

Two Library Positions – Maryland

Posted on [December 21, 2016](#) by [LLAM News](#)

Position: Social Work/Psychology Librarian

Location: Priddy Library at The Universities at Shady Grove – Rockville, MD

Originally posted on the Maryland Library Association listserv. Full vacancy announcement available at:

<https://ejobs.umd.edu/postings/48005>

The Priddy Library is seeking an innovative and enthusiastic information professional who will offer liaison services to the psychology and social work programs at the Universities at Shady Grove (USG). The incumbent will provide subject-specific information literacy 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.

This is a part-time contractual position with benefits. The schedule is up to 32 hours/week.

Position: Electronic Records Archivist

Location: University of Maryland Libraries – College Park, MD

Full vacancy announcement available at ALA Joblist:

[Electronic Records Archivist](#)

The Electronic Records Archivist will work across SCUA to develop policies and procedures for appraising, acquiring, preserving, and managing electronic records. This position will play a significant role in stewarding the permanent electronic records of departments and units within the University of Maryland and will work with them to transfer them to the University Archives. The successful candidate will serve as a consultant for campus and other select organizations on the proper management and disposition of electronic records. This position will also contribute to the development of a technical infrastructure to support the preservation and access to electronic materials in the University of Maryland Libraries.

Posted in [Job Vacancies \(Archive\)](#) | [Leave a reply](#)

Two Maryland Academic Librarian Positions

Posted on [December 19, 2016](#) by [LLAM News](#)

Position: Electronics Records Archivist (Librarian, Open Rank)

Location: University of Maryland, College Park, Maryland

Full vacancy announcement available at ALA Joblist:

[Electronic Records Archivist](#)

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.

This position plays a leadership role in developing strategies and services for managing and preserving electronic records. The person in this role will be critical in developing the capacity for Special Collections and University Archives (SCUA) to acquire, preserve and provide access to born-digital materials.

The Electronic Records Archivist will work across SCUA to develop policies and procedures for appraising, acquiring, preserving, and managing electronic records. This position will play a significant role in stewarding the permanent electronic records of departments and units within the University of Maryland and will work with them to transfer them to the University Archives. The successful candidate will serve as a consultant for campus and other select organizations on the proper management and disposition of electronic records. This position will also contribute to the development of a technical infrastructure to support the preservation and access to electronic materials in the University of Maryland Libraries.

Position: Reference/Government Documents Librarian

Location: Earl S. Richardson Library, Morgan State University

Originally posted on University of Maryland blogMLIS.

Duties: Providing general and specific reference/information services; providing supervision and services in the library's Government documents department; serving as a liaison to one or more academic disciplines; assisting in the development and implementation of library digital projects related to the provision of information/ reference services and instruction; writing and submitting reports; assisting the IT department with the development of an infrastructure for the dissemination of new library technologies; providing monthly workshops and "Emerging Library Technology Talks" for patrons and staff and performing other duties as assigned.

For full posting visit the [Morgan State University employment website](#).

Posted in [Job Vacancies \(Archive\)](#) | [Leave a reply](#)

Three Library Positions – Washington, D.C. and N. VA

Posted on [December 16, 2016](#) by [LLAM News](#)

Position: Academic Specialist (Librarian)

Location: National Defense University – Washington, D.C.

Salary Range: \$64,650.00 to \$119,794.00 / Per Year
Closes: Saturday 1/14/2017

Full vacancy announcement available at USAJOBS:

<https://www.usajobs.gov/GetJob/ViewDetails/459752700/>

Under the supervision of the Chief, Reference and Instruction and in coordination with the team leads in Research and Instructional Services, the librarian is responsible for:

1. Participating in development and delivery of instructional classes, both in person and online, to teach skills in analyzing topics, developing effective research strategies, and analyzing information to select the most appropriate sources for scholarship.
2. Assisting with the development of tutorials and web guides to build discovery tools to support effective research.
3. Building partnerships with faculty to provide curriculum development assistance, conducting research to identify and obtain learning materials to support course content and design.
4. Providing in-depth research and reference assistance to students, scheduling appointments to work with students as they formulate topics and devise research strategies.
5. Evaluating library holdings for currency and relevance to the curriculum, assisting with collection development projects to curate a library collection that contains the most appropriate resources, both electronic and physical, to support curricular and research requirements of the University.

Contact
William E. Sass
Phone: (317)212-5204
Email : WILLIAM.E.SASS.CIV@MAIL.MIL

Position: Two Positions

Location: Loudoun County Government – Leesburg, VA

Full vacancy announcements available at ALA Joblist.

Librarian I Adult Services

Salary: \$41,598.00 – \$59,592.00 (Yearly Salary)

Loudoun County Public Library (LCPL) is currently seeking an energetic, creative, tech-savvy person with a passion for providing exceptional customer service to join us as an Adult Services Librarian. LCPL is committed to community building by promoting the joy of reading and learning. Serving as the community's information center, LCPL provides free and equal access to a full variety of library resources and innovative technologies to enhance the quality of life and meet the informational, educational, and cultural interests of the entire community. Successful candidates for this position will strive to exceed customer expectations, foster relationships with positive and effective communication, demonstrate excellence working with innovative and evolving technology, and enjoy reading and learning. If you possess these characteristics, we encourage you to apply. This position focuses primarily on services to adults. If selected for this position, you will deliver high quality service that guides patrons to discovering information, ideas, knowledge, and skills; lead patrons in understanding and making effective use of technology for learning, creativity, communication, and entertainment; plan, deliver, and promote engaging and meaningful programming to diverse audiences; guide patrons in the effective use of physical and virtual collections and other resources; and work with external and internal partners to strengthen the ties between the library and the public. You will be a crucial team member whose performance and dedication will be essential to the library's mission. Hiring Range: \$41,598-\$59,592. Recruitment #17-S245-0129. Apply immediately. Visit our on-line employment center at <http://www.loudoun.gov> for more information and to apply. EOE

Division Manager – Branch Services

Salary: \$63,316.00 – \$92,391.00 (Yearly Salary)

Loudoun County Public Library (LCPL) is offering passionate, innovative, community-oriented leaders with public library management experience the opportunity to become the Division Manager of Branch Services. The Division Manager of Branch Services will oversee all libraries in the LCPL system, supervise all branch managers, cultivate high staff morale, play a primary role in strategic planning/implementation, and serve as a key member of the Senior Management Team. The successful candidate will be a strong leader, develop effective relationships with fellow staff and the community; ensure optimal operation of every branch; be a team player with excellent interpersonal and communication skills; and stay aware of emerging trends, technologies, and best practices in public library services. A passion for exceptional customer service, a commitment to staff inclusion and development, and a demonstrated history of visionary leadership that encourages innovation are paramount for success. This position will report to the Deputy Director of Library Operations. Located just 30 minutes from Washington, D.C., LCPL is a thriving library system that offers innovative services and extensive programs. LCPL enjoys broad community and government support. Additional branches will be added in the coming years as LCPL continues to meet the needs of its growing and diverse community. Hiring Range: \$63,316-\$92,391. Recruitment #17-A254-0165. Apply immediately. Visit our on-line employment center at <http://www.loudoun.gov> for more information and to apply. EOE

Posted in [Job Vacancies \(Archive\)](#) | [Leave a reply](#)

Two Librarian Positions – Maryland

Posted on **December 16, 2016** by [LLAM News](#)

Position: Librarian

Location: National Oceanic and Atmospheric Administration – Silver Spring, MD

Salary Range: \$92,145.00 to \$141,555.00 / Per Year

Closes: Wednesday 12/21/2016

Full vacancy announcement available at USAJOBS:

<https://www.usajobs.gov/GetJob/ViewDetails/459741600/>

As a Librarian, you will perform the following duties:

Serve as team lead for the NOAA Central and Regional Libraries (NCRL) public services staff; act as liaison to the NOAA Library and Information Network (NLIN) staff; and provide expert technical support to NOAA administrators and researchers regarding NOAA Central and Regional Libraries' services and products. Initiate, develop, administer, and evaluate programs and policies for library services to ensure the clientele has the information resources they require; identify and prioritize information resources and make recommendations for procurement; publish scientific research surveys, bibliographies, and digital environmental literature; implement digital access to publications, e-journals, and databases; and support utilization of the Integrated Library Systems and various other Library software managing access and control. Coordinate the training and provision of information for library-provided information products, data support, electronic resources, and other information resources available to scientists and others utilizing the Library's services and resources. Expand outreach and educational support by identifying outreach opportunities in the NOAA research community; soliciting speakers and presenters; and developing marketing and outreach tools to promote awareness of library

services. Collaborate with national and international partners in oceanographic and atmospheric communities to exchange marine and atmospheric research products and to support special projects and the facilitation of new information technologies and software.

Contact
Elena Cordero
Phone: 703-259-9422
Email: elena.cordero@noaa.gov

Position: Supervisory Librarian

Location: Joint Base Andrews – Camp Springs, MD
Salary Range: \$64,650.00 to \$119,794.00 / Per Year
Closes: Saturday 1/14/2017

Originally posted on the UMD iSchool MLS listserv.

SUPERVISORY LIBRARIAN

<https://www.nafjobs.org/viewjobs.aspx?PostingID=33776>

REGULAR DUTIES:

Directs overall library operation providing mission, education, and quality of life support to base personnel, their families, and retirees.

Responsible for the full scope of library functions to include library administration, personnel management, circulation services, reference/research services, technical services, and technological development and support. Is responsible for the library facility; i.e., maintenance and improvements, purchase of furniture and equipment, and allocation of space within the facility for various library functions.

Develops budgets and establishes short- and long-range library plans. Monitors funding allocations, meets expenditure targets, and justifies unfunded requirements.

Performs as a liaison with user groups, establishes partnerships/networks with local, state, and regional organizations.

Responsible for work force management, recruitment, and staff training. Structures assignments of employees based on priorities and deadlines, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Periodically reviews work. Provides proper guidance, direction, and continuous feedback on strengths and weaknesses; holds employees responsible for satisfactory completion of work assignments. Conducts employee performance appraisals and advocates appropriate recognition and feedback for performance and contributions.

Provides reference and research services using a broad range of current and retrospective resources, as well as a variety of resource formats; i.e., print resources, non-print resources, on-line databases, other libraries, or external subject resources. Devises appropriate search strategies and handles advanced and complex subject-matter inquiries.

Develops collection management and ensures compliance. Develops a selection plan to match resource requirements and prioritizes requirements against available funds. Continuously assesses the collections and properly evaluates them against authoritative bibliographies, subject handbooks, local criteria, and usage statistics. Selects all types of print and non-print media to meet the organizational, educational, and personal needs of library customers in a wide variety of subjects and reading levels. Performs selective removal and replacement of obsolete and worn materials from the collection, while ensuring that collections contain needed retrospective holdings. Reviews the acquisition of materials from central funds for approval/disapproval. Establishes internal procurement and quality processes to ensure appropriate accountability for library acquisitions. Responsible for ensuring the most effective acquisition method is used to acquire library materials. Works with the procurement office to develop purchase agreements and statements of work for various library requirements. Resolves problems with procurement activity, finance and accounting office, or vendors beyond the expertise of the technicians.

Performs original cataloging, subject analysis, and classification of a wide variety of specialized information in all formats using Dewey Decimal Classification and Library of Congress subject headings. Develops and implements name, series, and subject authority control records.

Evaluates effectiveness of the library's automated services, determines requirements and conducts studies to improve systems operation. Serves as coordinator of automation and systems, including local area network, wide-area network, and Internet, within the library. Writes policy and procedure manuals for automated library operations.

Manages the library marketing program to include outreach programs, publicity, cross marketing, and special events. Oversees special events, activities, and development of displays and exhibits, highlighting themes dealing with a wide range of topics. Tracks marketing program costs and evaluates program effectiveness. Develops and maintains contact with professional and service organizations to promote specialized programs and exhibits.

Conducts tours and orientations for VIPs and commanders, prepares how-to instructions for library and resource use, plans and conducts subject specific instruction seminars on library resources and services.

QUALIFICATIONS:

A master's degree in library and information studies from an American Library Association accredited school and 3 years progressively responsible work experience is required.

Professional knowledge of all aspects of library principles, concepts, methodology, operations, functions, and management to perform the professional and administrative duties of the position.

Knowledge of the policies, procedures, systems, and interrelationships of the library, the library's databases, data sources, and the customers served.

Knowledge of marketing and publicity techniques and of the interests and needs of customers and organizations served to promote library use.

Knowledge of established procurement rules and regulations and internal organizational acquisition policies. Familiarity with publishers' and suppliers' methods of operation.

Knowledge of on-line database searching and research techniques and capabilities of post-processing to meet user requirements.

Experience supervising the work of library employees.

Successful completion of a National Agency Check with Inquiries (NACI) is required. Ability to communicate orally and in writing.

ATTENTION ALL APPLICANTS: All Federal NAF employees are required by PL 104-134 to have salary payments made by electronic funds transfer/direct deposit.

HOW TO APPLY: All interested parties must apply thru NAFJobs.org. To receive credit for prior military service, a DD-214, Member Copy 4, must be included with your application package.

Selection will be based on merit without regard to race, color, religion, sex, national origin, age, marital status, physical handicap, political affiliation, sexual orientation, or any other non-merit factor. Any individual who was required to register with selective service and who is not registered or knowingly and willfully did not register before the requirement terminated or became inapplicable, will not be appointed. REG = Regular Position. Scheduled to work between 20 and 40 hours per week and eligible for Life and Health Insurance, paid holidays, and leave (annual and sick), Retirement Plan, and 401(k). Eligible to use most base facilities. For additional information, please visit our website: <http://www.andrewsforcesupportsquadrone.com> Or contact us @ 301-981-5614

JOINT BASE ANDREWS IS AN EQUAL OPPORTUNITY EMPLOYER EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. Reasonable Accommodation Policy Statement

This agency provides reasonable accommodations to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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Two Library Positions – Washington, D.C.

Posted on **December 14, 2016** by **LLAM News**

Position Title: Reference Coordinator (1796)

Location: American University – Washington, D.C.

Originally posted on the UMD iSchool MLS listserv.

Position Number: 1796 Open Date: 11/8/2016
Department: University Library Close Date:
Salary Range: \$22.28 – \$26.16/hr
Band: Coordinator/Analyst B
Work Hours per Week: 35-Non-Exempt
Position Type: Full-time Staff

Originally posted on the UMD iSchool MLS listserv.

Description:

The Reference Coordinator is a staff librarian, who provides high quality in-person and remote research assistance and instruction to all library users. S/he staffs the Research Assistance Desk three evenings during the business week and also on Sundays. This position provides reference and research assistance in the use of the online catalog, 500+ databases, and the print collections, in addition to training and supporting library users in the use of citation management software.

Educational Requirements:

A Bachelor's degree in a related field is required. A Master of Library Science, Information Science, or similar degree from an ALA accredited institution is preferred.

Minimum Requirements:

3 years of reference and instruction experience providing basic and in-depth research assistance in an academic or equivalent setting including experience using technology in the delivery of reference and instruction services
Extensive knowledge of the theories, concepts, principles and techniques of librarianship in order to provide effective reference support
Experience with electronic information resources, including Zotero, EndNote or other citation management tools
Demonstrated proficiency in basic principles of research combining electronic and print resources to provide both quick solutions and in-depth research
Demonstrated ability to assess student/library user needs, goals, interests and prior academic research experiences
Excellent interpersonal and communications skills to establish and maintain cooperative working relationships within the library and members of the library community
Excellent customer service skills, with a demonstrated ability to work closely with students, faculty and co-workers
Demonstrated analytical thinking and problem solving skills as well as excellent organizational skills

Preferred Requirements:

Advanced knowledge of Microsoft Office, especially Excel.

Additional Information:

This position is responsible for staffing the Research Assistance Desk for Tuesday, Wednesday, and Thursday evening shifts (5:00-9:00pm) and Sunday shifts (1:00-6:00pm). The incumbent's full work schedule includes: Mondays (10:00am-6:00pm), Tuesdays (1:00-9:00pm), Wednesdays (1:00-9:00pm), Thursdays (1:00-9:00pm), and Sundays (10:00am-6:00pm). The position is within the Division of Research, Teaching & Learning, and reports to the Associate Director, Instruction & Research Services.

Questions about the position can be directed to Alex Hodges, hodges@american.edu.

To apply, visit this page: <https://jobs.american.edu/JobPosting.aspx?JPID=6106>

ABOUT THE LIBRARY

American University Library serves the AU community through a collection of over 1,300,000 volumes, 52,000 media and sound recordings. The AU Library collection totals over 125,000 journal subscriptions in all subjects. Notable collections include a branch music library, a strong visual media collection, special collections and university archives, a branch K-12 curriculum materials center, and numerous partner collections across campus including the Career Center and Visual Resources Center. AU Library has affiliate collections at the Washington College of Law and at the Wesley Theological Seminary. The library has 21 library faculty, 73 full-time staff and other professionals, and about 140 student assistants. The library system's budget is about \$14.4 million. American University Library is an active member of the Washington Research Library Consortium, and it holds membership in LOCKSS, SPARC, the Patriot League Libraries Group, and the University Libraries Group.

American University offers a wide range of undergraduate and graduate programs, many with international focus, to more than 12,000 students.

American University is an equal opportunity, affirmative action institution that operates in compliance with applicable laws and regulations. The university does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), age, sexual orientation, disability, marital status, personal appearance, gender identity and expression, family responsibilities, political affiliation, source of income, veteran status, an individual's genetic information or any other bases under federal or local laws (collectively "Protected Bases") in its programs and activities.

Position: Reference Librarian

Location: Washington, DC

Originally posted on the UMD iSchool MLS listserv.

LAC Federal is seeking a Reference Librarian with experience in Business Intelligence and Market Analysis to work for a Federal library in the Washington, DC area. This is a long term full time benefited position.

For immediate consideration, please apply on our website
http://lac-group.force.com/LIBGIG/ts2__JobDetails?jobId=a0E120000YND0sEAH&tSource=

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 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. Other duties include tracking usage statistics, participation in special projects as assigned.

Qualifications:

Degree in Business, Information Management, or an 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.

A solid foundation in basic principles of research combining electronic and print resources to providing 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

LAC Group is an Equal Opportunity/Affirmative Action employer and values diversity in the workforce.

LAC Group is a premier provider of recruiting and consultancy services for information professionals at U.S. and global organizations including fortune 100 companies, law firms, pharmaceutical companies, large academic institutions and prominent government agencies.

Posted in [Job Vacancies \(Archive\)](#) | [Leave a reply](#)

Multiple Positions- Washington DC

Posted on **December 13, 2016** by **LLAM News**

Research Assistant, Foreign Affairs, Defense and Trade

Location: Library of Congress, Washington DC
Salary Range: \$53,435.00 to \$69,460.00 / Per Year

Full vacancy announcement available at USAJOBS: <https://www.usajobs.gov/GetJob/ViewDetails/458885400/>

The Congressional Research Service (CRS) Foreign Affairs, Defense, and Trade Division (FDT) is seeking three Research Assistants to support a broad range of research tasks as assigned by division management. The selectees will support research analysts and managers across FDT in addressing congressional requests for information and analysis by performing research, writing, data analysis, and other research support duties.

Library Technician (Reference Assistant)

Location: Library of Congress, Washington, DC
Salary Range: \$43,684.00 to \$56,790.00 / Per Year

Full vacancy announcement available at USAJOBS: <https://www.usajobs.gov/GetJob/ViewDetails/459188800/>

This position is located in any Collections and Services Division in Library Services responsible for reference and reader services. The reference assistant is responsible for providing reference and research services, customer service, collection maintenance, and preservation and security of Library collections. 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 multi-layered 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.

Position: Librarian (Reference)

Location: National Gallery of Art, Washington, DC
Salary Range: \$53,435.00 to \$69,460.00 / Per Year

Full vacancy announcement available at USAJOBS: <https://www.usajobs.gov/GetJob/ViewDetails/458950500/>

This announcement has an APPLICATION LIMIT of 200 applications. Therefore applicants should apply as soon as possible. If the 200 application limit is not met previously, the Job Announcement will close at 11:59 pm EST on Friday, December 23, 2016. Applicants NEED to ensure they provide ALL supporting documentation at the time they apply to the vacancy announcement.

This position is within the staff of the Deputy Director (DD) in the Library Reader Services Department (DLR) of the National Gallery of Art (NGA). The purpose of this position is to provide a wide variety of highly specialized reference and reader services to NGA curatorial and administrative staff, CASVA staff and fellows, and organizations and individuals outside the Gallery.

This position is also being advertised under job announcement [NGA-17-23B](#) to persons with federal competitive status or reinstatement eligibility, or who are eligible under the Veterans' Employment Opportunities Act (VEOA) or other special hiring authorities, including Veterans' Recruitment Appointment (VRA) authority and Schedule A authority to hire individuals with severe disabilities. Persons wishing to be considered under both announcements must apply separately to each.

Position: Digital Imaging Technician

Location: Smithsonian Institution, Washington, DC
Salary Range: \$43,684.00 to \$56,790.00 / Per Year

Full vacancy announcement available at USAJOBS: <https://www.usajobs.gov/GetJob/ViewDetails/459048100/>

This position is located in the Digital Programs and Initiatives Division, Smithsonian Libraries (SIL), Smithsonian Institution (SI) in Washington, DC. As a Digital Imaging Technician, you will be responsible for the preparation and quality control inspection of items in the SIL collections that are to be digitized, and the subsequent scanning and post-processing of image files and item metadata.

Position: Librarian (Reference Librarian)

Location: Library of Congress, Washington, DC
Salary Range: \$77,490.00 to \$100,736.00 / Per Year

Full vacancy announcement available at USAJOBS: <https://www.usajobs.gov/GetJob/ViewDetails/459064100/>

The Motion Picture, Broadcasting and Recorded Sound Division is responsible for the acquisition, processing, preservation, duplication and reference servicing of the audio and visual collections of the Library.

Position: Government Information Specialist (FOIA)

Location: Federal Motor Carrier Safety Administration, Washington DC
Salary Range: \$43,684.00 to \$69,460.00 / Per Year

Full vacancy announcement available at USAJOBS: <https://www.usajobs.gov/GetJob/ViewDetails/459114300/>

This position is located in the Management Information and Directives Division (MC-MMI) of the Office of Management Information Services, Office of the Administration. MC-MMI is responsible for managing and operating the FMCSA Freedom of Information Act (FOIA) program. The employee serves as the Government Information Specialist, for MC-MMI.

The ideal candidate will have experience interpreting and applying statutory requirements rules, regulations, public laws, and guidelines governing Freedom of Information Act and Privacy Act programs.

Position: Archivist

Location: National Park Service, Washington DC
Salary Range: \$53,435.00 to \$69,460.00 / Per Year

Full vacancy announcement available at USAJOBS: <https://www.usajobs.gov/GetJob/ViewDetails/457643000/>

Experience your America and become a part of our mission to connect with our past and create important connections to the future by building a rich and lasting legacy for the next generation of park visitors, supporters, and advocates. As the Archivist for National Capital Parks-East, you support the National Capital Region Museum Management program designing and managing archival programs related to the National Park Service Civil Right, and the management or archives and library resources.

Posted in [Job Vacancies \(Archive\)](#) | [Leave a reply](#)

Multiple Positions- Washington DC

Posted on **December 12, 2016** by [LLAM News](#)

Position: Manager, Research Systems

Location: Arnold & Porter LLP, Washington, DC

Full Announcement online from AALL Careers: <http://careers.aallnet.org/jobs/8656980/manager-research-systems>

The Research Services Department at Arnold & Porter has an opening for a Manager, Research Systems in the Washington, DC office. The Manager works as part of the management team to contribute to and implement the vision for the department. The Manager has primary responsibility for developing, implementing and overseeing the delivery of research and reference, current awareness and monitoring, business and competitive intelligence, and orientation and training services firm-wide.

Position: Collection Management Supervisor

Location: Arnold & Porter LLP, Washington, DC

Full Announcement online from AALL Careers: <http://careers.aallnet.org/jobs/8656983/collection-management-supervisor>

The Research Services Department at Arnold & Porter has an opening for a Collection Management Supervisor in the Washington, DC office. This is an excellent opportunity for an experienced technical services librarian to work as part of a team to standardize and streamline practices, expand the services provided, and ensure high quality and consistent service across the Firm.

Position: Manager, Knowledge Systems

Location: Arnold & Porter LLP, Washington, DC

Full Announcement online from AALL Careers: <http://careers.aallnet.org/jobs/8656976/manager-knowledge-systems>

The Research Services Department at Arnold & Porter has an opening for a Manager, Knowledge Systems in the Washington, DC office. The Manager works as part of the management team to contribute to and implement the vision for the department. The Manager has primary responsibility for developing, implementing and overseeing the technology infrastructure that supports all department activities firm-wide and the systems, processes and procedures involved in managing centralized collection management services.

Position: Manager, Resource Description & Metadata

Location: American University Library, Washington DC

Full vacancy announcement available at ALA Joblist: [Manager, Resource Description & Metadata](#)

The Manager, Resource Description and Metadata ensures that all library resources are accessible and discoverable to the entire AU community of students, faculty, scholars, and staff through the creation and enhancement of metadata for all library resources acquired through the library's annual collections budget of over \$5 million. This position provides leadership and serves as project leader for planning, implementing and completing all projects related to metadata in MARC and non-MARC formats. This position also leads in ensuring interoperability of all cataloging systems and provides technical expertise for new cataloging and metadata initiatives, including introducing and training in the use of various systems and software tools for batch processing, cross-walking, analyzing, editing, updating, and quality review of library metadata. The incumbent assumes responsibility for the routine operation of the unit in the absence of the Resource Description Librarian.

Position: Business Librarian

Location: American University, Washington DC

Originally posted on University of Maryland blogMLIS

American University Library invites applications from innovative, energetic, and service-oriented librarians to fill a continuing appointment-track faculty position for the Kogod School of Business, beginning Summer/Spring 2017, subject to budgetary approval. Rank will be dependent upon experience and stature in the field at either assistant or associate level.

For more information and to apply for the position, please access the following web address: <https://apply.interfolio.com/38889>

Posted in [Job Vacancies \(Archive\)](#) | [Leave a reply](#)

History Associates Job Announcement—one position in Rockville, MD

Posted on **October 1, 2012** by **3placement**

Processing Archivist

History Associates has an immediate need for two experienced Processing Archivists to join our extensive and growing National Park Service team. One position is located at our main office in Rockville, MD and the other is located in Arkansas at the Buffalo River State Park.

Job Responsibilities

The Processing Archivists will implement previously developed processing plans.

Education Requirements

Master's degree in library science, history, or related discipline with a concentration in archival studies or archival courses, seminars, internships, or practica.

General Requirements

Ability to pass a National Agency Check

Job Requirements

- One year of experience arranging, describing, and cataloging archival records
- Understanding of and experience in implementing archival hierarchies
- Demonstrated practical knowledge of archival policies and procedures
- Experience cataloging archival collections using CMS databases
- Ability to work independently and to exercise discretion, initiative, and judgment
- Ability to work harmoniously and effectively with others
- Strong writing and verbal communication skills
- Familiarity with Microsoft Office Suite

Preferred

Demonstrated experience with the NPS Museum Handbook, Part II Museum Records, especially Appendix D: Museum Archives and Manuscript Collections
Demonstrated experience creating catalog records for archival collections in Re:discovery ICMS or ANCS+

Send cover letter, resume, finding aid, sample catalog record, transcripts, and names and phone numbers/email addresses of three references to:

History Associates Incorporated
ATTN: Doris Miles, Director of Personnel
300 N. Stonestreet Avenue
Rockville, MD 20850
FAX: 301-279-9224
E-mail: dmiles@historyassociates.com

Packages not containing all information requested will not be considered for this position.

History Associates is an Equal Opportunity Employer

Posted in [Job Vacancies \(Archive\)](#)

Vacancy notice – International Monetary Fund (IMF) – Archivist/Records Officer

Posted on **September 28, 2012** by **3placement**

The International Monetary Fund (IMF) is currently looking for a professional archivist. A complete position description and application guidelines can be found on the IMF web site at <http://www.imf.org/external/np/adm/rec/recruit.htm>

Under Archivist/Records Officer (Job Number: 1200682).

Applications must be submitted electronically before October 5, 2012.

International Monetary Fund (IMF)

<http://www.imf.org>

Posted in [Job Vacancies \(Archive\)](#)

Job Posting: Senior Manager, Research Services

Posted on **September 28, 2012** by **3placement**

One of Washington, DC's best law firms, **Crowell & Moring LLP** is an international firm which employs over 900 talented attorneys and professionals in the fields of accounting, human resources, administration, information technology, legal support, reference services, and operations. Our firm is AmLaw 100 and growing. We are one of the 100 most prestigious firms in the country to work for according to Vault.com – a unique place where people are valued and exciting careers are built. We can promise that you will love our culture and enjoy working with our energetic team!

We are currently seeking a talented and hard-working **Senior Manager, Research Services** to work in our Research Services Department. This position will require attention to detail, great organizational and management skills. Don't miss the opportunity to work for an exciting and dynamic law firm located in the heart of the Penn Quarter.

Overview of Responsibilities:

- Manages all firm wide Research Services operations and activities.
- Works with the firm's business development teams on competitive intelligence projects designed to give senior management information about client, prospective client and competitors' plans and activities.
- Develops the annual Research Services budget. Manages fiscal reports including monthly budget monitoring, variance reports, big ticket analysis and reconciliation.
- In conjunction with Chief Marketing Officer, determines which services and resources should be offered to the firm based on firm direction, practice areas, client base, culture, economics, infrastructure, competitive advantage, efficiency and personnel. Ensures the continued usage of the best available resources consistent with the firm's needs and goals.
- Makes recommendations regarding library automation and responds to changing research and informational needs which specifically require electronic delivery.
- Develops and applies consistent policies and procedures in support of firm goals and institutes procedures for the cost-efficient use and acquisition of resources firm wide.
- Implements and manages electronic resource management software to manage passwords, track usage, and provide client validation for electronic research services.
- Develops and implements Research Services orientation and training for new hires and existing attorneys and professional staff, and prepares guides and training documents as needed.
- Negotiates, implements and manages the firm's Research Services contracts and agreements for resources, services, materials, and equipment.
- Responsible for the professional development of the firm's Research Services personnel, including professional reference librarians, technical services management and technical services staff.
- Manages collection maintenance activities including but not limited to: shelf reading, shifting, and offsite storage of materials.
- Conducts business, legal, legislative and regulatory research for Firm employees, including attorneys, professional staff and paralegals.
- Assists firm management in physical space planning and long-range planning efforts that involve library collections, professional staff levels and equipment.
- Manages overall content, image and operation of the library Intranet / Portal page.
- Occasional travel is required.

Knowledge, Skills and Abilities:

- Advanced knowledge of legal database search techniques and basic cataloging and legal bibliography.
- Advanced knowledge of Westlaw, WestlawNext Lexis, Westlaw Business, CourtExpress, CourtLink.
- Ability to safely lift, move and carry items without assistance weighing less than 50 pounds.
- Demonstrated ability to communicate persuasively, both orally and in writing, with lawyers, firm professional staff, and outside parties and to make presentations to groups in an effective manner.
- Ability to manage subordinate supervisors in a complex work environment to develop a cohesive, effective work unit.
- Ability to analyze and interpret information from a variety of sources, apply critical and creative thinking to draw conclusions or develop solutions to complex problems.
- Knowledge of basic accounting and/or budgeting principles and the ability to track, organize, analyze and report financial data in a clear manner.

Required Experience:

- MS degree in Library and Information Science or equivalent degree from an ALA accredited institution is required.
- Minimum of five (5) years of increasingly responsible, directly related law firm library experience that included direct supervision of others is required.

Crowell & Moring LLP offers a competitive compensation and comprehensive benefits package which includes progressive options such as back up child care, wellness programs, cultural events and social activities. We are convenient to all Metro lines and offer reasonably priced on-site parking. We take great pride in our positive, friendly culture that rewards hard work and success, at the same time recognizing the importance of family and community service.

If you are interested in this opportunity or in exploring other available positions at the Firm, please visit <http://www.crowell.com/careers> to apply online.

EOE m/f/d/v

Stephanie E. Paup
Reference & Training Librarian
Crowell & Moring LLP
1001 Pennsylvania Avenue NW
Washington, DC 20004
(202) 508-8829
(202) 628-5116 Fax
spaup@crowell.com

Posted in [Job Vacancies \(Archive\)](#)

Position: Archivist/Cataloger, Baltimore, MD

Posted on [September 27, 2012](#) by [3placement](#)

Please see the website for full

information: http://www.morgan.edu/Administration/Finance_and_Management/Office_of_Human_Resources/Jobs__Morgan/AdministrativeStaff_Positions/2012-014.html

ARCHIVIST/CATALOGER

Job Status	Full-Time
Hiring Salary	Commensurate with Experience
Posting Date	March 5, 2012
Closing Date	Open Until Filled

Department: Earl S. Richardson Library

Duties: Provides archival, records management, and preservation expertise; sets policy and levels of practice; collects, organizes, and maintains control over a wide variety of information deemed important for permanent safekeeping; processes collections using archival accessioning techniques; provides services to researchers; catalogs and processes library collections; helps to prepare collections, which may be in a variety of formats, e.g., photographs, video and sound recordings, electronic data films, videotapes, audiotapes, DVDS, paper records, letters, and documents for web-based use; assists with library projects that demonstrate a significant added value to collections through formatting; complies with copyright and intellectual property law and University policies; provides University wide access; prepares guides, such as accession lists, indexes and bibliographies and abstracts; determines fiscal requirements and prepares budget recommendations; creates or adjusts catalog records for materials in all formats so that they conform to national and local standards and practices; provides implementation and evaluation of cataloging operations and workflows to expedite the processing of library materials; and performs other duties, as required.

Minimum Qualifications: Masters Degree in Library Information Science from an ALA-accredited institution, with a concentration in archives or a Master's Degree in archival studies; two (2) years of experience in an archival setting to include experience working with AACR2/RDA and LCSH.

Requirements: Knowledge of descriptive cataloging principles, USMARC format and archives use of the Internet; knowledge of EAD (Encoded Archival Description); knowledge of archival theory, methods and practices; knowledge of preservation techniques; skill in deciphering deteriorated or poor quality printed matter handwritten manuscripts, photographs, or film; ability to understand the content of documents and the context in which they are created; ability to work independently and collaboratively; ability to organize large amounts of information and write clear instructions for its retrieval and use in metadata; ability to complete projects within a limited time frame.

To Apply: Send letter of interest indicating Job #2012-014, a resume, a Morgan State University Application for Employment, and three names of references with telephone numbers to: Morgan State University, Office of Human Resources, 1700 East Cold Spring Lane, Baltimore, Maryland 21251 or e-mail information to jobs@morgan.edu. EEO/AA

NOTE: THE DEPARTMENT WILL CONTACT ONLY APPLICANTS SELECTED FOR INTERVIEW

Posted in [Job Vacancies \(Archive\)](#)

Position Available – Archivist

Posted on [September 21, 2012](#) by [3placement](#)

Archivist

Gilman School, a kindergarten through 12th grade independent day school for boys, seeks a qualified candidate for the position of Archivist. This full-time position reports to the Director of Marketing & Communications and the Director of Libraries. The Archivist will support the school through archives management and library support. This position will be responsible for organizing various historical collections; implementing and maintaining digital media software; providing reference service to alumni, faculty, staff, and students; and providing historical information and images to various sources. Candidate must possess strong analytical and computer skills and be innovative and forward-thinking with the understanding of appropriate traditional archival methodologies. Qualified candidates must have a Bachelor's degree, and at least 5 years work experience. A degree with a focus on archival studies is preferred. A Masters in Library Science is welcomed. Please log onto <https://home.eease.adp.com/recruit/?id=2296051> to enter your resume, cover letter, and salary requirements or send this information to Angela Y. Johnson, Director of Human Resources, Gilman School, 5407 Roland Avenue, Baltimore, Maryland 21210.

Angela Y. Johnson

Director of Human Resources

Gilman School

5407 Roland Avenue

Baltimore, MD 21210

(410) 323-3800 ext. 250

(410) 864-2824 Fax

ajohnson@gilman.edu

Posted in [Job Vacancies \(Archive\)](#)

LLAM Online

Law Library Association of Maryland

CATEGORY ARCHIVES: JOB VACANCIES

Three Positions- Maryland

Posted on **August 29, 2017** by **LLAM News**

Position: Director of Miller Library Resource Management

Location: Washington College, Chestertown, MD

Full vacancy announcement available on ALA Joblist.

Washington College seeks an experienced and enthusiastic librarian to provide leadership and management for the Miller Library Resource Management Department. The purpose of the Resource Management Department is to locate, acquire, and provide access to all library resources in all formats owned or subscribed to by the library. This position is responsible for library content discovery, access, and management and is expected to be competent in managing the integrated library system, Innovative Interfaces Sierra and the Ebsco Discovery Service.

As the manager for the library's acquisitions budget and the lifecycle processes of all resources, the Director must have a working knowledge of collection development processes, and be able to collaborate with other librarians and faculty to ensure the timely acquisition, discovery, delivery, and management of library materials using current information technology. The Director of Resource Management also participates in a culture of learning and discovery by providing research and instruction services and outreach to students and faculty, and by contributing to the overall success of the Library and Academic Technology department. This is a 12-month untenured faculty position, and as such, the Director is eligible to participate in faculty committees, attend faculty meetings and is expected to meet the faculty librarian requirements for promotion.

Application review will begin September 7, 2017 and will continue until the position is filled. Please send letter of application, curriculum vitae, and graduate transcripts from all institutions attended to our Online Portal, Consensus. If you have more than one document you would like to include under "Other Documentation," please combine into one Word (.doc) or PDF file and upload under "Attach Other Documents." Three letters of recommendation should be sent via email to Dean of Library and Academic Technology, Dr. Ruth Shoge at rshoge2@washcoll.edu

Position: Branch Manager II

Location: Baltimore County Public Library- Reisterstown, MD

Annualized Salary Range: \$79,052 – \$105,891

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 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.

Email your cover letter and resume as one PDF document to humres@bcpl.net. If you are an external candidate you must also attach an Employment Application which you can find on our website www.bcpl.jobs. Include your last name in the title of each document. Clearly indicate Branch Manager II in the subject line of your email

Position: Assistant Library Manager

Location: Baltimore County Public Library- Catonsville, MD

Annualized Salary Range: \$58,967 – 79,052

Originally posted on the Maryland Library Association listserv.

Key Responsibilities

- Works in collaboration with the Branch Manager to set performance expectations and customer service goals for librarian staff.

- Actively contributes to the branch management team to ensure that high quality library services and resources are delivered to customers.
- Leads staff by modeling the appropriate workplace behaviors and effectively communicating with staff regarding individual and team expectations.
- Recruits, trains, supervises and evaluates librarian staff. Accurately assesses staff abilities. Develops staff strengths and coaches staff to improve performance.
- Oversees the provision of information service, readers' advisory service, and programming/outreach services to users of varied ages, cultures and skill levels.
- Oversees the development and maintenance of information resources and materials that are used by customers.
- Demonstrates effective communication and relationship building skills with diverse customers and staff.
- Demonstrates commitment to teamwork by engaging in respectful and productive work relationships.
- Seeks creative and appropriate solutions to address varying branch and system operational needs.
- Embraces productive change and demonstrates flexibility in response to changing community needs.
- Exercises good judgment when making decisions and applying policies to workplace issues.
- Models continuous learning and holds staff accountable to continued professional development.
- In the absence of the Branch Manager, assumes manager duties when necessary.

Email your cover letter and resume as one PDF document to humres@bcpl.net. If you are an external candidate you must also attach an Employment Application which you can find on our website www.bcpl.jobs. Include your last name in the title of each document. Clearly indicate Branch Manager II in the subject line of your email

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Law Operations Supervisor- Alexandria Library, VA

Posted on [August 29, 2017](#) by [LLAM News](#)

Position: [Law Operations Supervisor](#)

Location: Law Library, Alexandria Library- Alexandria, VA

Salary: \$22.00 – \$24.00 (Hourly Wage)

Full vacancy announcement available on ALA Joblist.

Under the direct supervision of the Deputy Director, the incumbent is responsible for the daily operation of the Law Library. The Operations Supervisor is the primary contact for the public when accessing and utilizing the Law Library's resources. This position requires professional work of a confidential nature, independent judgment, initiative and discretion.

Posted in [Job Vacancies](#) | [Leave a reply](#)

Two Positions – Washington, DC

Posted on [August 25, 2017](#) by [LLAM News](#)

Position: Legal Reference Librarian

Location: FastCase, Inc. – Washington DC

Originally posted on [LLDC Jobline](#).

Fastcase is seeking a motivated reference librarian who is also confident with technology to join our outreach team. Must be a great communicator, tech savvy, and a great legal researcher. We are a service organization, so a service mindset is important.

We change the practice of law every day — the ideal candidate will be a forward-thinking innovator. MLIS with legal focus is required or two-three years in legal research in a law firm or law library setting. Strong problem solving skills, positive attitude, exceptional organizational skills, and strong work ethic also required. Bonus points for computer science or legal tech experience. Compensation commensurate with experience.

Pack your toothbrush, because teaching and travel are part of the job. Fully funded Carefirst Blue Cross Blue Shield health insurance, 3% annual 401K contribution (begins after 6-month qualifying period), at least 2% annual profit sharing. Two weeks paid vacation.

Position: Librarian (Digital Collections Specialist)

Location: Library of Congress – Washington, DC

Salary: \$54,972 to \$71,467 / per year (4 vacancies)

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

These positions are located in the Digital Content Management Section, Digital Collections Management and Services Division, Technology Policy Directorate, Library Services.

Duties

Serves as a digital collections specialist for assigned tasks and workflows within the Digital Content Management Section. Applies knowledge of library policies and procedures related to the assigned tasks and workflows in order to acquire digital collection materials. Implements, tests, and improves workflows in order to achieve digital content management goals for the assigned

tasks and workflows. Consults with senior members of the unit to resolve problems or issues. Ensures that content for the assigned workflows meets the Library's format and metadata technical standards for acceptance.

According to the practices of the unit, acquires, creates or oversees creation of descriptive, technical and administrative metadata as needed for collection materials received. Manages automated workflows for ingesting, reviewing, describing, inventorying, and storing digital content. Performs or coordinates quality review of metadata elements for the assigned 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. 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.

Assists in planning and implementing assigned portions of digital acquisitions projects. Suggests improvements to workflows or assigned content. Adheres to priorities and time-frames established by management.

Assists in implementing approved plans for assigned portions of projects, including recommendations on division of work between specialists and technicians assigned to a project. Tracks assigned portions of project workflow using software tools and schedules activities to move projects to completion, as assigned. Assists higher level staff of the unit to document and execute workflows. Makes recommendations for future improvements.

Develops personal contacts to establish and maintain cooperative work relationships in order to provide or exchange information and professional knowledge related to the assigned tasks or workflows.

Consults with supervisors and team leads to resolve problems or issues. Contributes to the planning and implementation of workflow procedures and provides input for setting production goals for assigned tasks or workflows. In support of digital content management, assists in the training of staff within the section and service unit. Assists others inside and outside the section with resolving digital collections management questions related to the assigned tasks or workflows. Creates and makes presentations to internal stakeholders as needed.

Consults with stakeholders to assist in implementing digital collections projects. Offers suggestions and advice on operational and technical problems. Serves as point of contact and provides technical advice related to assigned digital content tasks or workflows.

Posted in [Job Vacancies](#) | [Leave a reply](#)

Youth Services Manager – Burke Branch Library, Alexandria, VA

Posted on [August 25, 2017](#) by [LLAM News](#)

Position: Youth Services Manager (Librarian II)

Location: Burke Branch Library – Alexandria, VA

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

The Youth Services Manager is responsible for operations of the Burke Branch Library Youth Services Team and reports to the Branch Manager.

General Duties:

- Supervises one part-time Library Assistant and one part-time Library Page.
- Plans and implements educational programs and literacy initiatives including summer reading programs for children ages 0-12.
- Collaborates with the Teen Services Coordinator to plan and implement programs and initiatives for young adults.
- Coordinates collection development and maintenance of children's materials
- Assists children, caregivers, parents, teachers, etc. with requests for information and library materials.
- Coordinates outreach activities with Alexandria City Public Schools, the Department of Recreation, Parks and Cultural Activities, and related organizations providing Youth Services in the community.
- Stays aware of professional trends and continually works to improve youth services.
- Functions as building officer in the Branch Manager's absence.
- Weeds and updates the collection and evaluates print and digital resources.
- Participates on system Youth Services Committee and other committees.
- Other duties as assigned.

Skills and Abilities:

- Comprehensive knowledge of children's and young adult literature, programming and services
- Management and supervisory skills, including team building, time management, and planning
- Excellent communication and customer service skills
- Knowledge of integrated library systems and technology
- Ability to adapt to a rapidly changing library environment
- Ability to establish and maintain good working relationships with staff
- Ability to work independently as well as part of a team

- Prior supervisory experience is preferred

Minimum Requirements:

Master's Degree in Library & Information Science from an ALA-accredited school; at least five years of experience in professional library work, including three or more years of experience in a supervisory capacity at the level of Librarian I; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Applicant must possess or obtain, within 3 months of hire, a license to practice as a registered professional librarian issued by the Commonwealth of Virginia.

Foreign languages skills preferred.

Posted in [Job Vacancies](#) | [Leave a reply](#)

Reference and Research Librarian/Team Lead (Federal Library) – Washington, D.C.

Posted on [August 23, 2017](#) by [LLAM News](#)

Position: Reference and Research Librarian/Team Lead

Location: Cadence Group (Federal Library) – Washington, D.C.

Full vacancy announcement available at [SLA Career Center](#)

RESPONSIBILITIES:

Management, Reference, and Research

- Serve as Team Lead for team of federal contractors that includes Attorney-Librarians and Technicians.
- Initiate collection development projects to curate a collection that contains the most appropriate resources, both electronic and physical, to support patron research requirements of the Library.
- Participate in a variety of special projects that require working knowledge of library systems technology, databases, software, as well as operating policies and procedures.
- Provide legal and legislative reference services utilizing technically complex resources and specialized finding aids.
- Legal research and reference: Expertise in finding legal resources and government documents from a wide variety of electronic resources, including Westlaw, Lexis, Bloomberg

Law, and HeinOnline. Equally proficient with print resources, like West's Key Number System. Highly proficient at locating information from free government resources, like GPO FDsys, Congress.gov, and regulatory agency websites.

- Expert witness vetting and finding: 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.
- Public records: Track down hard-to-locate assets. Routinely conduct searches on state databases, commercial resources, and social media to locate information on individuals.
- Company research: Compiles thorough investigative profiles of companies, organizations, and executives, focusing on assets, incorporation, and parent company/subsidiary relationships. Major projects include the in-depth comparative company and asset research of many dozens of corporations.
- Legislative histories: Perform complex legal research and legislative analysis of both current and historical legal topics 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.
- Locates information, often of a specialized or technical nature, from a wide variety of published and unpublished sources and electronic databases.
Assist in selecting and maintaining library collections (legal and non-legal), in print and electronic formats.
- Collaborates with division attorneys, economists, paralegals, statisticians, research assistants, law interns, and field office staffs. Provides research services for the National Security Division, Office of the Solicitor General, and Office of the Attorney General.
- Searches for, identifies, and vets expert witnesses. Performs legal, public records and industry research in the medical and scientific arenas.
Staffing the Reference Desk 3 days per week in 2 to 3 hour shifts
Responding to inquiries made face-to-face, by telephone, or by virtual means

Training

- Participate in the development and delivery of instructional classes, both in person and online, to teach skills in analyzing topics, developing effective research strategies, and analyzing information to select the most appropriate sources for research.
- Provide presentations, training, and education.
- Assist with the development of tutorials and web guides to build discovery tools to support effective research.
- Engages in daily and weekly one-on-one training through research consultations.
- Design and conduct specialized training programs and briefings; and identify the need for, develop, and deliver training and informational presentations for attorneys, paralegals, interns, and staff.
- Build partnerships with different divisions to provide class development assistance, and conduct research to identify and obtain learning materials to support course content and design.

REQUIREMENTS:

- Extreme attention to detail
- Proficient at finding both print and electronic resources
- Supervisory or Team Lead experience
- Ability to clearly communicate with attorneys, economists, library techs, paralegals, statisticians, law interns, field office staff, research assistants
- Solid research skills; knowledge of complex resources and special finding aids
- Minimum of 4 years of experience fulfilling library reference and research requests
- Good track record of meeting deadlines
- ALA-Accredited Masters Degree in Library Science

Posted in [Job Vacancies](#) | [Leave a reply](#)

Two Positions – Maryland

Posted on [August 23, 2017](#) by [LLAM News](#)

Position: Learning Commons Assistant

Location: Goucher College, Baltimore, Maryland

Originally posted on the Maryland Library Association listserv.

Goucher College seeks a learning commons assistant to enhance the evening services of the College Library. The Library's mission is to provide academic and technological resources and services that allow the college community to achieve its teaching, learning, research, professional, and community-service goals. The learning commons assistant will contribute to this mission in a variety of ways.

Reporting to the research & user services librarian, the learning commons assistant will supervise the Learning Commons and the general Library during evening hours, working Sunday through Thursday, 5:00pm – 10:00pm, during fall and spring class sessions. Occasional additional hours may be required for training. The incumbent will ensure a welcoming and respectful environment, assist library patrons, provide basic research assistance, and ensure building security. The incumbent will also supervise Library student employees, assist writing center tutors as necessary, and maintains evening statistics.

To apply for this part-time position, go to: <http://goucher.interviewexchange.com/jobofferdetails.jsp?JOBID=88443>

Position: Head of Reference and Education Services

Location: Beneficial-Hodson Library at Hood College, Frederick, Maryland

Originally posted on the Maryland Library Association listserv.

Under the direction of the Library Director, the full-time Head of Reference and Education Services leads and supervises the team that plans, coordinates, and provides reference services and research skills instruction; provides faculty outreach and develops collaborative teaching and learning opportunities inside and outside of the classroom; works with Reference colleagues, the Director, and the Consortium Manager in managing the library's electronic resources, including serials, databases, the discovery system, and the proxy server; coordinates the recruitment, scheduling, training, management, and evaluation of part-time student employees in the reference department; works with the Director and the library staff in strategic planning and policy development; selects reference materials, including databases, for acquisition. Some evening work required. Weekend work may be required on occasion, and the librarian will participate in the inclement weather rotation.

Check here for details and application instructions:

https://re11.ultipro.com/HOO1003/JobBoard/JobDetails.aspx?__ID=*C19D4FEE07F7F9B7

Posted in [Job Vacancies](#) | [Leave a reply](#)

Two positions- Washington, DC

Posted on [August 21, 2017](#) by [LLAM News](#)

Position: Librarian (Digital Collections Specialist)

Location: Library of Congress, Washington, DC

Salary: \$79,720 to \$103,639 / per year

Full vacancy announcement available at USAJOBS:

<https://www.usajobs.gov/GetJob/ViewDetails/477534900>

These positions are located in the Digital Content Management Section, Digital Collections Management and Services Division, Technology Policy Directorate, Library Services.

Duties:

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 workflow 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 unit.

Position: Library Technician (OA)

Location: National Defense University, Fort McNair, DC

Salary: \$36,281 to \$58,428 / per year

Full vacancy announcement available at USAJOBS:
<https://www.usajobs.gov/GetJob/ViewDetails/477543000>

Duties:

- Provides physical processing and cataloging for incoming library materials in all formats according to established procedures and policies.
- Creates and maintains records using the Integrated Library System (ILS).
- Provides customer service and helps patrons with library resources by answering directional/informational questions.
- Performs author-title and subject searches in the integrated library system and the online catalog.
- Performs simple, ready reference and reader assistance service utilizing basic reference tools; directing customers to general subject areas.
- Maintains the order and appearance of library holdings insuring the proper location of holdings to assist in effective patron research

Posted in [Job Vacancies](#) | [Leave a reply](#)

Data Management Consultant at Johns Hopkins University

Posted on [October 31, 2012](#) by [3placement](#)

The Data Management Consultant provides consultative data management planning support to JHU Principal Investigators. The primary duties and responsibilities of the job include:

- * Manage inquiries from Principal Investigators for data management planning support.
- * Provide consultative support to PIs including
- * Evaluate data planning needs, assess short and long term options and benefits, cater planning to specific granting agency requirements, and provide guidance on editing data management plans.
- * Track specific scientific domain areas building knowledge and expertise in data types, formats, and needs within domain.
- * Identify data standards, metadata standards, best practices for data management, etc. to continuously build expertise to support the JHU data archiving service.
- * Maintain knowledge on a broad range of data repositories including their submission, Intellectual Property and use arrangements, and provide guidance on repository selection for deposit.
- * Proactively collaborate and coordinate with team to implement data management plans for data being deposited into the JHU Data Archive.
- * Collaborate with others in the library to effectively communicate services to faculty, researchers, and departments.
- * Manage short and long-term communications and relationships with PIs, including outreach and training in data management best practices.
- * Liaise with the Data Conservancy leadership.

Additional information:

The Sheridan Libraries and University Museums encompass the Milton S. Eisenhower Library and its collections at the George Peabody Library, the Albert D. Hutzler Reading Room, the DC Centers, the Evergreen Museum and John Work Garrett Library, and Homewood Museum. Staff from the libraries and museums teach classes, curate exhibitions, produce scholarship and serve as principle investigators for research initiatives. Rich in resources and expertise, the libraries and museums focus on the needs of faculty and students but also serve as ambassadors to communities well beyond the borders of the Hopkins' campuses. A key partner in the academic enterprise, the library is a leader in the innovative application of information technology and has implemented notable diversity and organizational development programs.

The Sheridan Libraries and University Museums are strongly committed to diversity. A strategic goal of the Libraries and Museums is to 'work toward achieving diversity when recruiting new and promoting existing staff.' The Libraries and Museums prize initiative, creativity, professionalism, and teamwork. For information on the Sheridan Libraries, visit <http://www.library.jhu.edu>. For information on Evergreen Museum and Library and Homewood Museum, visit <http://www.museums.jhu.edu>.

Qualifications:

- * Masters of Science, Engineering or Library Science.
- * A minimum of three (3) years combined of library, information technology, informatics, and/or scientific research experience.
- * Experience working with scientific data management and/or curation preferred.

- * Experience with one or more components of the research data life cycle: creation, processing, analyzing, preserving, providing access to, and re-using.
- * Must be self motivated, pro-active, willing to take on new challenges and solve problems with minimal supervision.
- * Good listener with a high degree of customer orientation.
- * Superb people skills, strong team-orientation, and professional attitude.
- * Clear and consistent communicator.
- * Strong writing skills.
- * Strong project planning, management, and execution skills.
- * Demonstrated ability to work with and easily adapt to new technology.

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Part-time Reference Librarian– American University Library

Posted on **October 31, 2012** by [3placement](#)

* **Job ID:** 10476

* **Job Title:** Part-time Reference Librarian (9527)

Organization Name : American University Library

* **Job Description:** American University Library
Position Announcement
Part time Reference Librarian
October 25, 2012

American University Library invites applications for a part-time Reference Librarian for the fall 2012/spring 2013 academic year (12-15 hours) beginning immediately through May 15, 2013 with a potential renewal for the summer and autumn.

Responsibilities: Provide reference service to a diverse user population at a busy reference desk. Provide research assistance in the use of the on-line catalog, 400+ databases, and the print collection, in addition in addition to training and support for users of citation management software. Staff email and

IM/chat reference services. Perform other reference responsibilities as assigned.

General days and hours include: Tuesdays 12:00pm to 6:00pm, Fridays 12:00pm to 6:00pm and one evening or weekend day per week (shifts to be determined).

Qualifications: Requirements: ALA-accredited M.L.S., plus academic or equivalent reference experience. Experience with electronic information resources, including EndNote and other citation management tools. Excellent communication skills and the ability to work independently and collegially.

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Librarian III Technology at Prince George's County Memorial Library System

Posted on [October 24, 2012](#) by [3placement](#)

Subject: Job: Librarian III Technology at Prince George's County Memorial Library System

Librarian III Technology
Prince George's County Memorial Library System, Bowie, Maryland

Salary: \$47,069 to \$78,921

Status: Full-time

Posted: 10/23/12

Deadline: 11/06/12

Librarian III Technology

Examples of Duties: Provides quality reference and readers' advisory services. Promotes library services and collection usage while utilizing creative and innovative techniques. Initiates and maintains local community contacts. Reads and reviews materials; develops, evaluates and maintains collection to meet community information and recreation requirements. Manages the technology lab, including troubleshooting user PCs, minor computer hardware and

software issues. Provides user guidance relating to software programs and personal electronic devices. May provide assistance with system wide technology initiatives. Trains, supervises, coordinates and evaluates staff in supervisory line. Plans and presents book talks and programs for all age levels; plans and arranges displays. Compiles materials lists; maintains files and indexes. Works in various departments or branches other than where regularly assigned. Collects, maintains and evaluates data relating to branch performance and program effectiveness. Keeps informed of professional developments in technological services relating to community needs. Keeps informed of professional developments in library service. Attends professional meetings, workshops and conferences and serves on committees. Performs circulation tasks when required. Performs other duties or responsibilities that are related to the position.

Qualifications/Requirements: Possession of a Master's Degree in Library Science from an American Library Association (ALA) accredited program and three (3) years of professional library experience including supervisory experience. Demonstrated knowledge and experience with technology trends and standards. Experience with developing and teaching library/technology content including but not limited to software programs (Microsoft Word, Excel, etc), PCs and personal electronic devices (tablets and e-readers). Demonstrated knowledge and experience in troubleshooting and correcting minor computer hardware and software issues. Knowledge of characteristics of the service area assigned and customer interests and needs. Considerable knowledge of library policies, practices, goals and objectives. Knowledge of community organizations, agencies, and resources. Considerable knowledge of both the collection currently held by the Library System and that available outside the System. Knowledge of sources and tools offering assistance in the selection of appropriate age-level materials. Skill in program development and delivery.

Ability to effectively direct the activities of the unit assigned. Ability to effectively supervise, including planning, scheduling, training and evaluating staff. Demonstrated ability to deal tactfully and efficiently with a diverse public, community organizations and staff. Ability to maintain records, develop reports in a clear and orderly manner and make succinct oral presentations. Ability to communicate effectively both orally and in writing.

Ability to exercise initiative and independent judgment. Work involves extensive standing; walking; reaching, stooping, bending, grasping and moving objects; and use of computer, telephone and other office equipment.

Necessary Special Requirement: Professional Public Librarian Certification in the State of Maryland.

Email humanresources@pgcmls.info to apply for this job.

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Digital Media Librarian at Maryland Institute College of Art

Posted on [October 24, 2012](#) by [3placement](#)

Subject: Job: Digital Media Librarian at Maryland Institute College of Art

Digital Media Librarian

Academic Services/ Decker Library, Maryland Institute College of Art

Division: Academic Affairs

FLSA Status: Exempt

Reports to (Position Title): Director, Decker Library

Work Schedule: 8:30 am -4:30 pm (M-F), one day a week 11am -7 pm

Job Code & Description: S7200, Librarian

The Digital Media Librarian is responsible for the operation of the Media Resources Collection (MRC), including digital images, the slide collection, material collection, videos and films; and for providing leadership with the on-going integration of analog and digital media technology and services. This includes establishing departmental policies and procedures, budget management, database administration and implementing collection initiatives in collaboration with the Director of the Decker Library.

Summary of Essential Functions:

- * Manage the daily operations of the Media Resources Collection and services
- * Plan and allocate budget in collaboration with the Director of the Decker Library
- * Manage the digital asset portion of the Integrated Library System (SirsiDynix Portfolio)
- * Supervise digital image and collections cataloging

* Participate in collection development and outreach for still and moving image collections

Essential Duties & Responsibilities:

* Manage MRC staff and oversees daily departmental operations, including hiring and evaluating staff.

* Develop collection of still and moving images for instruction, research and preservation purposes.

* Select, acquire and maintain collections.

* Explore new technologies and provide innovative ways to offer digital materials in support of teaching and learning.

* Oversee processing and cataloging for the image collection.

* Establish policies and ensure best practices are followed for cataloging, creation and storage of analog and digital media, in coordination with the Catalog Librarian as necessary.

* Manage and oversee the organization and appearance of the digital asset management system.

Coordinate with the Systems Specialist to manage the related portion of the ILS system.

* Work with librarians and staff responsible for online resource collection development, acquisition, maintenance and user discovery.

* Provides reference, instruction and one-to-one research appointments, including participation in the Personal Librarian program.

* Coordinate the acquisition and inclusion of institutional archive materials in the MRC collection.

* Provide reference and circulation services to patrons.

* Participate in local and national professional organizations as well as library related projects and institution-wide committees as needed.

* Perform other related duties as assigned.

Knowledge, Skills, and Abilities:

* Demonstrated knowledge of current and emerging metadata and cataloging standards including MARC, METS, MODS, VRA core, Dublin core, XML, TEI, and best practices for digital collections.

* Familiarity with integrated library systems and relational database management.

* Knowledge of, and interest in relevant analog and digital media formats and experience with computer technologies, digitization protocols and digital copyright.

* Familiar with proper handling of archival materials, photographic media and fragile special collections.

* Excellent technical and interpersonal skills, including the ability to foster a collegial work environment that encourages change and innovation.

* Ability to interact effectively and work productively, cooperatively, and collaboratively with a variety of individuals and groups in a complex and rapidly changing environment.

* Demonstrated ability to plan, coordinate, and implement complex projects and services.

* Ability to solve problems and prioritize work effectively.

Minimum qualifications:

* Masters degree in Library or Information Science

* Budget management and collection development experience with still and moving images

* Knowledge of art and the use of visual resources in an academic context

* 3-4 years visual resources experience in an academic or museum setting

* 1-2 years supervisory experience

Preferred Qualifications:

* Bachelors, or Masters degree or strong educational background in Studio Art, Art History or related Experience supervising digital projects

* Experience managing a visual resource center including supervision of student workers

Reporting to this position: 2.5 FTE (Media Coordinator, Patron Services Assistant, Media Resources

Collection Assistant)

Conditions of Employment:

* Conditions: Background Check

* Must work at least one evening a week

Physical demands and work environment:

The physical demands and work environment characteristics 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.

* Physical Demands: While performing the duties of job, the employee is occasionally required to stand, sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop; talk or hear. The employee must occasionally lift up to 40 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

* Work environment: While performing the duties of the job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal to moderate.

* Required training: Handbook orientation, Anti-Harassment, Hazard Communication, Emergency

Plans & Fire Prevention, Personal Protection Equipment. (additional training may be added, SEE: EHSManger training schedule)

To apply online please visit: <http://mica.interviewexchange.com>

AA/EOE

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Digital Services Librarian at Georgetown University

Posted on **October 23, 2012** by [3placement](#)

From: jobs@CODE4LIB.ORG

Subject: Job: Digital Services Librarian at Georgetown University

Digital Services Librarian participates in the planning, implementation, maintenance, expansion and communication of the digital library and institutional repository services, collections and content, including the design, deployment and maintenance of DigitalGeorgetown which includes but is not limited to digital repository and publishing services and collections (such as Digital Asset Management System, Archival Management System, Art Collections Management System and other digital library related services) and related tool sets, representations of digital content, digital conversion, interoperability of digital platforms, management and archiving of datasets, and integration of digital resources into learning management systems.

Demonstrates and facilitates effective communication throughout the Library and across the University with the various colleges, departments, institutes, and faculty. This position is also responsible for marketing and promoting DigitalGeorgetown to the GU community and consortia.

Qualifications: Masters degree in library and/or information science from an ALA-accredited program or related degree required. Must have a demonstrated understanding of the application of technology as it relates to scholarship and teaching; two years of direct experience with digital initiatives (digitization projects, digital content management systems and/or Web-based delivery of digital objects); experience with digital asset management platforms or extensible services such as DSpace, Islandora, Omeka, DigiTool, Blacklight etc.; demonstrated ability to analyze user requirements to deliver digital solutions and experience performing usability surveys; experience with digital image file formats, conversion and software such as Adobe CS; knowledge of audio and visual applications in the virtual environment; programming or Web development experience; teaching or training experience; experience with XML, XSLT and CSS; demonstrated understanding of and experience in using metadata standards such as Dublin Core, EAD, MODS, METS and PREMIS. The following qualifications are preferred: Experience with DSpace and Drupal; knowledge of copyright and licensing issues affecting digitization efforts; experience with digital project management; experience with Open Source Journal Publishing Platforms such as OJS; and experience with web programming languages.

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Librarian– National Agricultural Library in Beltsville, MD

Posted on [October 17, 2012](#) by [3placement](#)

LAC Group is seeking a **Librarian** with knowledge of developing bibliographies for our client The Water Quality Information Center (WQIC) at the National Agricultural Library (NAL). This position will develop a comprehensive bibliography for a research project involving the Agricultural Research Service and other federal agencies. The position involves compiling an extensive print and online bibliography covering sources and transport of salinity from rangelands to river systems. The bibliography will be similar to those listed at <http://go.usa.gov/7b3>. This is a full-time position (40 hours per week) working Monday – Friday in Beltsville, Maryland. This is part of a contract that will end in March of 2013.

Responsibilities:

- Search a variety of bibliographic databases, such as AGRICOLA, BIOSIS, CAB Abstracts, Scopus and Water Resources Abstracts, to identify relevant literature on the sources and transport of salinity from rangelands to river systems;
- Consult with subject matter experts to ensure relevancy of citations;
- Use EndNote and Microsoft Word software to manage, organize and create uniform citations;
- Create a camera-ready bibliography for printing, along with PDF and HTML versions for online posting

Qualifications:

- Knowledge of library/information science, especially regarding conducting literature searches on technical topics using multiple bibliographic databases;
- Ability to analyze literature citations for relevancy to project requirements;
- Skill in using citation management and word processing software; experience with EndNote and Microsoft Word preferred;
- Skill in proofreading and attention to detail;
- Good communication skills and ability to work both independently and as part of a team;
- Knowledge of, or interest in, agricultural and/or environmental topics.

For immediate consideration, please apply via <http://goo.gl/tgfH8>

Visit us at www.lac-group.com for more career opportunities.

LAC Group is an Equal Opportunity/Affirmative Action employer and values diversity in the workforce.

LAC Group is a premier provider of recruiting and consultancy services for information professionals at U.S. and global organizations including Fortune 100 companies, law firms, pharmaceutical companies, large academic institutions and prominent government agencies.

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Part-Time Circulation Manager— Laurel, MD

Posted on **October 17, 2012** by [3placement](#)

Job Posting: Part-Time Circulation Manager

The Sherman Cohn Library is a small academic and special library at the Tai Sophia Institute, a graduate school offering Master's degrees and Certificates in Nutrition and Integrative Health, Herbal Medicine, Acupuncture and Oriental Medicine, Integrative Health and Wellness, and Integrative Health Coaching. Located in Laurel, Maryland, the Library seeks a dedicated individual to work part-time as our Circulation Manager. To read about the responsibilities/duties and qualifications we are seeking in an applicant, and to learn how to apply, please view the full posting for this job at http://www.tai.edu/uploads/assets/161012_113153_Circulation_Manager_2012-10_Revised.pdf

Thank you.

Best,

Jenifer

Jenifer Kirin

Director of Library Services

Sherman Cohn Library

Tai Sophia Institute

<http://www.tai.edu/ResourcesLibrary.aspx>

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