening hours may be required.

Position: Librarian I

Location: Central Library, Enoch Pratt Free Library

Salary: \$41,305.00/Year

Originally posted on the Maryland Library Association listserv.

Description:

The Pratt Library is searching for qualified applicants to fill Librarian I position in our Social Science and History Department of the State Library Resource Center (SLRC) Division.

This is an entry-level position that requires a commitment to public service and an awareness of the information needs of a large, urban, public library system. Included in this position is the opportunity to serve on Library committees, attend professional meetings, conferences, and workshops.

The Librarian I reports directly to the department manager.

Summary of Duties:

The summary of duties listed below is not exhaustive. Additional duties are dependent upon the needs of the hiring department.

Provide research, reference, and reader's advisory assistance for walk-in, telephone, or electronic customers or referral to the appropriate departments or collections.

Assist library computer customers, teaching basic computer and internet research skills.

Interpret library rules and policies for customers.

Collection maintenance, recommending discards of obsolete or damaged books and materials.

Participate in continuing education activities as required and in maintenance of state librarian certification activities.

Perform related duties as assigned.

Minimum Qualifications:

MLS or MLIS from an ALA accredited college or university. Intermediate automated library systems, electronic databases and internet research skills. Intermediate Microsoft Office skills.
Desired Qualifications

A subject interest or specialty in the area of Social Science and History.

Required Knowledge, Skills and Abilities

Knowledge of library science principles, practices, and techniques. Excellent Internet and electronic research skills. Excellent library customer service skills. Ability to provide specialized research information to library customers. Ability to work in a library team setting and maintain effective working relationships with library staff and management, library customers, and the general public. Microsoft Office and database skills. Comfort with planning and executing training and public speaking.

Posted in [Job Vacancies](#) | Tagged [Maryland](#), [Public Library](#), [Public Services](#)[Edit](#)

Three Positions: Washington DC & Virginia

Posted on [January 8, 2018](#) by [LLAM News](#)

Position: [Library Technician](#)

Location: Smithsonian Institution, Washington, DC

Salary: \$44,941 to \$58,428 per year

Full vacancy announcement available at [USAJOBS](#).

Summary:

ATTENTION: Due to the large number of qualified applicants for positions of this type, this job announcement will close at 11:59 pm Eastern Time on either: (A) The closing date listed above or (B) The date that 200 applications are received; whichever occurs first. If the announcement closes on the date that 200 applications are received, all applications submitted by 11:59pm that day will be given consideration, including those in excess of 200.

We encourage applicants to apply as soon as possible to ensure their applications are submitted before the announcement closes. We will not consider applications which are late due to the announcement closing once the above number of applications is reached.

This position is located in the Research Service, Circulation and Interlibrary Loan, Smithsonian Libraries (SIL) at the Smithsonian Institution (SI) within the National Museum of American History (NMAH), Washington, DC.

As a Library Technician the employee provides basic instruction on the use of the library to users, performs bibliographic and searches of the international bibliographic data base, verifies and processes requests for all publications, and performs special reference and bibliographic projects.

Responsibilities:

Assists in the day-to-day management of the collections: Shelves and or supervises shelving of materials; maintains microform files; and applies working knowledge of collections by giving input toward collection development based upon identifying gaps in holdings, user's requests, etc.

Prepares serials and monographs for binding, ensuring that appropriate pieces are available and included, and that materials are properly labeled; identifies missing issues of serial titles and initiates appropriate action; maintains shelves, scheduling shifting when necessary; and establishes and maintains appropriate records.

Provides basic reference and bibliographic services for Smithsonian Institution curatorial and administrative staff and visiting researchers.

Position: [Director of the School of Continuing Studies Library](#)

Location: Georgetown University, Washington, DC

Full vacancy announcement available on [ALA Joblist](#).

The Director of the School of Continuing Studies Library provides results-oriented leadership by developing and delivering exemplary programs and services through the School of Continuing Studies Library ("SCS Library"). Additionally, this position will take the lead on organizing writing support services, in partnership with the English Language Center ("ELC") at SCS for degree seeking SCS students. Reporting to the Associate University Librarian for Scholarly Resources and Services at the University Library, and working in collaboration with the Associate Dean for Faculty Affairs and Academic Programs at the School of Continuing Studies ("SCS"), the Director has duties that include but are not limited to:

- Manages the administering, operating, setting priorities for the SCS Library, and ensures tight, cohesive integration with the scholarship, services, and values of the University Library, located on Main Campus.
- Integrates Library and writing services with the campus's teaching and learning activities by providing leadership and accountability through strategic planning, policy development, outreach, assessment, budget preparation and administration, and talent development
- Manages all aspects of the SCS Library and writing support services and actively engages with SCS academic divisions to ensure that the unit provides high-quality, user-focused research, writing, and information services to the SCS community.
- Creates opportunities for growth, innovation, and collaborations by establishing internal and external partnerships that maximize the scholarship of the SCS community.
- Has primary responsibility for library and writing center operations at the Georgetown Downtown location, and in most instances works both independently as a librarian and collaboratively as a University Library and School of Continuing Studies colleague.

Position: [Central Library Adult Services Supervisor](#)

Location: Central Library, Arlington County Department of Libraries

Salary: \$65,187.20 – \$112,236.80 (Yearly Salary)

Full vacancy announcement available on [ALA Joblist](#).

Description:

The Arlington County Department of Libraries is seeking a Librarian Supervisor to lead the Adult Services unit of the Central Library. We welcome candidates with strong leadership and team building skills, as well as those with demonstrated change management and customer service experience. This employee will directly manage eleven staff members, while supervising collection maintenance, programming, outreach and information services for the adult customer population. The Department of Libraries is committed to providing innovative,

high-quality services to its diverse community by offering access to information, promoting the joy of reading, and creating welcoming spaces for learning and discourse. The Central Library is currently undergoing a major \$1.7M upgrade. Enhancements include the addition of a new dedicated maker space, new and modernized meeting spaces and study areas, new furniture and displays, and updated public computing stations. We are also revamping the service structure for adults to include roving and virtual information assistance, enhanced reader's advisory, scheduled librarian appointments, as well as patron accommodation services. Major duties include:

- Assisting in the oversight of building operations as a member of the Central Library management team;
- Providing leadership, management, and technical guidance to Adult Services staff, including hiring, training, staff development, and performance evaluation;
- Assessing, recommending and implementing streamlined processes and procedures to ensure and maintain quality standards;
- Supervising the maintenance of Central Library Adult collections, in collaboration with Materials Management unit staff;
- Directing the planning and implementation of unit services, programs, partnerships, events, outreach, and volunteer support; and
- Participating in Library and County committees or workgroups to further the Library's mission

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Government Library](#), [Virginia](#), [Washington DC](#)

Cataloging & Metadata Librarian – Loyola Notre Dame Library, Baltimore, MD

Posted on [January 3, 2018](#) by [LLAM News](#)

Position: [Cataloging & Metadata Librarian](#)

Location: Loyola Notre Dame Library, Baltimore, MD

Full vacancy announcement available at [ALA JobLIST](#).

The Loyola Notre Dame Library seeks a dynamic, creative, and experienced librarian to join our Cataloging & Metadata Unit. The Cataloging & Metadata Librarian will provide strategic direction and innovative leadership in metadata services for a unit actively engaged in meeting evolving trends in information, organization, discovery, and access.

The successful candidate will work collaboratively with other units in the library, including Technology Services and Archives and Special Collections, to establish best practices supporting discovery and stewardship of physical and digital collections by undergraduates, graduates, and faculty at Loyola University Maryland and Notre Dame of Maryland University. The candidate will recommend and implement metadata schema, provide training and awareness relative to the creation and use of metadata records, and develop metadata policies, procedures, and workflows. The Cataloging & Metadata Librarian maintains an awareness of emerging trends at the national level and their implications for local and consortial practices including linked data and metadata for digital scholarship. The successful candidate will supervise up to two metadata specialists and coordinate cataloging operations. This position reports to the Head of Collections and Technology Services.

Position Responsibilities:

- Coordinate departmental policies and supervise staff, training, and operations related to cataloging, batch loads, bibliographic maintenance, and collection maintenance such as repair of general collection damaged books and item withdrawals;
- Implement a nationally accepted metadata standards infrastructure to ensure that all content is discoverable and accessible using best practices to create policies, procedures, and workflows;
- Coordinate maintenance of the ILS and other cataloging-related systems;
- Perform original cataloging for unique materials in all formats;
- Maintain statistics and generate reports for unit;
- Perform liaison duties to promote services and resources to faculty;
- Together with colleagues in the University System of Maryland and Affiliated Institutions develop and maintain cataloging policies, maintenance standards, and best practices for a seventeen-library, shared ILS environment;
- Perform other duties as assigned.

Required Qualifications:

- ALA-accredited Master's in Library/Information Science;
- 2+ years original cataloging/metadata creation experience in an academic library within the last five years;
- Demonstrated knowledge of classification standards (LCSH), authority records, and current cataloging rules and standards (e.g., AACR2, RDA, MARC, DACS);
- Experience with national bibliographic utilities (OCLC), integrated library systems, and digital content management systems;
- Experience using MarcEdit and Macro Express;
- Demonstrated experience of encoding standards such as Dublin Core and MODS/METS or Premis;
- Demonstrated experience developing metadata crosswalks;
- Demonstrated effective oral, written, and interpersonal communication skills;
- Demonstrated analytical skills;
- Supervisory experience;
- Ability to work creatively and effectively both individually and collaboratively;
- Ability to thrive in a changing work environment and demonstrated commitment to professional development.

Preferred Qualifications:

- Experience operating within a consortium library environment;
- Working knowledge of Ex Libris' Aleph;
- Working knowledge of data management issues and trends including methods of organizing and managing research data as well as consulting on data management plans;
- Working knowledge of XML and other related technologies;
- Knowledge of emerging metadata transfer specifications such as OAI-PMH or OAI-ORE;
- Demonstrated effective project management skills.

Application Procedures: Review of applications will begin immediately and the position will remain open until filled. Please submit electronically a resume, cover letter, and a list of three (3) work-related references with "Cataloging & Metadata Librarian" in the subject line to Lorena Dion, Administrative Operations Coordinator: ldion@loyola.edu.

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#), [Technical Services](#)