Three Positions — Maryland & Washington, D.C.
Posted on December 22, 2017 by LLAM News

Position: Data Services and Management Subject Specialist Librarian
Location: Universities at Shady Grove, Rockville, MD
Full vacancy announcement available at ALA JobLIST.

Nature of Work
The Priddy Library is seeking an innovative and enthusiastic information professional to serve as the Data Services & Management Subject Specialist Librarian at the Universities at Shady Grove (USG). The successful candidate will lead the development and provision of the Data Management and Visualization Lab. Working closely with faculty, students and staff, the Librarian will build relationships in order to support research and teaching with a focus on promoting and providing data services for finding, manipulating, analyzing, visualizing and managing data. Through research consultations, classroom instruction, and other programming, the Librarian will help the Library meet curricular needs by increasing the visibility of available data-related resources and services. The Librarian will provide subject-specific information literacy instruction, maintain strong relationships with faculty and students in assigned undergraduate and graduate programs, and enhance curricula and research innovation at USG.

Duties and Responsibilities:
- Assists and provides guidance to students and faculty with issues related to the research data lifecycle. Plays an active role in the development and oversight of the Data Management and Visualization Lab. (45%)
- Serves as library liaison to Management, Public Administration, Construction Management Technology and Hospitality & Tourism Management programs, which involves, but is not limited to, promoting services available through the Priddy Library, providing information literacy instruction, supporting faculty research, creating web and digital content and developing and managing collections in assigned subject areas. (30%)
- Designs and delivers research and information literacy workshops to individuals and groups. Provides general and specialized information assistance and research consultations in person, by phone, e-mail and through chat. Researches and implements innovative technologies to advance teaching and learning, research, communication, collaboration, and information literacy. Maintains a strong knowledge of current and emerging trends, particularly in the areas of information literacy instruction, assessment and research methods. (10%)
- Participates in UMD Libraries and USG activities. Participates in professional development activities, such as continuing education, service to the library community and scholarship/creativity. (10%)
- Assists with special projects and programs as assigned. (5%)

Physical Demands:
- Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards.

Supervisory Responsibilities:
- Supervises students.

Qualifications (Knowledge, skills, and abilities)

Education
Required:

- Masters in library or information science from an ALA-accredited institution of higher education or from a master's level program in library and information studies accredited or recognized by the appropriate national body of another country. Or an advanced degree in data management, statistics or related field with relevant experience by date of appointment.

Experience Required:

- Experience providing reference and research assistance in an academic or special library.
- Experience using electronic resources.
- Experience with information literacy instruction.
- Familiarity with data discovery, analytical techniques and statistical methodologies.
- Familiarity with local and national data repositories, public data sets and data management plans.
- Familiarity with software for statistical, quantitative and/or qualitative analysis, such as SPSS, Stata, SAS, R, NVivo, GIS.
- Familiarity with data visualization tools, such as Tableau, Plot.ly or D3.js.
- Familiarity with data cleaning tools such as OpenRefine or features of Excel.
- At least two years professional experience in academic/research library.

Preferred:

- Experience with or aptitude for working effectively and creatively with faculty and students.
- A deep understanding of data life cycle research.
- Knowledge of the research process and evolving models of scholarly communication, open access, institutional repositories, and other trends in information science.
- Demonstrated knowledge of and enthusiasm for the integration of new technologies into the delivery of information services.
- Experience with collection development.
- Experience using digital and web technologies in the delivery of library services.
- Ability to work effectively with a diverse and multicultural faculty, staff, and student community.
- Flexibility, adaptability, and the ability to work successfully in a complex, dynamic environment with competing demands.
- Strong commitment to public service.
- Excellent oral and written communication skills.
- Demonstrated ability to work well both independently and collaboratively with colleagues, faculty and staff in a rapidly changing and dynamic environment.
- A commitment to continuous professional development through participation in local, regional, and national forums.

To apply, please visit https://ejobs.umd.edu/postings/56906
To receive priority consideration, please upload a resume, cover letter, and a list of references by January 16, 2018; however, the position will remain open until filled.

Position: Library Technician
Location: Library of Congress, Washington, DC
Salary: $44,941 to $58,428 per year
Full vacancy announcement available at USAJOBS.
Summary
This position is located in the ISSN Section of the U.S. Programs, Law & Literature Division, Library of Congress Directorate of Acquisitions and Bibliographic Access provides an exciting opportunity to work with serials and other continuing resources in both national and international environments. The ISSN Section functions as the U.S. ISSN Center, part of the 90-country ISSN Network. The U.S. ISSN Center is responsible for assigning International Standard Serial Numbers (ISSN) to U.S. continuing resources, including serials and electronic resources. The incumbent of this position will interact with U.S. ISSN requesters by email and telephone as well as communicate with members of the ISSN Network around the world. The incumbent performs major technician duties in support of the processing of requests for ISSN from publishers, libraries, and others. Over 40% of U.S. ISSN assignments are for online resources that can include databases and web sites as well as e-journals. Critical functions of this position include managing ISSN requests and notifications, identifying whether requests are in scope and accompanied by adequate supporting materials; searching multiple complex bibliographic databases to interpret and identify bibliographic records and locating the corresponding electronic resources online; responding to email ISSN requests and queries; using a program to create initial bibliographic control records in an integrated library system from publisher-supplied data and other technical and communication tasks.

Responsibilities
Performs searches of reference sources which may include print, automated files, and internal and external databases. Receives, inspects, and processes library materials in all formats. Uses standard techniques to perform further sorting and distribution for items not destined for the collections. Identifies items for surplus, and for discard. Independently performs serials control activities in an online environment.

Updates entries in online and manual files. Resolves a wide variety of editorial problems such as duplicate entries, additions or changes to treatment and selection decisions, updates to reference or routing assignments, consolidation of holdings, and claims of missing items.

Performs copy cataloging for various materials and formats in an automated cataloging environment. Searches entries in automated and manual catalogs. Assigns content designation on newly created and updated bibliographic records. Performs database maintenance including modifications, updates, and corrections. Creates and revises bibliographic records, including initial bibliographic control records (IBCRs). Refers problems and items needing authority work to senior staff.

Shelflists materials independently, adjusting procedures as needed. Consults the shelflist or the appropriate classification schedule to verify whether the class number assigned is consistent with the subject heading(s). Learns to identify possible errors in the cataloging process and then consults with senior personnel before correcting the problem.

Receives and accessions various types of materials. Searches collection data in large in-house databases. Logs materials into and out of the workflow. Distributes materials to the appropriate section, shelf, or individual cataloger. Creates labels for materials and performs other end-stage processing tasks as required. Routes accessioned and processed materials to the correct locations in the Library.
Communicates with a broad spectrum of clients regarding routine questions on services to publishers and other specialized library services. Provides forms and instructions for securing these services. Provides technical information in clear, straightforward language. Provides referrals to library services such, Copyright, CIP, ISBN, U.S. Postal Service, Patent and Trademark Office, etc. based on knowledge of these services and their differences. Prepares acknowledgment letters.

Performs special searches of various computer and card catalogs and files to locate and/or verify bibliographic data supporting various library functions for and cataloging. Efficiently searches online databases such as LC/ILS, ISSN, and OCLC to locate records for materials in hand. Recognizes the need for appropriate alternative search strategies to locate records.

Uses automated tools, such as macros, preprocessors, and Cataloger's Desktop to process titles. Enters data related to production into statistical or management databases and runs reports as needed.

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

Ability to provide customer service while exercising judgment and discretion.**

Knowledge of library bibliographic processes and procedures, especially as applied to serials and electronic resources.**

Ability to use information systems, email systems, databases, and computerized search tools and equipment.**

Ability to manage and prioritize workloads.

Ability to communicate effectively other than in writing.

Position: Library Tech
Location: Naval Air Systems Command, Patuxent River, MD
Salary:$40,442 to $52,579 per year
Full vacancy announcement available at USAJOBS.

Summary
The selectee for this position will serve as a Library Technician in the Fleet Readiness Center Mid-Atlantic site Patuxent River, MD of FRC DET MIDLANT PAX RIVER MD MPN.

Responsibilities
The successful selectee will perform the following duties:
- Receive, process, and maintain all Navy, Air Force or Army or Commercial manuals.
- Establish and maintain automatic distribution requirements for the central and dispersed technical publications libraries.
Two Positions — Washington, D.C. & Virginia

Position: Federal Library and Information Network (FEDLINK) Executive Director

Location: Library of Congress, Washington, DC

Salary: $124,406 to $187,000 per year

Full vacancy announcement available on USAJOBS.

Summary

The Federal Library and Information Network (FEDLINK) is an organization of federal agencies working together to achieve optimum use of the resources and facilities of federal libraries and information centers by promoting common services, coordinating and sharing available resources, and providing continuing professional education for federal library and information staff. FEDLINK serves as a forum for discussion of the policies, programs, procedures and technologies that affect federal libraries and the information services they provide to their agencies, to the Congress, the federal courts and the American people. The FEDLINK Executive Director directs mission activity to serve federal libraries and information centers as their purchasing, training and resource-sharing consortium. Additionally, the FEDLINK Executive Director helps federal library customers by providing the expertise of Library of Congress librarians, contracting officers, financial managers, and customer service representatives — getting the best products and services at the best available prices.

This position is located in National Enterprises, National and International Outreach.

The position description number for this position is 368309.

This position has no promotion potential.

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

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

This is a supervisory, non-bargaining unit position.

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

Responsibilities

Has overall responsibility, as well as delegated authority, for the oversight and administration of broad, emerging, and/or critical agency programs or operations. Responsible for the
direction and management of the FEDLINK revolving fund operations to efficiently achieve specified goals and objectives. Evaluates current and proposed programs and operations and takes actions to initiate, modify, or discontinue projects as needed. As Executive Director of FEDLINK, administers an organization of sufficient strength and expertise to attain the program and business goals and objectives; directs the annual budget process and manages budget execution; and represents the network at professional meetings and network activities among the Federal and non-Federal sectors. Plans the annual program and activities and determines short and long range goals and objectives. Determines research and development projects for both the network office and members’ individual needs, including enhancements to FEDLINK’s automated registration and financial systems and customer databases, providing installation and implementation oversight.

Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staff, other legislative and executive agencies, executives of major corporations, and distinguished members of the public, in order to advance the objectives of federal libraries and information centers on behalf of the Library of Congress. Establishes and maintains close and cooperative working relationships with Library of Congress officials and Service Unit management, government agencies, and other institutions with related interests in support of FEDLINK. Communicates with the FEDLINK Advisory Board and with Library of Congress senior managers on the status of work activities and efforts. Reports regularly on the effectiveness of FEDLINK and related programs.

Develops, conceives, plans and implements policies and guidelines affecting broad, emerging, and/or critical agency programs. Translates new legislation into program goals, actions, and policies, interpreting the impact of new legislative requirements on agency programs. Is recognized as an agency authority in formulating new policies and program objectives that have a broad or long-range impact on Federal libraries and information centers. Provides management and consulting services to top executives of the agency on change management and internal business process improvements to improve the effectiveness of FEDLINK operations and functions.

Performs the human resource management functions relative to the staff supervised. Establishes performance expectations for staff members, which are clearly communicated. Provides informal feedback and periodically evaluates staff on organizational performance. Resolves informal complaints and grievances. Takes personnel actions as necessary. Provides advice and counsel to staff members and subordinate managers related to work and policy matters. Effects disciplinary measures. Reviews and approves or disapproves leave requests. Assures that organization staff at all levels are trained and fully comply with the provisions of the safety regulations. Promotes the spirit and practice of diversity and Equal Employment Opportunity programs, ensuring that the commitment to equal opportunity without regard to race, color, religion, sex, and national origin is carried forward in all aspects of Human Resources management.

**Qualifications**

The competencies below are required for this position. Those marked with a double asterisk (**) are considered the most critical competencies for this position.
A candidate’s resume must show a proven record of accomplishment that clearly demonstrates he or she has:

- Ability to direct a major contracting operation.**
- Ability to supervise and lead a diverse workforce.**
- Ability to gather, compile, and analyze financial information.**
- Ability to manage a major Federal program, including human resources, budgeting/finance, and contracting procurement.**
- Ability to communicate in writing.
- Ability to develop and maintain effective client relationships.

**Education**

Basic Requirement: All librarians must meet the requirements for professional education in library science or possess equivalent experience and education.

1. Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor’s degree; or

2. A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.

You must provide legible transcripts or a list of college courses showing completed course work, semester hours earned, and degree(s) awarded, and a copy of your professional certification, if applicable as noted under the Basic Requirements. Failure to submit the required documentation at the time of application will eliminate you from further consideration. Official documents will be required if selected.

**Position:** Regional Assistant Branch Manager (Librarian III)

Location: Fairfax County Government — Reston Regional Library, Reston, VA

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

**Description**

Responsible for the overall management of a regional library in the absence of the branch manager. Trains, supervises and evaluates subordinate personnel. Responds to the needs of
library customers at the information desk. Oversees maintenance of branch materials
collection. Creates and coordinates programs and outreach events for library users and
community group. Communicates facility and technology concerns to appropriate county
agencies.

**Note:** The salary will not exceed the midpoint (or $76,221.39) of the advertised compensation
range.

**Schedule:** Scheduling flexibility is imperative. The schedule includes evenings, Saturdays and
Sundays as assigned. The schedule may vary depending on the needs of the library

**Requirements**

**MINIMUM QUALIFICATIONS:**
Graduation from college with a master’s degree from an accredited library school and two
years of professional library experience, including one year in a supervisory capacity.

**CERTIFICATES AND LICENSES REQUIRED:**
Possession of a certificate issued by the Virginia State Board for Certification of Librarians
within three (3) months of date of appointment to the position.

**PREFERRED QUALIFICATIONS:**
Three or more years of library experience, to include two or more years in a supervisory
capacity.

**NECESSARY SPECIAL REQUIREMENTS:**
The appointee to the position will be required to complete a criminal background check and a
Child Protective Services Registry check to the satisfaction of the employer.

**PHYSICAL REQUIREMENTS:**
Ability to lift books weighing more than 10 pounds. Ability to push and pull full 4-wheeled book
carts and book bins. All duties performed with or without reasonable accommodations.

**SELECTION PROCEDURE:**
Panel interview; may include an oral and/or written exercise.

Two Positions- Maryland

Posted on December 20, 2017 by LLAM News

**Position:** Director

Location: Frederick County Public Libraries, Frederick, MD

Full vacancy announcement available on ALA JobLIST.

The Frederick County Public Libraries Board of Trustees seeks a visionary leader to serve as
Director. With eight branches and two bookmobiles, the library serves a diverse population of
about 250,000 residents.

Qualifications and Requirements:

- Strong leadership skills, with the ability to inspire staff, board, and the community.
- Political savvy with well-developed prowess at building and strengthening relationships.
- High-level managerial experience with financial and planning responsibilities.
- Intellectual curiosity, and an eagerness to explore new ideas.
- Master of Library Science degree from an ALA-accredited school.
Position: **All of Us Community Engagement Coordinator**

Location: University of Maryland, Baltimore, MD

Full vacancy announcement available on [ALA Career Center](https://www.alacareercenter.org).

In cooperation with the National Institutes of Health All of Us Research Program ([https://allofus.nih.gov](https://allofus.nih.gov)) and the All of Us Training and Coordinating Center, the All of Us Community Engagement Coordinator will focus on improving consumer access to high quality health information in communities throughout the U.S., specifically, by working with public libraries. The goals of this 3-year pilot position are to:

- Help public libraries in supporting the health information needs of their users;
- Support community engagement through public libraries for All of Us; and
- Help establish an All of Us Training Program, the home for training and resources about and related to the program for consumers, health professionals, librarians, and researchers.

The Coordinator will work with regional public libraries, community-based organizations, known All of Us partners, and others in target areas within AL, DC, FL, GA, MD, MS, NC, PR, SC, TN, USVI, VA, and WV to develop activities based upon community health needs and the requirements of the All of Us program.

The All of Us Community Engagement Coordinator works under the direction of the Executive Director of the NNLM Southeastern/Atlantic (SEA) Region and the All of Us Training and Coordinating Center. The SEA Coordinator serves as the Point of Contact for the program and collaborates with other NNLM All of Us Community Engagement Coordinators to create a cohesive but culturally sensitive strategy for educating and engaging stakeholders.

The Coordinator position is a full-time, non-tenured faculty librarian currently funded through April 30, 2020 with potential for renewal. This is an office-based position, without an option for telecommuting, located at the Health Sciences and Human Services Library with frequent travel to target areas and national meetings.


Responsibilities include:

- In consultation with the All of Us Research Program, collaborate with selected target areas for community engagement (two per year for a total of six areas by Year 3).
Identify community health and health literacy needs tailored to the identified geographic areas.

Convene a network of diverse partners that represent all segments of the targeted communities that are dedicated to improving community health, including public libraries.

Participate in national program coordination to develop effective, innovative, replicable approaches to meet the All of Us and health information needs of library users.

Coordinate subawards to support public libraries and community organizations in accomplishing the goals set forth in this project.

Prepare detailed evaluation and progress reports on activities, programs and services in close collaboration with the All of Us University Coordinating Center, National Network Coordinating Office, National Evaluation Office, and other NNLM regions.

Contribute through scholarly articles, presentations at professional association meetings, and professional service (e.g., serving on professional panels) surrounding the NNLM All of Us national program.

Required qualifications:

- Master of Library Science or equivalent advanced degree from an ALA-accredited institution
- Minimum of three years’ experience working in public libraries or with public library staff
- Demonstrated experience in developing, implementing and evaluating new programs
- Service orientation and ability to work effectively with colleagues, health professionals and consumers in a diverse, multi-cultural community
- Excellent presentation skills
- Exceptional oral and written communication skills
- Willingness to travel; valid driver’s license at the time of employment
- Proficiency in software such as Word, Excel, PowerPoint, as well as Web-based applications

Preferred qualifications:

- Significant project management experience
- Experience with precision medicine concepts
- Familiarity with NLM and NNLM programs
- Extensive health information programming or community health education experience

APPLICATIONS:

Application materials must include a CV/resume; cover letter which includes the source of advertisement; 3 references including names, addresses, and phone numbers; and a separate signed/dated affidavit page (stating “I verify that my CV is current and accurate” – does not need to be notarized). Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by January 19, 2018. Interested applicants should apply using the following link: [http://bit.ly/AllofUsRML](http://bit.ly/AllofUsRML).

MINIMUM SALARY: $57,000, commensurate with experience
Two Positions - Maryland

Posted on December 4, 2017 by LLAM News

Position: Coordinator of Library and Learning Support Services
Location: Hagerstown Community College, Hagerstown, MD
Salary Range: Grade 14 – $56,692 annual salary or greater depending on background and experience

Full vacancy announcement available on ALA Joblist.

Description
Hagerstown Community College is pleased to announce that applications are currently being accepted for a Coordinator of Library and Learning Support Services position.

This full-time position is responsible for the overall operations of the William M. Brish Library under the supervision of, and working closely with, the Director of Instructional Support Services. Responsibilities include budget planning, personnel management, and coordination of all library services, both face-to-face and online. This position is also responsible for researching, acquiring, and implementing academic learning resources, as well as hiring and supervising all Learning Support Center (LSC) tutors and overseeing the tutoring budgets. The coordinator provides support to all instructional units of the college in need of library and learning support resources and collaborates regularly with staff of the Learning Support Center and the Fletcher Faculty Development Center.

For more information on this position and to apply online, please visit http://www.hagerstowncc.edu/employment. In addition to the application, please also include a cover letter and resume. Recommendation letters and college transcripts are preferred.

Questions may be directed to the Human Resources Office at 240-500-2585 or email hr@hagerstowncc.edu.

Requirements
Education and experience – Master’s degree in Library Science, Instructional Design, Curriculum and Instruction or related field required with a minimum of three years’ managerial and progressively responsible experience in libraries, learning support services, and/or curriculum design. Two to three years of related teaching experience is required. Mandatory two years of experience in higher education setting. Bachelor’s degree in relevant field of study. The successful candidate should possess a combination of knowledge, skills and abilities necessary to perform all essential job functions.
Skills and abilities – This position requires the ability to interact professionally with students, faculty, administration, and public entities; to plan, organize, lead, direct, and supervise others; to communicate effectively verbally and in writing; to exercise sound judgement; and to college and analyze data and generate accurate reports. The coordinator must be proficient in standard software use and enthusiastic about emerging technologies.

Position: **Director of Information Technology Services**  
Location: University of Baltimore County, Baltimore MD  
Minimum salary: $85,000 - $95,000  
Originally posted on the Maryland Library Association listserv.

The Albin O. Kuhn Library & Gallery at the University of Maryland, Baltimore County (UMBC) seeks an individual to provide vision, leadership and strategic direction for a wide range of digital systems and services including new technology and library legacy technologies. The position is responsible for ensuring quality and reliable delivery of library technology systems and services and should encourage exploration in support of teaching, research, learning and collaboration for current and a new generation of library users. The position works closely with the UMBC Division of Information Technology, library and university personnel. The incumbent, as an Associate Director of the Kuhn Library & Gallery, will be part of the Library Executive Committee and have a voice in developing library policy for the 21st Century. The position reports to the Library Director.

Responsibilities: Develops a technology plan that builds on the University's and Library’s strategic plans to address new opportunities and pursue possibilities of adapting and applying technology solutions. Participates in library planning; serves on library-wide and university committees and task forces including the Library Executive Council. Works in partnership with the campus Division of Information Technology for discovery, planning and implementation of new technology. Leads the library’s investigation and implementation of emerging technology to better serve the campus. Keeps current with trends and issues in the IT industry, including current technologies and costs. Provides leadership in coordinating and defining technology requirements for library-wide projects and initiatives. Oversees Library Information Technology Services composed of library faculty and staff and student employees and works with other areas of the library and university that are affiliated with technology. In partnership with the Division of Information Technology insures that library systems and computing are robust and operational.

Two Positions — Washington, D.C. & Virginia

Position: **Librarian**  
Location: Library of Congress, Washington, DC  
Salary: $66,510 to $86,460 per year  
Full vacancy announcement available on USAJOBS.  
The primary purpose of this position is to serve as a Legal Information Specialist in the Digital Resources Division, Global Legal Collection Directorate of the Law Library of Congress (LAW).
The incumbent helps to facilitate online access to legal information law research and collection in support of management needs, including assessments and documentation of relevant resources, both analog and digital. The incumbent assists in organizing information by applying principles of organization of knowledge in working with taxonomies, thesauri, and online browse and search constructs. The incumbent assists in identifying and characterizing information needs arising from LAW research and collection activities and assists in formulating requirements for information systems to resolve these needs.

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

Responsibilities
Reviews and analyzes specialized or technical information from a wide variety of sources relating to LAW research and digital collection management. Work is carried out in an environment of continual change, where information and information sources are rapidly expanding, much of the subject matter is in flux, and the technology may be undergoing major change.

Assess information resources and identifies specific content, as needed, to respond to research and digital collection management needs across the full range of areas covered by LAW, and to respond to broader LAW management needs.

Prepares written materials such as studies designed to present information, options, recommendations, objectives, criteria, and findings, including documentation as appropriate. Conducts briefings for LAW managers and staff. Briefings include informational presentations, as well as interactive sessions directly supporting decision making needs and activities of those participating.

Evaluates, selects, and adapts procedures to meet specialized information requirements for organizing information and managing access to this information. Applies the standard practices of other fields and disciplines as they relate to the organization of information and management of information access, especially online access.

Manages efficient and effective congressional, public, and LAW access to information by applying principles of organization of knowledge to information systems used for identifying and retrieving research products and services. Identifies, examines, and evaluates major publications and trends in the organization of knowledge. Assists LAW with the production and presentation of publications, especially online. Reviews and edits material prepared for online publication, based on a sound understanding of LAW'S publishing standards and formats.

Resolves systemic information needs, assists in evaluating, formulating, implementing, and refining operational practices and procedures in an organizational setting in which research is conducted across the full range of legal research and collection areas covered by LAW.
Works with all LAW divisions to assess legal information needs and determines how best to meet these needs through online systems or other resources. Serves as a technical liaison to LAW divisions and gathers requirements and presents options for information resource needs. Recommends content for inclusion in LAW products based upon information needs of LAW staff.

Maintains liaison and/or communicates with individuals both within and outside LAW. As assigned, serves as a liaison for the Law Library both internally and externally, such as attending professional conferences, seminars, and presentations.

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

Ability to apply knowledge of legal reference sources.

Ability to conduct information research with a legal focus.

Ability to plan and organize.

Ability to utilize information technology.

Ability to communicate effectively in writing and edit the written materials of others.

Ability to communicate effectively other than in writing.

Position: University Librarian
Location: Marymount University, Arlington, VA
Full vacancy announcement available on ALA JobLIST.

The Marymount University community invites applications for the position of University Librarian. Marymount University is guided by the traditions of the Religious of the Sacred Heart of Mary and emphasizes intellectual curiosity, service to others, and a global perspective. With a main campus just outside Washington, DC, in Arlington, VA, and three other educational sites in close proximity, Marymount is Virginia’s only comprehensive Catholic university.

The Library and Learning Services (LLS) is an integral part of the University’s learning resources, offering a collection of more than 244,000 volumes in print or electronic format. Students, faculty, and staff also have access to nearly 12 million volumes through the Washington Research Library Consortium (WRLC), more than 220 online information resources, and more than 90,000 electronic journals, streaming videos and eBooks.

The Main Campus Library consists of 4 levels and contains 2 instruction rooms, a special collections room, a Makerspace room, 7 group study spaces, the University Archives, a Student
Art Gallery, and a coffee bar, and has been incrementally upgraded with modernized spaces and furniture. Gradual renovation over the next several years is planned. In addition, the new state-of-the-art Ballston Center contains a multipurpose Library extension.

Requirements
Specific Responsibilities:
- Provide campus-wide leadership in strategic planning for the LLS, collaborate with senior academic leaders and LLS colleagues to support teaching and research
- Oversee academic support to the curricula consonant with the university mission
- Manage the budget for the LLS
- Advance digital commons/digital repository creation
- Maintain strong bonds and collaborate with internal and external partners including Information Technology, the Center for Teaching and Learning, and the WRLC
- Lead the unit and support the career trajectories of LLS faculty and staff
- Enhance physical facilities with available resources
- Participate in pursuing grants and fundraising
- Foster a culture of service in support of students, faculty, staff, and the DC Metro area community.

The University Librarian holds faculty status, rank based on experience, and supervises 9 librarians that also hold faculty status and 17 staff.

Complete applications will include a letter of application which directly addresses the position requirements and responsibilities and connects them with the candidate's qualifications and experience, curriculum vitae, and contact information for five professional references who can speak about the candidate’s qualifications for this position.

PLEASE NOTE: The review of applications will begin on January 15, 2018 and continue until the position is filled. To ensure full consideration, materials must be submitted by 11:59 pm ET January 15, 2018. The anticipated start date for the position is July 1, 2018.

Four Positions- Virginia

Position: Science Analyst (Librarian)
Location: National Science Foundation, Alexandria, VA
Salary: $66,510 to $123,234 per year
Full vacancy announcement available on USAJOBS.
Major duties for the Science Analyst include, but are not limited to the following:

- Using on-line databases, identify publications by EHR awardees. Notify program officers and division leadership when significant publications are found Write reports on these publications for DRL and EHR staff. Using this information write reports, summaries, presentations and other materials for distribution within NSF and for outside dissemination.

- Using NSF internal data, prepare analytic reports and other materials about the impact of research supported by DRL and EHR for internal use by the OAD, Division Director, Deputy DD
or Program officers. Potential reports include, but are not limited to: analysis of broad research topics supported by the programs; overlap and synergy of research supported across the Directorate; identification of gaps in the research portfolios.

- Design periodic workshops for staff on the use of tools to address job duties such as data mining, finding reviewers, conducting literature reviews, and extracting information about the impact of EHR's investments. Provide workshops on the use of specific library resources and citation management tools.

- Provide research and reference assistance via e-mail, phone, and in person to all EHR staff using NSF resources (including, but not limited to, online databases such as Web of Science, Scopus, and ProQuest) as well as NSF's internal database systems.

- Provide research assistance to other NSF offices, including time-sensitive requests from the Office of Legislative and Public Affairs on issues related to the research supported by EHR and in particular DRL.

- Drawing on research skills, support the EHR and division goal of identifying and reporting on the impact of awards, write summaries, highlights and short reports for inclusion on NSF Web page and other media sites.

- Represent the Division and the Directorate on internal and external committees focused on the use of data and literature for programmatic review. Represent the Directorate's needs to the NSF library, recommending needed databases and publications.

- Drawing on research skills, support the merit review process by assisting program directors in finding reviewers through searches of internal and external databases.

- Assist the AD, DAD, Division Directors and Deputy Division Directors preparing for meetings including Committee of Visitors, Advisory Committees and the National Science Board by providing analysis of data particularly related to the impact of the research supported by EHR’s programs.

**Position:** Community Branch Manager (Librarian III)  
Location: Great Falls Library, Fairfax County Government  
Salary: $57,165.00 – $95,276.00 (Yearly Salary)  
Full vacancy announcement available on [ALA Joblist](https://www.alajoblist.org/).  
Manages the Community Library Branch. Operates as leader of the branch management team and is accountable for the effective running of the library. Ensures that members of the public receive courteous, efficient service. Ensures that the collection and equipment serve community needs. Trains and counsels staff and evaluates their performance. Analyzes workload to ensure efficient staff scheduling. Implements system policies and forwards recommendations for appropriate changes to library administration. Provides direct service to the public using both print and non-print materials to respond to customers’ requests. Works
with collection management department to improve the quality and usefulness of the branch's collection. Works with community groups to encourage library use and to assist in making the branch more customer-friendly. May serve on library, county or community project teams as appropriate.

**Position:** Central Library Manager (Librarian IV)
Location: Alexandria Central Library, Alexandria VA
Salary: $62,657.00 – $102,994.00 (Yearly Salary)
Full vacancy announcement available on ALA Joblist.

The Central Library Manager (Librarian IV) is responsible for the operation of the City of Alexandria's Central Library, the largest library in the system. The Central Library Manager supervises the Circulation, Adult Services and Youth Services Section Managers of the Central Library. In addition, this position oversees several citywide library services, including Interlibrary Loan Service, Talking Books Service for the Blind and Physically Handicapped, and Outreach Services. The Central Library Manager receives general supervision from the Deputy Director of Libraries.

**Position:** Social Sciences Librarian
Location: George Mason University, Arlington VA
Full vacancy announcement available on ALA Joblist.

The George Mason University Libraries seek to fill the position of the Social Sciences Librarian. George Mason University has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff, and strongly encourages candidates to apply who will enrich Mason's academic and culturally inclusive environment.

Responsibilities:

This position is responsible for providing library services in the areas of reference, research, and instruction in support of faculty and students in the School for Conflict Analysis and Resolution and to the Criminology department; and developing corresponding library collections and outreach initiatives. The position, part of the Social Sciences Team, reports to the Social Sciences Team Lead and works in an ever-changing public service environment.

Four Positions- Washington, DC

**Position:** Supervisory Librarian (Chief, Hispanic Division)
Location: Library of Congress, Washington DC
Salary: $131,767 to $161,900 per year
Full vacancy announcement available on USAJOBS.

The Chief has overall responsibility, as well as delegated authority, for the oversight and administration of the Hispanic Division, directing and managing the division's collections, services, and programs to ensure that all custodial collections are effectively secured, maintained, preserved and served, and that all reference and research services are efficiently and effectively made available to the various constituencies in accordance with Library of
Congress policy and U.S. Government statute or policy. The Chief in collaboration with the head of the reading room plans, develops, and directs the acquisitions, processing, reference, bibliographic, research, outreach, and special event activities of the Division. The Chief serves as an expert evaluating current and proposed programs and operations and recommends actions to initiate, modify, or discontinue projects as appropriate. Serves as an expert in the origination, organization, development, and implementation of multiple projects, and as a project leader, team leader, or chairperson for working groups, task forces, or committees, which have been assigned responsibility for specific programs related to the Hispanic Division or Library-wide programs. In coordination with other appropriate Library officials, the Chief develops, plans, and executes budget and funding requests and manages division gift and trust funds to ensure effective services to Members of Congress and their staff, government agency staff, the library community, and scholars, researchers, and other users from the U.S. and abroad.

Supervises a group of employees performing work up to the GS-14 level. Provides administrative and technical supervision relative to the staff supervised. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Observes workers' performance; demonstrates and conducts work performance critiques. Establishes guidelines and performance expectations for staff and clearly communicates these through the formal employee performance management system. Provides informal feedback and periodically evaluates employee performance. Resolves informal complaints and grievances. Recommends appointment, promotion, or reassignment and develops work improvement plans, recommending personnel actions as necessary. Provides advice and counsel to workers related to work and administrative matters.

Serves as the primary advisor on all Hispanic Division collections and services. Advises senior management staff and officials at multiple levels within the Library, as well as other government agencies, and national and international organizations, on matters related to the management, access, security, preservation, and reference and information services for the Library's many constituencies. The Chief serves as principal liaison between division section heads and reference and subject specialists and the Director, Collections and Services; other Directorates; the Associate Librarian for Library Services and other Library staff to effectuate the mission of the division and the Library. The incumbent initiates, establishes, and maintains professional relationships with librarians and other specialists, in order to share resources and information; presents papers at conferences, seminars, or meetings in librarianship and other relevant fields; prepares articles for publication; and serves as a principal liaison for the organization at professional conferences, seminars, and exhibits.

Position: Library Technician
Location: Library of Congress, Washington DC
Salary: $36,281 to $47,171 per year
Full vacancy announcement available on USAJOBS.
This position is located in any of the divisions that come under the Directorate of Acquisitions and Bibliographic Access. The incumbent of this position performs major technician duties for
the functions of acquisitions, cataloging, and serials control. A foreign language may be required for this position depending on the geographical area for which functions are being performed. For example, staff processing and cataloging materials from South America need knowledge of the Spanish language.

This position is located in the Germanic and Slavic Division,Russia Section, Acquisitions and Bibliographic Access Directorate, Library Services.

**Position:** Assistant Director, Public Services  
Location: District of Columbia Public Library  
Salary: $99,659.00 – $139,522.00 (Yearly Salary)  
Full vacancy announcement available on [ALA Joblist](http://ala.org).  
The Public Services administrative team provides oversight, direction, strategy, and vision for 21st century public library services in the District of Columbia. The current portfolio includes 25 neighborhood libraries, distributed Central Library services (while the Martin Luther King, Jr. Memorial Library is being renovated until 2020), a robust outreach presence, and system-wide services in areas such as youth and family literacy, reading programs, health and human services, and technology and innovation.

The team currently has two Assistant Director (AD) vacancies which may be filled through this posting. While each AD has a designated area of responsibility, applicants should expect to work in a collaborative environment where workloads and assignments may shift to accomplish the shared goals and priorities of the team. This is particularly true during the Central Library closure and the significant planning and preparation required for reopening.

**Position:** Catalogers  
Location: LAC Federal, Washington DC Metro Area  
Full vacancy announcement is available on the [CUA SLIS blog](http://www.cua.edu/slis).  
LAC Federal is seeking experienced Catalogers (P/T or F/T) to provide high quality original cataloging for a major Federal Library in the Washington, DC Metro Area. Work may be done on-site at the government’s facility or virtually.

Responsibilities:

- Analyze materials to appropriately identify access points
- Create or upgrade BIBCO-level catalog records of English language material in all subject areas that are compliance with RDA standards
- Assign subject headings using Library of Congress Subject Headings
- Classify material according the Library of Congress Classification system
- Perform authority control of all headings used in access points
- Create or update name authority records in the LC/NACO Name Authority File
- Make recommendations regarding new Library of Congress Subject Headings

Posted in [Job Vacancies](http://job-vacancies.com)
Three Positions- Maryland

Position: **Open-Rank (Assistant/Associate/Full) Professor**
Location: iSchool at the University of Maryland, College Park, MD
Full vacancy announcement available on [ALA Joblist](http://www.ala.org/jobs).

Position: Full-time tenure-track or tenured faculty position in the College of Information Studies, University of Maryland, College Park

OPEN UNTIL FILLED. BEST CONSIDERATION BY JANUARY 10, 2018.

The iSchool at the University of Maryland ([http://ischool.umd.edu](http://ischool.umd.edu)) seeks an energetic, creative, and forward-thinking individual for a tenure-track or tenured faculty position in a diverse and interdisciplinary environment where teaching, service, and research are highly valued.

We seek a colleague who will be a leader in research and teaching in the area of information behavior – the individual, community, and socio-political processes by which people need, seek, and use information. This area includes, but is not limited to, information seeking, information needs, information use and sharing, information literacy, and human information interaction. In particular, we seek someone whose work examines the roles and impacts of new information, communication technologies, and media in shaping information behavior, as well as expands the parameters of information behavior research and theory development. Ideal candidates will demonstrate novel and impactful research relevant to information behavior. Preference will be given to candidates whose research, teaching, and service demonstrate a strong commitment to ethics, social justice, diversity, and equitable access to information.

The College of Information Studies has a rapidly expanding Bachelor of Science in Information Science (BSIS) degree program, three Master’s degree programs (Master’s in Library and Information Science (MLIS), Master of Science in Human-Computer Interaction (HCIM), and Master’s in Information Management (MIM)), and a doctoral program, with information behavior issues suffused throughout all College curricula.

Position: **Metadata Acquisition Specialist**
Location: LAC Federal, Beltsville MD
Full vacancy announcement is available on the [CUA SLIS blog](http://www.cua.edu/slis/).

LAC Federal seeks an experience Metadata Acquisition Specialist to work for a client in Beltsville, MD. The Specialist will support the development and maintenance of metadata files received from publishers. Work will be performed on-site. This is an ongoing, annually renewed, full-time (40 hour a week; Monday – Friday) benefited position.

Responsibilities:

Support the development and maintenance of metadata files received from publishers, coordinates with publishers and other suppliers, and maintains records on licenses and agreements.
As new metadata is received, the Specialist is responsible for reviewing supplied metadata for compliance with established standards and works with supplies to remedy noncompliant metadata.

**Position:** Reference & Instruction Librarian (Part-time)  
Location: UMBC, Baltimore MD  
Minimum salary $35,000  
Originally posted on the Maryland Library Association listserv.

We seek an innovative, collaborative, and service-oriented individual to work as subject librarian in the humanities and to provide general reference assistance to the UMBC community. The successful candidate is expected to provide a wide range of reference, instructional, and outreach services to students, faculty, and staff. This position will work closely with the Instruction Coordinator to design and deliver library curriculum and instruction activities for first-year courses, including English 100 and Introduction to an Honors University seminars. This position is ¾ time–30 hours per week. Applicants should provide a cover letter, a resume or curriculum vitae, and the names and contact information for three professional references. Please submit all application materials to: Patrick J. Dawson, Albin O. Kuhn Library and Gallery, 1000 Hilltop Circle, Baltimore, MD 21250, AOK@umbc.edu. For questions about submitting application materials, contact Jill Johnson (jljohnson@umbc.edu). For questions about the position, contact Katy Sullivan (sullivan@umbc.edu). Review of applications will begin on December 15, 2017 and will continue until the position is filled.

Posted in Job Vacancies Edit

**Reference and Education Services Librarian-**

Hood College, Frederick, MD

Posted on November 20, 2017 by LLAM News  
**Position:** Reference and Education Services Librarian  
Location: Hood College, Frederick, Maryland  
Salary: $40,000  
Originally posted on the Maryland Library Association listserv.

Under the general direction of the Senior Reference and Education Services Librarian, the full-time Reference and Education Services Librarian works collaboratively with the Reference and Education Services Team and other library colleagues in providing reference services and research skills instruction for all College constituencies. The Librarian in this position will be able to gauge the needs of students, provide effective research assistance and instruction, and assess the library's impact on student success; will be able to trouble-shoot technology-related issues; will participate in collection and policy development and outreach activities. Some evening work required. Weekend work may be required on occasion, and the Librarian will be asked to participate in the inclement weather rotation.

Posted in Job Vacancies Edit
Five positions- Maryland and Washington DC

Position: Associate Library Director for Collections and Resource Management
Location: United State Naval Academy- Annapolis, MD
Full vacancy announcement available at ALA JobLIST.

The United States Naval Academy invites applications for an exciting position as Associate Library Director for Collections and Resource Management, to provide leadership, vision and overall management of the Nimitz Library’s physical and digital collections and of the technical services departments. USNA is seeking a forward-thinking, user-oriented, collaborative leader with extensive knowledge of innovation and best practices in collection development, technical services and the changing role of academic libraries. A background in military history is preferred. Located on the beautiful Severn River in historic Annapolis, the Naval Academy is a Middle States accredited, top tier liberal arts college and service academy with a diverse student body and a demonstrated commitment to teaching and research. The Associate Library Director for Collections and Resource Management will also work with library leadership, staff and departments across the Yard to ensure the growth of a vibrant 21st century library with a premier collection of naval history and science. This is a 12 month faculty position with a 3 year renewable appointment, highly competitive salary, and full federal benefits. The position is slated to begin in early spring 2018. Applications will be reviewed beginning January 1, 2018, but the position will remain open until filled. For more information about the position and how to apply, https://www.usna.edu/HRO/jobinfo/AssocLibDir.php.

Requirements
Minimum:
- Master's Degree in Library or Information Science from an ALA accredited institution.
- Applicants must be U.S. Citizens.

Preferred:
- Supervisory and managerial experience in an academic library.
- Knowledge/expertise in naval history.
- Knowledge of information technologies available to libraries for providing end-user access to electronic resources.
- Experience working in collection management.
- Evidence of extensive knowledge about library technical services operations, trends and best practices.
- Experience with budgeting; especially in a federal environment; strong analytical and budget management skills.
- Working knowledge of linked data and BIBFRAME initiatives, MARC and non-MARC metadata schema.
- Demonstrated ability to work across organizational boundaries, lead effective teams, manage change and mentor colleagues.
- Track record of creativity in problem solving and developing innovative library programs.
- Strong service orientation; excellent leadership, interpersonal, and communication skills.
- Evidence of scholarship and professional service.
**Position:** Records and Information Management Associate  
**Location:** Inter-American Development Bank, Washington D.C.  
Full vacancy announcement available on CUA SLIS blog.

**Background:** We are looking for a professional with experience in records and information management services for a fixed-term staff contract.

**The team:** Within the Administrative Services, Security and Corporate Procurement Division of the Budget and Administrative Services Department, The Records Section is responsible for the records and information management which covers the development of policies and guidelines, the functional management of systems, the support to the business units, the management of physical archives at Headquarters and the monitoring of the Records Management function in the 29 country offices.

**What you'll do:** Among other things,
- Develop information architectures for the organization of electronic records covering the design, mapping, approval and deployment.
- Contribute to the implementation of retention management on electronic and physical records covering the definition of processes, testing, deployment and change management activities.
- Contribute to process optimization in Business Units, ensuring that client needs and management expectations are met;
- Develop and implement a business continuity plan including disaster recovery for the IDBG physical archives;
- Support and train employees on Records Management policies, guidelines and solutions and provide mentorship to junior colleagues on records and information management.
- Provide input to the development and maintenance of policies and guidelines and identify improvement opportunities based on market standard methodologies.

**Qualifications**

**Education:** Master's degree in Information Management, Records Management, Archival Science or related fields.

**Experience:**
- A minimum of two years (five years preferred) of relevant practical work experience in Record and Information Management in large organizations. Knowledge of and experience with the concepts, principles and practice of information, document, records and archives management. Demonstrable experience in designing and supporting an Electronic Document and Records Management System. Experience with the design of information architectures and the implementation of retention for electronic and physical records. Experience in business analysis and process optimization, including information architectures and taxonomies. Experience with the drafting and implementation of records and information management policies and guidelines. Experience in leading change processes would be a great plus.
- Systems and technology: Experience with Microsoft SharePoint, Office 365 and RecordPoint is a plus. Advanced knowledge in the use of Microsoft Office suite.
- Customer service: Excellent client service skills and ability to work with all levels of management and staff is critical.
- Communication skills: Expert writing skills and a high degree of experience in drafting various types of communications and presentations is required.

**Languages:** Fluency in English and any other Bank language (Spanish, Portuguese or French). Proficiency in Spanish desirable.
Position: Communications Analyst
Location: Latham & Watkins- Washington, DC
Full vacancy announcement available on AALL Career Center.
Latham & Watkins, a global law firm consistently ranked among the top firms in the world, is currently seeking a Communications Analyst to join our winning team in Washington, D.C. The success of our firm is largely determined by our commitment to hire and develop the very best and brightest, creating a team that provides our clients with the highest quality of work and service. We are driven by our core values: respect, innovation and collaboration.

The Communications Analyst will receive a generous total compensation package. Bonuses are awarded in recognition of individual and firm performance. Eligible employees can participate in Latham’s comprehensive benefit program including healthcare, life and disability insurance, flexible spending accounts, a 401k plan, and more! In addition, employees receive 10 paid holidays per year, and a PTO program that accrues 23 days during the first year of employment and grows with tenure.

As a Communications Analyst at Latham, you are responsible for supporting the research and knowledge management needs of the Communications Practice Group. He or she is also responsible for supporting the client work of the Communications Practice Group, maintaining a system to track license and regulatory filing deadlines, preparing filings under attorney supervision, completing filings at appropriate government agencies, and communicating directly with clients to both obtain and deliver the necessary information regarding their regulatory status while accomplishing these and other critical functions:

- Conducts legal and non-legal research utilizing appropriate tools. Analyzes results for relevancy and appropriateness to the specific research request.
- Compiles and organizes information obtained in research projects into a coherent, focused collection of information, accompanied by explanatory notes or memoranda if relevant, so that the material is readily understandable to the user.
- Works with Attorneys requesting information and compiles and organizes information according to attorney preference.
- Develops and maintains a familiarity with the work of the Communications Practice Group, including its laws, regulations, information resources, research needs and client services.
- Monitors current industry and legal developments for the practice group and informs attorneys of important events through emails, bulletins or other appropriate means.
- Prepares and files regulatory filings, with attorney and direct client interaction, and assures all filings are in accordance with the rules of the regulatory agency.
- Provides awareness and training related to communications industry regulatory issues, current legal developments, the forms and precedents materials, and information resources available to the practice.
- Conducts market research on the Communications Practice Group’s client and prospective clients, competitors and market share with the Business development, Research & Library, Global Strategic Research, and Financial Information Center teams.
- Acts as the liaison between the Communications practice group, Business Development, Knowledge Management and Research & Library (including the Global Strategic Research & Analysis group).
- Using familiarity with the practice area and in cooperation with attorneys active in the practice, collects, organizes, and analyzes the work product of the practice group.

As a Communications Analyst, you will be expected to apply your strong research skills and experience using tools such as Lexis, Westlaw, FCC websites, Capital IQ, and others. The successful Communications Analyst must have:

- Strong analytical skills and familiarity with communications industry terminology, FCC filings, and practice trends.
- Well developed and professional interpersonal skills and the ability to effectively interact with people at all organizational levels of the firm.
- Strong communication and presentation skills, both written and verbal and the ability to deliver results in a clear and concise manner.
- Strong organizational skills to manage time well, prioritize and handle multiple projects and the ability to work in a team environment with a customer service focus.

A Bachelor’s degree required. A J.D. or Master’s degree in Library Science (MLS) or paralegal certificate preferred and two (2) years communications industry experience in a legal or project management role required.

Qualified candidates are encouraged to apply by visiting the Latham & Watkins online application using the link provided.

**Position: Chief, Academic Services**

Location: National Defense University, NDU Library Directorate- Fort McNair, Washington DC
Salary: $107,505 to $123,406 per year

Full vacancy announcement available at [USAJOBS](https://www.usajobs.gov).

NDU is recruiting for Chief of Academic Services in the National Defense University Library with responsibility for providing leadership and expertise for library research and instruction, collection development, instructional design and curriculum development support, writing, reading, public speaking support, and supporting faculty development.

The NDU Library supports National Defense University by advancing education through teaching information fluency; collecting, organizing, making accessible, and preserving recorded knowledge and products of human creativity.

National Defense University (NDU) develops joint warfighters and other national security leaders through rigorous academics research and engagement to serve the common defense.

**Responsibilities**

- Provides leadership within the Library & Learning Center and works collaboratively across the University to plan and execute a dynamic program of support services designed to meet the current and emergent needs of students, faculty, and staff.
Serves as Chief of Academic Services Branch and a member of the Library & Learning Center's senior management team responsible for planning and managing a wide variety of Library & Learning Center services, including student and faculty research support, instructional services, collection development, course and curriculum support, instructional design, and graduate writing support.

Collaborates with the Dean of Library & Learning Center Services and other department chiefs and shares in planning, policy development, resource allocation, and personnel management; contributes to the development of strategic initiatives; and plays a key role in developing a shared vision for the Library & Learning Center’s future.

Coordinates the Library & Learning Center’s instruction program including the development and assessment of online instruction modules, workshops, and in-class instruction.

Oversees the development and implementation of both new and existing library reference services, guiding program planning and assessment for both traditional and online reference and instruction services.

Works collaboratively with faculty, deans, academic technologists, instructional designers, writing specialists and librarians to assess, design, develop, implement and evaluate course and program offerings for the Library & Learning Center.

Provides expertise in evaluating research and curriculum requirements and building library collections in all formats to support them. Provides expertise in online library resources and systems and envisioning how academic technology can be utilized in the teaching and learning environment.

**Qualifications**

To qualify for this position, you must:

- Have a Master’s degree in Library Science, Instructional Design, Education/Adult Education or a closely related field.
- Have supervisory and management experience at a college or university-level academic library or learning center.
- Have experience planning, creating and evaluating education and training products, services and programs in a library or learning center environment.
- Have demonstrated experience in fostering teamwork, collaboration and creativity within a team.
- Have proven communication skills, including proficiency in maintaining collaborative relationships.

**Volunteer Experience:** Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills, and can provide valuable training and experience that translates to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

**Position: Supervisory Historian**

Location: National Archives and Records Administration- Washington DC

Salary: $131,767 to $158,120 per year

Full vacancy announcement available at [USAJOBS](https://www.usajobs.gov).

The National Archives and Records Administration invites applications for the position of Executive Director of the National Historical Publications and Records Commission (NHPRC).
The NHPRC promotes the preservation and publication of American historical records by public and private institutions through its grants and educational programs. The commission includes representatives of the legislative, executive, and judicial branches of the Federal government as well as representatives of professional associations.

**Responsibilities**
The Executive Director of the NHPRC works closely with the Archivist of the United States, who chairs the Commission, on NHPRC-related issues. The Executive Director serves as a principal contact for the National Archives with the archival and documentary editing communities. The Executive Director works with leaders of the profession, including officers of the key professional associations, the SAA, NAGARA, CoSA, AASLH, ADE, AHA, OAH, regional archival associations, members of these professions, and with other historical, library, and genealogical organizations, and incorporates their insights when devising strategic plans for the Commission and strategic initiatives for the Commission's grant programs. The Executive Director is an effective spokesperson for the NHPRC with NARA senior staff and, when appropriate, with OMB and members of Congress and Congressional staff. The Executive Director maintains an active schedule of participation in professional associations/meetings and articulates the Commission's mission and vision through multiple written and verbal means.

The Executive Director works with the members of the Commission and the NHPRC program staff during each grant cycle to articulate and clarify the mission, vision, and purpose of the NHPRC and its grant programs. The Executive Director ensures that the NHPRC remains engaged with grant applicants and grantees as it enhances its programs and procedures to better serve the American people.

The Executive Director is an active participant in the Federal Grants community, serving on the Federal Grants Executive Board and other bodies that plan for and implement federal grant policies, procedures, and standards.

**Qualifications**
Qualified candidates will have extensive experience equivalent to the GS-14 level in the Federal service supervising/managing archival, records, documentary editing/publication or grant programs which support archival activity or historical research and education efforts; experience evaluating potential and on-going grant funded project activities to include such factors as staffing, budget, institutional support, and research resources; planning and preparing scholarly narrative of documentary histories for publication; planning and carrying out significant historical research projects; and exceptional communication skills.

In addition, candidates must possess a bachelor's or higher degree in history or a related field that included at least 18 semester hours in history or a combination of education or experience.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and
experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Research Librarian (Natural Resources and Earth Sciences)- Library of Congress, Washington, DC

Position: Research Librarian (Natural Resources and Earth Sciences)
Location: Library of Congress, Washington, DC
Salary: $66,510 to $86,460 per year
Full vacancy announcement available on USAJOBS.

The Congressional Research Service (CRS), seeks a Research Librarian to join its Resources, Science, and Industry Division, which supports the work of Congress in issue areas including earth sciences, natural resources, environmental policy, energy and minerals, agriculture and food, science, technology, transportation, and industry.

The Research Librarian will provide reference and research services to CRS policy analysts and congressional clients, focusing primarily on the areas of natural resources and earth sciences. Candidates with a Master of Library Science (MLS) or equivalent degree and background in natural resources and earth sciences are encouraged to apply. Outstanding candidates will also have a background in environmental and/or agricultural policy.

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

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

This position is located in the Congressional Research Services.

The selectee will work a 40-hour week and may be required to provide evening and Saturday reference desk coverage, including Monday through Thursday, 5:00 p.m. – 8:00 p.m., and Saturday, 10:00 a.m. – 5:00 p.m. (Saturday work is required only when Congress is in session). The remaining work hours (non-evening/Saturday) will be determined based on workload and coverage needs, and will contribute to the total of 40 hour per week.
Library Technician- Library of Congress, Washington, DC

Position: Library Technician (Inventory Management Technician)
Location: Library of Congress, Washington, DC
Salary: $49,771 to $64,699 per year
Full vacancy announcement available at USAJOBS: https://www.usajobs.gov/GetJob/ViewDetails/484267300

The position is located in the Collections Access, Loan and Management Division. Incumbent is responsible for a variety of activities in support of collections inventory control and tracking, both behind-the-scenes activities, e.g. problem resolution, quality control, searching collections storage areas for items not readily found or for which a problem might be present, support of the inventory program; and for direct public service, e.g. staffing a circulation station. Incumbent must possess an in-depth knowledge of the collections, thorough familiarity with the databases employed by the Library (both manual and automated), thorough understanding of LC cataloging and classification practices, and excellent interpersonal skills, frequently serving as the first line of contact for account holders, including Members of Congress and their staff, Library staff, other libraries, special borrowers and others. Keyboard skill is necessary to perform this job.

Three Positions- Maryland

Position: Librarian (Medical)
Location: Walter Reed National Military Medical Center, Bethesda, MD
Salary: $79,720 to $103,639 per year
Full vacancy announcement available at USAJOBS: https://www.usajobs.gov/GetJob/ViewDetails/484090400

Responsibilities:
As one of two clinical librarians, you will serve as the liaison to the Internal Medicine graduate medical education programs and to the Medical Intensive Care Unit. You will attend inpatient teaching rounds 3-4 times a week, conducting real-time searches of the evidence for clinicians and trainees. Serve as expert searcher of a variety of clinical information tools to retrieve published and grey literature to resolve questions on diagnosis, management, and prognosis of conditions and to support clinical research projects. You will actively participates in clinically relevant forums such as morning report, clinical didactics, and journal club. You will be responsible for developing and teaching classes that support evidence-based practice and for teaching general clinical database searching skills in large and small group settings.

Position: Information Services Librarian
Location: Health Sciences and Human Services Library, University of Maryland, Baltimore
Minimum Salary: $55,000, commensurate with experience
Full vacancy announcement is available on the CUA SLIS blog.
The Information Services Librarian at Health Sciences and Human Services Library provides front line support for the research and teaching/learning needs of students, faculty, and staff at the University of Maryland, Baltimore. With a strong commitment to outstanding public service, this dynamic and forward-thinking Information Services Librarian brings initiative, creativity, and enthusiasm for teaching, learning, research, and collaboration to this user-focused position. To engage users and advance their success, this librarian designs and develops library-based onsite programs and provides University-wide research support through Research Connection, a comprehensive suite of research services. This faculty librarian position is a member of the Information Services Department, which is home to reference services, circulation services, and other innovative public service programming. Reporting to the Head of Information Services, this librarian actively collaborates with faculty and staff throughout the HS/HSL and with academic partners, such as the Writing Center, throughout the University.

This is a permanent status-eligible full-time, non-tenure track faculty position at a rank of Librarian I or II. Previous professional library experience is welcome, but not required.

Librarians are expected to progress successfully along the promotion and permanent status track and participate fully as members of the library’s faculty. For more information see the University’s "Criteria and Procedures Relating to the Appointment, Promotion and Permanent Status for Library Faculty": [http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=19&section=all](http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=19&section=all).

Position: Cataloger  
Location: Beltsville, MD  
Full vacancy announcement is available on the [CUA SLIS blog](http://cuaslis.cua.edu/).  
LAC Federal seeks an experienced Cataloger for a full-time position with our client, a prestigious government library located in Beltsville, Maryland. This position is a full-time, benefited position.

RESPONSIBILITIES:

This role requires supporting a full range of cataloging tasks including: copy cataloging, original cataloging, catalog maintenance duties, withdrawals, maintain records for electronic publications, analytics, assigning call numbers, etc.

QUALIFICATIONS:

All applicants must have an MLS or MLIS from an accredited library school as well as 2 or more years of cataloging experience.

Experience with RDA, AACR2 and MARC Records is required. Experience with Voyager ILS systems is required.

To apply, please visit: [https://goo.gl/NMUXXn](https://goo.gl/NMUXXn)
Four Positions- Washington DC

Position: Law Librarian
Location: Library of Congress, Washington, D.C.
Salary: $94,796 to $123,234 per year
Full vacancy announcement available at USAJOBS.

The American Law Division is seeking a Law Librarian to support the work of the United States Congress. Candidates with a degree in library or information science (e.g., MLS, MIS, MLIS, MSLS) are encouraged to apply.

In this capacity the Law Librarian is responsible for initiating, planning, and implementing unusual and diverse research projects in support of Congress in a wide range of legal issues. The Law Librarian evaluates and solves highly complex research problems in response to existing or anticipated client requests; identifies, examines, and evaluates major publications, electronic resources and trends in preparing in-depth and highly complex research; and provides comprehensive legal and legislative reference services. The Law Librarian serves as an expert in law librarianship and legal reference and information research; organizes and develops projects in those fields; recommends new collections; organizes, develops, and schedules training projects for a wide variety of subjects; and organizes, develops, and implements plans for specific projects.

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

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

Responsibilities
Initiates, plans, and implements unusual and diverse research projects in support of legislative and legal policy issues. Designs and executes comprehensive and complex data searches. Adapts research techniques from other disciplines and identifies alternative information resources. Provides comprehensive legal and legislative reference services complicated by novel or obscure problems in information access and dissemination for The Library of Congress or component libraries requiring versatility and innovation in adapting and modifying search methods and techniques.

Organizes and develops projects in a subject field. Identifies emerging topics of concern and tracks subjects or issues in specialized subject areas. Identifies, evaluates and assesses the relevance of materials acquired for inclusion in information resources based on questions, requirements and priorities.
Organizes, develops, and schedules training projects for a wide variety of subjects including CRS analysts, Congressional clients and information professionals with varying levels of sophistication. Instructs clients in the use of a broad range of research tools and in the methodology of legal research.

Develops and maintains professional standing through a variety of methods, including participation in professional organizations, which may include presenting papers at conferences, seminars or meetings in librarianship and other relevant fields.

Organizes, develops, and implements plans for specific projects. Participates in planning the work of a unit, including formulating goals and objectives, and identifying opportunities for improvements in methods and procedures.

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

- Knowledge of the principles, concepts, and techniques of law librarianship.
- Ability to conduct information research and provide legal reference and research services.
- Ability to develop or maintain law library collections.
- Ability to utilize information technology and online legal resources.
- Ability to train others.
- Ability to interact collaboratively with others.
- Ability to plan and organize.
- Ability to focus on the client.
- Ability to communicate in writing.
- Ability to communicate effectively other than in writing.

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

**Position:** Metadata Editor/Digital Project Librarian
Location: German Historical Institute, Washington D.C.
Full vacancy announcement available on [ALA JobLIST](http://www.ala.org/alajoblist).
The German Historical Institute Washington DC (part of the Max Weber Foundation – International Humanities in Bonn, Germany) seeks to fill the following full-time, three-year, grant-funded position from February 2018 to January 2021: **Metadata Editor/Digital Project Librarian**
The applicant will support the relaunch and expansion of the GHI’s flagship digital project, German History in Documents and Images/Deutsche Geschichte in Dokumenten und Bildern.

**Responsibilities**
The Metadata Editor/Digital Project Librarian will assist in the migration of all legacy data (historical documents, images, and maps) from the project’s existing infrastructure to a new, customized, open-source publication platform designed for interdisciplinary humanities projects. The Metadata Editor/Digital Project Librarian will be responsible for the enrichment,
in accordance with best practices in the digital humanities and information sciences, of all legacy data as well as all new historical sources, including multimedia files. In addition to contributing to the hands-on data enrichment and TEI markup work, the Metadata Editor/Digital Project Librarian will supervise students and volunteers involved in these work processes. Additionally, the Metadata Editor/Digital Project Librarian will: assist with the acquisition and copyright permission processes for new sources (texts and document facsimiles as well as images and multimedia files); correspond with libraries, archives, and other institutional partners; assist with source-related research, as needed; and contribute to source digitization.

Requirements

Preferred Qualifications

• M.A. in library science/information science or digital humanities and at least three years of relevant professional experience
• Understanding of current issues in data use, curation, and management
• Familiarity with historical projects, research, and sources
• Ability to understand content structures and key metadata and their uses by researchers, teachers, and students
• Knowledge of cataloging rules and standards, controlled vocabularies, controlled formats; knowledge of LC subject headings and classification schedules and authority control
• Knowledge of resource description standards and formats; familiarity with non-MARC metadata standards and schemas, such as Dublin Core, MODS, METS, and TEI
• Understanding of linked data principles, including RDF and ontologies
• Ability to review XML, XHTML, and other markup
• Experience migrating and remediating legacy metadata
• Experience supervising staff, especially student workers
• Experience with OCR software or other transcription methods
• Experience with copyright acquisition processes, especially for digital projects
• Flexibility and a willingness to shift directions, as needed
• Good knowledge of German and English, both spoken and written
• Good communication and project management skills

Applicants who are not U.S. citizens must have a valid green card or G4 visa with an unrestricted work permit.

The GHI offers a competitive salary and a generous benefits package, and is an equal opportunity employer and family-friendly workplace.

Please apply with a cover letter, a CV, and the names of two references by December 4, 2017. Applications should be submitted via email at applications@ghi-dc.org. Questions about the application process can be sent to either Mr. Boehm (boehm@ghi-dc.org) or Ms. Kelly McCullough (mccullough@ghi-dc.org).

Position: Senior Research Associate (Curator)
Location: DevTech Systems, Inc. (USAID), Washington, D.C.
Full vacancy announcement available on ALA JobLIST.
DevTech seeks a Senior Research Associate (Curator) for the anticipated U.S. Agency for International Development (USAID) Analytics, Data, Visualization, and Information Services
(ADVISE) contract, which seeks to improve the usage of USAID data and information, so that the Agency continues to ensure its development outcomes are supported by evidence.

**Responsibilities**

- Provide leadership support to deliver a cohesive, trustworthy information environment that accelerates use of development information in support of USAID's
- Manage teams to include librarians, catalogers, research staff, and related professionals.
- Ensure the daily curation and management of multiple digital libraries.
- Implement data acquisition (accession) procedures and policies.
- Perform services and support best practices in digital librarianship, curation, and repository management.
- Implement appropriate preservation models, such as the Open Archival Information System (OAIS) reference model.

**Qualifications**

- A graduate degree in library sciences, information management, or a related field. A PhD in a science field is preferred.
- At least eight years of experience working in a federal digital repository.
- Demonstrated experience using primary source data to generate research findings.
- Relevant experience developing strategic direction, standards, services, and procedures for the creation, management, curation, and dissemination of digital resources.
- Working knowledge of international development and relevant scientific research processes.
- Knowledge of national and academic library/information science standards for digital resources and metadata across multiple media formats, including but not limited to structured data, text, images, audio, and video.
- Demonstrated understanding of the mandates and authorities of Institutional Review Boards (IRBs) and can present evidence of active participation and involvement in professional and/or scholarly associations.
- Possess experience with and thorough understanding of digital library/repository development, management and operations, and maturation toward an Open Archival Information System (OAIS)-adherent, certified trusted repository.
- Demonstrated working knowledge of emerging library services, data and metadata standards and preservation, and digital technologies that can provide future directions for the information environment to meet user needs.
- Ability to engage with a wide variety of audiences, including senior USG officials, and demonstrate the ability to add value to digital information throughout its lifecycle to ensure it remains relevant and usable.
- Demonstrated record of professional engagement, typically exhibited through presentations and publications, of relevance to data management and digital curation.
- Excellent oral and written communication skills.

**Requirements**

**Qualifications**

- A graduate degree in library sciences, information management, or a related field. A PhD in a science field is preferred.
- At least eight years of experience working in a federal digital repository.
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- Excellent oral and written communication skills.

**Position:** Digital and Archival Services Librarian

Location: Woodstock Theological Center Library at Georgetown University – Washington, D.C.

Full vacancy announcement available on [ALA JobLIST](https://www.ala.org/jobs/detail/84198).

Woodstock Theological Center Library (WTCL) was formed in 1870 – a gathering of resources from European and American East Coast houses for the formation of Jesuits. For one hundred years the Library served as a resource both for the training of young Jesuits in the arts, sciences, theology and pastoral practice, and for senior faculty who shaped a century of American Jesuit identity and who, further, significantly contributed to the Second Vatican Council. Since its eventual relocation at Georgetown University (1974), the Maryland and New York Jesuit provinces and Georgetown University have supported the development of the collection as a premier Catholic theological resource.

The Digital and Archival Services Librarian, reporting to the Head of WTCL, has duties that include but are not limited to:

- Develops and maintains a digital presence for WTCL, working with the Lauinger Library's LIT and Gelardin departments in designing digital content, including reconstruction and ongoing development of WTCL’s website, creation of metadata for Woodstock items in DigitalGeorgetown and other repositories, and the development of resource sites for Woodstock's John Courtney Murray and John Long archival and published works.
- Handles preservation, processing, and development of Woodstock's archival collection – a composed mostly of the Woodstock Theological Center Archives (1974-2014) and the Woodstock College Archives (1870-1973), the latter of which include (1) management records stretching from the original Maryland Province manor houses, through the Province’s 19th century rebirth and growth, and continues with employment records at
Woodstock College, (2) records and resources that detail the methods and contents of nineteenth- and early-twentieth-century education of Jesuits and laity, and (3) the records focused on Jesuit responses to Vatican II.

- Provides occasional assistance with circulation or special collection management processes, (mostly involving occasional oversight of YBP shelf-ready cataloging), Lauinger's additional processing of Woodstock monographs and periodicals, and the adjusting of records as we adopt Alma.
- Makes visible and available graduate theological resources Jesuit theology, history, and education that have been collected and curated by Jesuits and lay – some of the mostly Jesuit-owned resources date back to the 16th century founding of the Society of Jesus, and a few earlier than that.

**Requirements**

- MLS from an ALA accredited school – preference for area Master’s degree, preferably in Religious Studies, Theology, Catholic, or Biblical Studies, and a working facility with at least one non-English language.
- 1 – 2 years of professional experience at a university or research library
- Ability to creatively establish workflows for processing collections
- Broad familiarity with digital content and web design, and the ability to work cooperatively with other specialists and professionals

**Preferred qualifications**

- Demonstrated familiarity with Dreamweaver, Drupal, or other HTML editors, and with various Adobe products, including Photoshop and InDesign, and with some video tools, such as Final Cuts Pro, or working with Vimeo
- A firm understanding of archival theory and practice, including the national standards for archival and manuscript materials, such as DACS, EAD, and AMREMM
- Experience re-housing, preserving, arranging, and describing new and existing collections of papers, photographs, artifacts, audio-visual, and digital
- Familiarity with digital, archival, and cataloging tools such as Integrated library systems, preferably Innovative Interfaces, Inc. and/or ExLibris’ Alma, ArchivesSpace, or other archival processing software, binding systems and practices, OCLC, RDA, NACO, SACO, and DUBL
The candidate will recommend and implement metadata schema, provide training and awareness relative to the creation and use of metadata records, and develop metadata policies, procedures, and workflows. The Cataloging & Metadata Librarian maintains an awareness of emerging trends at the national level and their implications for local and consortial practices including linked data and metadata for digital scholarship. The successful candidate will supervise up to two metadata specialists and coordinate cataloging operations. This position reports to the Head of Collections and Technology Services.

**Position Responsibilities:**
- Coordinate departmental policies and supervise staff, training, and operations related to cataloging, batch loads, bibliographic maintenance, and collection maintenance such as repair of general collection damaged books and item withdrawals;
- Implement a nationally accepted metadata standards infrastructure to ensure that all content is discoverable and accessible using best practices to create policies, procedures, and workflows;
- Coordinate maintenance of the ILS and other cataloging-related systems;
- Perform original cataloging for unique materials in all formats;
- Perform liaison duties to promote services and resources to faculty;
- Together with colleagues in the University System of Maryland and Affiliated Institutions develop and maintain cataloging policies, maintenance standards, and best practices for a seventeen-library, shared ILS environment;
- Perform other duties as assigned.

**Required Qualifications:**
- ALA-accredited Master’s in Library/Information Science;
- 2+ years original cataloging/metadata creation experience in an academic library within the last five years;
- Demonstrated knowledge of classification standards (LCSH), authority records, and current cataloging rules and standards (e.g., AACR2, RDA, MARC, DACS);
- Experience with national bibliographic utilities (OCLC), integrated library systems, and digital content management systems;
- Experience using MarcEdit and Macro Express;
- Demonstrated experience of encoding standards such as Dublin Core and MODS/METS or Premis;
- Demonstrated experience developing metadata crosswalks;
- Demonstrated effective oral, written, and interpersonal communication skills;
- Demonstrated analytical skills;
- Supervisory experience;
- Ability to work creatively and effectively both individually and collaboratively;
- Ability to thrive in a changing work environment and demonstrated commitment to professional development.

**Preferred Qualifications:**
- Experience operating within a consortium library environment;
- Working knowledge of Ex Libris’ Aleph;
- Working knowledge of data management issues and trends including methods of organizing and managing research data as well as consulting on data management plans;
- Working knowledge of XML and other related technologies;
- Knowledge of emerging metadata transfer specifications such as OAI-PMH or OAI-ORE;
- Demonstrated effective project management skills.

**Position: OER/Instructional Design Librarian**

Location: Howard Community College – Columbia, MD

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

Employs the blended skills of a librarian and an instructional designer to create multimedia library instruction materials that impart information literacy skills. Actively participates in the library's reference, instruction, and academic outreach programs. Provides support to faculty with the identification, selection, and adoption of Open Educational Resources (OER) resources.

Applies instructional design principles, which include knowledge of accessibility, to create online learning objects in support of student information literacy and critical thinking skills.

Serves as library liaison to academic departments

**Requirements**

- Master's Degree in Library and/or Information Science from an ALA accredited institution
- Two years experience of teaching information literacy concepts in a classroom setting (face-to-face) or online, and in the development of eLearning objects and multimedia resources for information literacy
- Knowledge of and experience in the use of microcomputers, technology, software, and online tools for library applications
- Experience with and extensive knowledge regarding the identification, curation, licensing, and best practices associated with the adoption of Open Educational Resources for teaching and learning

**Other Requirements:**

- Experience providing excellent customer service
- Ability to make effective and appropriate decisions in a timely and efficient manner
- Ability to work with diverse populations to include students, faculty, administrators, and library patrons
- Compliance with FERPA and college’s policies
- Regular attendance is a requirement of this job

**Additional Information:**

- Hours Per Week: 37.5
- Work Schedule: Monday – Friday; 8:30am – 5:00pm
- Compensation: $55,191 plus excellent health insurance, paid leave and tuition reimbursement
- Grade: 13
- Open Until Filled
- Best Consideration – Please Submit By: November 30, 2017

As a participating member of the Maryland Retirement and Pension System, HCC offers two retirement options: The Pension, which requires a 7% employee contribution and The ORP, a 403(b) with a 7.25% employer contribution only. Employees in positions that do not require a bachelor’s degree must participate in The Pension. Employees that possess a bachelor’s degree and hold professional positions that require a bachelor’s degree may choose to participate in either The Pension or The ORP.
**Position:** Youth Services Librarian  
**Location:** Arlington Public Library, Arlington, VA  
Full vacancy announcement available on [ALA JobLIST](#).

The Arlington Public Library is looking for a Librarian that is youth and customer service oriented, energetic, enthusiastic, and tech savvy. The Youth Services Librarian provides reference, readers’ advisory, and programming services for youth (from birth through age 21) and their families in a diverse community; participates in general library functions including collection maintenance and development; and participates in the daily operations of the branch. **Specific duties include:**

- Planning and providing programs for youth including story times, book talks, school visits and book discussion groups;
- Participating in the maintenance of the youth services library collection;
- Assisting customers in the use of library resources; and
- Participating in the system-wide Youth Services Team and other teams as assigned.

**Requirements**

**Minimum Qualifications:**

**Education:** Completion of the requirements for graduation with a Master's Degree in Library Science or Information Science from an ALA accredited college or university.

**Experience:** Up to three years' of experience serving in a Librarian role including at least one year in the youth services or a directly related specialty. Applicants may be hired up to the senior level which requires 3 years of experience or may be hired at lower levels with 1 year required at entry level and two years required at the journey (2 years) level with a similar reduction in the specialty area.

**Desirable Qualifications:** Preference may be given to candidates with experience in one or more of the following:

- Planning and providing literacy programs for youth, especially programs for children from birth through age 3;
- Maintaining youth services library collections;
- Using social media to promote the library and its services;
- Providing customer service in a library environment;
- Graduate or undergraduate course work in youth services or literature, educational programming techniques, or child/adolescent development; and/or
- Working with limited English speaking youth and families.

**Work Hours:** Full-time 40 hours per week. Schedule includes some evening and weekend work. Current opening is at Westover Branch Library, 1644 N. McKinley Road, Arlington, and the assignment may change over time.

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**Position:** Regional Assistant Branch Manager (Librarian III)  
**Location:** Reston Regional Library – Reston, VA  
Full vacancy announcement available on [ALA JobLIST](#).

This job announcement is being re-announced, if you previously applied to job #17-02076, you do not need to reapply in order to be considered.

Responsible for the overall management of a regional library in the absence of the branch manager. Trains, supervises and evaluates subordinate personnel. Responds to the needs of...
library customers at the information desk. Oversees maintenance of branch materials collection. Creates and coordinates programs and outreach events for library users and community group. Communicates facility and technology concerns to appropriate county agencies.

**Illustrative Duties:**
- Plans, organizes and directs the services and activities of a regional branch library;
- Develops and implements branch goals, annual budget, collection development and community relations programs;
- Identifies staff development needs and directs in-branch training programs;
- Assigns, supervises and schedules activities of subordinate staff;
- Evaluates and counsels employees;
- Interviews and selects subordinate staff;
- Interprets Library policy to staff and general public;
- Insures maintenance of facility;
- Advises and confers with regional manager on problems, workload requirements, allocation of staff, etc.;
- Assists regional manager in identification and development of long-range goals;
- Prepares monthly statistics and special reports;
- Prepares reports on problems and recommends solutions;
- Coordinates information services and training for regional staff;
- Assists regional librarian in planning and scheduling workloads and in the establishment, implementation and review of policies and procedures;
- Assigns and supervises the technical work of professional and non-professional staff in a large technical unit;
- Supervises and participates in the cataloging of all materials, determining priorities and assigning workloads;
- Advises and instructs staff on technical policies and techniques.

**Required Knowledge Skills and Abilities:**
- Knowledge of the principles and practices of administration and professional library science;
- Knowledge of reference sources and material;
- Knowledge of statistics and budget preparation;
- Ability to plan and schedule workloads;
- Ability to direct and supervise subordinate personnel;
- Ability to set goals and objectives;
- Ability to promote interest in library services;
- Ability to speak and write effectively;
- Ability to prepare a variety of reports;
- Ability to establish and maintain effective working relationships with professional and clerical staff and with the general public.

**Employment Standards:**
**MINIMUM QUALIFICATIONS:** Graduation from college with a master’s degree from an accredited library school and two years of professional library experience, including one year in a supervisory capacity.
**CERTIFICATES AND LICENSES REQUIRED:** Possession of a certificate issued by the Virginia State Board for Certification of Librarians within three (3) months of date of appointment to
the position.
PREFERRED QUALIFICATIONS: Three or more years of library experience, to include two or more years in a supervisory capacity.
NECESSARY SPECIAL REQUIREMENTS: The appointee to the position will be required to complete a criminal background check and a Child Protective Services Registry check to the satisfaction of the employer.
PHYSICAL REQUIREMENTS: Ability to lift books weighing more up to 10 pounds. Ability to push and pull full 4-wheeled book carts and book bins. All duties performed with or without reasonable accommodations.
SELECTION PROCEDURE: Panel interview.

Three Positions- Maryland and Washington D.C.

Position: Fiscal Services Manager
Location: Baltimore Public Library – Towson, MD
Full vacancy announcement available at ALA JobLIST.

At Baltimore County Public Library, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, developing innovative learning environments, and creating gracious library spaces. We circulate over 10.7 million items and provide library services through our 19 branches, 4 mobile library vehicles, and a growing virtual online presence. If you are enthusiastic, self-motivated, and open to new ideas consider joining the Baltimore County Public Library team as a full-time Fiscal Services Manager.

Key Responsibilities
- Under the direction of the BCPL Director, manages the payroll, finance, and budgeting operations of the Library in alignment with Baltimore County Government fiscal guidelines.
- Maintains knowledge of, and advises library management and the Board of Library Trustees of changes in, fiscal standards and requirements that affect the Library, such as GASB, GAAP, GAAS, grant documentation, state and federal legislation, and IRS regulations.
- Manages the annual budget process by coordinating, analyzing, compiling, and preparing the annual fiscal operating budget; monitors and administers the approved budget.
- Coordinates capital budget allocations and cash drawdowns.
- Oversees the day-to-day accounting, cash management and payroll operations for the Library.
- Presents monthly and annual finance reports to the Director, Board of Library Trustees, and senior management.
• Evaluates fiscal practices, advises and recommends improvements to library administration, evaluates potential revenue opportunities, and coordinates changes as appropriate.
• Ensures records systems are maintained in accordance with generally accepted auditing standards.
• Negotiates with vendors and customers, and coordinates major purchasing discussions and decisions, including supervising the purchasing position.
• Establishes and maintains effective communication with Federal, State and County agencies whose laws, policies and regulations affect library fiscal operations.
• Maintains accounting systems to ensure compliance with grant requirements.
• Reviews and approves monthly and quarterly closing entries and fiscal reports.
• Assists independent auditors in preparation of the annual audit.
• Researches, establishes, maintains and monitors internal controls and accounting policies.
• Supervises, evaluates, and provides feedback on the performance of Fiscal Services Department staff by encouraging their continued development, holding them accountable to department and system-wide goals, and creating a supportive team environment.
• Serves on, and/or provides financial guidance to, system-wide teams, the Foundation for BCPL, and BCPL Friends groups.

Job Requirements
• Bachelors in Accounting, with active CPA Status required. Governmental accounting and business experience required with a preference of at least five years. Comprehensive knowledge of finance, accounting, budgeting, purchasing, and payroll functions obtained through eight years of progressively responsible work experience, and three years of supervisory experience. Masters degree in Finance or closely related area preferred. Knowledge of public library operations is beneficial. Capacity to get MD CPA license if not currently certified in MD.
• Ability to communicate effectively verbally and in writing and to build productive work relationships with BCPL staff, County staff, the Board of Library Trustees, and community stakeholders.
• Demonstrates initiative and effective problem solving and teamwork skills.
• Experience using technology including Microsoft applications and budgeting, accounting, and payroll software.
• Must pass a post offer criminal background check and physical/drug screen.

We offer an excellent benefit package that includes 4 weeks of vacation, sick and personal leave, subsidized health care options, pension eligibility, and related benefits. Annualized Salary Range: $91,463- $105,891, commensurate with experience.

To apply:
Send an email to humres@bcpl.net and attach two documents: 1) a completed BCPL employment application which you can find on our website and 2) your cover letter and resume as one PDF document. Include your last name in the title of the documents. Indicate the job title Fiscal Services Manager in the subject line of your email.
Position: **Reference Librarian**

Location: Judge Kathryn J. DuFour Law Library, The Catholic University of America School of Law – Washington, D.C.

Full vacancy announcement available on [LLSDC Jobline](https://www.llsdc.org/jobs).

The Judge Kathryn J. DuFour Law Library at The Catholic University of America School of Law seeks applicants for the position of Reference Librarian who possess a strong service orientation, the ability to exercise tact and good judgment, and to maintain a warm and approachable manner in the midst of a busy workflow.

The successful candidate will join an experienced, committed, and collegial library staff actively engaged in supporting law school programs, co-curricular activities and faculty scholarship. They will participate in design and delivery of library services to meet the evolving needs of the law school community. They will also serve as Librarian-in-Charge during assigned evening hours and on weekends while working in the reference rotation.

The regular hours for this full-time position will be Monday-Thursday 11 a.m. to 7 p.m., Friday 9 a.m. – 5 p.m., and will include rotating participation in the weekend reference hours. The position offers generous vacation, holiday and retirement benefits.

The Judge Kathryn J. DuFour Law Library is located on the campus of The Catholic University of America, the largest university campus in the District of Columbia, and a short Metro ride to downtown D.C. and Capitol Hill. The campus is ideally situated in the Brookland neighborhood of Washington, D.C., one of the most vibrant and exciting communities in the city.

**Position Summary:**

The successful candidate will provide substantive and complex legal and non-legal research support for the full-time law deans and faculty. They will also provide reference and research services to a law school community of day and evening law students, as well as other members of the university community, alumni, and the public.

The successful candidate will teach research classes as assigned in the first-year Lawyering Skills Program, and they will provide instruction in specialized legal research in subject area upper-level courses and library workshops. In addition, there may be an opportunity to teach a 1-week course on U.S. legal research in Krakow, Poland, as part of the Law School’s American Law Program.

The successful candidate will participate in the Faculty/Librarian Liaison Program. In this capacity, they will serve as the assigned library contact for approximately 20 law faculty members, and facilitate the provision of all library services to assigned faculty members, including research, assistance with obtaining legal and non-legal materials, and technology training.

The successful candidate will assist in the production, maintenance and organization of the Law Library’s online presence. This includes providing support for the Law School’s online
scholarship repositories, the preparation of instructional materials and user guides to enhance the use of library resources and services, and the active monitoring, revising, and provision of content for the library’s web page and newsletters.

The successful candidate will participate in collection development, the development of library policies, and the implementation of information technology resources. They will also assist in library administration by producing specialized reports, serving on law school and library committees, and providing feedback on library policies, acquisitions, and services. In addition, they will be expected to contribute to the profession through speaking at professional conferences, writing for publication, and/or participating in local and national professional associations.

The Catholic University of America is proud to offer its employees a wide range of benefits, including health and life insurance, a TIAA-CREF retirement plan, credit union, use of athletic center programs and facilities, seasonal theme park discounts, and tuition assistance for full- and part-time benefits-eligible employees as well as their spouses and dependent children.

The Catholic University of America is a drug-free, alcohol-free and smoke-free, Affirmative Action/Equal Opportunity institution and welcomes applications from women, minorities, protected veterans, and people with disabilities.

**Minimum Qualifications:**
Master’s of Library Science (M.L.S.) degree from an A.L.A. approved library school. Three (3) years experience as a professional law librarian, preferably in the reference department of an academic law library. Preferred: Juris Doctor (J.D.) degree from an ABA approved law school, but sufficient practical experience may substitute.

**How to apply:**
Please forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Include Reference position 101959 in subject line of email. Please do not include photos on resumes and save documents with first/last names. All applicants must be supportive of the mission and vision of The Catholic University of America. Position is open until filled.

**Position:** Librarian
Location: LAC Federal – Washington D.C.
Originally posted on the CUA SLIS blog.
LAC Federal seeks a Librarian for a Federal institution in the Washington, D.C. metro area (Beltsville). This is a solo Librarian position, responsible for managing operations of the library and its collections. Work will be performed on-site. This is a full-time (40 hour a week; Monday – Friday), benefited position.
RESPONSIBILITIES:

- Provide specialized library reference, research support services, and user access support
- Responsible for bibliographic control of materials & internal reference documents
- Digitize and archive staff/technical publications in content management system
- Information literacy instruction / outreach
- Perform extended literature searches often of a specialized or technical nature, from a wide variety of published and unpublished sources and electronic databases
- Collection development with responsibility for building and maintaining collections
- Document delivery, circulation, ILL responsibilities
- Review and development of library policies and procedures
- Identify and coordinate items for acquisition
- Add & remove titles, shift collection(s), submit items for cataloging, etc.

QUALIFICATIONS:

- Master's in Library Science (MLS)/Master's in Library Information Studies (MLIS)
- Knowledge of science and electronic journal subscriptions a plus
- Advanced/expert scientific literature searching skills
- Reference and or research support experience
- Written and oral communication abilities
- Some knowledge of MARC records and technical services workflows
- Recently completing a Federal Background Investigation or having active security clearance is highly preferred

To apply, visit: https://goo.gl/91PuJp

* In the event you encounter a technical error during the application process, please send your resume to katy.davis@libgig.com directly.
collection support functions, such as, the transport of library materials or intra-directorate mail and the sorting of all kinds of materials. Performs routine messenger pick-up and delivery services. Places materials on appropriate shelves or in in-boxes at designated destinations. Ensures time sensitive receipts such as overnight or express mail are immediately delivered to the appropriate areas. Receives and sorts all types of mail and library materials for all of the divisions in the directorate based on sender, language, and format. Following standardized library rules, procedures, operations, and assists in processing library collections. Receives, sorts, checks in and attaches labels to materials. Performs security strip targeting, security edge stamping, and perforating of microfilm for security purposes. Performs online searches for bibliographic records. Performs routine and repetitive online updating for bibliographic records and for transactions of statistical record-keeping and materials tracking. Searches remote bibliographic databases to locate bibliographic records matching materials that are being processed. Also, searches the Library's online bibliographic control systems to process duplicate copies of materials.

Performs searches for routine print and non-print materials in bibliographic and copyright files, using bibliographic tools, such as the Library's Integrated Library System, the Z-Processor, Copyright MetaSearch, and/or OCLC databases to organize data into a catalog record as prescribed by the appropriate rules. Locates bibliographic records in the Library's Integrated Library Systems matching incoming materials and uses a macro to create an inventory record in the Duplicate Materials Exchange Program database. Identifies bibliographic problems, such as misrouted materials, damaged items, and items for which records cannot be located and brings them to the attention of the supervisor. Downloads bibliographic records from outside utilities as needed and authorized.

Following standardized library rules, procedures, and operations, assists in the retrieval of materials to be shipped to stakeholders. Receives, sorts, and transmits books, serials, or other materials to stakeholders both inside and outside the Library. Utilizes knowledge of the classification system, and the meaning of different shelf markers, to locate materials which may have special requirements such as material within a foreign language.

Receives and assists participants in the Library's surplus books program. Uses tact and courtesy when dealing with visitors from Congressional offices, federal agencies, and public institutions. Maintains a file of eligible participants in the surplus books program and verifies credentials of all visitors. Monitors visitors to ensure they select from proper bays of material based on their eligibility. Handles security for the area and ensures materials are not removed by unauthorized persons.

Packs and arranges shipment of materials selected by participants in the Library's surplus books program and in the Duplicate Materials Exchange Program. Ensures materials are shipped by Congressional frank, government agency labels, or by various freight companies.

Independently operates photocopiers, manual perforating machine, microfiche readers, paper cutters, collators, and facsimile machines to fulfill the needs of Collection Material Processing. Performs basic maintenance such as loading paper and changing ink cartridges and reports
malfunctioning of equipment to proper contacts. Follows the safety guidelines in operating the equipment to avoid personal injury and/or property damage.

**Conditions of Employment**
PHYSICAL REQUIREMENT: Position requires some physical exertion such as long periods of standing; or recurring activities such as stretching, reaching and bending into tubs and shelving books. The incumbent is required to lift items (up to 30lbs) on a regular and recurring basis, push mail cages with a maximum weight load (up to 50lbs) and book carts with a maximum weight load (up to 250lbs), reach and bend into tubs and shelve books. Heavier items are moved with weight handled equipment or with the assistance from other workers. After an offer of employment is made and before commencement of duties the selectee must be physically qualified by the Library’s Health Services Office.

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

Ability to work and meet deadlines. **

Knowledge of library processes and procedures. **

Ability to focus on the customer. **

Ability to retrieve and deliver materials from collections.

Ability to use information systems and equipment.

Ability to communicate effectively other than in writing.

**Position: Library Technician (Deck Attendant)**
Location: Library of Congress, Washington DC
Salary: $112,021 to $145,629 per year
Full vacancy announcement available at [USAJOBS.](https://www.usajobs.gov)

**Summary**
The incumbent serves as a deck attendant in the Serial and Government Publications Division. Incumbent is responsible for the maintaining, servicing and shelving of collections housed in the Division. This includes retrieving materials for researchers, shelving and maintaining the serial and special collections of the division, utilizing the LC-ILS and other online systems. Critical to this position is the ability to work with a high degree of accuracy, to produce a large quantity of work, often under severe time constraints, and to interact effectively with researchers and other users of the Newspaper and Current Periodical Reading Room.
The position is located in the Serial and Government Publications Division, Collections and Services Directorate, Library Services.

Responsibilities
Following a body of standardized library rules, procedures, and operations, assists in maintaining the serial and special collections. Maintains simple records and verifies information by comparison. Collates serial material according to classification scheme appropriate for the collection. Files materials in alphabetical or numerical order. Arranges, sorts, and re-shelves materials returned to the stacks according to shelflist order. Reads shelves and assures that they are properly arranged. Learns to use reference tools to identify materials. Handles brittle, damaged, or deteriorated material, including special collections in various formats. Identifies and removes items suspected of containing errors in labeling and/or cataloging and forwards items for further determination and disposition. Withdraws materials in need of rebinding, re-labeling, and repair forwarding them for appropriate correction. Effects minor shifts necessitated by the growth of collections.

Participates in the maintenance of selected reading room collections, including the newspaper, periodical, or reference collections, by shelving material according to established procedures.

Following a body of standardized library rules, procedures, and operations, assists in retrieval of materials. Receives call slips indicating call number, title, volume, chronology, etc. of materials requested by readers or staff. Draws upon knowledge of the classification system, an understanding of the peculiarities of more than one system of classification, and the meaning of different shelf markers, to locate material which may pose special challenges such as foreign languages or varied formats. Checks title, call number, and other information against call slip. Delivers the requested material. When information is incomplete or inaccurate, seeks assistance and verifies the title, call number, and date in order to locate the requested material. Locates and pulls material from shelves and reshelves material.

Performs inter-library loan functions by searching guides and shelves for material going out on loan. Examines condition of material returned and re-shelves material.

Assists patrons participating in standardized library programs and services. Communicates library policy regarding all material retrieved for readers with additional guidance for special collection material. Responds to directional questions posed by readers. Provides messenger services, delivering and picking up material as scheduled. Maintains a high degree of tact and courtesy in dealing with visitors.

Performs searches for routine print and non-print materials in bibliographic and copyright files, using bibliographic tools. May organize data into an online catalog record as prescribed by the appropriate rules. Identifies problems and brings them to the attention of the supervisor. Inputs and updates manual or automated information systems. Efficiently searches specialized online databases, such as library-related databases, most commonly the LC-ILS.
Conditions of Employment
BASIC REQUIREMENTS: The incumbent in this position will have some physical exertion such as lifting and carrying materials that vary in weight up to 50 pounds. There is constant walking, standing, bending or carrying of light items.

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

Ability to retrieve materials.

Ability to maintain materials in library collections.

Ability to provide customer service in a library setting while exercising judgment and discretion.

Ability to search and perform data entry using computerized search tools and databases.

Ability to communicate effectively other than in writing.

Three Positions- Maryland & Virginia

NATURE OF WORK:
This is a specialized professional position responsible for providing leadership and technical assistance in the areas of assessment, research, evaluation, and statistics to public libraries in the provision of information and educational programs for all age groups.

DUTIES AND RESPONSIBILITIES:
Provides leadership to libraries in carrying out statewide and local federal programs. Serves as a technical specialist for the development, coordination, and execution of needs assessment for purposes of strategic planning, research and evaluation of library programs and services, and statistics programs to support public libraries. Provides assistance with the data compilation and completion of the division's annual Managing for Results, the State Library Administrative Agency Survey and the Maryland Public Library Survey report requirements. Provides information, consultation, and continuing education services to local librarians through a statewide library network, assists with the development and implementation of the SharePoint system the agency’s web site. Provides technical assistance and consultation in support of educational initiatives for all age groups, from birth through adult.

MINIMUM QUALIFICATIONS:
EDUCATION: Possession of a Master's Degree or equivalent 36 credit hours of post-
baccalaureate course work. A Master’s Degree in Library Information Science from a college or university accredited by the American Library Association (ALA) or closely related field is preferred.

EXPERIENCE: Four (4) years of administrative work in, or affiliated with an educational program with varied professional library experience. Experience that includes grant writing and management is preferred.

NOTES:
1. Two additional years of experience directly related to the position may be substituted for the required Master’s Degree.
2. Possession of a doctorate in a field related to the position may be substituted for one year of the required experience.

ESSENTIAL REQUIREMENTS: Knowledge of trends and issues in library services, including the changing role of libraries in today’s technology-rich environment; knowledge of the Library Service and Technology Act (LSTA); knowledge of planning, policy interpretation, and using guidelines to assist Public Library Administrators, Trustees, and government officials in developing improved library services; knowledge of budget development and expenditure controls; skill in translating trends and needs into strategic directions; ability to develop standards, guidelines, and other criteria for the implementation, evaluation, and improvement of library services; skill in using a variety of computer software and new technologies; skill in training, mentoring and staff development; skill in planning, organizing and managing multiple tasks; ability to interpret and apply laws, regulations and standards governing public libraries; ability to coordinate resource sharing activities; ability to establish collaborative working relationships with stakeholders; ability to work collaboratively as part of a team and be flexible and creative in a changing environment; ability to communicate effectively.

PROCEDURE FOR APPLICATION: To apply for this position online go to Maryland State Library Jobs on JobAps (or complete an MSDE Application on marylandpublicschools.org). Online applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put “See Resume” in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for – Education Program Specialist I, Research and Evaluation Public Libraries and State Networking Branch (PLSNB), #039646 (JobAps#17-005055-0018) Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.
CONDITIONS OF EMPLOYMENT: Proof of eligibility to work in compliance with the Immigration Reform and Control Act and possible travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE: For immediate consideration please submit your application by November 10, 2017 – Open until filled.

Position: **Education Program Specialist I, Grants Coordinator**  
**Public Libraries and State Networking Branch (PLSNB)**

Location: Maryland State Library, Baltimore, MD

Originally posted on the Maryland Library Association listserv.

**NATURE OF WORK:**
This is a specialized professional position responsible for providing leadership and technical assistance in the areas of grant administration and coordination for the Library and Services Technology Act (LSTA) federal grants program, identification and management of other government as well as private funding opportunities for Maryland libraries, and the development of technological solutions for library-related initiatives for Maryland’s libraries.

**DUTIES AND RESPONSIBILITIES:**
Plans statewide library development by providing information, consultation, and continuing education services to local librarians through a statewide library network, administers and leverages government and private library grant programs to design, implement and sustain programs supported under LSTA. LSTA is a grants-to-states program of the federal funding agency, the Institute for Museum and Library Services (IMLS) that promotes access to the information resources and services provided by all types of libraries. This employee provides leadership to libraries in carrying out statewide and local federal programs according to federal regulations and contract terms and provides technical assistance and consultation in support of educational initiatives for all age groups, from birth through adult.

**MINIMUM QUALIFICATIONS:**
EDUCATION: Possession of a Master’s Degree or equivalent 36 credit hours of post-baccalaureate course work. A Master’s Degree in Library Information Science from a college or university accredited by the American Library Association (ALA) or closely related field is preferred.
EXPERIENCE: Four (4) years of administrative work in, or affiliated with an educational program with varied professional library experience. Experience that includes grant writing and management is preferred.

NOTES:
1. Two additional years of experience directly related to the position may be
substituted for the required Master’s Degree.
2. Possession of a doctorate in a field related to the position may be substituted for one year of the required experience.

**ESSENTIAL REQUIREMENTS:** Knowledge of trends and issues in library services, including the changing role of libraries in today’s technology-rich environment; knowledge of the Library Services and Technology Act and associated funding processes; knowledge of grant writing and grant management; knowledge of planning, policy interpretation, and using guidelines to assist Public Library Administrators, Trustees, and government officials in developing improved library services; knowledge of the methods for collecting, managing and analyzing data; skill in using a variety of computer software and new technologies; skill in using spreadsheets and data management; knowledge of budget development and expenditure controls; skill in training, mentoring and staff development; skill in translating trends and needs into strategic directions; ability to develop standards, guidelines, and other criteria for the implementation, evaluation, and improvement of library services; skill in planning, organizing and managing multiple tasks; ability to interpret and apply laws, regulations and standards governing public libraries; ability to establish and maintain effective working relationships with a broad range of stakeholders; ability to work collaboratively as part of a team and be flexible and creative in a changing environment; ability to communicate effectively.

**PROCEDURE FOR APPLICATION:** To apply for this position online go to [Maryland State Library Jobs on JobAps](http://www.marylandpublicschools.org) (or complete an MSDE Application on marylandpublicschools.org). Online applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put “See Resume” in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for – Education Program Specialist I, Grants Coordinator Public Libraries and State Networking Branch (PLSNB), #039645 (JobAps#17-005055-0017) Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at [http://www.marylandpublicschools.org](http://www.marylandpublicschools.org/). Appropriate accommodations for individuals with disabilities are available upon request.
**CONDITIONS OF EMPLOYMENT:** Proof of eligibility to work in compliance with the Immigration Reform and Control Act and possible travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

**CLOSING DATE:** For immediate consideration please submit your application by November 10, 2017 – Open until filled.

**Position:** Information Governance Specialist  
Location: Cooley LLP – Reston, VA  
Originally posted on CUA SLIS blog.

Cooley LLP is seeking an Information Governance (IG) Operations Specialist I to be located in its Reston, Virginia Office. The IG Operations Specialist I will be responsible for and exhibit a strong ability to: provide filing support and maintain files in conformity with the firm’s policies and procedures, operate technology devices with an understanding of their respective core systems and software; operate laser printers, multi-function devices, and other office equipment; file alphabetically and numerically and communicate well both verbally and in writing. Experience and proficiency with one or more Records Management Systems (e.g., HP/Autonomy IRM, ARM or FileSurf, LegalKey, etc.) and/or Document Management Systems (e.g., Filesite, Docs Open, etc.) is preferred. Successful candidates will have experience working in a professional office environment. A degree from an accredited college/university is preferred. Cooley offers a competitive compensation and excellent benefits package EOE.


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**Metadata & Catalog Librarian- Gallaudet University, Washington, DC**

**Position:** Metadata & Catalog Librarian  
Location: Gallaudet University, Washington, DC  
Originally posted on the Maryland Library Association listserv.

**SUMMARY:**

Performs bibliographic control activities including cataloguing and classification for the Deaf-related library collections, general collections, and Archives collections; provides metadata records for digital objects/collections; provides bibliographic and metadata database record maintenance; provides expertise to assist other staff with library resource management access and control issues; and serves as liaison to WRLC committees and as the Library’s specialist in the WRLC library resource management cataloguing system.

**PRINCIPAL ACCOUNTABILITIES:**

I. Performs original and copy cataloguing for materials in the Deaf and Archives collections in all formats, but primarily monographs, serials, media, electronic resources, and archival
materials; uses current national cataloguing rules, standards, formats, and utilities such as AACR2, MARC, OCLC, RDA, Bibframe, etc; uses Library’s modified DDC numbers for classification.

II. Uses the Library’s conventions for describing and classifying Deaf-related and archival materials including specialized subject headings and classification numbers; enhances records to provide maximum access to Deaf-related content in the online catalog; maintains current awareness of Library of Congress subject headings additions(changes related to Deaf-related topics; conducts complex internet research in English and Roman-alphabet languages to determine Deaf-related content of materials and to correctly describe foreign language materials; keeps documentation of local cataloging policies and practices up to date.

III. Develops and maintains expertise in the WRLC library resource management system cataloguing module; maintains download/upload linkage between OCLC and the library resource management system cataloguing module; uses library resource management system to provide local copy data such as holdings and collection location.

IV. Provides metadata descriptions for the Library’s digital/digitized resources; determines with other staff the appropriate fields for description, the methods/standards for subject control, and the possible linkage with other databases such as the discovery system; documents decisions and practices.

V. Provides bibliographic database record maintenance for the Library’s OCLC and library resource management system records including updating subject headings and classification numbers, deleting records, correcting errors, merging/separating records, resolving problems with broken URL links; provides maintenance for metadata records.

VI. Assists with copy cataloging processes for the general book and serials collections; and provides cataloging for new general materials as needed.

VII. Maintains current awareness of cataloguing, metadata, and archival description trends and practices; considers anticipated trends in the field, makes recommendations for changes to Library processes and procedures as needed, and implements approved changes.

VIII. Provides expertise to other staff related to metadata schema, bibliographic control, library resource management system cataloguing module, and bibliographic database maintenance issues; when appropriate, provides training and oversight for other staff assisting with cataloguing/metadata work.

IX. Works with reference librarians and other staff to ensure cataloging practices are meeting users’ needs.

X. Serves on WRLC committees as appropriate; keeps department informed of WRLC discussions/decisions; ensures the Library is following WRLC practices.
XI. Performs other duties as assigned.

SPECIFICATIONS:

Master’s degree in library science from an ALA accredited institution. A minimum three years of continual professional cataloguing librarian experience, using OCLC and a major ILS system, LC subject headings, LC or Dewey classification schemes, preferably in an academic library setting; RDA experience highly desirable. Experience creating and managing metadata records for digital collections/digital objects. Strong commitment to considering users’ needs through bibliographic control and metadata creation activities. Strong commitment to considering users’ needs through bibliographic control and metadata creation activities. American Sign Language skills or willingness to learn and demonstrate competence within a reasonable amount of time.

Posted in Job Vacancies Edit

Two Positions- Maryland

Posted on October 30, 2017 by LLAM News

Position: Assistant Community Branch Administrator
Location: Walkersville Community Library, Frederick County Public Libraries
Salary: $47,688.00 Annually

Join the vibrant, community-minded team at Frederick County Public Libraries! We are seeking a creative, energetic, and visionary leader for our New Walkersville Community Library. Located in West-Central Maryland between Washington D.C. and Baltimore, FCPL is a rapidly developing system. By facilitating the public’s freedom to explore, invent, and transform, FCPL connects people to ideas and to each other, helping to foster individual and community growth. This professional management position assists in managing the Walkersville Community Library. This position directs and evaluates the work of staff in information and resource management delivery and circulation services; fosters good communication with staff, the public, and library administration; and, assists in developing services that respond to community needs and interests as outlined in FCPL's strategic plan.

QUALIFICATIONS & REQUIREMENTS:
• Master of Library Science degree from an American Library Association accredited program
• Minimum 2 years progressively responsible work experience in a public library, providing direct customer service, within the last 10 years
• Minimum 1 year work experience supervising or directing the work of others
• Professional Public Librarian certification from the Maryland State Department of Education or the ability to obtain this certification within 6 months of enrollment in the Maryland State Teacher’s Pension and Retirement System – current certification must then be maintained

Deadline to apply: 4:00 pm November 13, 2017. For complete job description and to apply go to www.frederickcountymd.gov

Position: Instructors- Library Systems and Digital Infrastructure
Location: iSchool at the University of Maryland, College Park, MD
The iSchool at the University of Maryland is looking for instructors for one of its core MLIS courses, LBSC671 Creating Information Infrastructures. This is an introductory technology and information systems. A brief description and outcomes are listed below and a sample syllabus is attached. The iSchool has opportunities for both online and in-person teaching.

If you are interested please contact Lindsay Sarin (lcsarin@umd.edu) and provide a copy of your current resume/CV. Instructors must have a master’s degree, but it is not required that it be an MLIS.

**LBSC671 Creating Information Infrastructures** introduces students to the foundations of acquiring and managing collections, information structures, indexing and discovery systems in Library and Information Studies. The course introduces theoretical concepts, trends, systems, and technologies central to this area of the field and equips students with the skills and conceptual background to create and manage information systems and services. The course is centered on the exploration of library and archival information systems, with students working to create, index, and produce their own objects and descriptive metadata for physical and digital contexts. In order to introduce students to the broad world of information institutions, how they manage resources and provide access for their users the course is broken into four thematic areas:

- Terms of reference: What are information institutions, and in what social context do they exist?
- Get it: What kinds of resources do information institutions manage, and how do they come to have them?
- Find it: How do institutions manage these resources, what conceptual and functional skills are required for this work, and what benefits and limitations exist for each approach (e.g., automated vs. manual)

**Learning Outcomes**
1. Demonstrate mastery of concepts, models and information structures for life-cycle management of information assets by libraries, archives, and schools.
2. Demonstrate knowledge of the capabilities and limitations of current methods for acquisition, preservation, management, discovery and delivery of information in physical and digital form.
3. Demonstrate proficiency in creating and applying models, schema, representations and encodings for organizing information.
4. Demonstrate proficiency in designing and implementing information services that leverage current technologies.
5. Demonstrate familiarity with the effects of current trends in information creation, information technology, and information use on methods for acquisition, preservation, organization, management, discovery, and delivery of information.
Position: **Coordinator of Library and Learning Support Services**  
Location: Hagerstown Community College, Hagerstown, MD  
Full vacancy announcement available on [ALA JobLIST](https://www.alaweb.org/alajoblist).

**Description**  
Hagerstown Community College is pleased to announce that applications are currently being accepted for a Coordinator of Library and Learning Support Services position. This full-time position is responsible for the overall operations of the William M. Brish Library under the supervision of, and working closely with, the Director of Instructional Support Services. Responsibilities include budget planning, personnel management, and coordination of all library services, both face-to-face and online. This position is also responsible for researching, acquiring, and implementing academic learning resources, as well as hiring and supervising all Learning Support Center (LSC) tutors and overseeing the tutoring budgets. The coordinator provides support to all instructional units of the college in need of library and learning support resources and collaborates regularly with staff of the Learning Support Center and the Fletcher Faculty Development Center.

For more information on this position and to apply online, please visit [www.hagerstowncc.edu/employment](http://www.hagerstowncc.edu/employment). In addition to the application, please also include a cover letter and resume. Recommendation letters and college transcripts are preferred. Questions may be directed to the Human Resources Office at 240-500-2585 or email hr@hagerstowncc.edu.

**Requirements**  
Education and experience – Master's degree in Library Science, Instructional Design, Curriculum and Instruction or related field required with a minimum of three years' managerial and progressively responsible experience in libraries, learning support services, and/or curriculum design. Two to three years of related teaching experience is required. Mandatory two years of experience in higher education setting. Bachelor’s degree in relevant field of study. The successful candidate should possess a combination of knowledge, skills and abilities necessary to perform all essential job functions.

Skills and abilities – This position requires the ability to interact professionally with students, faculty, administration, and public entities; to plan, organize, lead, direct, and supervise others; to communicate effectively verbally and in writing; to exercise sound judgement; and to college and analyze data and generate accurate reports. The coordinator must be proficient in standard software use and enthusiastic about emerging technologies.

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Position: **Secondary Library Specialist**  
Location: Fairfax County Public Schools – Fairfax, VA  
Originally posted on [CUA SLIS blog](https://caiu.salisbury.edu/cuislisd/2021/day-id-19).

Interested in joining a dynamic, high performing team that leads inquiry learning for librarians, teachers, and administrators? Do you have a passion for secondary school library programs and supporting librarians in their work? Does collaboratively crafting meaningful professional learning experiences sound exciting to you?

If the answer is YES, please consider applying for the position of secondary library specialist for Fairfax County Public Schools. Apply through the
Position: **Reference and Faculty Services Librarian**
Location: George Mason University Law Library, Arlington, VA
Full vacancy announcement available on [AALL Career Center](http://cirrus.mail-list.com/vaasl/27737595.html).

The George Mason University Law Library, located on the Arlington, Va., campus, invites applicants for the position of Reference and Faculty Services Librarian. George Mason University has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff, and strongly encourages candidates to apply who will enrich Mason’s academic and culturally inclusive environment.

**Responsibilities:**

This position reports to the Head of Reference and Instructional Services. The incumbent is responsible for planning, coordinating and implementing all library services to faculty; as well as providing professional library services to students, staff, faculty and public patrons. Duties include reference and research services, law student instruction, management of the faculty liaison program, and other duties as assigned. Additional duties include:

- Provide general reference services by e-mail, telephone, and in-person to students, faculty, staff, alumni, attorneys, and other public patrons; and prepare instructions and research guides (both online and print) to support instruction and reference services;
- Oversee and coordinate liaison services to full-time faculty and law reviews, and serve as liaison for adjunct faculty members and provide support for them on the Westlaw TWEN course management system;
- Provide liaison services to designated full-time faculty members:
- Provide online searches for faculty and facilitate copying of cases, articles and other library materials upon request;
- Assist faculty with locating print materials in the collection or by ILL or purchase, and also provide assistance in the use of electronic databases;
- Work as liaison to teaching faculty in the identification, evaluation, and selection of library materials;
- Create and update faculty and adjunct profiles, biographies, and CVs on the Law School website;
- Draft and post on the law school website news stories about law school faculty, as needed;
- Assist with other liaison responsibilities as needed;
- Serve as coordinator of the law school’s working paper series on the Social Science Research Network; submit and keep updated faculty research papers for online publication and distribution; monitor usage statistics associated with faculty publications; and post original papers to the law school website;
- Post on the law school website prior to each semester course syllabi, assignments, and related course descriptions and materials for all law school classes and assist faculty in the use of TWEN;
- Assist with legal instruction in the LRWA (Legal Research, Writing, and Analysis) program under the general direction of the Head of Reference and Instructional Services; lecture in selected law school classes on the use of legal and/or historical electronic databases; and participate in other workshops and instructional sessions as needed;
- Serve as law school representative to the Virginia Law Libraries Digital Collections Consortium for the digitization of Supreme Court of Virginia records and briefs, and oversee the maintenance of the law school’s electronic file of Supreme Court records and briefs;
- Participate in collection development, including reviewing both print and electronic materials for selection;
- Obtain Westlaw, Lexis and Bloomberg Law passwords for faculty and staff and assist new users in setting up accounts and using databases; and oversee and monitor password lists in Westlaw, Lexis and Bloomberg Law in an effort to keep them current; Coordinate with local paralegal class instructors to provide appropriate library services and tours;
- Participate in professional development including attending conferences and meetings of national, state and regional professional associations. Serve on library and university committees; and
- Perform other duties as required.

**Required Qualifications:**
- J.D. from an American Bar Association (ABA)-accredited law school, and an M.L.S. or equivalent from an American Library Association (ALA)-accredited library school;
- Thorough knowledge of legal bibliography both in print and electronic formats;
- Academic law library experience providing services to law faculty;
- Relevant teaching experience;
- Strong service orientation and organizational abilities;
- Familiarity with basic HTML;
- Ability to use a content management system (e.g., MODX, WordPress) to develop and maintain web content; and
- Ability to work both independently and in a team environment.

*For full consideration, apply by November 9, 2017.*

**Position:** [SharePoint Law Librarian](#)

**Location:** LAC Federal – Alexandria, VA

*Originally posted on [CUA SLIS blog](#).*

LAC Federal is seeking a Law Librarian with experience in Legal Databases including managing and tracking legal document workflow and creating and populating legal and administrative forms. This is a 1+ year full time position (40 hour a week; Monday–Friday) benefited in Alexandria, VA.

**Responsibilities**

Manage and track legal document workflows, and to create and populate legal and administrative forms in Adobe, Microsoft Word, InfoPath and other tools. The Librarian will be responsible for Knowledge Management using SharePoint to support office staff, creating and maintaining digital libraries containing relevant documents and articles on specific legal topics, training staff on the use of the KM tools and other information products, and providing research assistance.

**Qualifications**

Education Qualifications:
- Juris Doctor (JD) degree
- OR
- Masters of Library and Information Science (MLIS) with a Special Certificate in Law
Five Positions- Washington DC

Posted on October 25, 2017 by LLAM News

Position: Librarian (Editorial Assistant)
Location: Library of Congress, Washington, DC
Salary: $44,941 to $58,428 per year

Full vacancy announcement available at USAJOBS.

The Librarian (Editorial Assistant) provides library support to the bibliographic operations of Latin American Studies section of the Hispanic Division through the performance of a substantial variety of complex tasks related to the acquisition, bibliographic recording, and routing of over 5,000 books and articles on Latin America reviewed annually.

This position is located in the in Library Services, Collections and Services, Hispanic Division.

The position description number for this position is 346124.

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

The incumbent of this position will work a flextime work schedule. This is a non-supervisory, bargaining unit position.

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

Responsibilities
Prepares appropriate bibliographical records that describe analog and digitized materials in the Handbook database according to established Handbook of Latin American Studies rules, inputting edited annotations and subject terms. In consultation with the Editor, works closely
in: a) the development and maintenance of the HLAS Online database of cumulated volumes; and b) recommending additions to the Thesaurus for the HLAS Subject Index. Takes an active role in furthering the automated dissemination of the Handbook. Aids in the development and maintenance of the records and files for the Section, including those for serial abbreviations, serial records, serial routing, serial order, manuscript received from contributors, receipt and dispatch of galley-proofs and page,-, proofs, monographs sent out to contributors, serial articles sent out to contributors, abbreviations and acronyms file, HLAS hierarchies, and Collections Access, Loan and Management Division overdue notices. From these and other records, the incumbent provides data for progress reports and helps create flow charts and other aids for scheduling production of the volume.

As assigned and subject to review by the Editor, selects materials for inclusion in the Handbook Latin American Studies. Shares responsibility for the procurement and return of Handbook Latin American Studies materials selected for review by the contributing editors. Maintains continuing liaison with other units within the Library of Congress and with libraries throughout the D.C. area and the country. Coordinates the capabilities and resources of numerous Library units with the needs of contributing editors. In responding to the requests of contributing editors, maintains the necessary division controls and is responsible for the safe transmittal of such materials to the Collections Access, Loan and Management Division.

Shares responsibility in recommending and routing new serials to the Section. Subject to review by the Editor, assigns new serials and monographs to the contributing editors.

Briefs scholars and Hispanic Division and Library of Congress personnel on the HLAS database. Makes photocopies of journal articles and titles pages for contributing editors. Assists readers by locating and obtaining materials from the general and custodial collections; and maintaining control of the diverse in-process collections in the custody of the Hispanic Division.

Observe and arranges for the secure handling of materials. Assists readers with the use of the library’s resources including the use of the library’s bibliographic reference sources.

Performs basic automated searches in a variety of databases searching for and verifying titles, authors, publication information, and other bibliographic details. Prepares automated records for single items or groups of items following established procedures of the division. Verifies that records correctly describe the books and serial articles in hand. Searches automated sources to assist the editorial staff in acquisition activities and to appropriately answer telephone and mail inquiries in both English and Spanish. Assists in the implementation of digital projects as assigned by Editor.

Performs complex searches to identify the relationship of the piece in hand to the collection as a whole. Follows a substantial number of pertinent instructions concerning the recognition and comparison of dates, authors, titles, etc. Independently imports records.
Qualifications
Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

Knowledge of editorial processes and procedures.
Knowledge of library processes and procedures.

Ability to attend to details.

Ability to communicate in English and Spanish or Portuguese.

Ability to perform liaison duties.

Ability to use online computer technology and software applications.

Ability to communicate effectively other than in writing.

Position: Supervisory Librarian
Location: Library of Congress, Washington DC
Salary: $112,021 to $145,629 per year
Full vacancy announcement available at USAJOBS.

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

This position is located in the Directorate of Acquisitions and Bibliographic Access (ABA).

The position description number for this position is 137599.

This position has no promotion potential.

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

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

This is a supervisory, non-bargaining unit position.
Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

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

Performs the administrative and human resources management functions relative to the staff supervised.

Establishes guidelines and performance expectations, including quality assurance, for staff member which are clearly communicated through the formal employee performance management system.

Provides informal feedback and annual formal evaluations to employees. Resolves informal complaints and grievances. Develops work improvement plans, recommending personnel actions as necessary.

Provides advice and counsel to workers related to work and administrative matters.

Serves as an expert in the organization, development, and implementation of multiple projects. Serves as a project leader, team leader, or chairperson for working groups, task forces, committees, etc.

Coordinates the details involved in special projects of lasting importance. Utilizes critical judgement to determine scope, emphasis, approach, appropriate techniques, and manner of presentation.

Analyzes and develops new practices and standards for metadata that are cited as authority by other libraries. Participates in development of national policies for major cataloging programs.

Prepares reports, analyses, statements, proposals, and documents that authoritatively convey national-level cataloging policy. Researches, analyses, and interprets major new concepts and techniques in creating or acquiring metadata.

Interprets and revises existing training policy and program guidance for use by others, including section, division, and/or directorate members. Independently plans, schedules, coordinates, and monitors the effectiveness of training operations.

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

Ability to supervise, motivate and lead a diverse workforce.**

Ability to analyze, plan, develop and/or execute library programs and projects.

Ability to provide consultation or liaison duties.

Knowledge and application of the principles, concepts, and techniques of library science.**

Ability to provide training.

Knowledge of integrated library systems, library applications, and other information technologies.

Ability to effectively communicate in writing.

Ability to communicate effectively other than in writing.

Position: Teen Services Coordinator
Location: District of Columbia Public Library, Washington DC
Full vacancy announcement available on ALA JobLIST.

Description
- Coordinates an overall teen engagement strategy for the library. Serves as the system-wide expert on teen services. Visits libraries regularly to provide advice and counsel on issues regarding services and programs for teens.
- Represents DCPL in educational, professional, community groups and with the media to promote, describe, and clarify teen employment and engagement initiatives and library services for teens. Stays current in the fields of youth development and teen services.
- Reads widely in the area of young adult literature and youth development and stays current on related publishing trends.

Requirements
- Master's Degree and a minimum of three (3) years of demonstrated work experience, including managing programs or projects; demonstrated skill in oral and written communication.
- Knowledge of principles of program management, including planning, coordinating, organizing, scheduling, budgeting and controlling, controlling multiple programs and events, and principles of grant management.
- Knowledge of theories of youth development and best practices for designing effective programs in line with the needs and interests of teens.
- Ability to organize and facilitate the work of multiple teams and projects. Intermediate knowledge of office applications, social media software and desktop publishing.
• Excellent verbal, written and interpersonal communications, including ability to persuade, motivate and to make public presentations.

Position: **Assistant Manager (Cataloging)**  
Location: District of Columbia Public Library, Washington, DC  
Full vacancy announcement available on [ALA JobLIST](https://www.ala.org/alajoblist).

**Description**

- Performs original and copy cataloging and classification for all formats. Includes searching on OCLC, editing using AACR2/RDA, exporting records, editing records on catalog
- Determines subject content and appropriate subject headings, assigning Dewey number and cutter, adding record to OCLC and exporting record to online catalog
- Updates bibliographic records in the database
- Develops and works with the Collections Manager to develop new workflows and efficiencies for the cataloging team and departments as a whole.

**Requirements**

- Masters of Library Science Degree from an ALA accredited institution of higher learning
- A minimum of two years of previous experience in cataloging
- Knowledge of MARC and AACR
- Knowledge of cataloging principals and procedures, technology, and goals and philosophy of service
- Copy and original cataloging experience using OCLC
- Experience managing a staff of professionals and/or para-professionals preferably in a union environment

Position: **Digital Services and User Experience Coordinator**  
Location: U.S. Senate Library, Washington, DC  
Originally posted on [CUA SLIS blog](https://www.cua.edu/slis/). This is professional work managing the digital services of the Senate Library. Work includes leading the Library’s digital services teams; coordinating the online presentation of the Library’s research resources and services; ensuring the ease of use, accessibility, and functionality of Library websites; managing internal platforms delivering information services to Senate staff; providing technical support and training to Senate staff on enterprise-wide Senate Information Services (SIS) program research databases; and serving as a member of the Library’s SIS program management team with shared responsibility for proposal review, content evaluation, and oversight of enterprise-wide online research services. Work is bound by the World Wide Web Consortium (W3C) standards for HTML, CSS, and XML; Usability.gov guidelines for government websites; ADA accessibility standards for websites; and the NewsML news metadata standard; Secretary of the Senate policies and procedures; the U.S Senate Handbook; and the Senate Ethics Manual, but requires independent judgment in setting priorities and handling assignments. Work is performed under the general direction of the Senate Librarian.

**MINIMUM QUALIFICATIONS**

Work requires a Master’s Degree in Library Science from an ALA accredited program with five to eight years of experience in library team leadership; evaluation of website usability and user experience; website information architecture, content creation, and management; and electronic resources management that provides the following knowledge, skills, and abilities:
Knowledge of commercial research services and electronic resources management systems. Familiarity with Library and Senate-wide research services is preferred.

Knowledge of World Wide Web Consortium (W3C) standards for HTML, CSS, and XML; Usability.gov guidelines for government websites; ADA accessibility standards for websites; and the NewsML news metadata standard.

Knowledge of applicable word processing, spreadsheet, presentation, and conferencing applications; file transfer methods; image manipulation; content management systems; and server backup and remote support management tools.

Ability to write HTML and CSS code using standard text and webpage editing tools.

Ability to work effectively and cooperatively in a team setting, both within the Library and outside of organizational lines.

Knowledge of accepted supervisory and management practices.

Ability to plan, set, and manage project goals, work requirements, evaluate work product, multitask, and meet deadlines.

Knowledge of news tracking and clipping platforms, news database searching and sources, and news industry trends.

Ability to access, select, evaluate, and use various traditional and online research resources.

Skill in crafting research database searches.

Ability to teach database research to diverse groups of patrons, develop instructional materials, and provide support in response to research inquiries.

Ability to understand and apply technical problem-solving skills to resolve customer support inquiries and to relay technical issues to technical support personnel as well as to customers with limited technical skill.

Ability to administer and troubleshoot Library computer systems and programs.

Knowledge of the Senate as an institution.

Knowledge of the federal government, the U.S. legal system, U.S. politics, and American history.

Knowledge of Congress, the legislative process and procedures, and congressional documents.

Knowledge of the resources, organization, and classification schemes of the Library of Congress.

Ability to organize, compile, interpret, and present research data.

Ability to communicate effectively, both orally and in writing.

Ability to provide prompt, responsive, and courteous customer service.

Ability to maintain confidentiality.

Four Positions – Washington, D.C. & Virginia

Position: Unit Head, Metadata Services
Location: Georgetown University – Washington, DC

The Unit Head of Metadata Services manages and provides innovative leadership to Metadata Services Unit with direct supervision of two librarians and four staff. S/he formulates implements, assesses and documents Library’s policies, procedures, and best practices for use
of descriptive, administrative, structural and preservation metadata, content standards, and controlled vocabularies to support the production, management of and access to the Libraries’ print and digital collections. Reporting to the Head of Technical Services, the Unit Head of Metadata has responsibilities that include but are not limited to:

**Metadata Management and Production:**
- Manages and coordinates activities relating to metadata production for description, and access of digital materials acquired or held by Georgetown University Library.
- Participates in or coordinates cross-divisional digitization projects in the planning and implementation of metadata provisions for digital resources, including the selection of metadata schema, data elements, thesauri, development of crosswalks, controlled vocabularies, and data dictionaries to facilitate use of digital collections and institutional repository as needed.
- Catalogs digital resources using the appropriate metadata schema to support Georgetown University Libraries’ digital collections.
- Oversees and performs original cataloging for materials in all subjects and formats.
- Upgrades and enriches OCLC cataloging records and administers the quality control of cataloging activities.
- Engages in the use and creation of controlled vocabularies to provide intellectual control over the application of subject headings, personal names, and place names as a component of the metadata process.
- Leads efforts to optimize metadata output and finding new ways to use metadata to expose Lauinger Library's collections.
- Serves as a resource person providing expertise and guidance in metadata schema and standards, and provides training to other staff members or students as necessary.

**Unit Management & Planning:**
- Manages Metadata Services Unit, including the direct supervision of 2 cataloging librarians and 1 copy cataloging supervisor, and the indirect supervision of other staff members who may perform cataloging within other Departments of the Library.
- Plans, organizes, and coordinates Unit activities and special projects.
- Hire, train and evaluate the Unit’s staff and monitors Unit performance.
- Coordinates workflow with the Copy Cataloging Unit and other Library/Technical Services units.
- Prepares statistics and writes reports.
- Participates in decision-making process for the Department.

**Metadata/Cataloging Policies & Procedures:**
- Directs on-going review and revision of library-wide cataloging policies and procedures.
- Coordinates bibliographic and metadata policies and best practices among other units/departments within the Library.
- Formulates, implements, and documents Library's policies, procedures, and best practices for use of descriptive, administrative, structural and preservation metadata, content standards, and controlled vocabularies to support the production, and management of and access to the Libraries’ digital collections.
- Serves as resource person to all Library staff, answering inquiries and providing interpretations on metadata, and cataloging and classification standards and rules.
- Oversees the Library’s participation in cooperative cataloging endeavors such as NACO.
• Monitors trends and maintains currency in emerging issues in bibliographic control, information organization, knowledge management, and metadata standards.

• Provides training and documentation to other staff members as necessary.

**Requirements**

• Master’s degree in Library or Information Science from ALA-accredited institution

• 2 or more years of demonstrated knowledge and experience with provision of metadata/cataloging services, including those related to Special Collections materials and digital initiatives within an academic or research library setting

• 2 or more years of leadership and management experience or demonstrated increasingly responsible supervisory/team management experience

• Working knowledge of MARC21 or non-MARC metadata schema including but not limited to metadata formats, such as Dublin Core, EAD, METS, MODS, OAI, and XML

• Experience using a bibliographic utility, preferably OCLC, along with an integrated library system

• Formal training of current standards, trends, and forthcoming changes with FRBR, RDA and MARC, and emerging technologies in cataloging services, including those related to digital libraries and special collections

• Familiarity with data interchange standards and inter-operability of systems – for example, OAI-PMH)

• Knowledge of rare book cataloging standards, including DCRM manuals and RBMS and AAT controlled vocabularies

• Experience working with library systems and library software such as MarcEdit Formal BIBCO and NACO training

• Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications

• Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software

**Preferred qualifications**

• Experience working with metadata creation for institutional repositories

• Knowledge of the semantic web and linked data

• Experience with digital content management systems such as DSpace

• Ability to make decisions independently and work with initiative within the framework of departmental/Library policies and goals

• Excellent verbal and written communication skills

• Ability to work effectively both independently and in cooperation with colleagues in a service-oriented, collaborative environment

• Commitment to fostering a diverse environment and workplace, and the ability to work with a diverse population

• Evidence of leadership, organizational, and project management skills

**Position: Supervisory Librarian**

Location: Library of Congress – Washington, DC

Salary: $112,021 to $145,629 per year

Full vacancy announcement is available on [USAJOBS](https://www.usajobs.gov).

**Summary of Duties**

Begin a challenging and exciting career with the Executive Office of the President (EOP) providing support to the President of the United States. The EOP has responsibility for tasks ranging from communicating the President’s message to the American people to promoting our trade interests abroad. The EOP comprises the White House, Executive Residence, Office of the
Vice President, Office of the United States Trade Representatives, Office of Science and Technology Policy, Office of National Drug Control Policy, Office of Management and Budget, National Security Council, Council on Environmental Quality, Council of Economic Advisers, and the Office of Administration. The Office of Administration (OA) provides a full array of customer-based services to the EOP. To learn more about OA, please visit http://www.whitehouse.gov/OA.

This position is located in the Executive Office of the President (EOP), Office of Administration (OA), Office of the Chief Administrative Officer (OCAO), Library and Research Services Division (LRD). The incumbent provides information and research resources needed by officials and staff of the EOP with regard to government-wide and/or national and international concerns relating to policymaking for the highest levels of the Executive Branch of the federal government.

Responsibilities
As a Supervisory, Librarian, GS-1410, 14 your typical work assignments may include the following:

- Manage Library resources including staff and budgetary expenditures for print, electronic, and audio resources.
- Evaluate, plan, oversee, and coordinate an acquisition program for information resources.
- Maintains a breadth of knowledge as it relates to library management systems, information technology, and library and information science through reviews of professional literature, professional contacts and attendance and participation at professional meetings.
- Supervise a staff of professional librarians and technicians.
- Establish priorities, assign, distribute work and evaluate work made by Library staff.
- Provide advice, guidance and counsel to employees regarding work and administrative matters.
- Counsel staff to address work performance and conduct issues.
- Train and guide staff in use of technical services modules of library management system.
- Plan and implement technological improvements; such as Library systems, applications, and technical infrastructure.
- Oversee cataloging and metadata processes to assure effective customer access for digital, print, and audio materials.
- Oversee management of digital resources including license management and integration.
- Plan and provide access to vendor training for Librarians and technicians.

Position: Research Analyst
Location: Hogan Lovells – Washington, DC
Full vacancy announcement is available on AALL Career Center.

The Research Analyst, under the direction of the Research Services Manager, provides legal and non-legal research and reference support to attorneys and business services employees.

- Provide substantive research and ready reference assistance to attorneys using a wide range of print and online resources.
- Actively participate as a practice group liaison for multiple attorney groups, marketing IRC services to their members, and assessing practice group research resource needs.
· Develop and maintain knowledge of available resources in print, online, and on the public internet.
· Proactively keep abreast of changing information resources that also meet the changing information needs of firm attorneys.
· Submit required timekeeper reports daily, especially with reference to client, business development, and other administrative matters.
· Meet or exceed billable hour requirements as established annually.
· Regular participation in database and other research resource product reviews. Development of resource guides to assist firm attorneys in the identification of key resources we own in various practice and topical areas.
· Conduct Information Resource Center orientation tours.
· Arrange and/or provide database training for attorneys and business services employees, as requested.
· Contribute topic ideas and completed content to IRC publications and wikis.
· Attend periodic continuing education forums, as assigned, and produce written summaries of content.
· Actively participate in the IRC summer associate orientation and support program, making frequent contact with summer associates upon arrival, at mid-summer, and prior to departure.
· Volunteer to present in IRC attorney training programming coordinated by our in-house Winthrop Academy.
· All members of the firm are encouraged to participate in our Global Citizenship program.
· And other duties as assigned.

REQUIRED SKILLS
· 2 year degree required
· Experience in traditional manual legal research and online database searching.
· Previous law library experience
· Master of Library Science from ALA-accredited school, or equivalent experience, preferred.

Position: Metadata Specialist
Location: Proquest – Alexandria, VA
Originally posted on CUA SLIS blog.

As a Metadata Specialist at ProQuest, you will create, inspect, edit and enhance various cataloging formats for online streaming videos, documents, recordings and musical scores. You will collaborate with Product Managers, the Customer Engagement Team, and Product Managers to ensure usability and accuracy of the content. Your work will help to advance research around the world by making critical content searchable and available on ProQuest Platforms.

Responsibilities Include...
· Creating, inspecting and enhancing electronic data before, during, and after the production process
· Ensuring the format and quality of the data meets standards by identifying and correcting anomalies
· Following AACR2 and RDA content rules
· Searching WorldCat to find matching records
· Working as an indexer for creating non-MARC metadata
• Constructing searches against archives for maintenance and redistribution
• Selecting the most efficient methods for searching, sorting, and updating data
• Reporting content problems for resolution
• Performing ongoing maintenance to archived data

Qualified Candidates Must Have...
• Experience performing work requiring detail and constructing database searches.
• Capacity to learn and master new technology and processes.
• Experience cataloging using MARC format following AACR2 and RDA standards.
• Experience with Library of Congress authorities.
• Ability to understand content structures and key metadata and their uses by researchers.
• Capable of working independently, as part of departmental and interdepartmental teams.
• Adept at keying.

Superstar Candidates Will Also Have...
• Bachelor's or advanced degree in Library and Information Science, Liberal Arts, or Computer Science.
• Experience with HTML, XML, XHTML or other markup.
• Experience with MarcEdit and Marc Report software.
• Reading-level proficiency in a non-English Language.

This position might be a good fit for you if...
• You enjoy working on tight deadlines in a fast-paced and challenging environment
• You are passionate about libraries and the librarians who work in them.
• Metadata is exciting and cataloging is thrilling!

This might NOT be a good fit if...
• Tight deadlines, fast-pace, and hardwork just aren’t your idea of a good time
• You don’t like data, data-entry, or metadata... you just don’t like data
• You have a strong aversion to the details

Other important information about this position:
This position is based in the Alexandria, VA ProQuest office location and is not appropriate for full or partial remote work. Exceptions may be considered for internal applicants who are within a commutable distance to a ProQuest office.

This position requires weekday (Monday – Friday) attendance with some scheduling flexibility available around core working hours.

Every position requires certain physical capabilities. ProQuest seeks to make reasonable accommodations that enable individuals with disabilities to perform essential duties when possible.

Posted in Job Vacancies

Reference and Faculty Services Librarian,
George Mason University Law Library- Arlington, VA
Posted on October 19, 2017 by LLAM News
Position: **Reference and Faculty Services Librarian**  
Location: George Mason University Law Library- Arlington, VA  
Originally posted on [LLSDC Job Listings](#).  
The George Mason University Law Library, located on the Arlington, Va., campus, invites applicants for the position of Reference and Faculty Services Librarian. George Mason University has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff, and strongly encourages candidates to apply who will enrich Mason’s academic and culturally inclusive environment.

Responsibilities:

This position reports to the Head of Reference and Instructional Services. The incumbent is responsible for planning, coordinating and implementing all library services to faculty; as well as providing professional library services to students, staff, faculty and public patrons. Duties include reference and research services, law student instruction, management of the faculty liaison program, and other duties as assigned.

Five positions- Maryland and Washington DC

Posted on **October 19, 2017** by **LLAM News**  
**Position:** **Part-time Library Associates**  
Location: Circuit Court for Anne Arundel County- Annapolis, MD  
Rate – $19.61/hour  
The Circuit Court for Anne Arundel County seeks two part-time library associates to serve in its law library. The associates work in all aspects of law librarianship in a specialized library: technical, administrative and reference services.

The Law Library Associates will interact with a wide range of customers including judges, courthouse personnel, attorneys, and the general public. Responsibilities include collection maintenance (including cataloging, classification, and processing new materials), providing reference services to library users, instruction in the use of legal databases, management of law library web and internet interfaces, developing educational programs, research, assistance in the preparation of financial and statistical reports, and other duties as assigned.

Required – Bachelor's degree.

Preferred – Candidate for or completion of a Master's degree in Library Science/Information Science or a candidate for or completion of a Juris Doctor degree.

Rate – $19.61/hour

Please apply by November 3, 2017, at 4:30 p.m. by submitting a cover letter, resume, and list of three references as a SINGLE PDF (i.e., ONE PDF file) document to:
Position: Circulation Manager I
Location: Finksburg Branch- Carroll County Public Library
Starting Salary: $39,705
Originally posted on the Maryland Library Association listserv.

Job summary: Oversees circulation services in the library, including planning, organizing and supervising the activities of the Circulation and Page departments; provides circulation services to library customers; performs other duties as assigned. Essential Functions: 1. Supervises, schedules, trains, coaches and evaluates the work of assigned staff; 2. Assists in the selection process of assigned staff; 3. Oversees the Page department; 4. Accesses customer records and communicates with customers about overdue materials, delinquencies, fees, or other circulation problems; 5. Resolves complaints and offers solutions or refers to appropriate supervisor, following CCPL policies, procedures, and guidelines; 6. Oversees the Circulation Substitute and Page budgets; 7. Checks in, checks out, and renews materials according to branch procedures; may include drive-through window service; 8. Calculates fines/fees and county bills accurately and receives payments from customers for fines and fees; 9. Processes incoming and outgoing reserves, and interlibrary loans; 10. Places items on shelving carts, reserve shelves, in delivery boxes, or other locations as appropriate; 11. Registers new customers or renews/updates customer registration records as necessary; 12. Opens/closes branch according to established procedures, including activating/deactivating alarm system, turning computers and other equipment on/off, and performing daily cash functions; 13. Provides support functions including but not limited to: preparing bank deposits; unpacking, sorting, and processing deliveries; ordering and receiving supplies; withdrawing materials from database; and other activities as assigned; 14. Greets customers in a friendly and courteous manner and provides service to multiple customers; 15. Makes branch and county bank deposits as needed, which may include use of an employee's personal vehicle; 16. Reviews and approves timesheets for assigned staff; 17. Participates in meetings, teams/committees/workgroups, outreach activities and training opportunities, as appropriate; 18. May perform basic information tasks (place reserves, look up titles, etc.); 19. May troubleshoot equipment related to circulation services; 20. Performs other duties as instructed and assigned.

For more information and to submit an application, please visit https://library.carr.org/careers/careers.aspx.

Position: Archives Technician
Location: National Archives and Records Administration- Washington DC and College Park locations
Salary: $40,442 to $52,579 per year
Full vacancy announcement available at USAJOBS: https://www.usajobs.gov/GetJob/ViewDetails/482051100
Whether you are new to the Federal Government or an experienced professional seeking a career change, you can make history at the National Archives. Our dedicated staff works across a variety of career fields to safeguard the records of the Federal Government – more than 10 billion of them.
As an Archives Technician at the Archival Operations office in Washington D.C. or College Park you will perform non-professional, quasi-professional, and technical work that supports access to the archival holdings and physical and intellectual control over records.

Visit our Employee Gallery at www.archives.gov/careers to see the kinds of dynamic projects our staff are undertaking. If you want a career where you can see the difference your work makes, then join the National Archives!

For more information, visit: http://www.archives.gov/dc-metro/washington

**Position: History Liaison and Reference Librarian for Collections, Research and Instruction**

**Location:** Georgetown University- Washington, DC

Full vacancy announcement available on ALA Joblist.

**Description**
The History Liaison and Reference Librarian serves as the Library’s principal liaison to faculty, graduate and undergraduate students whose work centers in the history of the United States and Western Europe and African American Studies and other subjects as assigned.

**Requirements**
Master’s in Library Science (MLS) accredited by the American Library Association or equivalent appropriate/equivalent advanced degree – preference for a second graduate degree in a history or African American Studies or the equivalent years of work and/or other equivalent expertise in this or other related fields
2+ years of experience or training in the provision of public services (reference and instruction) in an academic or research library setting
Demonstrated experience in discipline specific research methodologies
Ability to work with diverse, research-oriented students and faculty
Analytical ability, initiative, imagination, and excellent written and verbal communication skills
Broad-based interest in, and current awareness of, information technology applications for the delivery of library information
Willingness and availability to work scheduled hours at the Reference Desk including evenings, weekends, and holidays in rotation with other staff

**Position: Assistant Professor, College of Information Studies**

**Location:** University of Maryland- College Park, MD

Full vacancy announcement available on ALA Joblist.

The iSchool at the University of Maryland (http://ischool.umd.edu) seeks an energetic, creative, and forward-thinking individual for a tenure-track faculty position in a diverse and interdisciplinary environment where teaching, service, and research are highly valued and colleagues collaborate in all aspects of their academic work. We seek a colleague who will be a leader in research and teaching in the fields of archives, digital preservation, data curation, cultural heritage informatics, or information management. In particular, we seek someone with deep understanding of archives and digital preservation concepts and issues, and whose research program will investigate and develop knowledge about digital techniques in the computational representation, access, preservation, and management of archival collections in diverse contexts. Ideal candidates must demonstrate novel and impactful scholarship relevant to archives or digital curation or any of the areas described above. Preference will be given to
candidates that consider the ethical, social justice, diversity, policy, preservation, and equitable access issues associated with their work.

Three Positions- Maryland

Posted on October 16, 2017 by LLAM News

Position: Informationist
Location: Johns Hopkins University- Baltimore, Maryland
Salary: $56,416 – $77,497
Originally posted on University of Maryland blogMLIS.

The Informationist serves as an information expert for all faculty, staff, fellows, and students in several assigned departments. S/he builds dynamic, collaborative relationships with the Schools of Medicine, Nursing and Public Health departmental members by providing a variety of group instruction sessions, individual consultations and specialized information services and by participating as a member of departmental research- and information-management-related project teams. The informationist will also build an evolving set of data services to meet the needs of clinical, public health and basic science researchers across the research data lifecycle from its creation to preservation. S/he is embedded within assigned departments in accordance with Welch Medical Library’s service model, which includes providing expert information services, and delivering an all-digital resource collection, and sophisticated interfaces. The Informationist reports to the Associate Director, Informationist Services.

Apply at Johns Hopkins

Position: Health Professionals & Evaluation Coordinator
Location: National Network of Libraries of Medicine, Southeastern/Atlantic Region (SEA), Health Sciences and Human Services Library- University of Maryland, Baltimore
Minimum Salary: $50,000, commensurate with experience
Originally posted on the Maryland Library Association listserv.

The Health Professionals and Evaluation Coordinator oversees development of professional health information topic and training areas and leads the SEA in conducting assessment and evaluation of the regional medical library program.

The Health Professionals & Evaluations Coordinator develops outreach projects (including educational objects, award types, and consulting) to improve information access for health professionals and their intermediaries (for example, medical librarians, educators, and organizations such as AHECS) in the region with special emphasis on services to unaffiliated health professionals, minority health professionals, public health workers, and hospital librarians. This position coordinates an overall outreach plan that takes into consideration the health information needs of health care providers and information professionals. The Coordinator organizes the evaluation of SEA programs, including needs analysis, subaward evaluation, and program improvement and develops and maintains the evaluation education program for the region.

This is a full-time, grant funded, non-tenure and non-permanent status track, faculty position, reporting to the Executive Director of the SEA. The position is one of a team of five librarian-
coordinators who work together to facilitate resource sharing, training, and cooperative projects in AL, DC, FL, GA, MD, MI, NC, PR, SC, TN, USVI, VA, and WV.

For more information about NNLM SEA, visit http://nnlm.gov/sea.

APPLICATIONS:
Application materials must include a CV/resume; cover letter which includes the source of advertisement; 3 references including names, addresses, and phone numbers; and a separate signed/dated affidavit page (stating “I verify that my CV is current and accurate” – does not need to be notarized). Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by November 10, 2017. Interested applicants should apply using the following link: http://bit.ly/HPECoord.

Position: All of Us Community Engagement Coordinator
Location: National Network of Libraries of Medicine, Southeastern/Atlantic Region (SEA), Health Sciences and Human Services Library- University of Maryland, Baltimore
Minimum Salary: $53,000, commensurate with experience
Originally posted on the Maryland Library Association listserv.

In cooperation with the National Institutes of Health All of Us Research Program (https://allofus.nih.gov) and the All of Us Training and Coordinating Center, the All of Us Community Engagement Coordinator will focus on improving consumer access to high quality health information in communities throughout the U.S., specifically, by working with public libraries. The goals of this 3-year pilot position are to:
• Help public libraries in supporting the health information needs of their users;
• Support community engagement through public libraries for All of Us; and
• Help establish an All of Us Training Program, the home for training and resources about and related to the program for consumers, health professionals, librarians, and researchers.

The Coordinator will work with regional public libraries, community-based organizations, known All of Us partners, and others in target areas within AL, DC, FL, GA, MD, MI, NC, PR, SC, TN, USVI, VA, and WV to develop activities based upon community health needs and the requirements of the All of Us program.

The All of Us Community Engagement Coordinator works under the direction of the Executive Director of the NNLM Southeastern/Atlantic (SEA) Region and the All of Us Training and Coordinating Center. The SEA Coordinator serves as the Point of Contact for the program and collaborates with other NNLM All of Us Community Engagement Coordinators to create a cohesive but culturally sensitive strategy for educating and engaging stake holders.

The Coordinator position is a full-time, non-tenured faculty librarian currently funded through April 30, 2020 with potential for renewal. This is an office-based position, without an option for telecommuting, located at the Health Sciences and Human Services Library with frequent travel to target areas and national meetings.

For more information about NNLM SEA, visit http://nnlm.gov/sea. For more information about the NIH All of Us Research Program, visit https://allofus.nih.gov/.
APPLICATIONS:
Application materials must include a CV/resume; cover letter which includes the source of advertisement; 3 references including names, addresses, and phone numbers; and a separate signed/dated affidavit page (stating “I verify that my CV is current and accurate” – does not need to be notarized). Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by November 10, 2017. Interested applicants should apply using the following link: http://bit.ly/AllofUsUMB.

Two Positions- Washington, DC

Posted on October 10, 2017 by LLAM News

Position: Program Specialist
Location: Library of Congress- Washington, DC
Salary: $94,796 to $123,234 per year
Full vacancy announcement available at USAJOBS: https://www.usajobs.gov/GetJob/ViewDetails/481495500
The program specialist reports directly to the Supervisory Program Specialist and provides guidance and support on various operational assignments, programs and projects. The incumbent is responsible for organizational efficiency and management, performance management, telework, and staff development programs. The position draws upon an expert knowledge of program management, position management and management analysis techniques and theories to provide guidance and planning in a wide variety of program planning activities. The incumbent independently identifies problems and solutions; chairs meetings, committees or other collaborative ventures; and, examines and recommends actions for various highly complex programs and operations.

Position: Digital Librarian/Collections Analyst
Location: Center for Advancement of Informal Science Education (CAISE)- Washington, DC
Originally posted on University of Maryland blogMLIS.
The Center for Advancement of Informal Science Education (CAISE) is dedicated to advancing the fields of informal science education (ISE) and science communication by supporting and building on the rich diversity of projects supported by the Advancing Informal STEM Learning (AISL) program of the National Science Foundation (NSF). Under a cooperative agreement with NSF, the Center provides resources to practitioners, researchers, and evaluators across ISE sectors, including science centers and museums, transmedia, youth and community programs, cyber learning and gaming, and other settings and environments, as well as to those involved in science communication or public engagement with science activities.

One of CAISE’s key activities is InformalScience.org, a repository that contains descriptions of funded grants, evaluation reports, research, and grey literature from the informal STEM learning field. The Digital Librarian is responsible for overseeing, curating, and disseminating this resource, and reports to the Project Director.
Position Summary

● Work closely with CAISE co-PIs, staff and advisors, and NSF program directors to provide resources, connectivity and infrastructure for designers, researchers and evaluators of informal STEM learning and science communication settings and experiences
● Work with NSF AISL-funded co-Principal Investigators from the NSF AISL program in order to update their resources, profiles and dissemination materials on InformalScience.org
● Ongoing collection development for database/repository
● Catalog submitted and curated project, evaluation and research materials using a customized metadata schema
● Primary point person for all internal and external member/user interface with the InformalScience.org website
● Outreach activities including writing blog posts, leading webinars, updating social media, and presenting at relevant conferences
● Website content management, including news & views, calendar and community pages
● Create curated landing pages for informal STEM education and science communication sectors to provide quick relevant access to topics within the collection
● Manage web-related vendor contracts, including the web development contract
● Proactively research and propose future improvements for InformalScience.org, and oversee their implementation
● Respond to queries from the informal STEM learning and science communication communities
● Collect and analyze data, statistics and analytics about website and resource use for evaluation and measurement purposes
● Participate in Association of Science-Technology Centers’ (ASTC) staff meetings and activities as required by Project Director
● Other duties as assigned by Project Director

Four Positions- Washington DC and Northern VA

Position: Collections Management Technician
Location: Library of Congress, Washington DC
Salary: $36,281 to $47,171 per year
Full vacancy announcement available at USAJOBS.

The incumbent serves as a Collections Management Technician in the Collections Access, Loan and Management Division (CALM). The incumbent will report to the Team Leader, Request and User Support Unit. The incumbent is responsible for the maintenance, servicing and shelving of collections housed in the CALM Division during hours of public service. These activities include: retrieving materials for requesters; shelving newly acquired items as well as items returning from use; ensuring collections in the stacks are in proper order and neatly housed; and utilizing
the LC Integrated Library System (LC ILS), Automated Call Slip (ACS) and other online systems. Critical to this position is the ability to work with a high degree of accuracy, to produce a large quantity of work often under severe time constraints, to understand and utilize a number of automated systems, to meet the physical requirements, and to be able to work in a cool work area.

Responsibilities
Following extensive library rules, procedures and operations, incumbent performs an array of activities involved in maintaining the collections, including ensuring that collections are in the proper order, safe from hazards and readily retrievable when requested. Arranges, sorts and reshelves materials returned to the stacks according to the prescribed order for that portion of the collection. Maintains assigned areas to ensure that each item is in proper order according to collections management and maintenance guidelines for each collection. Frequent shelf reading of the collections, i.e., ensuring that the items on the shelves are in proper order, is a critical component of collections maintenance. Incumbent uses multiple shelving and classification arrangements including LC Classification, fixed location arrangement and others utilized by CALM to ensure that collections are properly shelved, arranged and accessible for use. Identifies and removes items suspected of containing errors in labeling and/or cataloging and forwards items to the Preservation Directorate, the Acquisitions and Bibliographic Access Directorate, or other Library units for further determination or disposition. Withdrawing materials in need of rebinding, relabeling and/or repair, forwarding these primarily to the Binding and Collections Care Division in the Preservation Directorate for appropriate correction. Effects minor shifts necessitated by growth or rearrangement of collections. Ensures that the collections storage areas are neat and orderly.

Following extensive library rules, procedures and operations, retrieves materials from the collection. Applies judgement in retrieving materials. Receives retrieval requests through a number of methods including paper call slips, Automated Call Slip (online request system) and from lists. With some projects, incumbent follows general guidelines on what to pull, and must adhere to these guidelines which might include criteria such as item condition, date of publication, or format.

The incumbent must have an in-depth understanding of a number of databases. Most importantly, the incumbent must be thoroughly familiar with the features and proper use of the ACS and the LC ILS in order to interpret and follow information provided for each retrieval activity, to fill requests, to know when it is acceptable to substitute an alternate edition, and to check the online ACS request screen for another copy when copies may be in different locations.

Composes and sends a free text message to requesters through the free text message field of ACS regarding the need for additional information or elaboration on, or clarification of a computer-generated response. Utilizes an in-depth knowledge and understanding of the LC ILS, the database used by the Library to reflect what the Library owns, the number of copies, and the location of an item.
Utilizes the Online Public Access Catalog (OPAC) and the Cataloging Module in order to clarify requests, ascertain whether other copies exist, and the location of copies and other information.

Performs an array of preservation-related activities in support of stabilizing the collections and preventing further damage. Examples of activities required by the incumbent are: placing items in acid free envelopes; and placing small items in envelopes and slings. As part of this activity, incumbent must legibly and accurately write information on the outside of an enclosure and place other labels and markings on the enclosure. The technician makes the supervisor aware of any potential issues or threats to the book stacks such as water incursion; possible insect infestations; and possible mold on items.

Qualifications
Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.
- Ability to follow library rules, procedures, and operations to arrange, sort, shelve, and maintain materials in library collections**
- Ability to identify and retrieve material from collections**
- Ability to use Integrated Library System (ILS), other computerized search tools and databases.
- Ability to organize, and execute work within specified deadlines.
- Ability to communicate effectively other than in writing.

Position: Librarian-Reference Specialist (Music)
Location: Library of Congress, Washington DC
Salary: $54,972 to $71,467 per year
Full vacancy announcement available at USAJOBS.

The Music Division in the Collections and Services Directorate is the Library's primary gateway to the collections and reference services dealing with the subjects of music, theater, and dance. These collections consist of books, serials, and scores; and special collections that include scores, correspondence, writings and business papers, iconography, and musical instruments. The incumbent reports directly to the Head, Reader Services Section. The incumbent may be an authority in a specialized field of music and is an expert in digital reference service. Performs duties which encompass very complex and wide ranging reference, research, and outreach assignments in his/her field of specialization. Plans comprehensive, in-depth means by which to improve and support all automated reference activities. Librarians respond to inquiries that are received in person, by telephone, by correspondence and by electronic media. These requests originate from Congress, foreign and U.S. Government agencies, national and international academics and scholars, research and scientific institutions, the professional and business communities and from the general public. Maintains current and extensive knowledge of trends in his/her specialized area in the fields of music or performing arts and of advances in the area of reference librarianship.

This position is located in the Readers Services Section, Music Division, Collections and Services, Library Services.
**Responsibilities**

Provides reference services to individual researchers and groups where needs are relatively easy to determine from client interviews in person or over the telephone, or from written requests, and the bibliographic source materials are of limited technical complexity and are readily accessible, i.e., found within the Library’s Music Division collection or can be located within a database by use of standard search procedures. Responds orally or in writing to inquiries related to assigned field of responsibility.

Provides in-person and telephone reference service in the Performing Arts Reading Room. Searches standard databases where the information is relatively stable, such as for bibliographic citations of a general nature. Clarifies vague requests for materials through the use of proper bibliographic tools. Verifies correct bibliographic citation for requested items. Seeks assistance for locating materials that are not readily accessible. Develops knowledge of resources in other agencies or institutions in order to provide informed referrals. Assists patrons with specialized collections, using knowledge of these collections, subject matter, and the patrons who require them.

Provides reference and research services of limited technical complexity in the Music Division.

Examines publications, electronic resources, and trends in topics related to the collections and services of the Music Division. Develops knowledge of collections for use in performing research tasks. Assists in preparing research guides and finding aids on specific topics of recognized client interest using standard search strategies and describing research methodologies. Assists senior librarians in revising or updating research materials, and collection development activities including searches, and completing claim and order forms.

Identifies foreign and international print and electronic resources in the field of music to address user needs that are easily determined from interviews or written requests.

Prepares and updates standard guides to specialized collections and resources in the Music Division.

Uses standard methods, techniques, concepts, and principles to perform assignments in the Music Division, which may involve materials in multiple languages.

Assists senior reference staff in determining the quality and usefulness of collection materials in the Music Division. Assists in developing strategies for the organization, storage, preservation, and service of these materials.

Monitors the condition of collection materials in the Music Division to ensure adherence to established preservation standards and specifications. Brings deteriorating items and those with special needs to the attention of division management. Orient users and explains procedures and regulations governing use and handling of materials in the collection.
Coordinates the acquisition of items for the Music Division that are of limited technical complexity, or easily acquired. Reviews a variety of brochures, catalogs, journals, and other sources of items for possible acquisition in order to develop collections in the Music Division. Consults acquisition policies to determine whether items are appropriate for purchase, copyright claim, exchange, gift, or other type of acquisition. Examines recommendations to identify processing and custodial requirements and to identify out-of-scope materials.

Maintains liaison with recommending officers and subject specialists to coordinate acquisition of material. Provides proper purchasing information and correct bibliographic identification to dealers, subscription agents, vendors, overseas offices, exchange partners, etc. Reviews and approves invoices for payment for all formats of material.

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

- Knowledge of the principles, concepts, and techniques of library science and music librarianship.
- Knowledge of integrated library systems and other technology tools relevant to performing arts collections.
- Knowledge of the history and literature of music.
- Ability to provide reference and research services in the performing arts.
- Ability to interact collaboratively with others.
- Ability to communicate in writing.
- Ability to communicate effectively other than in writing.

Position: Digital Publishing Lead
Location: George Mason University Libraries, Fairfax, VA
Full vacancy announcement available on ALA Joblist.

George Mason University Libraries is seeking a dynamic, innovative, and service-oriented individual to lead efforts in management of digital publishing platforms and tools for Mason Publishing and the George Mason University Press. Reporting to the director of Mason Publishing/GMU Press, the digital publishing lead will interact with faculty, students, and library staff in supporting digital publishing platforms, software, and other publishing tools.

George Mason University has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff, and strongly encourages candidates to apply who will enrich Mason’s academic and culturally inclusive environment.

The Mason Publishing Group (http://publishing.gmu.edu/) unites the University Libraries’ digital publishing activities with the George Mason University Press to form a set of publishing services for the university.

Duties:
Focus on use of platforms to publish digital content, including e-journal and e-book hosting platforms such as OJS, PressBooks, and others, by providing project management and user support;
Manage the daily operations of the university’s institutional repository—Mason Archival Repository Service (MARS);

Work closely with our metadata services group to insure consistent metadata across all digital platforms;

Provide support and training for Fenwick Library's Research Commons, which includes a Digital Scholarship Center and Scholarly Productions Lab;

Provide support for digital publishing projects and platforms;

Consult with students, faculty and researchers who want to publish e-content; and

Maintain and enhance Mason Publishing’s web presence.

**Requirements**

**Required Qualifications:**
Graduate degree in relevant discipline, such as ALA-accredited masters in library or information science, masters in publishing, and/or other advanced or terminal degree;

Demonstrated success managing and/or developing digital publications and collections within an academic library, publisher, or knowledge institution;

Outstanding analytical, organizational, project, and time management skills and ability to simultaneously lead multiple projects, set priorities, and meet deadlines, leveraging demonstrated creative and innovative problem-solving skills;

Ability to document relevant policies, procedures, and local standards; and

Ability to build collaborative and mutually beneficial working relationships with people of varying backgrounds.

**Preferred Qualifications:**
Two to four years of professional experience in digital publishing initiatives, digital collections, or digital repositories;

Experience working with digital publishing or institutional repository platform/software (e.g., Fedora, DSpace, Eprints, Digital Commons, OJS, PressBooks);

Knowledge of current metadata standards and understanding of metadata principles and practices, such as ONIX, MARC, or other;
Facility with the Adobe Creative Suite, particularly In-Design (CS5 or later) a plus; and

Familiarity with a range of web-based technologies and expertise in at least one of the following: XML, CSS3, EPUB, or HTML5.

Appointment/Benefits/To Apply:
Twelve-month professional faculty appointment, with or without librarian rank, dependent upon academic qualifications; health plan options and paid life insurance; several retirement plans, including TIAA-CREF; 24 vacation days and 12 paid holidays; and tuition waiver for self.

All applications for this position (FA463z) MUST be submitted online at George Mason’s employment page (https://jobs.gmu.edu/). Applicants must submit letter of application, resume, and the names, addresses (including e-mail) and phone numbers of three current references. Questions should be directed to Renee Prokop (rprokop@gmu.edu), Human Resources Coordinator, Office of the Dean of Libraries. Review of applications will begin November 1, 2017.

Position: Scholarly Communication and Open Access Publishing Lead
Location: George Mason University Libraries, Fairfax, VA
Full vacancy announcement available on ALA Joblist.
George Mason University Libraries is seeking a dynamic, innovative, and service-oriented individual to lead efforts in scholarly communication, copyright, and open access publishing for Mason Publishing and the George Mason University Press. Reporting to the director of Mason Publishing/George Mason University Press, the Scholarly Communication/Open Access Publishing Lead provides guidance and compliance assistance on copyright and fair use issues, including copyright use in classroom teaching and technology, online courses, Mason Publishing supported journals, and university press publications. The position administers Mason’s open access publishing fund, provides guidance on open access publishing, promotes awareness of and assists in the development of open educational resources.

George Mason University has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff, and strongly encourages candidates to apply who will enrich Mason’s academic and culturally inclusive environment.

The Mason Publishing Group (http://publishing.gmu.edu/) unites the George Mason University Libraries’ digital publishing activities with the George Mason University Press to form a set of publishing services for the university.

Duties:
Serves as the university’s primary resource on fair use and other copyright issues, assists faculty, staff and students to understand copyright issues regarding their research and publications; advises library staff, faculty, staff and students on how to apply appropriate “fair use” and educational uses of copyrighted material;

Works with faculty, administrators, and library staff to promote awareness and development of open educational resources (OERs) in Mason’s curriculum, both traditional and online;
Administers and promotes the open access publishing fund, and educates faculty, students, and library staff about open access publishing issues;

Provides editorial assistance for the George Mason University Press, in aspects of acquisitions and peer review, copyright and permissions, and editing;

Works with the institutional repository (MARS) lead to devise strategies for populating and promoting use of the repository and explore opportunities to facilitate alternative publication opportunities for Mason researchers; and

Represents George Mason University in Virginia statewide higher education initiatives regarding open access, scholarly communication, and open educational resources.

Requirements

Required Qualifications:
MLIS, MLS, or equivalent from an ALA-accredited institution; or master’s degree in a related field such as publishing, English, journalism, or social sciences;

Significant (three to five years is preferred) demonstrated experience with copyright educational compliance; scholarly publishing; scholarly communication; outreach, or editorial;

Strong analytical and organizational skills as well as effective interpersonal, collegial and communication skills (both oral and written); and

Experience in a publishing environment or as a leader in scholarly communication initiatives in an academic library (at least three years is preferred).

Preferred Qualifications:
Familiarity with OJS publishing software and D-Space platform;

Familiarity with Adobe InDesign or publishing platforms and software; and

Formal educational training in copyright compliance/intellectual property.

Knowledge, Skills, and Abilities:
Knowledge of the publishing landscape across academia; issues related to open access and open educational resources; emerging trends in digital scholarship; intellectual property issues and related U.S. copyright law; and the dissemination of publications, research, and data across various platforms;

Ability to work both independently and collegially, and to collaborate effectively;
Familiarity with the technologies and standards associated with digital scholarly publishing, open access, and institutional repositories;

Experience developing outreach materials and services, such as publications, training materials, workshops, conferences, and other tools relevant to scholarly communication;

Ability to set and adjust priorities and work flows in a dynamic and changing environment and accept new challenges to realize departmental and library goals;

Knowledge of editorial processes, including acquisitions, peer review, and developmental and/or copy editing; and

Demonstrated commitment to professional development and growth.

Appointment/Benefits/To Apply:
Twelve-month professional faculty appointment, with or without librarian rank, dependent upon academic qualifications; health plan options and paid life insurance; several retirement plans, including TIAA-CREF; 24 vacation days and 12 paid holidays; and tuition waiver for self.

All applications for this position (FA129z) MUST be submitted online at George Mason’s employment page (https://jobs.gmu.edu/). Applicants must submit letter of application, resume, and the names, addresses (including e-mail) and phone numbers of three current references. Questions should be directed to Renee Prokop (rprokop@gmu.edu), Human Resources Coordinator, Office of the Dean of Libraries. Review of applications will begin November 1, 2017.

Three Positions — Maryland

Position: Digital Curator
Location: Cadence Group – Greenbelt, MD
Originally posted on the University of Maryland blogMLIS.
The Digital Curator will work to help properly collect, manage and prepare data, observing local standards and protocols. The Curator, with training and support from the Digital Project Team, will normalize and prepare the data for ingest into the Library Institutional Repository, using a variety of software systems to maintain and organize data, including Microsoft Office Suite, Adobe Acrobat Pro™, Open Refine, and a variety of custom tools.

Responsibilities include, but are not limited to:

- Researching and interviewing stakeholders with a variety of stature and backgrounds
- Developing and writing clear explanations of complex concepts in order to facilitate discovery and understanding to laypersons
Providing weekly status reports, and occasional status presentations to stakeholders
- Coordinating with creators of digital content in order to preserve context
- Applying local and community best practices and standards in a highly consistent manner
- Creating and manipulating data in a variety of formats (such as CSV, XLS, HTML, and XML), including Microsoft Office (Word, Excel, etc.), and Adobe Acrobat (PDF)
- Working directly with stakeholders across the center upon occasion

Requirements:

- Excellent written and verbal communication skills
- Experience working in a federal library
- Experience in data collection and management
- Advanced training and experience with information services and information science, records management, and/or data management
- Ability to perform related tasks and be comfortable performing the activities listed above
- Bachelor’s Degree in a related field; MLS degree from an ALA-accredited institution desired
- Ability to present comfortably in front of a group
- Ability to lift and carry up to 30 pounds
- Advanced skills in Adobe Acrobat Pro, Open Refine, and the Microsoft suite of products

To apply, go to this link, complete the short form, and upload your resume:

http://www.cadence-group.com/job-descriptions/#digital-curator-greenbelt-md

Position: Part-Time Reference Librarian
Location: Loyola Notre Dame Library- Baltimore, MD
Originally posted on the University of Maryland blogMLIS.

The Loyola Notre Dame Library is seeking a part-time reference librarian. This individual will work Thursday evenings (5:30-9:30 p.m.), Saturday afternoons (12:00-6:00 p.m.), and the occasional additional weeknight under the direction of the Head of Access, Research & Learning. Hours will vary during summer and intersessions.

Duties and Responsibilities:
1. Staffs the research/information desk; responds to faculty, student, and staff requests for information in person, via phone, email, or chat.
2. Assists faculty and students in finding materials and information using print and non-print sources with the online catalog, databases, related software and internet use.
3. Assists circulation staff with patrons as needed.
4. Performs other duties as assigned.

Required Knowledge, Skills, and Abilities:

1. Ability to gain a thorough knowledge of Loyola Notre Dame Library’s policies and procedures;
2. Ability to act as a representative of the Loyola Notre Dame Library to the public and
establish good working relationships with colleagues, students, and faculty.
3. Familiar with the principles, practices, and procedures for academic library service and the ability to interpret them to the staff and the public.
4. Familiar with reference services, practices, and procedures.

Qualifications:
1. ALA accredited master’s degree or a current student enrolled in an ALA accredited master's degree program
2. Excellent verbal and written communication skills
3. Strong interpersonal communication skills
4. Strong public service orientation

The Loyola Notre Dame Library, located in a residential area of northern Baltimore City, is a recently admitted member of University System of Maryland and Affiliated Institutions (USMAI) and serves two universities: Loyola University Maryland and Notre Dame of Maryland University. Loyola University Maryland, a member of the Association of Jesuit Colleges and Universities, is recognized for excellence in teaching and learning while Notre Dame of Maryland University is a leader in the education of women and non-traditional students. The Library serves a total population of 7,448 FTE that includes 5,540 FTE at Loyola and 1,908 FTE at Notre Dame.
The Loyola Notre Dame Library is an equal opportunity employer and does not discriminate on the basis of race, color, national and ethnic origin, religion, sex, sexual orientation, disability, or age.

Review of applications will begin immediately. Please submit electronically a resume, cover letter, and a list of three (3) work-related references with “Part-Time Reference Librarian” in the subject line to Lorena Dion, Administrative Operations Coordinator: ldion@loyola.edu.

Position: Research & Instruction Librarian(Science Librarian/Assessment Coordinator)
Location: United States Naval Academy, Nimitz Library- Annapolis, MD
Originally posted on the Maryland Library Association listserv.

The United States Naval Academy, Nimitz Library, invites applications for an exciting position as Research and Instruction Librarian specializing in the sciences and coordinating the library’s assessment efforts. Located on the beautiful Severn River in historic Annapolis, the Naval Academy is a Middle States accredited, top tier liberal arts college and service academy with a diverse student body and a demonstrated commitment to teaching and research. As a member of the Research & Instruction Department, this librarian will provide research assistance, teach information literacy and serve as subject specialist for faculty and midshipmen in Physics, Chemistry, and Oceanography. The librarian in this position will have an essential role in designing and fostering assessment initiatives that align with the priorities of the library and institution. This is a 12 month faculty position with a 3 year renewable appointment, highly competitive salary, and full federal benefits. The position is slated to begin in early 2018. Applications will be reviewed beginning November 1, 2017, but the position will remain open until filled. For more information about the position and how to apply, see: https://www.usna.edu/HRO/jobinfo/researchinstructlib-science17-18.php.
Five Positions- Washington, DC

Position: **Research Librarian (Government and Finance)**
Location: Library of Congress- Washington, DC
Salary: $66,510 to $86,460 per year
Full vacancy announcement available at USAJOBS: [https://www.usajobs.gov/GetJob/ViewDetails/48100280](https://www.usajobs.gov/GetJob/ViewDetails/48100280)

The Congressional Research Service (CRS) seeks two Research Librarians for the Research & Library Services Section of the Government & Finance Division. The section broadly supports the work of Congress in issue areas including congressional administration and process; elections; executive branch management, organization, and oversight; federalism and emergency management; government budgeting and appropriations; insurance and banking; judicial branch operations; and taxation.

This Research Librarian position will provide research and library services to CRS policy analysts and congressional clients, focusing on the areas of government and finance generally and in particular congressional administration and process; elections; and executive branch management, organization, and oversight.

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

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

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

Position: **Librarian (Electronic Services)**
Location: Department of Labor- Washington, DC
Salary: $79,720 to $103,639 per year
Full vacancy announcement available at USAJOBS: [https://www.usajobs.gov/GetJob/ViewDetails/480859300](https://www.usajobs.gov/GetJob/ViewDetails/480859300)

This position is located in the Department of Labor, Wirtz Labor Library (WLL), the mission of the Wirtz Labor Library (WLL) is to maintain and access information resource base and a configuration of information services in support of Departmental programs, Departmental agencies and offices, and the officers and staff of the Department.
Responsibilities:

- Plans, implements, and manages a number of complex library computer systems, including the integrated library system, online card catalog, and digitization process to include the digital asset management system.
- Identifies and analyzes library automation requirements for the various functional areas of the library.
- Works with the Office of the Chief Information Officer (OCIO) and serves as Authorized Agency Approver for Employee Computer Network (ECN) actions that require signature and as the Point of Contact on all modifications and upgrades to computer systems.
- Recommends improvements to the in-house automation systems development in the areas specifically related to public services, and reference.
- Communicates orally in order to establish and maintain effective relationships with clients, team members, and other persons within the Wirtz Labor Library, other Federal libraries, non-Federal libraries, and institutes and organizations.
- Provides guidance to patrons and staff on system-related matters.
- Participates in and supports the development of exhibits, brochures, surveys and related projects, which foster the use of the Library.
- Develops and establishes guidelines and parameters to meet library information technology requirements.

Position: **E Discovery Specialist**
Location: Federal Deposit Insurance Corporation- Washington, DC
Salary: $88,296 to $143,276 per year
Full vacancy announcement available at
USAJOBS: [https://www.usajobs.gov/GetJob/ViewDetails/480998100](https://www.usajobs.gov/GetJob/ViewDetails/480998100)
This position is located in the Legal Division, Litigation and Resolutions Branch, Professional Liability and Financial Crimes Section of the Federal Deposit Insurance Corporation and provides legal advice and counsel on professional liability claims arising from failed financial institutions for which the Corporation acts as receiver or liquidator.

Responsibilities:

- Conducts legal research using library references, files, corporate records, private and governmental studies, computer databases, and other pertinent sources to supply needed legal or factual information for inclusion in memoranda, directives and pleadings.
- Analyzes data, develops recommendations and justifications for the attorneys for use in interpretation and advisory requests, or in complex litigation cases.
- Prepares legal memoranda and correspondence reflecting relevant facts, sources, legal authorities and citations.
- Assists in drafting legal documents such as subpoenas, trial exhibits and/or witness preparation.
- Assists in locating, organizing and producing ESI and maintaining electronic systems for collecting and processing ESI.
- Tracks and maintains databases, and prepares various case status reports for cases in litigation. Conducts analyses and prepares graphs and tables to illustrate results.
**Position:** Reference Services Librarian  
Location: National Society Daughters of the American Revolution- Washington, DC  
Salary: $45,000.00 – $52,000.00 (Yearly Salary)  
Full vacancy announcement available on the ALA Joblist.  
The National Society Daughters of the American Revolution, a non-profit membership organization, has a full time opening for a library professional to serve as the main Reference Services Librarian in the DAR Library.

The National Headquarters located across from the Ellipse, near the White House, at 1776 D Street, is well known as the home of Constitution Hall and Memorial Continental Hall, both National Historic Landmarks. It includes the DAR Library, one of the nation’s premier genealogical research centers and is ranked as one of the most important national institutions based on the uniqueness of sources. Many thousands of volumes of genealogical compilations, record abstracts, and other materials such as family histories, cemetery record transcriptions, and Bible records are available only at the DAR Library.

The Reference Services Librarian will have the opportunity to provide genealogical reference services to researchers in the DAR Library and contribute their skills in educational programming, development of web-content, and collection development.

The successful candidate will also have a genuine passion, interest in and knowledge of genealogical and American historical research, and a genuine desire to share their passion and expertise with others.

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**Position:** Library Project Manager  
Location: LAC- Federal (Federal Government Agency Library)- Washington, DC  
Full vacancy announcement is available on the CUA SLIS blog.  
LAC Federal seeks a dynamic and experienced Library Project Manager for a long-term contract with a prestigious federal government agency’s library, located in Washington, D.C. This position will oversee all contract personnel in the library and provide technical and reference assistance services to the agency. These services are integral to providing agency staff, grantees, program contractors, other agencies, and the public with access to information resources. This individual will work onsite be responsible for scheduling, ensuring overall quality control of work, and delivering timely services performed by library employees. This is full-time, 40 hour per week, fully benefited position and is an excellent opportunity for an information professional with strong leadership abilities.

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Two Positions – Washington, DC & Maryland  
Posted on September 29, 2017 by LLAM News  
**Position:** Electronic Resources Librarian  
Location: Zimmerman Associates, Inc. – Bethesda, MD  
Full vacancy announcement is available on the CUA SLIS blog.  
ZAI has an immediate need for an Electronic Resources Librarian in support of a prestigious federal library located in Bethesda, Maryland.
RESPONSIBILITIES:
- Review, select, and license electronic content and resources
- Monitor and track usage data
- Report e-resource usage with analysis

QUALIFICATIONS AND SKILLS:
- U.S. Citizenship
- Master's degree in library science
- 2-3 years prior library experience, particularly in e-resources management
- Strong commitment to customer service
- Demonstrated ability to work in a collaborative, team-oriented setting
- Ability to organize and prioritize workloads and meet deadlines
- Careful attention to detail
- Excellent oral and written communication skills

PREFERRED:
- Foreign language fluency (read and write)

To apply, please send a cover letter, resume, and three references to Jill Konieczko at jkonieczko@zai-inc.com.

Position: Library Technician (Collection Care Technician)
Location: Library of Congress – Washington, DC
Salary: $36,281 to $47,171 per year (2 vacancies)
Full vacancy announcement is available on USAJOBS.

This position is located in the Conservation Division of Library Services. To assure long-term access to collections, the Library regularly labels, binds, repairs and provides custom protective enclosures for new acquisitions, at-risk materials, and fragile and damaged media in all formats. The incumbent works under the direction of the Head of the Conservation Division Collection Stabilization Section and performs repairs, and constructs housing and protective enclosures for the Library's collections.

Responsibilities
The incumbent houses collections-level materials by hand using protective enclosures such as folders, envelopes, sleeves, folders, or polyester encapsulations. Uses an automated box-making system to construct custom-fitted enclosures for Library materials from the permanent research collections for which binding, repair, or other physical treatments are inappropriate. Places collection-level materials in alkaline file folders and manuscript boxes. Safely removes materials from acidic binders or containers and places them in appropriate protective enclosures.
Performs basic repairs to collection materials, including tipping-in or hinging-in of loose leaves and replacement pages; dry cleaning; tightening hinges; and repairing paper using heat-set tissue or Japanese paper. Humidifies and flattens materials as appropriate and constructs pockets to house material. Conducts treatment in a production environment by batching similar treatments.

Equipment used may include board shears, guillotine cutter, book presses, computers, mounting press, Velo-bind machine, ultrasonic or heat-welding equipment, box-making machine, fume hood, pressure and spray equipment for deacidification preparation or sewing frames.
Develops and maintains a good working knowledge of computer operations and of designated computer software packages for word processing, database management, graphic design, statistical compilations, and bibliographic production.

Participates on Library committees and/or task forces and contributes to the Library-wide disaster preparedness and response efforts.

Under minimal supervision, prepares various simple, routine written materials in support of the unit or office, such as form letters or standard response forms. Prepares and/or drafts general correspondence in accord with established policies and procedures, and in accord with specific instructions from the supervisor.

**Qualifications**

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

- Knowledge of preservation techniques for library collection materials.
- Ability to use computerized search tools, databases, and other computer applications.
- Ability to operate and maintain specialized equipment.
- Ability to plan, organize, and execute work within specified deadlines.
- Ability to communicate effectively other than in writing.

**Executive Director, Institute of Museum and Library Services, Washington, DC**

*Position:* Executive Officer  
*Location:* Institute of Museum and Library Services, Washington, DC  
*Salary:* $124,406 to $172,100 per year

Full vacancy announcement available at [USAJOBS](https://www.usajobs.gov/GetJob/ViewDetails/480296000)

This position is that of Executive Officer, Institute of Museum and Library Services (IMLS). The Executive Officer reports to the Director and has responsibilities as delegated by the Director for the management of certain programmatic-related functions central to IMLS’s mission, including developing and coordinating plans and goals, overseeing special projects and initiatives, and ensuring follow-through implementation and courses of action.

Working closely with the agency’s Leadership Team, this position:

- Oversees the planning, development, assessment, integration, and execution of essential programmatic-related activities and strategies, as assigned;
- Furthers the agency’s advancement towards a portfolio management strategy for investing resources to achieve the agency’s goals;
- Helps to proactively plan, organize, and track interdependent agency work streams through the use of project management, decision-making strategies, tools and technologies;
- Manages programmatic and related policy matters on behalf of the Director as assigned;
- Ensures that the Director remains fully apprised of the status of matters the Director deems high priority, sensitive and/or essential;
- Engages in leadership, matrix management, and advisory roles as assigned, thereby facilitating the coordination and effectiveness of agency functions and of related communications and information flow; and
- Oversees special projects and initiatives.

Library Associate - Anne Arundel County Public Library

Posted on September 22, 2017 by LLAM News

Position: Library Associate
Location: Anne Arundel County Public Library
Salary range: $38,246 – $61,762
Originally posted on the Maryland Library Association listserv.

Multiple Openings
Position type: Full-time
Hours per week: 37.50
Grade: 12GA
Salary range: $38,246 – $61,762

Minimum Requirements:

- Graduation from an accredited four-year college or university with Bachelor's degree awarded plus one year experience in one of the following areas: library service, teaching, social service work, or a related setting. Experience in Microsoft Office and searching the Internet in a windows environment is required.
- Preferred Requirements: Preference will be given to candidates that have experience in early childhood development or working with children as a teacher, child care provider or similar.
- Special Requirements: Attainment of eligibility under Bylaw 1305.04.03 of the Maryland State Board of Education as Library Associate and complete Library Associate Training Institute within 24 months following appointment; and ability to maintain eligibility by completing 90 contact hours of training every 5 years.

Responsibilities:
Provides library services, including reference, readers' advisory, programming and outreach, and library instruction to the public of all ages. Work requires maintaining considerable expertise in the use of information technology, including, but not limited to databases, email, downloadable e-books, e-audio and the internet. May assume responsibility for branch operations as designated person in charge in absence of management.
Start date will be late October or mid-November 2017.

Six Positions- Washington DC and Northern VA

Position: Digital Preservation Librarian
Location: Government Printing Office, Washington, DC
Salary: $66,510 to $103,639 per year
Full vacancy announcement available at USAJOBS: https://www.usajobs.gov/GetJob/ViewDetails/480088600
This position is part of the Library Services and Content Management, Government Publishing Office in Washington, District of Columbia.

The Selectee will work shift 1 and a tour of duty from 8:00 am to 4:30 pm.

The Digital Preservation Librarian performs assignments in support of preservation programs and activities for digital collections maintained by Library Services and Content Management (LSCM), the Superintendent of Documents, the Government Publishing Office and digital collections in Federal Depository libraries. The employee reports to the Chief, Projects and Systems, and will work closely with the Preservation Librarian and the Chief, Library Technical Services (LTS) and staff in LTS, the office responsible for the administration of the Federal Depository Library Program (FDLP) and Cataloging and Indexing Program (C&I).

The employee will work with the Preservation Librarian and supports higher graded staff on strategic initiatives and services for the preservation of Federal Information in digital formats. The Digital Preservation Librarian is responsible for activities and tasks associated with digital collections such as curation, assessment, format migration, technology refresh, etc., employing digital preservation technology, methodology, processes, and procedures, in order to maintain and preserve digital collections.

Position: Librarian (Technical Services)
Location: Government Printing Office, Washington DC
Salary: $54,972 to $71,467 per year
Full vacancy announcement available at USAJOBS: https://www.usajobs.gov/GetJob/ViewDetails/480208000
This position is part of the Library Services and Content Management, Government Publishing Office in Washington, District of Columbia.

The Selectee will work shift 1 and a tour of duty from 8:00 am to 4:30 pm.

This position is located in Library Services and Content Management (LSCM), Library Technical (LTS). The mission of LSCM is to administer a variety of GPO initiatives including the Federal Depository Library Program (FDLP), the Cataloging and Indexing Program (C & I), the International Exchange Service (IES) and the By-Law Program. Specifically, LTS administers the
FDLP and the C & I programs which include the acquisition and cataloging of U.S. Government information resources in tangible and electronic formats. LTS uses a wide variety of tools and applications to manage the processing and organization of information resources, primarily the Integrated Library System (ILS) that is used on a daily basis.

This vacancy is also being announced under Merit Promotion procedures. If you wish to be considered under Merit Promotion or non-competitive procedures, you must apply to announcement number 17-10050846-MP-ST for consideration.

Position: **Data Analyst, Library Systems Integration**
Location: George Washington University, Gelman Library, Washington DC
Full vacancy announcement available on [ALA Joblist](https://www.loc.gov/cip/dal/). The Data Analyst, Library Systems Integration combines a strong service orientation and experience in application development to ensure that GW Libraries and Academic Innovation maintains and builds upon the high level of services in facilitating the information discovery it delivers to the GW community. The Data Analyst, Library Systems Integration takes an innovative, service-centric approach to the oversight of several key library information management and discovery systems (including GW's implementations of Alma, Primo, and ArchivesSpace). Responsibilities include, but are not limited to:

- Enabling data integration across distributed and heterogeneous local and external data sources.
- Providing statistical, usage, and collection reports in support of decision making for library collections and services.
- Promptly reporting issues/problems to vendor(s) with follow-through until resolution.
- Responsible for the integrated library system (currently Voyager), link resolver, proxy authentication, and interlibrary loan (ILLiad) systems.

Position: **Outreach Librarian**
Location: Office of the Clerk- U.S. House of Representatives, Washington, DC
Salary Level/Range: Up to $74,726
Full posting on [Catholic University Library and Information Science LIS News and Events](https://www.catholic.edu/library/lis/newsandevents). Responsible for the conception, organization, and implementation of all House Library events, including the promotion of library services, resources, and collections. Candidate will serve as a vital part of the teaching team and will assist in research and reference requests and day-to-day and special projects. Candidate will support the library staff in the completion of other daily tasks and activities.

Position: **Integrated Resources Librarian**
Location: Office of the Clerk- U.S. House of Representatives, Washington, DC
Salary Level/Range: Up to $84,661
Full posting on [Catholic University Library and Information Science LIS News and Events](https://www.catholic.edu/library/lis/newsandevents). Responsible for the development and maintenance of all the modules of the House Library's integrated library system (WorldShare), including system evaluation and enhancements. Responsible for original and copy cataloging of all materials owned or received by the House Library, including books, serials, and electronic resources. Candidate will be responsible for the development, documentation, and implementation of cataloging and systems policies and
procedures. Assist in research and reference requests and projects and must support the library staff in the completion of daily tasks and activities.

**Position:** Library Systems Manager (Business Analyst III)
**Location:** Fairfax County Public Library, Fairfax, VA
**Salary:** $65,825.00 – $109,708.00 (Yearly Salary)
Full vacancy announcement available on [ALA Joblist](https://www.ala.org/alajoblist).
Manages Fairfax County Public Library's major online systems, including the integrated library system (ILS), self-checkout system, time and print management and point of sale systems. Develops custom reports and scripts. Coordinates with DIT to determine software compliance with current standards, system requirements of library PCs and peripherals and schedules for image changes. Maintains appropriate documentation for library systems management activity. Supervises three staff members. Manages library systems-related projects, contracts and initiatives.
Schedule: Evenings and weekends as required.

**Part Time Adjunct Faculty /Reference and Instruction Librarian- Prince George’s Community College Library, Largo, MD**

**Position:** Part Time Adjunct Faculty /Reference and Instruction Librarian
**Location:** Prince George’s Community College Library, Largo, MD
Originally posted on the Catholic University Library and Information Science [LIS News and Events](https://www.lisnews.org) page.
Job Description Summary: Part-time faculty reference librarian at Prince George's Community College. Instructional experience in information literacy required. Master's degree in library/information science from an ALA accredited program required. Degree awarded within the past five years OR continuing education or professional experience at a college or university using electronic databases, internet applications, computer applications, Web 2.0 technologies knowledge and skills, etc. Eighteen hours, weekdays, evenings and Saturdays.

**Four Positions- Washington, DC & Virginia**

**Position:** Librarian
**Location:** Library of Congress- Washington, DC
**Salary:** $54,972 to $71,467 per year
Full vacancy announcement available at [USAJOBS](https://www.usajobs.gov/GetJob/ViewDetails/47937930)
This position is located in any of the divisions that come under the Directorate of Acquisitions and Bibliographic Access. It is a hybrid position that combines major duties of both the acquisition specialist and the cataloger. Often there will be a foreign language requirement for
this position depending on the geographical area for which cataloging or acquisitions functions are being performed.

This position is located in the United Kingdom and Ireland Section, U.S./Anglo Division, Acquisitions and Bibliographic Access Directorate, Library Services.

**Position: Librarian (Reference)**  
**Closing Date:** 9/20/2017  
**Location:** Customs and Border Protection, Department of Homeland Security - Washington, DC  
**Salary:** $66,510 to $86,460 per year  
Full vacancy announcement available at USAJOBS:  
[https://www.usajobs.gov/GetJob/ViewDetails/479588400](https://www.usajobs.gov/GetJob/ViewDetails/479588400)

Joining Customs & Border Protection (CBP) will allow you to use your expertise to provide comprehensive reference and research services. This position starts at a salary of $66,510 (GS-11, Step 1) to $86,460 (GS-11, Step 10). Apply for this exciting opportunity to provide information and research support to CBP employees and strengthen the Department’s ability to accomplish its homeland security mission.

In the Reference Librarian position you will serve in the CBP Information Resources Center (IRC), offering comprehensive reference and research assistance to CBP employees and participating in outreach projects. Typical work assignments include:

- Receiving, analyzing, and responding to reference and research requests covering a broad range of subject areas.
- Responding to information requests by using in-depth knowledge of print and electronic reference and research tools.
- Working with the Senior Reference Librarian and the IRC Director to develop web guides and outreach activities within CBP to create awareness of program services and resources.
- Conducting information literacy training sessions for CBP groups.
- Attending training sessions, workshops and meetings related to information retrieval and systems.

**Position: Library Branch Manager II**  
**Location:** Loudoun County Government - Leesburg, VA  
**Salary:** $85,877.00 (Yearly Salary)  
Full vacancy announcement available on the ALA Joblist site.

The Loudoun County Public Library (LCPL) is offering energetic, creative, community-oriented leaders the opportunity to become a Branch Manager at one of three branch libraries, including the new 40,000 sq. ft. Brambleton Library, opening summer 2018. A passion for exceptional customer service and the ability to forge strong ties within the community through outreach and engagement are paramount for success. Advancing our customers early childhood literacy skills, career development, progress toward citizenship, language learning, artistic and STEM abilities, and promoting the joy of reading are among the core missions of Loudoun County Public Library.
The Branch Manager will oversee day-to-day operations, maintain high staff morale and serve as a member of the leadership team. The successful candidate will develop and preserve effective relationships with staff, customers, and the community; be a team player with excellent interpersonal and communication skills; and stay aware of emerging trends, technologies, and best practices in public library services.

Position: **Division Chief, Materials Management**
Location: Arlington Public Libraries- Arlington, VA
Full vacancy announcement available on the ALA Joblist site.

Arlington County is seeking a proactive, team-oriented, and a strategic thinker Division Chief to lead Arlington Public Libraries’ Materials Management Division. The successful candidate will lead the effort of creating a collection in a variety of formats that meets the needs and interests of the Arlington community and manages the Cataloging and Metadata Services unit, which is responsible for cataloging and processing all materials that come into the Library.

The Division Chief is a member of a dynamic and dedicated Library Leadership Team and works collaboratively with other senior leaders in the Library to set policy and manage the overall strategic direction of the Arlington Public Library.

Four Positions- Maryland

Position: Legislative Reference Librarian I
Location: Maryland General Assembly Department of Legislative Services- Annapolis, Maryland
Salary: $40,400 – $62,900, depending on experience and qualifications
Originally posted on the Maryland Library Association listserv.

RECRUITMENT NOTICE

Position: Legislative Reference Librarian I

Principal Duties:

- Provides accurate and timely research, reference, and referral services to legislators, legislative staff, department staff, state agencies, and the general public via in-person interactions, telephone conversations, and e-mail communications.
- Provides expertise in extracting information from a variety of print and online sources.
- Reads daily newspapers and selects articles of interest to be included in the Maryland Clipper and reads additional publications for current event awareness and knowledge in assigned areas of public policy, law, or library and information science issues.
- Reviews and tracks legislation in assigned topical areas during the 90-day legislative session.
Qualifications:
• ALA accredited MLS
• Excellent working knowledge of Westlaw, Lexis Nexis, or similar legal databases.
• Excellent verbal and written communication skills.
• Must have the ability to work independently, in teams, and have the ability to prioritize requests to meet multiple deadlines.
• Must have a high level of interpersonal skills, flexibility, and adaptability to serve a varied client group in a fast-paced, deadline-driven environment.
• Must have sensitivity to the political environment and the information needs of all library users.
• Must have the ability to work extended hours, including some weekends, during the 90 day legislative session from January to April.

Send resume and letter of interest by September 25, 2017 to:
Department of Legislative Services, Human Resources
90 State Circle, Room 311
Annapolis, Maryland 21401-1991
Fax: 410 946-5140 or 301 970-5140
e-mail: jobs@mlis.state.md.us, Website: http://mgaleg.maryland.gov
Code 10/17 M (Required on all Resumes)

**Position: Assistant Branch Manager II- Children’s Services**
Location: Abingdon Branch- Harford County Public Library, Maryland
Salary: $54,190 – $59,631 year
Originally posted on the Maryland Library Association listserv.

Responsible for directly supervising the children’s services staff and oversees, plans and implements children’s library program at HCPL’s second largest branch; Provides reference, collection maintenance and reader’s advisory services to the public and works the reference desk as required. Serves on the branch management team assisting with branch operations and activities and may assist with teen and adult programs and reference services; Participates in training of reference staff; Supervises other branch staff and volunteers, as assigned or needed. Performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.

**Position: Cataloging and Metadata Assistant**
Location: Loyola/Notre Dame Library- Baltimore, Maryland
Originally posted on the Maryland Library Association listserv.

The Loyola Notre Dame Library seeks a collaborative individual to support the Cataloging and Metadata Unit. The Cataloging and Metadata Assistant makes it possible for students and faculty to find, select, identify, and obtain the Library's materials. The successful candidate will use skills in resource description and organization to facilitate management of library holdings, learn metadata standards and procedures, and ensure timely and effective description of materials in various formats. The Cataloging and Metadata Assistant will report to the Cataloging and Metadata Librarian.
Position Responsibilities:
• Interpret and apply Library of Congress subject headings, AACR2, RDA, and the Online Computer Library Center (OCLC) manuals to catalog and classify library materials
• Apply cataloging and metadata standards within the Ex Libris Aleph ILS and OCLC's applications and other software including but not limited to MarcEdit
• Enter, edit, and correct bibliographic, holdings, and item records in the shared catalog
• Assist in metadata support for various digital projects as assigned
• Assist Cataloging and Metadata Librarian with ongoing evaluation and importance of emerging metadata practices
• Participate in interdepartmental projects and provide services as needed including database cleanup, resolving issues as they arise, weeding, and collection relocation projects which will require the lifting of books or other materials up to 30 pounds with or without accommodation
• Regularly report cataloging and collection statistics
• Supervise student assistants
• Other duties as assigned

Required Qualifications:
• Bachelor’s degree
• Excellent interpersonal and communication skills with a focus on commitment to delivering high quality customer service
• Ability to work independently and collaboratively to achieve objectives
• Demonstrated aptitude for working with emerging technologies
• Demonstrated aptitude for complex, analytical and detailed work
• Technological proficiency in the use and navigation of the World Wide Web
• Ability to use computer keyboards, sit at a desk, and/or read from a computer screen for extended hours
• Proficiency in use of Microsoft Windows operating system and Microsoft Office suite, especially Word, Excel, and Outlook

Preferred Qualifications:
• Two years of experience in a related position where knowledge of technical rules and standards for library cataloging were applied
• Previous experience using Ex Libris Aleph and/or OCLC products and services
• Experience creating protective enclosures, repairing damaged materials, and identifying items for replacement
• Reading ability of one foreign language or more

About the Library:
The Loyola Notre Dame Library, located in a residential area of northern Baltimore City, is a recently admitted member of University System of Maryland and Affiliated Institutions (USMAI) and serves two adjacent master’s large universities: Loyola University Maryland and Notre Dame of Maryland University. Loyola University Maryland is recognized for excellence in teaching and learning and Notre Dame of Maryland University is a leader in the education of women and non-traditional students. The Library serves a total student population of 6,446 FTE that includes 5,099 FTE at Loyola and 1,347 FTE at Notre Dame.
The Library offers an excellent benefits package that includes medical, access to dental, life, and disability insurance, as well as TIAA retirement. Successful candidates will be subject to a pre-employment background check.
The Loyola Notre Dame Library is an equal opportunity employer and does not discriminate on the basis of race, color, national and ethnic origin, religion, sex, sexual orientation, disability, or age.

Application Procedures: Review of applications will begin immediately and the position will remain open until filled. Please submit electronically a resume, cover letter, and a list of three (3) work-related references with “Cataloging Assistant” in the subject line to Lorena Dion, Administrative Operations Coordinator: ldion@loyola.edu.

Position: **Cataloger**  
Location: Government Library, LAC Federal- Beltsville, Maryland  
Originally posted on University of Maryland blogMLIS.

LAC Federal seeks an experienced Cataloger for a full-time position with our client, a prestigious government library located in Beltsville, Maryland. This position is a full-time, benefited position, working on-site in Beltsville on a contract.

**RESPONSIBILITIES:**  
This role requires supporting a full range of cataloging tasks including: copy cataloging, original cataloging, catalog maintenance duties, withdrawals, maintain records for electronic publications, analytics, assigning call numbers, etc.

**QUALIFICATIONS:**  
All applicants must have an MLS or MLIS from an accredited library school as well as 2 or more years of cataloging experience.  
Experience with RDA, AACR2 and MARC Records is required. Experience with Voyager ILS systems is required.  
To apply, please visit: [https://goo.gl/uPjHsS](https://goo.gl/uPjHsS)

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**Catalog Librarian – Alexandria, VA**

Posted on **September 9, 2017** by LLAM News  
**Position:** **Catalog Librarian**  
**Location:** ASRC Federal Space & Defense – Alexandria, VA  
**Role/Responsibilities:**

- Duties encompass one or more of the following activities, copy and original cataloging using RDA standards.
- Cataloging both physical and digital materials. Ensuring collections are updated and maintained (both physical and electronic collections).
- Following Government and contract procedures for cataloging library materials, and maintenance of current cataloging records.
- Contributing to collection inventory efforts. May perform general research including the use Internet and online databases.
- Compiles library statistics and analyzes data for the operation of the library information center as required for USPTO wide reporting.
- Works independently under overall project objectives and requirements.

**Requirements:**
Masters in Library Science plus three years library/information center experience. Education requirement may be waived by extensive demonstration of practical experience in the field.

- Experience with copy cataloging using OCLC.
- Experience in original cataloging.
- Processes discards
- Acts as a backup to other cataloging staff members
- Experience converting the existing/legacy ILS records to RDA Standard
- Experienced in Microsoft office tools (Word, Excel, PowerPoint).
- Catalogers must have expertise in one or more ILS (Integrated Library Systems), (e.g. Horizon, the current online catalog at PTO), current MARC/Conser standards as well as RDA, AACR2, and LC classification systems.

Five Positions- Washington DC

Posted on September 6, 2017 by LLAM News

Position: Librarian Technician
Location: U.S. Holocaust Museum – Washington DC

The United States Holocaust Memorial Museum is looking for an innovative and passionate individual to join our team and inspire citizens and leaders worldwide to confront hatred, prevent genocide, and promote human dignity. The National Institute for Holocaust Documentation of the United States Holocaust Memorial Museum is currently seeking a Librarian Technician.

Duties and Responsibilities

Collections Management: Retrieves/returns collections from/to storage. Packs/unpacks materials for delivery. Tracks and transports materials to/from the reading rooms, using the appropriate systems. Performs circulation, shelving, and inventory activities. Maintains in-process materials. Assists with planning and documentation for collections-related projects. Provides training and directs the work of Interns and Volunteers.

Reference: Provides basic guidance to patrons on use of the collections, catalogs, and reading room services and technology.

Preservation and Digital Access: Fulfills duplication requests for donors and patrons, following established policies, procedures, and standards. Applies best practices in handling collections to prevent damage. Provides technical and administrative support for digitization projects, including management of digital resources. Places collection materials in appropriate housing, and creates and attaches labels.

Acquisitions: Assists with the selection of donated and purchased resources, both print and digital. Searches catalogs to assess and process new acquisitions. Documents receipt of purchased and donated materials, prepares acknowledgment letters, and maintains accurate and up-to-date acquisitions and donor files.

Cataloging: Records basic description of collection materials to prepare inventories and to create preliminary catalog records, according to established procedures. Creates/updates holdings and location information. Applies formatting in accordance with national/institutional standards. Identifies cataloging copy in external databases, downloads records into local system, and validates data.
Position: **Data Librarian**  
Location: Joint Base Anacostia-Bolling – Washington, D.C.

A Federal Services information technology (IT) customer requires support of the enterprise IT environment creating and implementation of an enterprise-wide data strategy lifecycle and data model. Under this contract, Assured Consulting Solutions provides direct assistance to the customer in IT services ranging from enterprise architecture to systems integration with a focus on consultant level IT support. The customer’s IT and Chief Data Officer (CDO) organization requires assistance in data management and exploitation with the goal of delivering the right data, at the right time, in a secure and reliable manner.

Highly-motivated Mid Level Data Librarian is expected to:

- Provide documented assessment, updates, guidance, and recommendations regarding master data governance, roadmaps, processes, and data standards through proactive discovery, recurring SME engagement, and evaluation of current and future initiatives and capabilities.
- Provide documented assessment, updates, guidance, and recommendations regarding an enterprise data dictionary for master data including attributed, ownership, definitions, taxonomies, standards, and industry reference data through proactive discovery, recurring SME engagement, and evaluation of current and future initiatives and capabilities.
- Support the Government in creating and delivering:
  - Data Source Analysis. To include, an assessment of the accessibility of the data source; the value or quality of the data provided; and, the level of effort required to bring the data into compliance with the goal data model.
  - Data Model. A data model conveying the scope of data required for CDO vision. The data model will also contain a mapping of data source to data model and an assessment of where gaps may exist.
  - Data Life-Cycle Strategy. A notional architecture will be provided that identifies how a Data Life-Cycle would be constructed to meet the needs for aggregating disparate data sources, from both known and future data sources and a broad timeline for the development and approval of supporting life-cycle artifacts.
- Manage the data identification and logging effort to comply with Enterprise Data Management Metadata Standards.
  - Make necessary updates in the Metadata repository and complete all required testing.
- Create/run metrics and ad hoc reporting.
- Partner with Data Quality, Data Sourcing, Data Stewards, Technology Partners, and Enterprise Data Management to execute Metadata process and fulfill requirements.
- Assign and test data dictionary attributes.
- Assist with quality checks on submitted data specs and technology documentation.
- Escalate and raise Metadata issues.

Position: **Library Technician**  
Location: Veterans Affairs, Veterans Health Administration – Washington, DC

Full vacancy announcement available at [USAJOBS](https://www.usajobs.gov).

This position is located within the Library Service of the Washington DC VA Medical Center, Washington, DC. The Library Technician will perform the following duties:
- Purchase resources and maintain purchasing information for medical center staff;
- Receive and fill interlibrary loan (ILL) requests;
- Verify library holdings;
- Register authorized borrowers and maintain borrower files;
- Shelve materials and ensure materials are in proper order;
- Assist with inventory;
- Answer directional questions;
- Conduct reference interviews and refer in depth requests to Librarian;
- Assist patrons with computer operation;
- Perform clerical duties;
- Perform other related duties as assigned.

Work Schedule: Monday thru Friday; 8:00 am – 4:30 pm.

Position: Data and Publications Librarian for the Economic Research and Social Sectors
Location: Inter-American Development Bank – Washington DC
Full vacancy announcement available at [SLA Career Center](#).

The Felipe Herrera Library at the IDB headquarters (Washington, DC) is looking for a Data and Publications Librarian with minimum of 3 years of experience providing high-quality client oriented library services, for a 3-year appointment.

What you will do:

- Support the publishing processes of data and publications generated by the outstanding teams of researchers (macroeconomists, public policy experts, educators, public health specialists, labor market researchers, etc.) working for the Social (SCL) and Research (RES) departments.
- Create high-quality products for external information dissemination, such as LibGuides portals and email alerts, targeted to specific audiences within those teams;
- Establish an evolving understanding of your client’s needs and development challenges, taking ownership of their content and jargon, while proactively delivering information and knowledge that meet those needs;
- Contribute to the development of state-of-the-art digital content publishing approaches, such as researching and applying search engine optimization (SEO) and/or semantic web techniques;
- Contribute your energy and creativity to the outstanding work of the reference desk and embedded librarians team.

Position: Repository and Discovery Services Librarian
Location: Inter-American Development Bank – Washington, D.C.
Full vacancy announcement available at [SLA Career Center](#).

The Felipe Herrera Library at the IDB headquarters (Washington, DC) is looking for a Repository and Discovery Services Librarian with minimum of 3 years of experience providing high-quality client oriented library services, for a 3-year appointment.

What you will do:
- Development, implementation, and evolution of strategies and services for the seamless discovery of internal knowledge (via the IDB Repository at publications.iadb.org) and external information using Ex Libris’s Primo.
- You'll lead the life cycle of IDB electronic resources, which includes ensuring coherent metadata across digital platforms, interoperability, as well as repository management and troubleshooting.
- You will also be the taxonomies and ontologies guru, developing and supporting a well-curated semantic structure for knowledge visibility while providing insight on implementation and new trends in semantics.
- Contribute to the development of state-of-the-art digital content publishing approaches, such as researching and applying search engine optimization (SEO), relevancy boosting, and/or semantic web techniques.
- Part of your passion is to conduct ongoing research on trends and best practices in e-resources management, discoverability, and user experience in order to maintain and enhance the IDB’s publications web presence.

Two Positions – Maryland

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](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=*C19D4FE07F7F9B7](https://re11.ultipro.com/HOO1003/JobBoard/JobDetails.aspx?__ID=*C19D4FE07F7F9B7)

Two positions - Washington, DC

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](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](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.

Acquisitions Associate - Marymount University, Arlington, VA

Position: Acquisitions Associate
Location: Marymount University - Arlington, VA

Responsible for acquiring and managing library materials in all formats in support of Marymount University academic programs.

Minimum Qualifications:

- Bachelor's degree in Library Science or related discipline.
- Minimum of 1 year related experience.
- Experience acquiring and managing library materials, such as monographs, e-books, serials, or electronic resources, using Voyager or another Integrated Library System (ILS). Experience using an electronic resource management system and link resolver.
- Basic supervision experience.
- Intermediate skills using Microsoft Word and Excel required; aptitude for accurate detail-oriented work; mathematical skills and ability to prioritize effectively.

View full job announcement and apply here: https://www.marymountjobs.com/postings/4169

Two Positions – Washington, DC

Position: Research & Instruction Librarian
Location: Sister Helen Sheehan Library, Trinity Washington University – Washington DC

The Sister Helen Sheehan Library at Trinity Washington University seeks an excellent research and instruction librarian to join its service-oriented staff. Working collaboratively with the other members of the Sr. Helen Sheehan Library team, as well as faculty and university staff, this position provides leadership in information literacy programming, including curriculum development and assessment, as well as identifying and integrating new technologies into Trinity Library’s research and instructional programming.
In addition, this position will collaborate with Trinity librarians, leading an effort to systematically develop teaching and learning objects including video tutorials, online research guides, and information literacy-embedded learning and course content, and will also participate in instructional programming at the Trinity Library, including teaching classes on campus and in Trinity’s online programs, and provide research help online and in person, through individual research consultations and at service points in the library.

Other professional responsibilities include serving in a liaison role for designated academic department(s), research support service with evening, weekend, and holiday rotations, and collaborative work with library staff and university faculty to meet the mission and goals of the university.

**Position:** Resource Description Specialist  
**Location:** American University- Washington, DC  
Full vacancy announcement is available at University of Maryland blogMLIS.  
The Resource Description Specialist provides the timely, accurate, and comprehensive bibliographic description and organization that make it possible for students, faculty, and researchers to gain access to the Library’s materials. This position plays a role in planning strategically for describing digital collections within the Institutional Repository.

**Educational Requirements:**  
Bachelor’s degree required. Master of Library Science preferred and/or an equivalent combination of education, training and experience.

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**Five Positions — Maryland**

**Position:** Chief Executive Officer  
**Location:** Prince George’s County Memorial Library System (PGCMLS) – Largo, MD  
Full vacancy announcement is available at ALA Joblist.  
The PGCMLS is an autonomous library system guided by a 7-member Board of Library Trustees, approved by the Prince George’s County Council and appointed by the County Executive. The CEO, reporting to this board, oversees a nationally recognized library system where being on the leading edge of the future of libraries is expected.

The CEO provides overall strategic and operational leadership with full responsibility for the following key initiatives:

- Personnel and fiscal management
- Marketing
- Fundraising
- Developing and implementing all components of the PGCMLS operating and capital budgets
- Implementing emergent technologies
- Establishing and maintaining partnerships throughout Prince George’s County and the region
- Engaging key stakeholders including local, state, and federal government; elected officials; as well as agencies, community groups, and businesses.

The Board of Library Trustees is seeking a strong, dynamic and strategic leader who can manage an organization of scale and complexity. The ideal CEO will bring personal and professional passion for the organization’s mission, cultivated and powerful advocacy skills, a flair for innovation, and a demonstrated commitment and sensitivity to the needs of a diverse and multicultural community like ours.

**Position:** Digitization Technician  
**Location:** United States Holocaust Memorial Museum- Bowie, MD  
Full vacancy announcement is available at University of Maryland blogMLIS  
The United States Holocaust Memorial Museum (USHMM) is looking for an innovative and passionate individual to join our team and inspire citizens and leaders worldwide to confront hatred, prevent genocide, and promote human dignity. With the primary mission of Rescuing the Evidence, the Office of Collections is currently seeking a skilled Digitization Technician to enhance accessibility and management of our digitized historical collection.

This position is located in Bowie, Maryland (with occasional meetings in Washington, DC) within the Digital Assets Management and Preservation Division of the National Institute of Holocaust Documentation. The Museum maintains a program of digitizing the unique paper materials held in its historical collection in order to support broad accessibility of the materials and minimize handling. The imaged collections will be made available via the Museum’s Collections Search, available at collections.ushmm.org.

This is a full-time donated position (non-Federal) paid with the Museum’s private funds with a one year work assignment and includes benefits. Salary is commensurate with experience.

**Position:** Cataloging Librarian  
**Location:** Recorded Books, Inc.- Prince Frederick, MD  
Full vacancy announcement is available at University of Maryland blogMLIS  
**Company Overview:** Recorded Books is an independent publisher of unabridged audiobooks and a key provider of digital content (eBook and eAudio) from major publishing houses. The company provides libraries with digital content (through its proprietary RBdigital platform) and physical products. Recorded Books is located in Prince Frederick, MD.

**Responsibilities:** Provides both original and copy cataloging for a variety of formats, including audiobooks, eBooks, digital magazines, DVDs, and other media. Assists in data manipulation and the automation, creation, and editing of MARC records. Assists in establishing and maintaining cataloging policies for current and new products. Works with Recorded Books business departments to define MARC records needs, and resolve technical issues. May assist MARC record team members in resolving library customer MARC issues. Reports to the Head of Cataloging as well as the Senior IT Director of Recorded Books, Inc.
Position: **Library Technician**  
Location: NIH Library - Bethesda, MD  
Full vacancy announcement is available at University of Maryland blogMLIS  
In support of our work at the NIH Library in Bethesda, Maryland—a Federal Library of the Year—ZAI is seeking a fulltime Library Technician. This would be a fantastic opportunity for a library school student looking for a challenging “real world” in one of the US Government’s best libraries!

The duties of the Library Technician include receiving incoming inquiries for assistance, tracking requests in process, and reporting usage statistics.

**RESPONSIBILITIES:**

- Represents the Library, coordinates with the Library’s Information Desk, supports two Federal staff members, fields customer’s questions at a customer-service workstation
- Receives requests, as submitted in-person, via phone, and electronically
- Assigns requests to Federal or contract staff for fulfillment
- Monitors progress of requests using spreadsheets and online tracking tools
- Compiles and produces monthly statistical reports and on an as-needed basis
- Maintains a contact directory of contractors, including points of contact, fees, quality of service, and other criteria, to be used for fulfilling requests, and continually seeks new contractors to be used
- Serves as a Maryland notary public

**ADDITIONAL DUTIES:**

- Presents project updates at interdepartmental meetings
- Supports the office with special projects, on an as-needed basis
- Proofreads in English

**Position:** **Video Archivist/Librarian**  
Location: ASRC Federal – Greenbelt, MD  
ASRC Federal InuTeq’s focus is on technical and complex, mission-oriented services with contracts supporting federal government agencies. Our team of scientists and professional management personnel allows us to bring real-world experience to meet the growing demand for solutions to some of the most complex problems in IT management, aviation, and Earth and space sciences. We are seeking a Video Archivist/Librarian to support a contract in Greenbelt, MD.

This is a Full Time/Short Term (at least 6 months) assignment.

**Summary:**  
Individual will provide research, mapping, data entry and digitization of Hubble video footage for Goddard Space Flight Center’s Office of Communications

**Responsibilities:**

- Hubble Space Telescope Video Archivist
- Assists video producers from NASA’s Goddard Space Flight center in archiving video footage from the Hubble Space Telescope Project
- Assesses/researches the location and quality of Hubble footage from multiple NASA locations with emphasis on press conferences, EVAs, mission activities, public activities
- Digitizes Hubble tapes in highest possible resolution
- Writes descriptions and metadata for Hubble video clips and tapes
- Ensures that Hubble footage is easily accessible to future video producers and researchers

Requirements:
- Familiarity with video formats and NARA archival standards
- Excellent organizational skills
- Excellent communication skills (oral/written)
- Interest in space history is a plus
- Travel may be required

Education and Experience:
- In-process or completed Bachelor’s degree in Library Science, Archival Science, Information Science or related field.
- In lieu of a degree, at least 2 years of experience with archiving permanent records.

Two Positions- Washington DC

Position: Senior Librarian – Research Center
Location: National Academies of Sciences, Engineering, and Medicine – Washington, D.C.
The Senior Librarian performs a variety of duties associated with a library operation. Contributes to library strategic planning projects. Provides assistance in meeting the informational, educational, and research-related needs of staff. Assists staff in answering requests for information and research references. Promotes library services and resources.

Facilitates the automated processing and delivery of document delivery/interlibrary loan borrowing and lending operations.

Performs tasks to support library collections management, maintenance, cataloging and indexing of reports. The position will routinely create original cataloging of print/digital materials in a variety of formats in a mixed RDNAACR2 environment using the MARC standard and is expected to work with other metadata standards and schemas (e.g. BIBFRAME, EAD, VRA Core, Dublin Core). The position performs subject analysis and classification using LCSH and is expected to work with other thesauri and organizational systems when the need arises. The incumbent is responsible for initiating and managing authority control, metadata quality control, and bibliographic database problem resolution to ensure metadata and authority records meet local and professional standards.
Will serve as metadata consultant and resource for institutional data and knowledge management projects. The position is responsible for establishing best practices, standards, and metadata creation procedures.

**Position:** Library Media Specialist and Technology Coordinator  
**Location:** Chavez Schools – Washington, DC  

**Position Summary:** The Library Media Specialist/Technology Coordinator is responsible for managing the information systems and technology of the campus to ensure that students, teachers and staff have the consistent, relevant, updated and working media and technology they need to fulfill the mission of Chavez Schools. The specialist provides guidance and direction for the use of technology in the school, troubleshoots, conducts inventory procedures, and contacts the Director of Technology when problems arise.

**Essential Duties and Responsibilities:**
- Manage and maintain the school’s media center
- Catalog and process all new books and equipment. Maintain accurate inventory.
- Screen, select, order, and circulate all types of instructional materials and equipment.
- Work with teachers to identify and procure materials to support instruction.
- Provide guidance and support to teachers, as needed.
- Work in one-on-one, small group, and whole group setting with students to provide direct support on literacy and use of media resources.
- Collaborating with students, staff and parents to develop literacy awareness and programming for students.
- Manage all student and staff technology resources including check-in/check-out process, inventory
- Troubleshoot all Chavez-provided technology, audio-visual (AV), laptops, desktops, printers, etc. equipment
- Manage technical support requests involving voice, video, data, hardware and software that need assistance from the Director of IT.
- Catalog and process all new equipment
- Assist staff with hardware use, connectivity, and o/or problems including, but not limited to, computer workstations, laptops, and printers.
- Manage and maintain all IT equipment.
- Inventory all materials annually
- Develop and manage distribution system for resources
- Perform all other duties as assigned.

**Core Competencies:**
- Bachelor’s degree in education, information technology or related field. Master’s degree, preferred.
- Three or more years of classroom experience
- Evidence of successful technology integration in the classroom.
- Proficient in various types of instructional technologies.
- Exercise excellent judgment in decision-making
- Think strategically and proactively problem-solve
- Work with only the highest ethical standards
Unrelenting commitment to students, self, and school’s constant learning and development.

Ability to self-reflect on teaching practices and be responsive to feedback

Two Positions – Virginia

Position: Librarian
Location: Global Health College, Alexandria, VA
Global Health College (GHC), a rapidly growing and expanding college is in search of a Librarian who is responsible for providing library services to students, faculty and staff. This individual is an energetic innovator, strong communicator and creative thinker who is results-driven.

This self-driven individual must be confident, organized, analytical and a capable problem-solver. They must strive for excellence in their work, and spread happiness each day.

Primary Responsibilities

- Responsible for daily operation of library
- Identify, select, obtain, organize and maintain library collections and resources.
- Maintain the physical integrity of the library by doing inventory, de-accessioning and general collections care.
- Catalog all acquisitions using original and established cataloging.
- Provide comprehensive reference and research services in the specialized disciplines of nursing education, nursing specialties and academic integrity.
- Conduct sessions on research and information literacy for students and faculty.
- Provide one on one instruction for students with little to no prior computer experience.
- Administer and proctor online exams
- Research online resources to provide students with a variety of free study materials aimed at different learning styles.
- Collaborate with IT department to maintain and troubleshoot computers and printer equipment.
- Work with students and faculty from diverse backgrounds in a culturally sensitive manner.

To apply, please visit the employment page at www.global.edu.

Position: Library Section Supervisor
Location: City of Falls Church, Falls Church, VA
The City of Falls Church is recruiting for an experienced Library Section Supervisor for the Youth Services Section of the Mary Riley Styles Library.

Responsibilities:

- Plan and organize special programs such as the Summer Reading Program, monthly special programs and guest performances, arts and crafts, informational talks, story hours, school tours, and book talks for Youth Services
Review, select, and maintain the youth services materials collections
Evaluate current collections and research and plan for new and emerging materials and formats, plus develop and implement new programs and services
Coordinate and cooperate with the local schools in the City and develop and work with partnerships in the City's business and educational communities
Supervise and evaluate four part-time employees and one full-time employee and administer a youth volunteer program
Prepare the section budget and monitor all expenditures
Develop youth policies, make procedural and budget decisions within that area's budget
Promote youth services in house, to schools, and outside organizations and agencies
Foster and maintain a close relationship with City and private school librarians and teachers to coordinate curriculum support in the library's collection of school courses
Prepare a variety of reports concerning section activities and special reports as necessary for City, region, and State
Create and design promotional materials such as booklists and brochures for youth and parents
Attend Youth Services meeting at the local, regional, and Statewide level
Serve on various City and Council of Government as well as state committees representing the youth and library of Falls Church
In charge of the building and staff in absence of more senior staff

Salary & Benefits: $63,919+ depending on qualifications. Includes comprehensive benefits package including health insurance, dental insurance, pension plan, deferred compensation plan, flexible spending account, college, life and long-term disability insurance, paid holidays, vacation and sick leave, credit union membership, free parking, and more.

Two Positions- Maryland

Position: Law Librarian
Location: Baltimore, Maryland
Established Inner Harbor firm is seeking a highly organized person to fill their need for a Law Librarian. The ideal candidate will have minimum experience as a legal clerk who has maintained files and filing systems. Preferred is experience performing similar duties in a law library.
Please contact Kevin Flynn, kevin.flynn@roberthalflegal.com, 410-385-8622.

Position: Children's Services Supervisor
Location: Finksburg Branch, Children's Services Supervisor
Salary: $54,602 annually plus benefits.
Originally posted on the Maryland Library Association listserv.

Overview: Manages, directs, and participates in the daily operations and activities of the Children's Department in a full-service library, including supervision of assigned staff, collection maintenance, programming and information service; performs other duties as assigned.
Required Education & Experience: Requires an ALA-accredited MLS, experience working with children and one year professional experience including supervisory experience or training. Should be familiar with automated library systems, Internet resources and proficient in the use of current technologies. Ability to train others in the use of current technologies.

To apply or for more information about Carroll County Public Library, the position, and our benefit package, please visit our website https://library.carr.org/careers/careers.aspx. Online applications must be received by 11:59 pm on Friday, August 4, 2017. If you need assistance with any aspect of the application process, please contact the Human Resources Department 410-386-4500 ext.3128.

Two Public Library Positions – Maryland & Virginia

Posted on July 22, 2017 by LLAM News

Position: Community Branch Manager I
Location: Anne Arundel County Public Library (Riviera Beach Community Library), Pasadena MD
Closing Date: August 7, 2017
Full vacancy announcement available at ALA Joblist.

Responsibilities include: Professional, managerial level work in supervising the operations of a community branch, serving as a member of the Library's management team and advocating for library services. Works as a professional librarian to provide direct public service.

Minimum Qualifications: Possession of a Master's Degree in Library Science from an American Library Association accredited program and six years professional experience in the provision of public library services, including four years of supervisory experience. Bilingual Spanish skills desired.

Necessary Special Requirement: Ability to secure certification as an advanced Professional Librarian in the State of Maryland within 120 days following appointment; ability to meet re-certification requirements by completing 90 hours of training every 5 years.

To apply send cover letter, resume and completed AACPL Employment Application Form to Terry Bowen, Chief of Human Resources, at humanresources@aacpl.net. For additional information (job description, application, timetable for filling vacancy, etc.) go to: http://www.aacpl.net/positions/community-branch-manager-i-3

Position: Library Branch Manager
Location: Arlington Public Library (Westover Branch), Arlington, VA
Closing Date: July 27, 2017
Full vacancy announcement available at ALA Joblist.

The Arlington Public Library is seeking a Library Branch Manager to lead the Westover Branch, and welcomes candidates with strong leadership experience and customer service ethic. The successful candidate will manage the day-to-day operations and customer service delivery,
oversee staff, and make hiring decisions that reflect the diversity of Arlington County’s community. The ideal candidate will have knowledge of current trends in public libraries, be technologically savvy and forward-thinking, be a proven innovator who can manage change and have a strong background in internal workgroup dynamics and supervision.

**Requirements:** Master of Library Science degree from an ALA accredited college or university, plus three years of professional experience providing direct public service in a library which includes at least one year of experience managing a facility or leading a diverse team.


Three Library Positions – Maryland

**Posted on July 22, 2017 by LLAM News**

**Title:** Information, Research, and Instruction Librarian

**Location:** University of Maryland – Baltimore, MD

Full vacancy announcement available at [ALA Joblist](https://www.ala.org)

The Information, Research, and Instruction Librarian is a critical public services position at the Health Sciences and Human Services Library at the University of Maryland, Baltimore. This faculty librarian position is a member of the Information Services Department, providing front line support for the research and teaching/learning needs of students, faculty, and staff at the University. The Information Services Department is home to reference services, circulation services, and other innovative public service programming. Reporting to the Head of Information Services, the Information, Research, and Instruction Librarian actively collaborates with faculty and staff throughout the HS/HSL.

This library faculty member advances the research mission of UMB. With a strong commitment to outstanding public service, the dynamic and forward-thinking Information, Research, and Instruction Librarian brings initiative, creativity, and enthusiasm for teaching, learning, and collaboration to this user-focused front line position. This librarian designs and develops library-based onsite programs and services to advance user success.

This is a permanent status-eligible full-time, non-tenure track faculty position at a rank of Librarian I or II. Librarians are expected to progress successfully along the promotion and permanent status track and participate fully as members of the library’s faculty. For more information see the University’s “Criteria and Procedures Relating to the Appointment, Promotion and Permanent Status for Library Faculty” at [http://cf.umd.edu/umpolicies/usmpolicyInfo.cfm?polid=19&section=all](http://cf.umd.edu/umpolicies/usmpolicyInfo.cfm?polid=19&section=all)

**POSITION REQUIREMENTS:**

- ALA-accredited MLS degree.
- Excellent interpersonal skills and communication skills.
- Demonstrated strong service orientation and skills.
- Expert searching skills in health sciences databases.
- Demonstrated ability to deliver quality instruction online and in person.
- Demonstrated ability to work independently and to prioritize varied projects.
- Demonstrated ability to work collaboratively in a team environment.

**PREFERRED:**
- An undergraduate degree or comparable background in biological or health sciences.
- Public service experience in an academic or health sciences library environment.
- Experience providing instruction to a range of audiences, including faculty and students.
- Knowledge of copyright compliance and the legal use of e-resources in teaching, learning, and research.
- Evidence of professional and scholarly activities.

Application materials must include your CV/resume; cover letter; 3 references including names, addresses, and phone numbers; and a separate signed/dated affidavit page (stating “I verify that my CV is current and accurate” – does not need to be notarized). Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by **September 1, 2017**. Interested applicants should apply using the following link: [http://bit.ly/IRILib](http://bit.ly/IRILib).

**Position: Social Work/Psychology/Education Librarian**

Location: Universities at Shady Grove-Priddy Library – Rockville, MD  
Closing Date: August 17, 2017  
Full vacancy announcement available at [ALA Joblist](https://www.ala.org/jobs-and-careers/joblist)

Serves as library liaison to specified programs, which involves, but is not limited to, promoting services available through the Priddy Library, providing information literacy instruction, supporting faculty research, creating web and digital content, and developing and managing collections in assigned subject areas. (45%)

Designs and delivers research and information literacy workshops to individuals and groups. Provides general and specialized information assistance and research consultations in person, by phone, by e-mail and through chat. Discovers and implements innovative technologies to advance teaching and learning, research, communication, collaboration, and information literacy. Maintains a strong knowledge of current and emerging trends, particularly in the areas of information literacy instruction, assessment and research methods. (35%)

Participates in UMD Libraries and USG activities. Participates in professional development activities, such as continuing education, service to the library community and scholarship/creativity. (15%)

Assists with special projects and programs as assigned. (5%)

**EDUCATION:**

**Required**
MLS degree from an ALA-accredited institution of higher education or from a master’s level program in library and information studies accredited or recognized by the appropriate national body of another country.

**Preferred**
Advanced degree in education, psychology, social work or related field.
**EXPERIENCE** (Be specific, indicate the minimum years of experience and skills needed):

**Required**
Experience providing reference and research assistance in an academic or special library. Experience using electronic resources. Experience with information literacy instruction. At least two years professional experience in academic/research library.

**Preferred**
Experience with or aptitude for working effectively and creatively with faculty and students. Knowledge of public data sets and data management practices. Knowledge of the research process and evolving models of scholarly communication, open access, institutional repositories, and other trends in information science. Demonstrated knowledge of and enthusiasm for the integration of new technologies into the delivery of information services.

Experience with collection development
Experience using digital and web technologies in the delivery of library services Ability to work effectively with a diverse faculty, staff, and student population. Flexibility, adaptability, and the ability to work successfully in a complex, dynamic environment with competing demands. Strong public service orientation. Excellent oral and written communication skills. Demonstrated ability to work well both independently and collaboratively with colleagues, faculty and staff in a rapidly changing and dynamic environment. Commitment to professional growth.

To apply, please use the following URL: [https://ejobs.umd.edu/postings/53133](https://ejobs.umd.edu/postings/53133).

**Position: University Archivist**
Location: University of Maryland Libraries – College Park, MD
Full vacancy announcement available at [ALA Joblist](https://www.ala.org/ala/jobschools/joblist/). The University Archivist/Special Collections Librarian is responsible for the University of Maryland collection group within SCUA and collaborates with other curators in the division to provide overall direction for reference services, accessioning, arrangement, description, preservation, cataloging of manuscript and archival materials, instruction, and outreach. Reporting to the Director of Special Collections and University Archives, the University Archivist builds, maintains, interprets, and provides access to the University Archives and assesses collection needs, establishes priorities, and represents the collection area to the University of Maryland community and external organizations and individuals. The successful candidate for this position will:

- Lead the University Archives as an organizational innovator, facilitating the ongoing development of a flexible work environment that places a premium on strategic priorities, project orientation, a work culture that is both fluid and accountable, and an excellent staff.
- Demonstrate creativity in identifying and allocating resources through donor relations, fundraising, grants, partnerships, budgeting, and flexible staff deployments.
- Articulate a vision for the University Archives in the 21st century that takes into account new collecting opportunities in a born-digital information environment and the changing nature of primary documentation in a post-industrial society.
• Articulate a vision for services that transcends collection management and incorporates dynamic activities in the areas of discovery, teaching, preservation, digital presentation to online communities, outreach to new audiences, off-campus partnerships, and alliances with the teaching faculty, students, and colleagues on the library faculty.

• Serve as point of contact for the University Archives’ services to campus and off-campus partners, including the University administration, Intercollegiate Athletics, the Alumni Association, University Relations, and other entities.

PHYSICAL DEMANDS: Must be able to tolerate occasional dirty/dusty conditions and be able to reach, stoop, bend, lift, and move objects. Must be able to tolerate the stresses engendered in a multi-faceted, rapidly growing archives program responsive to a broad user base.

SUPERVISORY RESPONSIBILITIES: Oversees the work of the Assistant University Archivist, Athletics Archivist, and the University of Maryland collection groups’ hourly student employees, contract- or grant-supported personnel, interns, and volunteers.

QUALIFICATIONS (Knowledge, skills, and abilities): Must have thorough knowledge of archival theory and practice. Must be able to work effectively with others in a team setting. Demonstrated excellence in oral and written communication skills and in assisting researchers in a special collections setting. Must be able to manage a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints. Must possess a strong service orientation and the potential for professional contributions.

EDUCATION:
Required: ALA-accredited Master’s degree in Library/Information Science with an emphasis on formal archival education and training, or a master's degree in history, American Studies, or other relevant discipline, with experience in archives, archival course work, or archival certificate.

Preferred: Advanced degree/graduate study in history or other relevant discipline.

EXPERIENCE (Be specific, indicate the minimum years of experience and skills needed):
Required: At least three years of professional archival experience in an academic library including responsibility for supervising the processing of manuscripts and archives. Demonstrated ability and initiative in processing, reference, outreach, donor relations, and administrative activities.

Preferred: Work experience in a university archives setting; knowledge of electronic records; and supervisory and project management experience are desirable.

APPLICATIONS: Electronic applications required. Please apply online at https://ejobs.umd.edu/postings/53239. No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter which includes the source of advertisement, a resume, and names/e-mail addresses of three references. Applications will be reviewed as they are received and accepted until September 4th, 2017. 

Posted in Job Vacancies
Librarian II, Collections Management Department-Enoch Pratt Free Library

Posted on July 19, 2017 by LLAM News

Position: Librarian II, Collections Management Department
Location: Enoch Pratt Free Library, Central Library, Baltimore, MD
Salary: $44,858.00 – $54,520.00 Annually
Originally posted on the Maryland Library Association listserv.

The Pratt Library is accepting applications for a Librarian II for the Collections Management Department.

Under the supervision of the Selection Unit Head, the Adult Selector chooses new materials for the EPFL system, which consists of a Central Library, 21 branches, and 2 bookmobiles. Selection is one of four units in the Collection Management Department, which also includes Acquisitions, Technical Services, and Preservation. The Central Library serves as the State Library Resource Center (SLRC) as well as the downtown branch of the Enoch Pratt Free Library and the selection of library materials reflects and supports the mission of both.

Regional Branch Manager (Librarian IV)- Fairfax, VA

Posted on July 18, 2017 by LLAM News

Position: Regional Branch Manager (Librarian IV)
Location: Fairfax County Government, Fairfax, VA
Salary: $65,825.00 – $109,708.00 (Yearly Salary)
Full vacancy announcement available at ALA Joblist.

Description:
Manages a regional library and supervises approximately 40-80 staff and volunteers. Leads the branch management team and is accountable for effective management of the library within a 23-branch system. Directly supervises key management staff. In consultation with the branch coordinator, participates in the development of long-range plans for the branch, ensuring consistency with system goals. Ensures that members of the public receive courteous, efficient service. Sees that the building is well maintained and that the collection and equipment serves community needs. Trains and counsels staff and evaluates their performance. Analyzes workload to ensure efficient staff scheduling that corresponds to hours of peak demand. Implements system policies and forwards recommendations for appropriate changes to library administration. Works with customers and community organizations to explain available services and identify needs. Promotes good relations between the library and the community. May develop special programs geared to the needs, interests and demographics of the service area. Provides direct service to the public using both print and non-print resources to respond to patron requests. Works with the collection management office to improve the quality and usefulness of the library’s collection. Works with community groups to encourage library use
and to assist in making the library more customer friendly. May serve on system-wide or community project teams as appropriate.

Posted in Job Vacancies

Two Librarian Positions - Washington DC

Posted on July 14, 2017 by LLAM News

Position: Reference Librarian
Location: Georgetown University Law Library, Washington DC
Salary: $53,435 to $69,460 / per year
Full vacancy announcement available at LLDC Jobline.

The Reference Librarian participates in basic and advanced legal research instruction (e.g., first-year legal research and writing program, specialized courses, clinics, law journals) for one of the largest law schools in the nation. The Reference Librarian is the primary contact for designated faculty members in a liaison program to meet research and scholarship needs, and works with the Library Research Services team to coordinate in-depth faculty research projects. The Reference Librarian participates in the library’s collection development in assigned subject areas.

The position receives annual funding and leave for professional development and training. The Law Library also supports administrative leave for scholarly research and writing, and full-time librarians may apply for up to two weeks of administrative leave after one year of continuous service. Reference Librarians are encouraged to participate as a member of Law Library and Law Center committees to grow and contribute to community life.

Required: J.D. from an ABA-accredited law school or non-U.S. J.D. equivalent; Master’s degree from an ALA-accredited school of library and/or information studies or non-U.S. Master’s degree equivalent; knowledge of legal materials; excellent communication skills. Experience with legal research materials, including online legal databases. Awareness of current trends in legal research, library automation and library instructional programs.

Preferred: Professional experience in a law or academic library, and experience teaching legal research or leading instructional design.

To apply for this position, please submit applications via the Georgetown University Careers portal (https://careers.georgetown.edu) by using Job Number JR02021, or via this link. Address applications to Joe Thomas, Deputy Director of the Law Library, and include a cover letter, a current resume, and the names and contact information for three references. Applications will be reviewed as received until the position is filled.

Position: Reference Services Librarian
Location: National Society Daughters of the American Revolution, Washington D.C.
Full vacancy announcement available on ALA Joblist.
The Reference Services Librarian will have the opportunity to provide genealogical reference services to researchers in the DAR Library and contribute their skills in educational programming, development of web-content, and collection development.

The successful candidate will also have a genuine passion, interest in and knowledge of genealogical and American historical research, and a genuine desire to share their passion and expertise with others.

**Essential Responsibilities Include:**

- Providing informed genealogical reference services and referrals to all researchers utilizing all types of information media such as books, periodicals, online databases, other internet resources, CD-ROMS, etc.
- Working with the Directors in developing, overseeing and carrying-out a variety of programs and community outreach initiatives and activities.
- Working with the Directors and other staff members in development of content for, and the daily management of, the Library’s social media platform(s).
- Working with other staff to create and implement new content for the Library's webpage, including the creation of materials such as finding aids, writing of short online subject guides, and the updating general research guides for publication and/or online posting.
- Collaborating with others in the selection of new books and other research materials and providing input on acquisitions for the collection.

**Submission Requirements:**

Please send a cover letter and resume or application outlining your qualifications and skills for the position along with salary requirements to:

Attention: Human Resources Director  
National Society Daughters of the American Revolution  
1776 D St., N.W.  
Washington, D.C. 20006-5303  
E-mail: resumes@dar.org  
Fax: 202-737-5702

Librarian/Archivist- Walters Art Museum

**Position:** Librarian/Archivist  
**Location:** Walters Art Museum, Baltimore, MD  
Full vacancy announcement online at: https://thewalters.org/about/jobs/jobdetails.aspx?jd=296

The Walters Art Museum seeks to hire a librarian and archivist as head of the Walters Research Library and Archives. S/he manages all functions of a specialized research library of 120,000 volumes and the institutional archives of ca. 2,500 linear feet (plus curatorial files). The librarian/archivist provides research support to staff members in all departments of the museum, as well as to outside researchers by appointment. S/he oversees the use and
processing of library and archival materials, establishing goals for the gradual development of both areas, and exploring new ways to support the research needs of Walters’ staff, including online presentation of the archives and funding opportunities. The successful candidate will need to train and supervise part-time grant employees, interns, and volunteers.

The Walters Art Museum has had a reference library since its founding as a public institution in 1934. The foundation collection for the Library was composed largely of Henry Walters’ personal collection of art-historical reference works. Some of the highlights of this collection include 18th- and 19th-century art-historical monographs, exhibition catalogs, collection catalogs, salon catalogs, periodicals, travel guides, and world’s fair guides. Through an active acquisitions program, Walters staff has augmented this historic collection significantly.

Requirements:

- Masters of Library Science/Archives
- Minimum of 3 years experience working in a library/archives setting or an equivalent environment in which the organization of data and the preservation of materials is paramount
- Ability to maintain a cataloguing system
- Knowledge of archival techniques and preservation standards
- Experience with grant applications and working with federal and/or private granting agencies or foundation
- Awareness of contemporary archives practices, database tools, and conventions of organization
- Excellent written and verbal communication skills
- Able to communicate comfortably and confidently with members of the public, with academic/museum peer groups, with museum funders, and with other museum staff.
- Reading ability in at least two languages other than English for the cataloguing of the collection materials from a diversity of linguistic traditions preferred
- Must be able to climb stairs of the library stacks, lift boxes up to 30 lbs or lifting large books on high shelves.

Salary is commensurate with experience. We offer an attractive benefits package. For consideration, send your resume, cover letter and salary requirement to jobs@thewalters.org. Application end date is August 1, 2017

Four Positions: Maryland

Posted on July 10, 2017 by LLAM News

Position: Translations Office Technician
Location: NIH Library, Bethesda, MD

Full posting on the University of Maryland blogMLIS.

ZAI has an immediate need for a Translations Office Technician in support of the NIH Library in Bethesda, Maryland. A division of the NIH Library, the Translations Office provides translations
of materials including research publications; letters; educational records, such as diplomas and transcripts; and personal records, such as medical records.

The duties of the Translations Office Technician include facilitating customers’ translations requests, which entails intaking, assigning, and tracking translations as well as collecting, managing, analyzing, and reporting Translations Office statistics.

This position also supports the administrative of the Translations Office staff, which include two onsite translators. The Translations Office reports directly to the NIH Library Director.

RESPONSIBILITIES:

- Assigns translation requests to inhouse translators or contract translation agencies
- Monitors progress of translations using spreadsheets and online tracking tools
- Initially reviews translations from contract translation agencies for quality assurance based on accuracy, completeness, format of numbers, dates, currency symbols, etc.
- Returns incomplete and inadequate translations to contract translation agency for completion
- Compiles and produces monthly statistical reports and on an as-needed basis
- Maintains a spreadsheet of contract translation agencies, said agencies addresses, points of contact, fees, quality of service, and other criteria
- Identifies potential translation agencies or agents
- Serves as Maryland notary public

To apply, please send a cover letter, resume, and three references to Jill Konieczko at jkonieczko@zai-inc.com.

Position: Library Services Specialist
Location: University of Baltimore
Originally posted on the Maryland Library Association listserv.

The University of Baltimore is seeking a dynamic talent to fill our evening Library Services Specialist position. This position will primarily be responsible for stacks maintenance and supervising student assistants in the evenings. Full position description and application instructions are available at the University of Baltimore’s Human Resources website here.

Position: Children’s Services Manager
Location: Elkton Branch, Cecil County Public Library
Salary: $50,737
Originally posted on the Maryland Library Association listserv.

GENERAL SUMMARY:
Under the general supervision of the Elkton Central Library Branch Manager, the Children’s Services Supervisor will lead and manage the children’s services department in Elkton and will develop, manage and deliver a full range of effective and innovative programs and services that meet the needs of the children, families, and care givers within the community. Works cooperatively with the Branch Manager and Youth Services Manager to develop children’s services.
To Apply
Please submit a cover letter, resume and three business references to: apply here OR careers@ccplnet.org.

Position: Access Services Librarian
Location: Loyola Notre Dame Library, Baltimore, MD
Originally posted on the Maryland Library Association listserv.

The Loyola Notre Dame Library is looking for a dynamic, hands-on, collaborative leader for the position of Access Services Librarian to join our Access, Research, and Learning Department. The Access Services Librarian supervises unit staff and provides operational management for all access services functions including circulation, course reserves, interlibrary loan, single point of service help desk and stacks management. The position is also responsible for monitoring building use and security. The Access Services Librarian will focus on actively assisting patrons and continuously improving services for students, faculty, and staff. The successful candidate will have operational knowledge of library systems and procedures, and will engage in developing, communicating, and applying policies.

Position Responsibilities:
- Supervises and schedules full-time, part-time, and student employees and manages the Access Services student worker program.
- Leads operations of an integrated single point of service desk.
- Plans, develops, communicates, and applies policies and procedures for circulation, course reserves, interlibrary loan, stacks maintenance, and building operations.
- Maintains high customer services standards and courteous conflict resolution with patrons.
- Ensures that day-to-day operations are compatible with internal library policies and consortia policies including the University System of Maryland and Affiliated Institutions (USMAI) and the Eastern Academic Scholars’ Trust (EAST).
- Compiles statistics, analyzes data, and prepares reports relating to areas of responsibility in support of departmental and library goals, as well as institutional, state, and national reporting.
- Uses data to inform evidence-based decision-making.
- Expands access to library services by becoming familiar with assigned liaison areas and their information needs.
- Serves on Library and other committees as appropriate. Attends professional development opportunities that aid in the implementation of strategic technological and programmatic advances in Access Services.
- Other job duties as assigned.

Required Qualifications:
- Graduate degree in library/information science from an ALA-accredited institution;
- Minimum of 2 years relevant experience in access services including circulation, reserves, or interlibrary loan in an academic library;
- Supervisory experience that demonstrates strategic thinking and experience managing, motivating and leading staff;
- Demonstrated proficiency in use of an integrated library system, other library software, email systems, internet web browsers, and desktop office applications including Microsoft Office products;
• Strong analytical and project management skills with a demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time with little supervision;
• Strong interpersonal communication skills and a demonstrated commitment to delivering high quality customer service;
• Ability to work effectively with a diverse population in a busy public service setting;
• Experience handling confidential information;
• Ability to adapt to changes in policies, procedures, and technology;
• A willingness to occasionally work non-standard hours to accommodate special events or other operational commitments as they arise;
• Ability to lift up to 30 pounds, with or without accommodation, in support of LNDL work processes and projects.

Preferred Qualifications:
• Demonstrated knowledge of current developments and trends in circulation, reserves, and interlibrary loan at academic libraries;
• Working knowledge of integrated library systems including Aleph and ILLiad;
• Familiarity with print and electronic resources and the ability to provide training in the use of research materials;
• Experience providing access services within a library consortium;
• Basic knowledge of copyright law and “fair use” guidelines;
• Experience serving as a library liaison

About the Library:
The Loyola Notre Dame Library, located in a residential area of northern Baltimore City, is a recently admitted member of University System of Maryland and Affiliated Institutions (USMAI) and serves two universities: Loyola University Maryland and Notre Dame of Maryland University. Loyola University Maryland, a member of the Association of Jesuit Colleges and Universities, is recognized for excellence in teaching and learning while Notre Dame of Maryland University is a leader in the education of women and non-traditional students. The Library serves a total student population of 6,446 FTE that includes 5,099 FTE at Loyola and 1,347 FTE at Notre Dame.

The Library offers an excellent benefits package that includes medical, access to dental, life, and disability insurance, as well as TIAA retirement. Successful candidates will be subject to a pre-employment background check.

The Loyola Notre Dame Library is an equal opportunity employer and does not discriminate on the basis of race, color, national and ethnic origin, religion, sex, sexual orientation, disability, or age.

Application Procedures: Review of applications will begin immediately and the position will remain open until filled. Please submit electronically a resume, cover letter, and a list of three (3) work-related references with “Access Services Librarian” in the subject line to Lorena Dion, Administrative Operations Coordinator: ldion@loyola.edu.

Posted in Job Vacancies
Sr. Planning and Development Specialist – GPO, Washington, D.C.
Posted on July 8, 2017 by LLAM News

Position: Sr. Planning and Development Specialist
Location: Government Publishing Office (GPO) — Washington, D.C.
Salary: $79,720 to $103,639 / per year
Full vacancy announcement available at USAJOBS:
https://www.usajobs.gov/GetJob/ViewDetails/47222660

The Planning and Development Content Management Services is responsible for the planning, development and coordination of new initiatives for electronic and web collections in support of the Library Service and Content Management mission and initiatives. Programs and projects developed in this Service result in information products and applications that are disseminated through the Library Planning and Development, Library Technical Information Services, and Collection Management and Preservation programs within the Library Services and Content Management organization.

Selectee will work shift 1 and have a tour of duty of 8:00 am to 4:30 pm.
Duties:

- Knowledge of information dissemination technology, concepts, and principles.
- Ability to apply fact-finding and analytical techniques and methods used to gather, evaluate information, and develop solutions or to draw logical conclusions.
- Ability to communicate orally and in writing with individuals and groups with diverse interests to accomplish program goals and objectives. Individuals may include GPO personnel, customers, and library or publishing agency partners.
- Knowledge of regulatory and legal requirements for Information Dissemination programs.
- Ability to apply project management principles, manage large and small projects and project teams, complete project tasks and assignments according to established timelines.

Posted in Job Vacancies

Information Specialist – Arlington, VA
Posted on July 8, 2017 by LLAM News

Position: Information Specialist
Location: FRANdata – Arlington, VA
Full vacancy announcement available at ALA JobLIST:

http://joblist.ala.org/jobseeker/job/35823982/information-specialist/frandata/?str=1&t735=176&max=25&long=1&vnet=0

FRANdata is looking for an Information Specialist to join our Information Management team. You will be focused on source data gathering- collecting franchise documents and processing data for franchise systems. You will add your experience in information management to our 25+ years, providing franchise research and information to help our clients operate and
succeed. These clients cover the entire spectrum from start-up companies to well-known global brands that have been franchising or serving the franchise vertical for decades. As the most recognized source of franchise information, analysis and advice, FRANdata has a very influential role and a very high responsibility for the future of franchising – a responsibility that begins with the information that we rely on.

Duties:

- Gather data and information about existing and new franchise brands and creatively seek franchise documents directly from them.
- Data processing – Update our proprietary corporate databases in an accurate and timely manner.
- Support data entry projects/tasks as needed.

Qualifications:

- Bachelor's degree with 2 years of corporate, legal libraries and related work experience
- Excellent interpersonal, communication and persuasion skills
- Must be comfortable speaking with clients
- Strong attention to detail
- Disciplined and organized work ethics.
- Expertise in MS excel. Proficient in other MS Office tools, Adobe, and other standard databases

Qualified applicants will be intellectually curious and enthusiastic. Attention to detail is a must, as is a strong need to be accurate in your work, but you must also be creative and thoughtful. FRANdata is a collegial environment, and all applicants should be excited to be part of a small, tight knit team. Team success as well as individual success should be an important motivator for the right candidate.

No phone calls please

Posted in Job Vacancies

Two Librarian Positions – Washington D.C. & Laurel MD

Position: IMF Research Librarian
Location: International Monetary Fund, Washington D.C.
Full vacancy announcement available at SLA Career Center:

http://careercenter.sla.org/job/imf-research-librarian-washington-district-of-columbia-1172

The successful candidate will provide research and reference services to the staff of the IMF, using his/her knowledge of economic and financial data, news, and bibliographic resources. In
keeping with the Library’s strategic planning initiatives, the Research Librarian will become a partner with specific client groups, carrying out in-depth information services. The position is part of the Library Client Services Team within the IMF Library. The team is responsible for client interactions, including answering research and reference questions, training, document delivery, interlibrary loan and managing the physical space.

Position type: Full Time  
Experience level: 2 – 5 years  
Education level: Master’s Degree

**Position: Reference and Circulation Librarian/Manager**  
Location: Maryland University of Integrative Health, Laurel MD  
Originally posted in the SLA Career Center:

[http://muih.applicantstack.com/x/detail/a2xes75r1kih](http://muih.applicantstack.com/x/detail/a2xes75r1kih)

This managerial position is exempt and full-time, working approximately 35 hours per week on a set schedule. The schedule for the Librarian/Manager includes both administrative work hours, shifts at the Library Desk and time providing research consultations and is shown below:

- **Tuesday** – 11:30 a.m. to 7:00 p.m.
- **Wednesday** – 11:30 a.m. to 7:00 p.m.
- **Thursday** – 11:30 a.m. to 7:00 p.m.
- **Friday** – 11:30 a.m. to 7:00 p.m.
- **Saturday** – 9:30 a.m. to 5:00 p.m.

As needed, the Librarian/Manager will be required to work other shifts or different hours in order to fulfill faculty requests for Library instruction within their classes, to keep the Library Desk staffed, or to accommodate student needs for research consultations.

**Essential Functions**

- Holding primary responsibility for all operations of the Library Desk including the management of: Library Desk Staff (scheduling, training, coaching, and performance appraisal), patron records, circulation functions, conflict resolution, and ready-reference work
- Serving as an on-call Library Assistant or Reference Librarian, managing the physical and virtual reference collections, creating instructional materials, engaging in research consultations
- Providing primary supervision for a staff of 3-6 part-time employees manning the Library Desk; organizing, arranging, and scheduling Library staff meetings three times per year and as requested by the Library Director
- Working shifts at the Library Desk and ensuring that the Library Desk is staffed at all times, including filling in for absentee Library Assistants when necessary
Resolving issues pertaining to customer service or satisfaction in an equitable, timely, and efficient manner

Functioning as a Teaching Assistant within the Library’s Information literacy course, working as a guest lecturer or embedded librarian within other University courses or academic events as requested

Addressing monthly overdue issues and bringing chronic overdue issues to the attention of the Budget & Acquisitions Manager

Insuring that the ILS Circulation and Patron Management functions are calibrated to accurately reflect and enforce Library policies, and maintaining patron records between the Integrated Library System (ILS) and School Information System (SIS)—or other systems utilized, including the processing of student graduation requests in a timely manner

Monitoring and troubleshooting patron issues pertaining to the ILS and other database systems, and reaching the MUIH IT department or product vendors to place service tickets as necessary

Working with Library administration, staff, and academic stakeholders about collection use and anticipated needs in order to guide collection development

Participating in meetings, conferences, events, or gatherings within or outside of the University as requested by the Library Director

Keeping up-to-date in the field of librarianship and engaging in professional development activities through graduate and post-graduate courses, membership in professional organizations, travel, staff development activities, community service, research, work experience or related activities

Generating reports and maintaining statistics

Engaging in special project work as requested

Serving on committees, with the University community

Performing other duties as necessary

Posted in Job Vacancies

Two Librarian Positions: Washington, D.C. and Bethesda, MD

Position: Senior Resource Management & Access Librarian
Location: Cooley LLP – Boston or Washington, D.C.
Full vacancy announcement available at AALL Careers:


Cooley is seeking a Senior Resource Management & Access Librarian to be part of the firm’s Research Services team. The Senior Resource Management & Access Librarian will work as a team member in firmwide collection development, including the licensing and management of electronic information resources purchased by the research services department. The Librarian will be responsible for identifying, evaluating and implementing current and emerging technologies and applications for delivery of firmwide research services.
Cooley offers a competitive compensation and excellent benefits package. EOE.

Candidates must have a Master's degree in Library or Information Science or a J.D. and at least three years' experience in electronic resource management. Also required is three plus years working in a legal workplace environment and a strong understanding of resource licensing terms. Candidates must be able to effectively negotiate licenses and purchases consistent with the research services department's collection development and fiscal policies. Also required is experience coordinating the implementation of new technologies and a proficiency with tools relevant to the research services department's technology environment. Successful candidates will have strong customer service skills and a client first focus.

**Position: SUPERVISORY LIBRARIAN (MEDICAL SCIENCES)**
Location: Uniformed Services University of the Health Sciences – Bethesda, MD
Salary: $94,796 to $123,234 / Per Year
Closing: 2017-07-06
Full vacancy announcement available at USAJOBS:

[https://www.usajobs.gov/GetJob/ViewDetails/473033000](https://www.usajobs.gov/GetJob/ViewDetails/473033000)

Uniformed Services University of the Health Sciences (USUHS) is the nation's fully accredited federal school of medicine and graduate school of nursing. Its education, research and consultation programs are unique, related directly to military medicine, tropical diseases, disaster medicine, military medical readiness and adaptation to extreme environments. We prepare outstanding scientists and health care practitioners for careers in service to the nation.

The selectee for this position will serve as a Supervisory Librarian (Medical Sciences) in the Office of the Vice President Information & Education Technology Learning Resource Center (LRC), Technical Services Branch of the Uniformed Services University of the Health Sciences (USUHS).

Posted in [Job Vacancies](#) Edit

**Two Library Positions – Washington, D.C.**

Posted on June 30, 2017 by LLAM News

**Position: Supervisory Program Specialist**
Salary: $94,796 to $123,234 / Per Year
Closing: 2017-07-12
Full vacancy announcement available at USAJOBS:

[https://www.usajobs.gov/GetJob/ViewDetails/473211700](https://www.usajobs.gov/GetJob/ViewDetails/473211700)

This position serves as a Supervisory Program Specialist in the Office of External Relations within the Law Library of Congress (LLOC). Under the direction of the Law Librarian, incumbent performs a wide variety of administrative and communication duties in support of the overall planning, development, and management of activities, projects, and programs
delegated to offices and divisions within LLOC. The incumbent participates in special projects and initiatives. In meeting mission and goals of Law Library, the incumbent serves as a liaison with various groups and individuals throughout the agency, as well as with external institutions to establish and maintain working relationships to further the objectives of the Law Library. The incumbent supervises a group of employees, coordinating and directing their activities and providing administrative and technical supervision.

**Position: Chief, Academic Services**  
Location: National Defense University – Washington, D.C.  
Salary: $107,505 to $123,406 / Per Year  
Closing: 2017-07-29  
Full vacancy announcement available at USAJOBS:

[https://www.usajobs.gov/GetJob/ViewDetails/473368200](https://www.usajobs.gov/GetJob/ViewDetails/473368200)

NDU is recruiting for Chief of Academic Services in the National Defense University Library & Learning Center. The Chief of Academic Services provides vision, leadership, and direction for a wide variety of Library & Learning Center services, including student and faculty research support, instructional services, collection development, course and curriculum development support, instructional design, and graduate writing support.

The NDU Library supports National Defense University by advancing education through teaching information fluency; collecting, organizing, making accessible, and preserving recorded knowledge and products of human creativity.

**Two Library Positions – Maryland**

Posted on **June 28, 2017** by **LLAM News**

**Title: Special Collections Librarian for Teaching and Learning**

Category: Faculty Contractual, Librarian I

Location: University of Maryland – College Park, MD


Closing Date: July 10, 2017

Full vacancy announcement available at ALA Joblist:

[Special Collections Librarian for Teaching and Learning](https://www.ala.org/joblistings/detail/37675/special-collections-librarian-teaching-and-learning)

The University of Maryland Libraries is seeking dynamic and innovative applicants for a one-year position as a Special Collections Teaching and Learning Librarian. The successful candidate will have the opportunity to contribute to a vital and growing instructional program within Special Collections and University Archives (SCUA) This position provides the opportunity to develop instructional material and to explore new technologies and approaches to engaging students with primary source materials.
For the full position description, please go to [http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions](http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions).

**Position: Translations Office Technician**  
Location: ZAI (NIH Library) – Bethesda, MD  
Originally posted on the Maryland Library Association listserv.

ZAI (Zimmerman Association, Inc.) has an immediate need for a Translations Office Technician in support of the NIH Library in Bethesda, Maryland. A division of the NIH Library, the Translations Office provides translations of materials including research publications; letters; educational records, such as diplomas and transcripts; and personal records, such as medical records.

The duties of the Translations Office Technician include facilitating customers’ translations requests, which entails intaking, assigning, and tracking translations as well as collecting, managing, analyzing, and reporting Translations Office statistics.

This position also supports the administrative of the Translations Office staff, which include two onsite translators. The Translations Office reports directly to the NIH Library Director.

**RESPONSIBILITIES:**

- Assigns translation requests to inhouse translators or contract translation agencies
- Monitors progress of translations using spreadsheets and online tracking tools
- Initially reviews translations from contract translation agencies for quality assurance based on accuracy, completeness, format of numbers, dates, currency symbols, etc.
- Returns incomplete and inadequate translations to contract translation agency for completion
- Compiles and produces monthly statistical reports and on an as-needed basis
- Maintains a spreadsheet of contract translation agencies, said agencies addresses, points of contact, fees, quality of service, and other criteria
- Identifies potential translation agencies or agents
- Serves as Maryland notary public

**ADDITIONAL DUTIES:**

- Presents project updates at interdepartmental meetings
- Supports the Translations Office with special projects, on an as-needed basis

**QUALIFICATIONS AND SKILLS:**

- U.S. Citizenship
- Bachelor’s degree
- Proficiency with Microsoft Office suite, including Outlook, Word, and Excel
- Strong commitment to customer service
Demonstrated ability to work in a collaborative, team-oriented setting
Ability to organize and prioritize workloads and meet deadlines
Careful attention to detail
Excellent oral and written communication skills

PREFERRED:

1-2 years’ prior library experience
Reading and writing fluency in Spanish

To apply, please send a cover letter, resume, and three references to Jill Konieczko
at jkonieczko@zai-inc.com.

Instructional Librarian - Garrett College
Posted on June 26, 2017 by LLAM News
Post: Instructional Librarian
Location: Garrett College, McHenry, Md
Salary: $38,903.00 – $54,600.00 (Yearly Salary)
Full vacancy announcement available at ALA Joblist.
Garrett College is looking for an instructional librarian who enjoys interacting with students and faculty and enthusiastically embraces new technologies. The Garrett College Library and Learning Commons is committed to student-centered learning and employs a program that integrates information literacy skills into the curriculum. Primary responsibilities for this position involve a broad range of user services, including reference services in traditional and electronic environments, assisting with collection development, and active participation in the information literacy initiatives, including interaction with faculty and classroom teaching of information literacy skills. Therefore, the Garrett College Library is looking for a candidate with a dynamic and engaging teaching style. An asset will be a candidate who will look forward to becoming an active participant in campus life. A copy of the job description is available at www.garrettcollege.edu under the Employment Resources Tab.

Two Library Director Positions – VA and Washington, D.C.
Posted on June 23, 2017 by LLAM News
Position: Director for the Law Library
Location: University of Virginia School of Law – Charlottesville, VA
Full vacancy announcement posted at ALA Joblist:

Director for the Law Library
The University of Virginia School of Law seeks a Director for the Law Library. Virginia is consistently ranked among the top law schools in the country and it has a distinctively collegial culture among students, faculty, administrators, and alumni. The Law Library plays an essential role in preserving this culture: by giving faculty the sophisticated research assistance they
need; by educating students in the research tools available to them; and by preserving and accessing the proliferating sources of information in our electronic age.

**Position: Library Director**
Location: Daniel Morgan Graduate School of National Security – Washington, D.C.
Salary: $75,000.00 – $150,000.00 (Yearly Salary)
Full vacancy announcement available at ALA Joblist:

**Library Director**
The Library Director is responsible for the leadership, administration, operation and supervision of the Daniel Morgan Graduate School Library. The Director serves as part of the academic leadership and reports to the Dean of Graduate Studies. This is a top notch, well-funded graduate school library, we are looking for a technically competent professional that can lead the library in the 21st century.

**Two Library Positions – Baltimore, MD**

**Position: Librarian I, NLSD**
Location: Enoch Pratt Free Library – Baltimore, MD
Salary: $39,701.00 – $47,990.00 (Yearly Salary)
Full vacancy announcement available at ALA Joblist:

**Librarian I, NLSD**
The Pratt Library is accepting applications for a Librarian I, Young Adult, Children’s or Reference for the Neighborhood Library Services Division.

All Pratt Library branches are within the Neighborhood Library Services (NLS) division. NLS division employees may be moved from one branch to another as need dictates. Flexibility on work location is a must.

This position reports to the branch manager.

The summary of duties listed below is not exhaustive. Additional duties are dependent upon the needs of the hiring division.

Answer reference and information questions for young adults or children.

Plan and implement book-talks, storytelling, and school programs for specific age-level customers.
Perform reference and reader's advisory services. Assist all customers with catalog, databases and other computer programs.

Recommend material for purchase. Prepare special reports on age-level activities.

Attend professional meetings, serve on committees and read professional literature. Maintain ongoing knowledge of age-level literature and developments in the field.

Perform related duties as assigned

**Position: Library Associate**

Location: Enoch Pratt Free Library – Baltimore, MD
Salary: $33,140.00 – $39,199.00 (Yearly Salary)
Full vacancy announcement available at ALA Joblist:

[Library Associate](#)

The Pratt Library is accepting applications for a Library Associate I, Young Adult or Children's for the Neighborhood Library Services Division.

All Pratt Library branches are within the Neighborhood Library Services (NLS) division. NLS division employees may be moved from one branch to another as need dictates. Flexibility on work location is a must.

This position reports to the branch manager.

The summary of duties listed below is not exhaustive. Additional duties are dependent upon the needs of the hiring division.

Answer reference and information questions for young adults or children.

Plan and implement book-talks, storytelling, and school programs for specific age-level customers.

Perform reference and reader's advisory services. Assist all customers with catalog, databases and other computer programs.

Recommend material for purchase. Prepare special reports on age-level activities.

Attend professional meetings, serve on committees and read professional literature.
Maintain ongoing knowledge of age-level literature and developments in the field.

Perform related duties as assigned.

Multiple Positions- Maryland

Posted on June 19, 2017 by LLAM News

Position: Assistant Director
Location: Charles County Public Library, La Plata, Maryland
Salary: $82,922.00 – $82,922.00 (Yearly Salary)
Full vacancy announcement available at ALA Joblist.
Job Summary: Under the direction of the Executive Director, plans and directs all aspects of library operations and public services including branch management and customer service practices; assists and advises the Executive Director in budget planning, long range and strategic planning and policy recommendation; fills in for the Executive Director when required. Supervises all branch managers, the bookkeeper, and the programming coordinator.

Position: Circulation Assistant
Location: St. John’s College, Annapolis, MD
Originally posted on the Maryland Library Association listserv. Full vacancy announcement available at: https://www.sjc.edu/annapolis-job-openings#CA
Essential Duties and Responsibilities: Provides circulation service and reference service to patrons; maintains reserve collection, material on hold shelf, and the new book shelf; assists patrons with use of computers, printer, scanner, and AV equipment; assists with training of student assistants and provides updates on student assistants’ performance; maintains weekly on-desk and off-desk schedules; reviews and submits student assistant time sheets; assists with interlibrary loan processing, creates electronic finding aids, oversees shelf-maintenance, including shelving and shelf-reading; oversees inventory activities for all collections, including managing the progress of the inventory and searching for missing materials; identifies materials in need of repair; orders and maintains inventory of office supplies; serves as trouble shooter for all the equipment in the public areas; maintains statistics for head and entry counts; opens and closes library on weekends and weekday evenings; maintains newspaper collections including checking in and claiming newspapers; submits money deposits to Business Office; ensures that the library is safe and secure in the absence of a full-time staff member; tracks work orders for various offices and vendors; represents the College in a professional manner.
Work requires stooping, reaching, pushing book carts, and lifting.

Position: Director of Library and Media
Location: Carroll Community College, Westminster, MD
Salary: $61,012 – $81,828
Originally posted on the Maryland Library Association listserv. Full vacancy announcement available at:
http://www.carrollcc.edu/sites/carroll/Templates/ContentPreview.aspx?id=13924
FUNCTION: The Director of Library and Media administers and supervises all operations of the college’s library and media services in order to assure the provision of a full range of library and research services for students and faculty. The Director also provides leadership for developing long-range plans and deploying technical innovations to improve and expand Library and Media services. Specific responsibilities include: developing and enacting library philosophy, mission, and goals, creating and interpreting library policies and procedures and administering library budget; providing leadership with regard to information literacy goal implementation for the college community; planning, organizing, and managing all library operations including reference, circulation, technical services, collection development/acquisition, library instruction and instructional media development; overseeing the arrangement and maintenance of the library’s physical facilities and equipment; supervising all Library staff including Electronic Resources Librarian, Public Services Librarians, Technical Services Librarian, Library Technicians, Media technicians, and Aides; designing and implementing plans for promoting use of the library, both on campus and in the community, and maintaining a strong liaison with the college faculty and staff; representing or designating representative for Library and Media on all relevant college committees; coordinating the provision of space, security, and computer and technology related needs for the library and media office in conjunction with other college services; coordinating functions of media office including equipment inventory and delivery, media production, media collection, and streaming video; working with Community Media Center in cooperative ventures including public access Channel 18, shared equipment, and community broadcasting at the college; serving as the copyright officer for the college providing guidance and advice to the college community with regard to copyright issues; updating copyright policies and compliance statements; developing and maintaining liaison with Carroll County Public Library and McDaniel College Hoover Library through the Carroll Library Partnership (CLP) to promote cooperation, networking, expediting referrals, and ensuring optimal use and deployment of the shared automated library system; participating in the ongoing work of the community college library consortium (MCCLC) and performing other duties as assigned.

Multiple Positions- Washington DC and Virginia

Position: Law Librarian
Location: Wilkinson Barker Knauer LLP, Washington DC

Wilkinson Barker Knauer, LLP seeks a dynamic Law Librarian to assist its top-tier communications, trademark and energy practices in Washington, DC. This position is responsible for managing the operations of the library, offering professional law library services to attorneys/staff, and performing substantive research and marketing duties. Additional responsibilities include preparing and monitoring budgets, maintaining our social media presence, promoting our Intranet portal, assisting with the external promotion of the firm, and monitoring legislative and policy developments. We provide competitive compensation and benefits, and an enjoyable, good-natured work environment. The firm consistently is involved in cutting-edge legal, policy, transactional, and business issues for a broad array of industry-leading clients. We also have managed to avoid strict hierarchies,
thick policy manuals, or a bureaucratic outlook. This position is ideally suited for someone who is capable of working independently, with minimal supervision, and equally well as part of a team.

Qualifications:

MLS or equivalent advanced degree preferred
Significant legal research experience required
Minimum 5 years’ experience in library management, web design and/or marketing preferred
Demonstrated aptitude for research and analysis
Experience with a wide variety of electronic resources such as Lexis, Bloomberg BNA, and other standard law library applications.
Compensation based on experience. To apply, please submit your resume to Staffrecruiting@wbklaw.com

**Position: Librarian (Acquisitions Specialist)**
Location: Library of Congress, Washington, DC
Salary Range: $54,972.00 to $71,467.00 / Per Year
Full vacancy announcement available at USAJOBS: [https://www.usajobs.gov/GetJob/ViewDetails/472321300](https://www.usajobs.gov/GetJob/ViewDetails/472321300)

This position is located in the Acquisitions Section of the Copyright Acquisitions Division, and serves as a Librarian (Acquisition Specialist).

The position is responsible for identifying, selecting, and acquiring materials in assigned formats, contacting domestic publishers to obtain or relay information related to the mandatory deposit of published works and for ensuring proper handling and security of all Library and Copyright Office materials.

**Position: Central Library Services Division Chief**
Location: Arlington, VA
Salary: $98,155.00 – $184,246.00 (Yearly Salary)
Full vacancy announcement available at ALA Joblist.

Arlington’s next Central Library Services Division Chief will have the opportunity to supervise the Library system’s busiest and largest facility. With responsibility for overall management of Central Library Services, this Division Chief is a member of a dynamic and dedicated senior management team and works collaboratively with the Branch Services Division Chief to coordinate overall service delivery to the public.

Three Positions – Washington, D.C. and Alexandria, VA

Posted in Job Vacancies by LLAM News
Position: Research & Reference Librarian
Location: LAC Federal – Washington, D.C.
Originally posted on the Maryland Library Association listserv. Full vacancy announcement available at:

Apply online at: https://goo.gl/M5Sdjy
LAC Federal is seeking an experienced Research and Reference Librarian to work at a major Federal Library in the DC area. This is a long term role (renewed every 6 months), full-time (40 hour per week; Monday – Friday), benefited position.

RESPONSIBILITIES:

The Librarian will work with a Federal information center to assist in acquiring, evaluating and synthesizing research and information products focused on animal welfare in agriculture and scientific research.
Analyze and assess information products using the National Agriculture Library Thesaurus (NALT) and other tools in order to improve the accuracy and coverage of searches.

QUALIFICATIONS:

Master’s Degree in information or library science with 1-2 years’ experience specializing in animal science, biomedical research, zoology, biology, or veterinary science. Knowledge of animal health, care and welfare, particularly as these topics apply to laboratory animals, preferred.
A degree in relevant field with 2-3 experience working in a library may substitute for a library degree.
Practical knowledge of a wide range of techniques, methods, sources and procedures within the functional information area (e.g., database searching, reference, web site management and use of new and emerging technology tools to share information). Ability to effectively search and use the internet and bibliographic databases.
Ability to work alone and as part of a team and manage several tasks simultaneously.
Ability to organize thoughts and to express them clearly and concisely in both written and oral communication.
Knowledge of information management, thesauri, taxonomies, and the construction of bibliographies is essential.
Ability to meet strict standards for quality and compliance.

Apply online at: https://goo.gl/M5Sdjy
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.
Position: Digital Curator
Location: LAC Federal – Alexandria, VA
Originally posted on the Maryland Library Association listserv. Full vacancy announcement available at:

Please apply online at: https://goo.gl/iaegLm
LAC Federal is seeking a part-time Digital Curator to support a Federal Library in the Alexandria, VA, area. The Librarian will be responsible for managing a digital collection in a wide variety of formats in a digital content management system and an Integrated Library System. This is a 20 hour per week position and work is performed on-site during regular business hours.

Responsibilities:

Responsible for managing a digital collection in a wide variety of formats in a digital content management system and an Integrated Library System.
Assist in the planning, development and implementation of the CMS and will use metadata schemas, and widely recognized standard to create, describe, and preserve digital objects and ensure the continued access to these assets.
Ensure that the naming conventions are consistent throughout the CMS and ILS and will monitor the continued health of the system.

Qualifications:

Degree in MLS or MLIS from an ALA accredited institution
Knowledge of standards and practices related to digital object management
Excellent oral and written communication skills
Effective teamwork and collaboration skills
Ability to build relationships and respond courteously and effectively to customer needs
Ability to adjust productively to and communicate about change
Ability to take initiative to learn new knowledge and skills

Please apply online at: https://goo.gl/iaegLm

Position: Librarian
Location: LAC Federal – Alexandria, VA
Originally posted on the Maryland Library Association listserv. Full vacancy announcement available at:

Apply online: https://goo.gl/JxO1T1
LAC Federal is seeking a Librarian to support a Federal Library in the Alexandria, VA, area. The Librarian will provide research, reference, inter-library loan, cataloging, and training and
outreach support for collection consisting of physical and digital items. This is a long term full-time contract (40 hour per week; Monday – Friday), benefited position.

Responsibilities:

Provide research/reference service both online and in person.
Provide cataloging support to ensure that the library’s catalog is accurate and meets the most current standards.
Process ILL requests and provide circulation duties for the physical items in the collection.
Participate in marketing and outreach of the library services.
Keep current trends in library technologies and make suggestions that will improve or enhance access to the Library’s online content.
Support training by coordinating with vendors and providing direct training to users.
Assist in collection development and maintenance of the physical and virtual collections.
Assist in planning, developing and implementing digital content management solutions and curating the digital collection.
Other duties include tracking usage statistics, participation in special projects as assigned.

Qualifications:

Degree in MLS or MLIS from an ALA accredited institution.
Professional knowledge of the theories, concepts, principles and techniques of librarianship in order to provide effective reference support.
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.

Apply online: https://goo.gl/JxO1T1

Position: Part-time Librarian/Copy Cataloger
Location: LAC Federal – Suitland, MD
Originally posted on the Maryland Library Association listserv. Full vacancy announcement available at:

Apply online at: https://goo.gl/Lt2Dul
LAC Federal is seeking a part-time Librarian/Copy Cataloger to work at a Federal Agency in Suitland, Maryland. The Librarian will support the library as they work to complete a backlog of titles for copy cataloging using a SIRSI integrated library system (ILS) and OCLC ensuring that all titles meet current RDA standards. This is a 12 hour per week position and work is performed on-site during regular business hours.

Responsibilities:
Provide support at the reference desk for interlibrary loan (ILL), research/reference support, and other front desk duties. Other duties as assigned including indexing and abstracting of business or scientific documents, public and technical services expertise, Web site development and/or online searching experience.

Qualifications:

At least 2 years' experience providing the duties described in this position  
Knowledge of cataloging and RDA standards  
Experience using an ILS, particularly SIRSI Dynix  
Experience provide ILL and reference support  
Excellent communication and customer service skills  
Ability to work collaboratively with other library and agency staff

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, National Libraries and prominent government agencies.

Position: Young Adult Services (Associate Librarian I)  
Location: The Fletcher Branch of the Washington County Free Library  
Originally posted on the Maryland Library Association listserv.

The Fletcher Branch of the Washington County Free Library, YA Dept. has an immediate opening. This is a full-time vacancy available for an Associate Librarian I. He/she must be an energetic, team-oriented YA Library Associate with a strong public service commitment. Candidate must provide library service and programming for and with young adults and those who work with young adults. Constant contact and collaboration with young adults (typically ages 13-18) including those with diverse backgrounds and abilities. It is essential that the candidate be team minded, and be open to changes as new ideas and programs emerge. Also must secure Maryland Certification within 24 months of appointment. Application and cover letter must be received not later than 5 PM, June 23, 2017.

A work schedule that includes evenings, Saturday and Sunday hours.

Education/Qulification:  
Bachelor's degree. Experience in work for and with young adults (ages 13-18).
Applications can be downloaded from our website: [www.washcolibrary.org](http://www.washcolibrary.org)
Email: [admhr@washcolibrary.org](mailto:admhr@washcolibrary.org)
FAX 301-739-7603
Mailing address: Washington County Free Library, 100 S. Potomac Street, Attn: Administration, Hagerstown, MD 21740.

**Position: Children’s Associate Librarian I (Part-Time)**
Location: The Fletcher Branch of the Washington County Free Library
Originally posted on the Maryland Library Association listserv.

Children’s Associate Librarian I (Part-Time) The Fletcher Branch of the Washington County Free Library has an immediate PT, 20 hours per week position for a Children’s Associate Librarian I. The tentative schedule is Tues., Wed. and Thurs 5:15 to 9:15 pm and Sat. 8:45 am to 5:15 pm. Duties include: Thursday evening story time; Saturday movie and science programming; children’s reference work – answering a wide range of questions by phone & email as well as helping children and families find information in the library’s collections; assisting the public in the use of library resources, facilities, and equipment, helping full time staff with children’s programs, and other duties as assigned. KSA: Bachelor’s degree required; strong computer skills, excellent oral and written communication skills are a must. Candidate must be comfortable working with children. Previous experience with library and /or children’s work desired. Valid driver’s license required. Must secure MD Certification with 2 years of appointment. To apply, please complete an application which can be downloaded from our website [www.washcolibrary.org](http://www.washcolibrary.org). Submit your application, cover letter and resume.
Deadline: 5:00 PM Friday, June 23, 2017

Selected application will be selected for interview.

**Position: Library Media Specialists**
Location: Prince George's County Public Schools
Salary Range: $46,844 – $101,783
Closing Date: August 31, 2017
Originally posted on the Maryland Library Association listserv. Full vacancy announcement available at:

[Library Media Specialists](http://www.dreamlinks.com/)
We need library media specialists in Prince George's County Public Schools for SY2017-18 and hope that you will share this information with others.

Those interested in employment may apply through our online [iRecruitment](http://www.iRecruitment.com) site. If you apply, I would also ask you to let me know by email ([sblohm@pgcps.org](mailto:sblohm@pgcps.org)) so I can follow your application process with our Human Resource partners.
Questions about our positions may be directed to this office, 301-386-8208, or my email, [sblohm@pgcps.org](mailto:sblohm@pgcps.org).
Position: Educational Programming Coordinator
Location: Maryland's iSchool, College of Information Studies University of Maryland, College Park
Best Consideration Date: 6/23/17
Closing Date: 7/4/17
Contractual 2 positions
Originally posted on the Maryland Library Association listserv. Full vacancy announcement available at:

Apply here: https://ejobs.umd.edu/postings/52235

Under the supervision of the Director of Academic Programs, the Educational Programming Coordinator supports programming, events, and other learning opportunities for degree and non-degree seeking participants.

Minimum Qualifications: A Bachelor's and 3 years of relevant experience. Additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience. Experience working in education, professional education, or higher education. Excellent oral, written, and communication skills. Experience working with diverse populations including students, faculty, staff, campus administrators and the public. Project management skills. Experience with event management. Ability to work independently as well as part of a team. Demonstrated skill in interpreting academic material and adapting it for oral presentation and in a wide variety of written materials.

Preferences: Master's degree is a related field. Familiarity with the University of Maryland systems and processes. Experience with program evaluation and assessment. Experience providing professional/career development programming for higher education students.

Position: Marketing and Recruiting Coordinator
Location: Maryland's iSchool, College of Information Studies – University of Maryland, College Park
Closing Date: 7/14/17
Exempt position
Originally posted on the Maryland Library Association listserv. Full vacancy announcement available at:

To apply please visit: https://ejobs.umd.edu/postings/52249

Description: The Marketing and Recruiting Coordinator assists the Communications Manager of the communications team in the development and execution of marketing strategies with a strong focus on new student recruitment. Marketing strategies to recruit prospective students will account for 50% of this role’s focus, with 50% of the role dedicated to marketing strategies for other target audiences.
Minimum Qualifications: B.A. or B.S. Degree in Marketing, Communications or a related field and 2-4 years of marketing experience OR 6 or more years of marketing experience with no degree (An equivalent combination of education and/or experience may be substituted for the degree). Experience includes events management, tactical execution of marketing strategies, and content development. Ability to be self-guided and to initiate, organize, and manage multiple projects through inception to completion. Ability to establish and maintain collaborative relationships with colleagues, vendors, and partners. Exceptional verbal and written communication skills, with a strong attention to detail. Solid computer proficiency (MS Office, Google Docs, social media platforms). Experience working in higher education and working across various stakeholder groups (faculty, staff, students, partners). Experience in student recruitment or other related types of target audience acquisition.

Preferences: Experience establishing and tracking marketing metrics, inclusive of initial reach measurement and end-result conversion rates. Advanced computer proficiency (design/content layout, Hootsuite, website content updating). Ability to take quality photographs at events for use in print and digital communications.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.

Posted in Job Vacancies

Two Librarian Positions – Washington, D.C.

Posted on June 9, 2017 by LLAM News

Position: Reference Librarian
Location: LAC Federal – Washington, D.C.
Originally posted on the Maryland Library Association listserv.

LAC Federal is seeking a Reference Librarian responsible for Due Diligence Research, Business Intelligence and Market Analysis to work at an information center in the Washington, DC area. This is a full time contract (40 hour a week; Monday to Friday) benefited position.

Responsibilities:

You will provide research/reference services focused on international business development, finance, economics, environmental policy, foreign investment, energy and law.
You will perform Character Reference and Due Diligence research and keep the on-line Intranet page for the website up-to-date.
You will participate in marketing and outreach of the library services meeting with user groups, and helps to curate and distribute information and news alerts on relevant topics. In addition to these duties, you will support the center by participating in outreach and marketing campaigns, assisting patrons in using the libraries resources, and support the technical services staff as needed.
Other duties include tracking usage statistics, participation in special projects as assigned.

Qualifications:

Degree in MLS or MLIS from an ALA accredited institution
Professional knowledge of the theories, concepts, principles and techniques of librarianship in order to provide effective reference support.
Solid foundation in basic principles of research combining electronic and print resources to provide both quick solutions and in-depth research.
Ability to identify or devise unorthodox and creative research approaches to respond to project related requests.
Knowledge of international business or related topics such as company intelligence, finance, economics, industry sectors and environmental issues.
Proficiency with a variety of generalized and specialized electronic information systems including: LexisNexis and Factiva (command versions preferred).
Proficiency and practical experience using Microsoft Office Suite especially Word, Excel and Outlook.
Proficiency with general Internet search techniques.
Must be open to taking direction and able to follow established policies/procedures.
Experienced in prioritizing projects, meeting deadlines and contributing effectively within a small group environment.
Responses to client requests will be organized, concise and will highlight key issues/data.
Must be team oriented with excellent interpersonal communications skills to establish and maintain cooperative working relationships within the library and with library clientele.
Ability to work in a fast-paced, information intense environment

Please apply online at: https://goo.gl/0bAAcc
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.

**Position:** Reference/Interlibrary Loan Librarian
**Location:** LAC Federal – Washington, D.C.
Originally posted on the Maryland Library Association listserv.
LAC Federal is seeking a Reference/Interlibrary Loan Librarian to work for a federal agency in Washington, D.C. The primary duties of this role are to provide reference services at the Reference Desk and through the Knowledge Services Center (KSC) mailbox, manage the interlibrary loan processes, prepare research guides, manage the library’s semi-monthly New Books Guide and Google Group, search commercial databases, train end users on effective search techniques, conduct copy cataloging, use social media tools to promote library resources, and make recommendations for new resources. This is a full time long term (40 hour a week; Monday to Friday) benefited position. Applicants who meet the qualification with Active Security Clearance are encouraged to apply.

Responsibilities:

Provides reference services through regular duty at the reference desk and by responding to virtual information requests using a wide variety of databases including Nexis, Factiva, EBSCO databases, and Web of Science.
Manages daily interlibrary loan functions, including selection of document provider; tracking ILL usage statistics and managing interlibrary loan invoices. Collaborates with the E-Resources Librarian to suggest additions to the library collection based on ILL activities and needs.
Trains clients and staff in effective search techniques for e-resources.
Investigates researches and participates in implementation of technologies that make it easier for clients to access information resources online without assistance (such as portals and LibGuide sites).
Identifies and recommends relevant electronic resources for acquisition and serves as liaison for e-resource vendors.
Manages the KSC mailbox on a rotating basis by checking the mailbox hourly, acknowledging or forwarding requests, and carrying out due diligence research, database searches, book renewals and other actions in response to requests.
Participates in library outreach activities such as office presentations and orientations for USAID staff and other user groups aimed at increasing the visibility of the Knowledge Services Center throughout the international development community.
Manages the current awareness guide “New Books in the USAID Library” by writing abstracts of print materials, videos and e-books as well as maintaining the “New Books in the USAID Library” Google Group.
Performs copy cataloging for input into OCLC using recognized standards
Uses social media tools such as blogs and wikis to promote Knowledge Services Center products and services.
Stays abreast of the information needs and trends within the areas of foreign assistance, economic development, and development organizations; stays abreast of trends in library and information science.
Contributes to the reporting requirements of the contract, including inputting monthly statistics into the management information system.
Other duties as assigned i.e. shelving materials, creating book displays, special projects

Qualifications:
Master’s degree in library and information science from an ALA-accredited program. Minimum one-year experience providing reference services, with the skills and ability to conduct in-depth reference interviews. Experience with online database searching, including but not limited to Factiva, EBSCO databases, and Web of Science. Experience with customized information delivery and knowledge or/experience with portal services. Experience using OCLC system including interlibrary loan functions and cataloging subsystem. Copy cataloging and authority control experience a plus. Experience with training end users in the effective use of e-resources. Demonstrated experience with integrated library systems. Knowledge of SpringShare services i.e. LibGuides, LibAnswers, Excellent oral and written communication skills. U.S. citizenship required.

For immediate consideration, please Apply online at: https://goo.gl/td3kKO
NOTE: Must have or be able to obtain Secret Clearance.

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, National Libraries and prominent government agencies.

Part-Time Reference Librarian – Arlington, VA

Position: Part-Time Reference Librarian
Location: George Mason University Law Library – Arlington, VA
Originally posted on the Law Librarians’ Society of Washington, D.C. Jobline:

http://www.llsdc.org/llsdc-jobline
The George Mason University Law Library invites applications for a part-time reference librarian vacancy.

Responsibilities:
1. Provide reference assistance to faculty, students, alumni, and public patrons in the library reference office via in-person, telephone, and email consultation.
2. Assist students who are engaged in researching and writing a note or comment of publishable quality for their Scholarly Writing class by reviewing and commenting on research outlines, meeting with students by appointment, and assisting those who stop by the Reference Office without an appointment.
3. Provide teaching assistance in the Legal Research Writing and Analysis program ("LRWA"), including occasional evening teaching.
4. Assist with keeping research guides up-to-date and well maintained.
5. Perform faculty and project research as assigned by and to assist the full-time Reference Librarians.
6. Other related duties as assigned.

Qualifications: Required—J.D. and an ALA-approved MLS (or equivalent degree) with law library reference experience. A J.D. with library reference experience and enrollment in an MLS program may substitute for the MLS degree requirement. Teaching or training experience is preferred.

Hours: 20 hours per week, from 9 a.m. to 1 p.m., plus some evening teaching.

Location: On-site in the Law Library.

Position begins: July 31, 2017 (some flexibility on start date).

Reports to: Head of Reference and Instructional Services.

Compensation: Hourly wage, commensurate with experience.

Parking/Metro/Bicycle: Parking is not provided by employer and is on-street at metered parking spaces, or in a pay-for garage. The Law Library is a five-minute walk from the Metro Orange and Silver lines' Virginia Square/GMU station. Metro fare is not provided by employer. The campus is equipped with bicycle racks, both outside and covered inside the parking garage.

To apply: Please email a cover letter, resume, and list of three references to Ellen Feldman, Head of Administrative and Access Services, at efeldma3@gmu.edu. Review of applications will begin immediately and continue until the position is filled.

George Mason University is an equal opportunity/affirmative action employer, committed to promoting inclusion and equity in its community. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability, or protected veteran status.
Position: Librarian, Cataloging and Metadata
Location: Arlington, VA
Salary: $55,660.80 – $89,107.20 Annually
Originally posted on the Potomac Technical Processing Librarians (PTPL) listserv.

Join an innovative team that continuously strives to anticipate and meet community needs, maintain rich library collections, and improve upon a 98% customer satisfaction rating. Cataloging and Metadata Services is part of a Materials Management Division that centrally acquires, catalogs, classifies, and processes all materials for Central Library, seven branches, and the Pop-Up location, and maintains the integrity of a database of 300,000+ catalog records.

Specific responsibilities include:
• Playing a key role in the ongoing upkeep and maintenance of the library’s cataloging, authority control, receiving, and processing workflows.
• Insuring that print, non-print, and electronic resources are accessible to borrowers in the most timely and cost-effective manner possible.
• Supporting the manager in quality control for the cataloging and processing of all library materials, while maintaining proper cataloging standards and procedures.
• Keeping abreast of emerging trends, innovations and best practices affecting library systems and catalogs, and of methods of electronic resources management and metadata standards.
• Ability to use cataloging tools, such as MarcEdit, OCLC Connexion Client and Sierra’s global update and create lists functions. Implements changes and enhancements to the library database.
• Performing original and copy cataloging in all formats. Proven working knowledge of cataloging tools and resources (DDC, USMARC, RDA, AACR2, LCSH, LCNAF and LCC), and performing batch-loading of large vendor sets.
• Coordinating database policies and procedures for the library system, and performing database maintenance practices.
• Incorporating new ways of leveraging technology for collecting, organizing, and providing access to library materials.
• Supporting the cataloging and metadata needs of the Center for Local History.

The successful candidate will be able to help leadership inspire a broad and shared vision for innovative library services, demonstrate the ability to work quickly and accurately in a service and production-oriented environment, and thrive in a fast-paced, rapidly changing workplace.

Selection Criteria
Minimum Qualifications: Master’s Degree in Library Science from an ALA accredited college or university, plus two years' professional experience providing library services with at least one year in cataloging related work.

The ideal candidate will have experience providing programming or technical services that include the following:
• Knowledge of automated library cataloging, metadata standards, authority control, and acquisitions processes, such as Dewey Decimal Classification, AACR2, MARC21, LCSH, OCLC and LC subject headings, RDA, and LCNAF;
• Working with vendors to outsource cataloging and processing library materials, including those pertaining to shelf-ready product delivery;
- Workflows to incorporate new technologies or shifts in cataloging priorities.
- Knowledge of integrated library systems and statistical analysis;
- Understanding of typical collection development, acquisitions, and processing practices of a large library; and/or
- Experience with technical services modules of Innovative Interface’s Sierra or other automated systems.

Two Librarian Positions – Maryland

Position: Digital Projects Librarian
Location: Frostburg State University – Frostburg, Maryland
Salary: Commensurate with experience (minimum $55,000)

Responsibilities: Under the direction of the Library Director and in collaboration with the User Services and Library Technology Divisions, manage digital collections and implement digital projects from inception to completion. Coordinate cross-departmental project workflows and identify collection development opportunities, including seeking grant funding. Research, plan, and provide technical expertise for digital initiatives. Support digital content creation and conversion, interoperability of platforms, and integration of digital resources into library web pages, as well as opportunities for expanding digital services. Manage and promote the local instance of the MD-SOAR shared digital repository platform. Coordinate the Library’s role in the final processing of the institution’s electronic theses and dissertations. Collaborate with computing staff on technical infrastructure needed to manage a digital library. Keep current on trends in digital collections, institutional repositories, scholarly publishing, and data curation; utilize appropriate design principles, coding and metadata standards, and best practices for managing a digitization program.

Position: Collection Development Librarian
Location: Anne Arundel County Public Library – Annapolis, MD

Salary range: $51,445 – $85,684

Originally posted on the Maryland Library Association listserv. Full vacancy announcement available at the Anne Arundel County Public Library website:

http://www.aacpl.net/positions/collection-development-librarian-1
Minimum Requirements:

Possession of a Master’s Degree in Library Science from an American Library Association-accredited program plus three years professional-level library experience in collection development including one year supervisory responsibility.

Necessary Special Requirements: Ability to secure certification as a Professional Public Librarian in the State of Maryland within 120 days following appointment; ability to meet re-certification requirements by completing 90 contact hours of continuing education every 5 years.

Responsibilities:

Planning and carrying out activities related to system-wide materials selection and to the overall management of the system's print and media collections. Administrative work such as reporting and recordkeeping, participating in formulating and executing goals and objectives, and participating in tasks and projects with other members of the Support Services Department.

Two Librarian Positions – Washington, D.C.

Position: Law Librarian

Location: Wilkinson Barker Knauer LLP – Washington, D.C.

Full vacancy announcement available at AALL Career Center:

http://careers.aallnet.org/jobs/9105990/law-librarian

Wilkinson Barker Knauer, LLP seeks a dynamic Law Librarian to assist its top-tier communications, trademark and energy practices in Washington, DC. This position is responsible for managing the operations of the library, offering professional law library services to attorneys/staff, and performing substantive research and marketing duties. Additional responsibilities include preparing and monitoring budgets, managing our social media presence, maintaining and expanding our Intranet portal, assisting with the external promotion of the firm, and monitoring legislative and policy developments. We provide competitive compensation and benefits, and an enjoyable, good-natured work environment. The firm consistently is involved in cutting-edge legal, policy, transactional, and business issues for a broad array of industry-leading clients. We also have managed to avoid strict hierarchies, thick policy manuals, or a bureaucratic outlook. This position is ideally suited for someone who is capable of working independently, with minimal supervision, and equally well as part of a team.

Qualifications:
MLS or equivalent advanced degree preferred

Significant legal research experience required
Minimum 5 years’ experience in library management, web design and/or marketing preferred
Demonstrated aptitude for research and analysis
Experience with a wide variety of electronic resources such as Lexis, Bloomberg BNA, and other standard law library applications.

Compensation based on experience. To apply, please submit your resume to Staffrecruiting@wbklaw.com

**Position Title: Librarian, Specialist in Subject Metadata Generation (Temporary, 180 days)**
Grade & Salary Range: GS-13 – $94,796.00 to $123,234.00 / Per Year
Who May Apply: US Citizens
Number of Positions: 1
Location: Washington, D.C. (Capitol Hill)
Contact Information: Pat Case, Legislative Information Section Head, CIP pcase@crs.loc.gov
Full vacancy announcement available at AALL Career Center:


Librarian, Specialist in Subject Metadata Generation (Temporary, 180 days)

The Congressional Research Service (CRS), Office of Congressional Information and Publishing (CIP), seeks a Specialist in Subject Metadata Generation (Specialist in Legislative Information System Management, GS-13), to join the Legislative Information Section for a 180 day temporary appointment.

The Specialist will work solely on automating subject metadata generation for Congress.gov. Depending on the recommendations of the Congress.gov Metadata Enhancement Project, the incumbent will pilot the application of the selected metadata generation tools to Congress.gov data and/or explore recommendations in the Congress.gov Metadata Enhancement Project Report.

All librarians with a Master of Library Science degree or equivalent, a technology background, experience with automated subject metadata generation tools, and experience with indexing and taxonomy construction are encouraged to apply. A GS-13 appointment requires extensive experience working with taxonomies and automated subject metadata generation tools.
**Position: Law Librarian**  
Location: LAC Group – Washington, D.C.  
Full vacancy announcement available at the LAC Group website:

LAC Federal is seeking an experienced Law Librarian with expertise in the use of SharePoint to manage and track legal document workflows, and to create and populate legal and administrative forms in Adobe, Microsoft Word, InfoPath and other tools. This is a 1-2 year full time position (40 hour a week; Monday-Friday) benefited.

**Responsibilities**

- Responsible for Knowledge Management using SharePoint to support office staff
- Create and maintain digital libraries containing relevant documents and articles on specific legal topics
- Train staff on the use of the KM tools and other information products
- Provide research assistance.

**Qualifications**

**Education Qualifications:**
- Juris Doctor (JD) degree  
  OR  
- Masters of Library and Information Science (MLIS) with a Special Certificate in Law Librarianship  
  OR  
- Two years as a professional law librarian  
  Minimum of 2 years administering, maintaining, and updating a knowledge management system (SharePoint strongly preferred)
- Proven ability to learn quickly and adapt to new situation
- A solid understanding of legal documentation
- Candidate may substitute 3 years of work of experience managing a knowledge management system for the above Education Qualifications provided they also have:
  - Three years of equivalent professional level experience working as a law librarian; OR
  - A Bachelor's Degree from an accredited college or university
- Recently completing a Federal Background Investigation a plus

**Position: Supervisory Librarian**  
Location: Government Accountability Office – Washington, D.C.
Salary Range: $117,040.00 to $161,900.00 / Per Year
Closes: Friday 6/2/2017
Full vacancy announcement available at USAJOBS:

https://www.usajobs.gov/GetJob/ViewDetails/469970600
This position is located in GAO’s Applied Research and Methods (ARM) team. ARM contributes
to the overall quality of the information that GAO provides in support of Congressional and
Federal agency decision making; and provides objective support to GAO teams. The team is led
by the Managing Director, who directs the design and execution of appropriate methodologies
that help GAO reports and other documents improve government operations through
subordinate operational centers: the Center for Design, Methods and Analysis; the Center for
Economics; the Center for Evaluation Methods and Issues; the Center for Enhanced Analytics;
and the Center for Science, Technology and Engineering. The centers offer expertise in many
areas including cost analysis, engagement design, economics, data analysis, evaluation, science,
statistics, surveys, technology, engineering, and IT security.

Position: Research Librarian
Location: LAC Group – Washington D.C.
Full vacancy announcement available at the LAC Group website:

Research Librarian
LAC Federal is seeking a Research Librarian for a major library in Washington, D.C. to provide
research and reference services to client staff using his/her knowledge of data, news and
bibliographic resources to meet the information needs. Work will be performed on site. This is
a full-time term position NTE 1 year, and is eligible for PTO and benefits.

Duties:

Meets the information needs and provide state-of-the-art library research services to client
staff by:
- Responding to client’s requests for information using a variety of print, electronic and data
  resources including economic and financial databases or services like Moody’s, S&P, Fitch,
  DataStream, Capital IQ, etc.
- Evaluating, developing and implementing research projects as well as integrating library
  contents on institutional web sites
- Develops information products and deliver library services by:
  - Creating information products, such as research guides, customized information packages,
    quick reference tools etc., to meet immediate and ongoing information needs of the staff
  - Working closely with the departments on best ways of making library electronic resources
    available via their information/knowledge sharing systems (Intranet, SharePoint sites, mobile
    devices, etc.)
- Increase effectiveness of use of library services by participating in the Library training and
  outreach projects.
Qualifications:

MLS or related degree with 2+ years’ experience in research and reference with a focus on economics or related subjects
Experience evaluating user interactions with electronic information systems
Familiarity with economic and financial data concepts and experience using and managing commercial data services
Ability to logically organize and work with large quantities of data is an asset
Ability to interview users to understand their information needs
Ability to evaluate and search news, bibliographic, data and statistical services and deliver research and reference services
Excellent interpersonal and communication skills and the ability to contribute in a team-based environment.

Position: Deputy Director, Office of Library Services
Location: Institute of Museum and Library Services – Washington, D.C.
Originally posted on the Maryland Library Association listserv.

We’re looking for our new Deputy Director, Office of Library Services—someone to help us reach and engage the library, archives and related information services sectors across the country. This key role translates IMLS goals and strategies into planning, executes on a grant-making portfolio, assesses effectiveness, and helps inform IMLS’s research and policy work. You’ll oversee a productive team of staff working on the Grants to States Program, the Native American and Native Hawaiian Library grants, the National Leadership Grants for Libraries, and The Laura Bush 21st Century Librarian grant program as well as contribute to cross agency initiatives.

Do you have a background in helping libraries and/or archives provide essential services to the public?
Knowledge of the roles of professional development and technology capabilities in deepening and broadening the reach and impact of libraries and archives? In addition to having a master’s degree in library science, do you have expertise in the integral roles of libraries in areas such as workforce development, early learning, financial literacy, community wellbeing, educational resources, and community identity?

Come join our team in a leadership role and help support these vital institutions.

Who are we? The Institute of Museum and Library Services (IMLS) is a federal agency that helps ensure that all Americans have access to museum, library, and information services. We’re an independent grant-making agency and the primary source of federal support for the nation’s approximately 123,000 libraries and 35,000 museums. Through our work with individuals, institutions, and communities across the country, we have a role to play in enhancing the work of individual libraries and archives as well as the support the field as a whole.
What’s the work? Your responsibilities would cross strategic and managerial, individual and team-based: work with peer leaders across the agency to develop agency-wide goals, strategies and plans and oversee the management of all OLS grants programs, ensuring compliance with federal regulations, and determining opportunities for dissemination of project results, research findings, and best practices. You’d monitor the overall effectiveness of the OLS grant programs and guide the decision-making processes around program adjustments and development. Importantly, you’d ensure that the OLS programs are responsive to the needs of the library/achieve field and ultimately the communities and end users who benefit. This role serves as the primary representative of the agency to the library and archives profession; representing IMLS at national, regional, and international meetings related to the library community or its current issues. You’ll bring to the role your knowledge of the associations, networks, working groups, and consortia across public, school, and academic libraries and archives. In addition, you’ll draw upon experience formulating and implementing major internal program and policy initiatives, budget and personnel management, and in directing a library or archives organization in the accomplishment of short- and long-term objectives. You thrive upon networking with the field to glean ideas combined with using data analysis, trends investigation, and scenarios to understand options. Acting as a “business owner” for OLS, this role ensures that agency priorities and strategic goals are achieved via an integrated OLS portfolio to support and engage the library/archive field using a diversity of vehicles (e.g., convening’s, speaking at conferences, engaging with current and future partners and stakeholder groups, open grants, out of cycle grants, cooperative agreements). It is also important to actively coach and mentor OLS staff and to foster a collaborative and positive working environment.

Interested candidates should contact Antoine Dotson, Director of Human Resources, for more details about the position or to submit their resume and letter of interest: adotson@imls.gov Position open until filled.

Multiple Positions- Virginia

Position: Library Director
Location: City of Falls Church, VA
Salary & Benefits: $118,000+ per annum, depending on qualifications.
Full vacancy announcement available at ALA Joblist.

The City of Falls Church is recruiting for an experienced Library Director for the Mary Riley Styles Public Library, 120 N. Virginia Avenue in the City. The City has a population of approximately 14,000 and is located seven miles from Washington DC in Northern Virginia. The award winning library is a single building with 17.85 FTE, is open 64 hours a week, has a collection of 148,000 items, and 28,000 registered borrowers. It circulates about 470,000 items a year, answers about 67,000 reference questions a year, and has about 300,000 visits each year from City residents, and from residents of surrounding jurisdictions using the reciprocal borrowing agreements in place. Work is performed under the general supervision of the City Manager with monthly reports to the Library Board of Trustees, a seven member citizen body appointed by the City Council. This position oversees supervision of all library employees and works with a Library Management Team, composed of five library department supervisors. The Library Director is a member of the City’s Leadership Team and serves as an ex officio member of the Library Foundation. The Mary Riley Styles Public Library will be embarking on a 6,600
Position: Librarians- Children’s, Adults, or Teens
Location: Loudoun County Government, Leesburg, VA
Hiring Range: $34,206-$49,002.
Full vacancy announcement available at [ALA Joblist](https://www.alastore.ala.org/joblist).
Positions are currently located at the Sterling Library and Gum Spring Library, but location is subject to change at any time based on LCPL operational needs. This job recruitment may also be used to fill future vacancies at any LCPL location.

Loudoun County Public Library (LCPL) is currently seeking energetic, creative, tech-savvy people with a passion for providing exceptional customer service to join us as a Children’s, Adult, or Teen Services Librarian. LCPL is committed to building community 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. These positions focus on services to children, adults and teens.

Position: Supervisory Position- Teen Services
Location: Loudoun County Government, Leesburg, VA
Salary: $46,304.00 – $67,567.00 (Yearly Salary)
Full vacancy announcement available at [ALA Joblist](https://www.alastore.ala.org/joblist).
Position is currently located at the Rust Library, but location is subject to change at any time based on LCPL operational needs. This job recruitment may also be used to fill future vacancies at any LCPL location.

Loudoun County Public Library seeks a proven leader for a full-time supervisory position to oversee Teen Services at the Rust Library. This position will support a fast-paced, dynamic environment which promotes learning and creativity, and creates opportunities for teens to be a part of the library. The successful candidate will have overall responsibility for the management and administration of programs and services for Teens in the branch including facilitating the use of technology such as video, audio, and gaming systems. This position will be responsible for the training, supervision and evaluation of department staff. Additionally, this position is part of the branch’s management team. The successful candidate must demonstrate commitment and knowledge of the mission of the public library in the 21st century.

Position: Special Collections Librarian
Location: Mount Vernon Ladies’ Association
Full vacancy announcement available at [ALA Joblist](https://www.alastore.ala.org/joblist).
The Special Collections Librarian is the lead administrator, scholar, and curator of rare books, manuscripts, newspapers, maps, ephemera, and other rare printed and rare published materials held at the Fred W. Smith National Library for the Study of George Washington at Mount Vernon. Reporting to the Chief Librarian and Archivist, the Librarian will oversee an extraordinary collection of approximately 14,000 rare items related to the life and legacy of
George and Martha Washington, the Washington and Custis families, Mount Vernon, Colonial America, 18th Century Life, Slavery, the American Revolutionary War, and the Early Republic.

**Multiple Positions- Washington, DC**

*Posted on* **May 10, 2017** by **LLAM News**

**Position: Administrative Librarian**

Location: Commander, Navy Installations, Washington, DC  
Salary Range: $70,000.00 to $95,000.00 / Per Year  
Full vacancy announcement available at  
USAJOBS: [https://www.usajobs.gov/GetJob/ViewDetails/469403700](https://www.usajobs.gov/GetJob/ViewDetails/469403700)

Primary purpose of this position is to serve as the Navy General Library Program (NGLP) Administrative Librarian. The Navy General Library Program is located within CNIC, N9 FFR, N92 Fleet Readiness, N922 Recreation Branch. The NGLP manages the MWR Library Program for the Navy as a whole and as such the Administrative Librarian will play a significant role in determining the future of library service to Sailors and their families through Shore & Fleet Libraries as well as the digital library program. The Shore Libraries are brick & mortar library programs; the Fleet Libraries are found in all USS Class vessels (260) and the Digital Library Program involves providing electronic library services 24/7/365 worldwide through Navy portals.

**Position: Librarian-Digital Projects Coordinator**

Location: Library of Congress, Washington, DC  
Salary Range: $112,021.00 to $145,629.00 / Per Year  
Full vacancy announcement available at  
USAJOBS: [https://www.usajobs.gov/GetJob/ViewDetails/469409600](https://www.usajobs.gov/GetJob/ViewDetails/469409600)

Serves as an expert in the organization, development, and implementation of multiple complex projects involving the lifecycle management of digital content. Serves as a project leader or team leader for working groups, task forces, or ad hoc groups which have been assigned responsibility for specific digital media content development and/or lifecycle management projects or tasks. Coordinates the details involved in special projects, defining tasks/assignments. Identifies, develops, and implements options for improving the performance of the plans/projects.

**Position: IMF Head Librarian**

Location: International Monetary Fund, Washington, DC  
Full vacancy announcement available at [ALA Joblist](http://www.alastore.ala.org/joblist).

To apply for this position, please visit the IMF Careers page [www.imf.org/jobs](http://www.imf.org/jobs) (Job Title: Section Chief (Library), Job Number 1700531).

The International Monetary Fund (IMF) is seeking an experienced, forward-looking, innovative and transformational information management services professional to lead and assume the responsibilities for the strategic planning, direction, and management of the IMF Library.
successful candidate will provide vision and leadership in the innovative delivery of services as well as manage a large specialized library in the IMF headquarters in Washington, D.C.

Interested in learning more about this position and the IMF? Join us for a WebEx meeting on Tuesday, May 16th 9:00 a.m. EDT. (To attend this meeting: Call 30498 (When in IMF HQ) or +1-202-623-0498 (When outside IMF HQ); The audio meeting ID is: 992 242 433; This meeting does not require a password; To use WebEx web collaboration features (audio, video, and desktop sharing), click here: https://imfwebex.imf.org/orion/joinmeeting.do?MK=992242433).

Posted in Job Vacancies

Librarian- United States Holocaust Memorial Museum, Bowie, MD

Position: Librarian
Location: United States Holocaust Memorial Museum- Bowie, MD
Originally posted on University of Maryland blogMLIS.

The United States Holocaust Memorial Museum has a job opening for a librarian. Information is at https://www.ushmm.org/information/career-volunteer-opportunities/careers/librarian. The United States Holocaust Memorial Museum is looking for an innovative and passionate individual to join our team and inspire citizens and leaders worldwide to confront hatred, prevent genocide, and promote human dignity. The National Institute for Holocaust Documentation of the United States Holocaust Memorial Museum is currently seeking a Librarian.

This position is located in the United States Holocaust Memorial Museum Library, which is a specialized library dedicated to Holocaust and genocide studies. The Library provides library and archival reference services to a wide variety of users, including Museum staff, resident and visiting scholars, and the general public. The Librarian will primarily function to provide library and archival reference services, ensuring the availability of expert coverage in the Library and Archives Reading Rooms, but will also perform other library functions, including collection development, collections management duties, and expanding access to digital resources.

The duty station will eventually be located at the David and Fela Shapell Family Collections, Conservation and Research Center in Bowie, Maryland.

This is a full-time donated position (non-Federal) paid with the Museum's private funds with a two year work assignment, and includes benefits.

Posted in Job Vacancies

Three Library Positions – Washington, D.C.
Position: Associate Dean  
Location: UDC-DiSCSL Charles N. & Hilda H.M. Mason Law Library  
Full vacancy announcement available at Law Librarians’ Society of Washington, D.C. Jobline:  

http://www.llsdc.org/llsdc-jobline  
The UDC David A. Clark School of Law is seeking an Associate Dean for the Charles N. & Hilda H. M. Mason Law Library, which is open to the public. The present associate dean is retiring as of June 30, 2017. The Associate Dean directs and oversees administrative functions of the School of Law Library; directs the Legal Research Program (a one credit course for 1Ls taught by paid adjunct professors); develops the acquisitions policies and budget for the law library; plans and supervises the facilities and technologies used by the school of law and library; develops the faculty liaison program and the reference program for all patrons; and supervises the library and AV/IT staff. The Library will be moving to new spaces within the year in the school of law building. Salary range is $104,301.92 to $128,868.45. A juris doctorate (J.D.) degree from an accredited law school in the United States and a master’s degree in library science from an ALA accredited school is required, together with at least five (5) years of professional experience with at least two (2) years of demonstrated administrative library experience.  

For a more detailed description of duties, and to apply, see the University website: http://udc.applicantstack.com/x/detail/a2hbyxh9bd7q?sort=1&sortdir=a.  

Position: Librarian  
Location: The Center of Military History, HQDA Field Operating Agencies and Staff Support Agencies – Washington, D.C.  
Salary Range: $79,720.00 to $103,639.00 / Per Year  
Closes: Thursday 5/11/2017  
Full vacancy announcement available at USAJOBS:  

https://www.usajobs.gov/GetJob/ViewDetails/468046600  
Duties  
Evaluate the Historical Library Program to determine if it meets the needs of the staff and outside researchers.  
Provides reference services, answering questions having a wide range of difficulty many requiring specialist knowledge of U.S. and foreign military history, political history and specialized knowledge of available sources.  
Provide budget management services for the library and automation management services.  
Accomplishes contract management duties in the procurement of library and automation products and services.  
Responsible for the execution of the Library budget and maintenance of necessary accounting records.  
Responsible for the formulation and implementation of reference/research policies and collection development policy for the library.
Position: Cataloging and Metadata Librarian  
Location: Library of Congress – Library of Congress  
Salary Range: $66,510.00 to $86,460.00 / Per Year  
Closes: Wednesday 5/17/2017  
Full vacancy announcement available at USAJOBS:  

https://www.usajobs.gov/GetJob/ViewDetails/469066300

The Congressional Research Service (CRS), Knowledge Services Group (KSG) seeks a Cataloging and Metadata Librarian to join the Technical Services Unit in the Reference and Information Services Section.

The selectee will be responsible for performing original and complex copy cataloging and preparing bibliographic records and/or metadata to represent the information and research resources in the CRS collections and databases, including elements such as description, subject analysis, access to content, authority control, quality control, metadata application, and metadata-related decision making, i.e., the determination of which metadata standard to use. Other duties include performing database maintenance and ensuring quality control of bibliographic, holdings, and item records in an integrated library system; serving as a resource person and trainer for library technicians concerning metadata, cataloging, database maintenance, and workflow issues; and working with KSG management to develop, revise, and/or implement cataloging and metadata policies and procedures.

The ideal candidate will bring an awareness and understanding of current and emerging standards in cataloging and metadata application such as RDA, Dublin Core, AACR, LCSH, MARC 21, and LC Classification.

Posted in [Job Vacancies](Edit)

**Access Services Librarian: Anne Arundel Community College**

*Posted on May 1, 2017 by LLAM News*

**Position: Access Services Librarian**  
Location: Anne Arundel Community College, Arnold, MD  
Originally posted on the Maryland Library Association listserv.

Anne Arundel Community College in Arnold, Maryland, is seeking an Access Services Librarian. This 12-month faculty position oversees circulation services and archives and also participates in the library instruction and reference desk rotation. To learn more about the position, please go to [https://aacc.hiretouch.com/job-details?jobID=119&job=instructor-assistant-professor-12-months-librarian](https://aacc.hiretouch.com/job-details?jobID=119&job=instructor-assistant-professor-12-months-librarian). Applications are accepted online at the same link through May 16, 2017.

Posted in [Job Vacancies](Edit)
Two Library Positions – Washington, D.C. and N. VA

Posted on April 28, 2017 by LLAM News

Position: Librarian
Location: Library of Congress – Washington, D.C.
Salary Range: $54,972.00 to $71,467.00 / Per Year
Closes: Tuesday 5/9/2017
Full vacancy announcement available at USAJOBS:

https://www.usajobs.gov/GetJob/ViewDetails/468531400

This position is located in any of the divisions that come under the Directorate of Acquisitions and Bibliographic Access. It is a hybrid position that combines major duties of both the acquisition specialist and the cataloger. Often there will be a foreign language requirement for this position depending on the geographical area for which cataloging or acquisitions functions are being performed. For example, staff selecting and cataloging materials from South America need knowledge of the Spanish language. (See attached listing of approved foreign language.) The incumbent uses a specific foreign language skill to perform the following major duties. This position will require the incumbent to have knowledge of China and Chinese language.

This position is located in the China Section, Asian and Middle Eastern Division, Acquisitions and Bibliographic Access Directorate, Library Services.

Position: Supervisory Position – Children’s Services
Location: Loudoun County Public Library
Salary: $46,304.00 – $67,567.00 (Yearly Salary)
Full vacancy announcement available at ALA Joblist:

Supervisory Position – Children’s Services
Loudoun County Public Library (LCPL) is committed to building community 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 these positions 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. These positions are responsible for recruitment, selection, training, management, coaching and evaluation of Children’s Services staff; they participate in system and branch planning for services to children; are a member of the branch management team and serve as person-in-charge of the library in the absence of senior staff. All Children’s Services staff members deliver high-quality service that guides children, parents, and caregivers to discovering information, ideas, knowledge and skills. They lead their customers in understanding and making effective use of technology for learning, creativity, communication and entertainment. The successful candidates will
understand the community and work with external and internal partners to strengthen the ties between the library and the public and foster a positive team whose performance and dedication are essential to the Library’s mission.

Posted in Job Vacancies Edition

Two Library Positions – Maryland
Posted on April 26, 2017 by LLAM News

Position: President and CEO
Location: Howard County Library System – Ellicott City, MD
Salary: $150,000.00 (Yearly Salary)
Full vacancy announcement available at ALA Joblist:

President and CEO
Interested in leading an award-winning library system that is highly respected and valued as an indispensable educational institution, alongside the county’s school system and community college? Do you:
• Lead the design and delivery of an ever-evolving and pertinent curriculum for students of all ages,
• Motivate the delivery of exceptional customer service,
• Empower your team members, unleashing their creativity and innovation,
• Build partnerships at every opportunity, and
• Fully embrace the Libraries = Education vision?

If so, we invite you to apply to be Howard County Library System’s next President & CEO.

Position: Lower School Librarian
Location: Holton-Arms School - Bethesda, MD

Originally posted on the UMD iSchool MLS listserv.

Holton-Arms School invites applications for the position of Lower School Librarian (grades 3-6). Qualified candidates will have a Master's degree in Library Science as well as experience teaching at the elementary level. The ideal candidate will be passionate about books and engaging with young people. They will work to enhance the reading culture of the lower school through dynamic programming both in the library and in coordination with the greater lower school community. Our librarian will be comfortable working closely with our talented and dedicated faculty from all disciplines and will provide instructional and material support for the curriculum. Successful candidates must be familiar with computerized sources of information, emerging technologies, children's literature, and library media center operations. The successful candidate will need to work with grade-level teachers to incorporate information literacy skills throughout the curriculum, and will need to work closely with the Lower School Technology Coordinator to ensure implementation of technology proficiencies. Collegiality, professionalism, and excellent communication skills are highly valued at the School. The School is looking for a person who will be enthusiastic about working with lower school girls. This position reports to the Director of Library Information Services.
DLA Piper is a leading global business law firm. We are committed to attracting, developing and retaining the best people across our practice and business service groups. We are looking for collaborative, results-oriented people who enjoy working in a fast-paced environment and have exceptional problem-solving skills. If you are a highly talented business & legal research analyst interested in working closely with clients, attorneys and paralegals, we want to hear from you!

This position is located in the Washington, DC office. Relocation available in accordance with the firm’s policy.

The business & legal research analyst position provides research expertise and analysis to lawyers, paralegals and staff. Candidates must be able to quickly evaluate all research inquiries to determine the best methods and resources necessary to complete each request. This position requires the ability to prioritize requests, analyze results, compile answers and communicate research findings in a clear and concise manner. The business & legal research analyst may perform training and conduct outreach activities at the local office level.

To learn more about DLA Piper, please visit our website at: http://dlapiperus.referrals.selectminds.com/jobs/business-legal-research-analyst-902

Two Library Positions – Washington, D.C.

Position: Special Assistant (Spec Asst to Deputy Assoc Libn for LS-Operations)
Location: Library of Congress – Washington, D.C.
Salary Range: $112,021.00 to $145,629.00 / Per Year
Closes: Friday 5/5/2017
Full vacancy announcement available at USAJOBS:

https://www.usajobs.gov/GetJob/ViewDetails/468290100

Provides personnel, fiscal, administrative, and operational support to the Deputy Associate Librarian for Library Services in both the day-to-day activities and the long-term management
of Administrative Services to meet the mission and program goals of the Service Unit. Provides budget and procurement support, including ensuring compliance with Library policies and procedures. Assesses program effectiveness or the improvement of complex program and management processes and systems encompassing difficult and diverse functions or issues that affect critical aspects of the major programs of The Library of Congress. Provides program support to the Deputy Associate Librarian who is responsible for a range of activities and programs and must regularly interact with other Library Services directors, chiefs, and staff as well as staff from other service units within the Library at all levels and with national and international library, scholarly and cultural communities. Plans, recommends and participates in developing strategies for implementing planning for short- and long-range goals of the directorate and Service Unit. Recommends organizational or process changes. Acts at all times in a confidential manner with respect to any policy decisions which might have labor-management implications and takes part in discussions with Library officers who formulate or effect labor relations policies. Serves as a member of the Administrative Services management team, participating in meetings and overseeing operations of the Office.

**Position: Law Library Stack Technician**  
Location: Library of Congress – Washington, D.C.  
Salary Range: $44,941.00 to $58,428.00 / Per Year  
Closes: Thursday 5/11/2017  
Full vacancy announcement available at USAJOBS:

[https://www.usajobs.gov/GetJob/ViewDetails/468174200](https://www.usajobs.gov/GetJob/ViewDetails/468174200)  
Retrieves requested items from the world’s largest and most complex legal collection. Requests may come directly from Congress, the Supreme Court, U.S. foreign government agencies, national and international academic, research and scientific institutions, the professional and business communities, general public patrons, and Library of Congress staff. Retrieves and supplies the legal materials in a prompt and efficient manner to all clients. Provides expedited responses for legal reference and research materials to priority clientele, such as Congress or the Supreme Court. Searches and retrieves materials requested by the Law Curator and/or patrons wishing to consult materials assigned to the Law Library Rare Book Room. Checks various in-transit locations and tracks down the not-on-shelf (NOS) items.

Performs all types of materials searches in the Law Library stack collection, Law Library Rare Book Collection, Law Library Reading Room Collection and the Law Library Foreign Law Research Center. Independently locates items not readily available on shelf. Determines advanced search strategies and conducts bibliographic and special searches in automated or manual files for incompletely or inaccurately cited requests or those for which insufficient bibliographic data is given. Assists Law Library of Congress staff and clients locate items by checking in files such as the Class K shelflist and other automated and manual Law Library files. Searches the Library’s integrated library system (ILS) to determine whether the requested item has been charged out, is in processing, or at bindery. Reports findings on specific identification of items and other pertinent information such as number and location of copies/sets, assignments, date recorded or shelflisted, etc.
Three Positions – Maryland

Position: College Librarian
Location: Goucher College – Baltimore, MD
Full vacancy announcement available at ALA Joblist:

College Librarian
Goucher College seeks a dynamic college librarian who will work collaboratively with faculty, students, and staff to position the library as the academic learning center, a vibrant hub that integrates student learning and success with information and digital literacy. The successful candidate will provide the strategic vision and leadership needed to redefine the library as the college beyond the classroom, the site where students develop a habit of mind through mastery of skills and confidence gleaned through reflection, relationships, and resilience; where they are inspired to learn independently, with and among others, guided to ideas through reading, viewing, listening, and mining information resources in diverse formats; and where they experience the joys of life-long learning and membership in a diverse, inclusive, and socially conscious community of critical thinkers. Reporting to the provost and serving on the Provost’s Council, the college librarian will work closely with other campus departments and offices.

Position: Visiting Teaching & Learning Librarian
Location: St. Mary’s College of Maryland – St. Mary’s City, MD
Salary: $40,000.00 – $45,000.00 (Yearly Salary)
Full vacancy announcement available at ALA Joblist:

Visiting Teaching & Learning Librarian
The Library, Archives, and Media Center at St. Mary’s College of Maryland, invites applications for a one-year Visiting Teaching & Learning Librarian position. The Library seeks an enthusiastic and creative librarian to teach course-integrated information literacy classes, provide research support to students and faculty, and develop library collections. This is a great opportunity for a new or early career librarian interested in gaining experience as a liaison librarian in a small, supportive, undergraduate-focused liberal arts environment. This one-year appointment will prepare the librarian for continued successful employment in academic libraries. As liaison to the anthropology, political science, psychology, and educational studies departments, the Visiting Teaching & Learning Librarian will work collaboratively with librarians and faculty to develop and teach information literacy classes, assess student learning, develop collections, and provide research assistance in those subject areas. The successful candidate will have the opportunity to explore additional professional interests in this position in the areas of user experience research, web design, outreach and engagement, or any other library-related topics of their choosing.

Position: Executive Director
Location: Citizens for Maryland Libraries
Salary: $30.00 per hour, no benefits
Deadline: May 8, 2017
Originally posted on the Maryland Library Association listserv.

CML promotes enhanced library service for all Maryland libraries.

The Executive Director will support the work and mission of CML. Run day to day operations and further the work of the organization. Includes management, planning, marketing, membership and administrative work.

CML is looking for a person with strong written and verbal communication, interpersonal skills, ability to work effectively with diverse groups of people, organizational and administrative skills, passion for library excellence, organizational and administrative skills.

Required: Bachelor's Degree
Preferred: Experience with public libraries, experience working with volunteer board

This position is part time, approximately 25 hours a month and includes Saturday board meetings. The pay is $30.00 per hour, no benefits.

Visit https://citizensformarylandlibraries.org for more information. Find direct links to the Job Announcement and Job Description at:
https://citizensformarylandlibraries.org/resources/Documents/EDjobannouncement.pdf
https://citizensformarylandlibraries.org/resources/Documents/EDjobdescription.pdf
To apply, send letter of interest and resume to CMLEDsearch@gmail.com. Deadline May 8, 2017. Applications will be accepted until position is filled. First consideration will be given to applications received by the deadline. EOE.

Librarian – Washington, D.C.

Position: Librarian (Reference)
Location: Library of Congress – Washington, D.C.
Salary Range: $54,972.00 to $71,467.00 / Per Year
Closes: Tuesday 5/9/2017
Full vacancy announcement available at USAJOBS:
https://www.usajobs.gov/GetJob/ViewDetails/467982900

The Geography and Map Division is responsible for the acquisition, processing, preservation, duplication and reference servicing of the cartographic collections of the Library. These collections consist of maps, atlases, globes, three dimensional objects, digital files (CDs/DVDs/Tapes), research collections, pamphlet collections and reference work sheets pertaining to or describing the collections and the history of cartography globally. The Division maintains a fully equipped digital laboratory to handle the conversion of original cartographic objects to digital format. The Division maintains the Congressional Cartography Program
directed to producing maps on demand for Congress, or through the Congressional Research Service. The Geography and Map Division is the largest map collection in the world. The reference librarian provides reference services in the reading room of the Geography and Map Division and serves under the direction of the Team Leader.

Two Positions – Enoch Pratt Free Library, Baltimore, MD

Posted on April 14, 2017 by LLAM News

Position: Librarian Supervisor II, Children’s Department
Closing Date/Time: Wed. 04/26/17 11:59 PM Eastern Time
Salary: $65,900.00 – $88,600.00 Annually
Originally posted on the Maryland Library Association listserv. Full vacancy announcement available at:

Librarian Supervisor II, Children’s Department

Management Responsibilities:

Assuring excellent customer service with adherence to the Library’s mission
Ability to design and implement relevant children’s programming and outreach to a broad, diverse statewide customer base
Develop relevant training for local and statewide public library staffs
Function effectively and collaboratively as a member of the SLRC management team
Planning and project management related to the Library’s and the State Library Resource Center’s Strategic Plan
Supervision and evaluation of Children’s Department staff and programs

Core Skills:

Application of existing and emerging technologies and their role in children’s services
Awareness of trends in children’s service and 21st century learning skills
Confident presentation skills on all age levels with the emphasis for children
Flexibility and collaboration looking beyond tradition
Knowledge of trends and criteria of children’s materials in all formats
Understanding the role of information literacy encompassing all related areas
Writing for the web

Position: Library Professional Assistants (LPA) for the State Library Resource Center Division (Part-time)
Library Professional Assistants (LPA) for the State Library Resource Center Division

The summary of duties listed below is not exhaustive. Additional duties are dependent upon the needs of the hiring department/division.

Provide reference and reader’s advisory service to walk-in, telephone, and electronic Library customers using both print and electronic resources.

Advise customers on library activities, programs, resources and various public services.

Participates in a variety of library activities such as book talks, and programs for library customers and the general community. Reviews and recommends materials to be included in library collection. Interprets library rules and policies for customers.

Must be available for evening hours and weekends. Flexible hours not to exceed 19 hours per week.

Perform related duties as assigned

Reference Librarian (Law Firm) – Washington, D.C.

Posted on April 12, 2017 by LLAM News

Position: Reference Librarian

Location: Epstein Becker & Green, P.C. – Washington, D.C.

Full vacancy announcement available at the Law Librarians’ Society of Washington, D.C. Jobline:

http://www.llsdc.org/llsdc-jobline

The law firm of Epstein Becker & Green, P.C. is recruiting to fill a new Reference Librarian position in the Washington, D.C. office. The Reference Librarian will work as part of a research team to provide reference, research and information services.

RESPONSIBILITIES
Provide reference and research assistance to attorneys and paralegals of the firm, including support for attorney professional development, client development projects, marketing, speaking engagement preparation, and specialized legislative and regulatory research.

Provide Interlibrary Loan service as needed.

Daily monitoring and dissemination of targeted news, legislative, litigation, and regulatory developments to specific attorney interest groups.

Assist with any of the following: 1) client billing for research services and invoice payment; 2) orientation of new attorneys and paralegals; 3) user training and password management for research resources; 4) cataloging; 5) monitoring and editing of research pages on firm intranet; 6) coverage of essential duties in the absence of the Library Assistant

QUALIFICATIONS

Qualified candidate must possess a Master’s degree in Library Science from an ALA-accredited program; One to two years’ relevant Library experience in a law firm or corporate environment; Strong customer service skills; Ability to prioritize and manage deadlines and assignments; Excellent organizational, project management, communication, and interpersonal skills; Ability to work independently as well as collaboratively; Database research experience with legal and business databases including but not limited to, Lexis, PACER, WK/CCH, Dun & Bradstreet; Cataloging experience a plus; Ability to lift heavy items and perform related physical activities.

TO APPLY

We thank all applicants for their interest, however we are only able to contact candidates selected for follow up. Please send resume and cover letter containing salary expectations to Donna Shumaker, Director of Library Services, at DShumaker@ebglaw.com. No agencies, please.

Two Positions- Maryland

Position: Assistant Branch Manager II- Adult Services
Location: Bel Air Branch or Abingdon Branch, Harford County Public Library
Starting salary: $26.72 – $29.74 per hour, annualized to $52,099 – $58,000

Responsibly for directly supervising the adult services staff and oversees, plans and implements adult library programs at one of HCPL's 2 largest branches; Provides reference, collection maintenance and readers' advisory services to the public; Serves on the branch management team assisting with operations and activities and may assist with teen and
children’s programs and reference services; Participates in training of reference staff; Supervises other branch staff/volunteers, as assigned; Shares a leadership role in developing system-wide adult services and activities. The Abingdon Branch position leads the Innovation Lab and other technology efforts. The Bel Air Branch position oversees system-wide reference training program and Passport services. Performs other duties as assigned.

Please click below to access the application for this position: https://home.eease.adp.com/recruit/?id=15579101

**Position: Discovery Librarian**

Location: University of Maryland, College Park

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

Come work at University of Maryland College Park, the flagship institution of the University System of Maryland! Applications now being accept for a Discovery Librarian. Under the direction of the Discovery and Metadata Services department, the Discovery Librarian has a significant role in the management and development of the Libraries’ discovery environments. The incumbent will improve discovery or and access to the Libraries’ digital and print collections through a wide array of activities, including metatdata analysis, configuration, enhancement, and maintenance.

Job link – https://ejobs.umd.edu/postings/50757

Posted in **Job Vacancies**

**Multiple Positions- Washington, DC**

Posted on **April 10, 2017** by **LLAM News**

**Position: Librarian**

Location: Library of Congress, Washington, DC

Salary Range: $54,972.00 to $71,467.00 / Per Year

Full vacancy announcement available at USAJOBS: https://www.usajobs.gov/GetJob/ViewDetails/467450400

This position is located in any of the divisions that come under the Directorate of Acquisitions and Bibliographic Access. It is a hybrid position that combines major duties of both the acquisition specialist and the cataloger. Often there will be a foreign language requirement for this position depending on the geographical area for which cataloging or acquisitions functions are being performed. The incumbent must be proficient in English and Finnish or Estonian in order to perform cataloging and acquisitions duties for materials from Finland or Estonia.

**Position: Supervisory Librarian (Head, Digital Content Management)**

Location: Library of Congress, Washington, DC

Salary Range: $112,021.00 to $145,629.00 / Per Year

Full vacancy announcement available at USAJOBS: https://www.usajobs.gov/GetJob/ViewDetails/467449900

This position is located in the Digital Content Management Section, Digital Collections Management and Services Division, Technology Policy Directorate, Library Services.

Duties:
Coordinates, determines, and manages projects within the section. Serves as a technical expert in the planning, management, and execution of digital collections projects and activities within the scope of the section. Applying broad knowledge of digital libraries and technical solutions provides expert analysis and advice and develops solutions to solve complex issues and problems associated with digital lifecycle management. Identifies and applies new analytical techniques to address situations that are unique or not previously encountered.

Oversees the development of requirements related to the management of digital content under care of the section. Directs studies and testing of digital library best practices and standards. Develops cost estimates and IT investment packages to support digital content acquisition and curation programs. Serves as advisor and liaison to the Chief of Digital Collection Management & Services Division on matters pertaining to digital collections lifecycle activities. Establishes and maintains effective working relationships with Library staff at multiple levels and across service unit lines on digital collections management.

**Position: Information Manager**  
Location: American Library Association, Washington, DC  
Salary: $45,000.00 – $55,000.00 (Yearly Salary)  
Full vacancy announcement available at ALA Joblist.  
The Information Manager provides information services to advance ALA’s lobbying and public policy work. These services include traditional librarian roles such as performing reference and collection development as well as broader tasks such as conducting literature reviews and developing syntheses in support of policy work. The Information Manager also has responsibilities that are unique to a Washington office context such as tracking legislation.

The oversight and management of the office's web presence falls within the responsibilities of the Information Manager. We also look to the Information Manager to provide guidance and take initiative towards continuing improvement in our information services, importing best practices from other comparable organizations.

Two Positions – Washington, D.C. and N. VA/Telework

Two Positions – Washington, D.C. and N. VA/Telework

This position closes soon and interviews will be taking place next week! Don’t miss this opportunity to get a foot in the federal government without having to go through USA Jobs!
Senate Commerce Committee seeks a full-time, non-partisan Archivist to assist Majority and Minority staffs.

Responsibilities include:

- overseeing management of Committee records, policies and procedures;
- preservation of paper and electronic records including social media records and Web source files and e-mail;
- serving as liaison with the Senate Archivist and the National Archives; and
- assisting staff to develop practices to facilitate good records management.

This individual must be a self-starter; will work independently to organize a large backlog of historical electronic and paper records covering complex commerce, science, and transportation policies; and ideally should have some previous experience, and familiarity with, U.S. Senate records management.

Knowledge of professional ethics and strong organizational skills is required. In addition, experience with PC based processing programs, such as Microsoft Word, Excel, and Access Database is required.

Candidates should email a cover letter, resume and writing sample to JOBS@commerce.senate.gov, with the subject line “Committee Archivist Referral.

**Position: Resource Coordinator (Part-time)**

Location: Association of Chamber of Commerce Executives (ACCE) – Telework or Alexandria, VA

Salary: $19.00 – $23.00 (Hourly Wage)

Full vacancy announcement available at ALA Joblist:

[Resource Coordinator](#)  
Essential Duties & Responsibilities:

- Work closely with the Director of Information and Research to improve, maintain and expand current, relevant, and high quality research resources.

- Curate, maintain, and update an organized and easily navigable structure for online information.

- Cultivate and make available best practices in chamber management.

- Promote and support a Q & A service for ACCE members (including, chat, email, phone, etc).
Continuously build, expand, and promote the services and information provided in HERO: Help, Expertise, and Resources Online.

Support ACCE staff, and provide training where appropriate, in providing excellent member service and in expanding ACCE’s resources. Work with staff to realize the association’s goals through a team effort.

Work with ACCE staff to create new research and to update resources in individual topic areas.

Maintain positive relationships and respond to staff, members, prospective members, interested parties and others to ensure the highest quality of service and uphold ACCE’s mission.

Research and write about topics and best practices of importance to ACCE members.

Serve as a support role for project management for content under the surveys and data area of HERO.

Support and contribute to the work of ACCE’s benchmarking surveys and data.

Conduct webinars for members on the use and resources of HERO.

Build relationships with members and outside organizations that share a work interest.

Perform special projects as assigned.

Two Library Positions – Maryland

Posted on April 7, 2017 by LLAM News

Position: Branch Manager
Location: St. Mary’s County Library – Charlotte Hall, MD
Salary: Grade 9, starting at $54,845, with full benefits
Closing Date: May 5, 2017
Start Date: June 12, 2017

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

https://www.stmalib.org/jobposting/branch-manager-i/

DUTIES INCLUDE:
Under the direction of the deputy director and as a member of the administrative team, directs and coordinates operations and activities of a branch, including personnel. Plans, implements, and evaluates all library services within a branch. Manages library collections, branch budget allocations, and cash collection. Supervises the daily operations of the branch. Hires, supervises and develops staff. Assists customers; negotiates and resolves difficult customer transactions. Serves on administrative team. Requests and coordinates facility maintenance needs with appropriate county departments. Collects and analyzes statistics. Plans, directs, or carries out library promotion and outreach activities.

**Position: Part-time Library Associate**  
**Location:** Wicomico Detention Center  
Originally posted on the Maryland Library Association listserv. Vacancy announcement available at: [Part-time Library Associate](#)

- Provides customer support and information services to the inmates at the Wicomico County Detention Center. Maintain the library book program. Provide assistance using the online and print resources for basic legal information. Help with researching legal topics.

**Qualifications**

Bachelor's degree or two years relevant experience required. Position based at Wicomico County Detention Center, reporting to the Deputy Director of Programs and Services. Some travel may be required for continuing education, meetings, community events, and related activities. Light physical effort in the handling of light materials or boxes up to 30 pounds. Must pass background and drug testing.

Posted in [Job Vacancies](#) by LLAM News

**Three Library Positions – Washington, D.C. and Maryland**  
**Position: Dean, Library & Learning Center Services**  
**Location:** National Defense University – Washington, D.C.  
**Salary Range:** $149,337.00 to $165,000.00 / Per Year  
**Closes:** Thursday 5/4/2017  
Full vacancy announcement available at USAJOBS:

[https://www.usajobs.gov/GetJob/ViewDetails/463758700/](https://www.usajobs.gov/GetJob/ViewDetails/463758700/)
NDU is recruiting for a Dean, Library and Learning Center Services in the National Defense University Library who will provide vision and leadership to unite a variety of campus-wide services which promote student learning. The Dean reports to the University Vice-President, Academic Affairs and has full managerial responsibility for planning, programming, budgeting, and operation of the Library & Learning Center.

The NDU Library supports National Defense University by advancing education through teaching information fluency; collecting, organizing, making accessible, and preserving recorded knowledge and products of human creativity.

National Defense University (NDU) develops joint warfighters and other national security leaders through rigorous academics research and engagement to serve the common defense.

This is a Title 10 Excepted Service Appointment. Appointment is not to exceed 3 years with the possibility for extension.

The President has ordered a government-wide hiring freeze subject to certain limited exemptions. This position is subject to the hiring freeze. Although we are moving forward with the consideration of candidates, we will not make a selection for this vacancy announcement unless and until the position is no longer subject to the hiring freeze.

**Position: Metadata Services Librarian**

Location: The George Washington University – Washington, D.C.

Salary: $47,000.00 (Yearly Salary)

Full vacancy announcement available at ALA Joblist:

Metadata Services Librarian

GW Libraries and Academic Innovation (GWLI) is a catalyst, a spark to generate new ideas and new possibilities. Responsive to the changing landscape of information and education, being sensitive both to traditional and emergent modes of communication, we bring together diverse constituents of faculty, students, and staff in a highly collaborative, dynamic, and deeply engaged intellectual community to support research, teaching and learning. As part of the larger George Washington University, we are a nexus where exciting things happen, where change happens, where growth happens.

Reporting to the Resource Description Coordinator, the Metadata Services Librarian works within the Division’s Resource Description Group (RDG). The RDG is responsible for describing and providing access for library collections in all formats. The Metadata Services Librarian is primarily responsible for creating original metadata, complex metadata revision, and authority work for the library’s general and special collections. The Metadata Services Librarian will help shape the identity management work for the library’s collections and is expected to collaborate with colleagues from functional areas across GW Libraries and beyond, in service of the GW Community and the profession.

This is a full-time 12-month Librarian I appointment.
Position: Library Technician  
Location: Army Installation Management Command – Fort Meade, MD  
Salary Range: $11.00 to $11.00 / Per Hour  
Closes: Thursday 4/13/2017  
Full vacancy announcement available at USAJOBS:  

https://www.usajobs.gov/GetJob/ViewDetails/467068900/  

Summary  
The FMWRC mission is to create and maintain “FIRST CHOICE” MWR products and services for America’s Army, essential to a ready, self-reliant force.  

Location: Medal of Honor Library, Fort Meade, MD.  
The Medal of Honor Library offers a wide range of services worldwide. At the libraries, you and your family have access to books, audiobooks, movies, computer stations with internet, events, classes, story times, summer reading clubs and books discussion groups, meeting or study groups, copy and print services.  

About this position: This is a Regular Part Time position with a minimum 20 hours per workweek.  

Schedule: Applicants must be able to work days, evenings, weekends and holidays as required.  

Duties  

Provides Technician Support by performing a wide variety of direct services to the public:  
1. Register patrons.  
2. Charges/discharges materials.  
3. Processes over dues and reserves.  
4. Ordering/receiving/processing and de-acquisitioning of library materials.  
5. Assists with interlibrary loans and reserves, shelves library materials.  

Posted in [Job Vacancies](#)  

Scientific Information/Web Analyst – Bethesda, MD  

Posted on April 3, 2017 by LLAM News  

Position: Scientific Information/Web Analyst  
Location: Medical Science & Computing – Bethesda, MD
Originally posted on the UMD ischool MLS listserv. Full vacancy announcement available at:

https://ejob.bz/ATS/PortalViewRequirement.do?reqGK=27013279

Job Title: Scientific Information / Web Analyst
Location: Bethesda, MD

Description

Medical Science & Computing (MSC) is an exciting growth oriented company, dedicated to providing mission critical scientific and technical services to the Federal Government. We have a distinguished history of supporting the National Institutes of Health (NIH) and other government agencies. MSC offers a dynamic and upbeat work environment, excellent benefits and career growth opportunities.

We attract the best people in the business with our competitive benefits package that includes medical, dental and vision coverage, 401k plan with employer contribution, paid holidays, vacation, Medical and Flexible Spending Accounts, Pre-Tax Transit Assistance and tuition reimbursement. If you enjoy being a part of a high performing, professional service and technology focused organization, please apply today!

We are currently searching for a Scientific Information/Web Analyst to provide support to the National Institutes of Health (NIH). This opportunity is a permanent, full-time position with MSC and it is on-site in Bethesda, Maryland.

Position Duties

The NLM Bibliographic Services Division (BSD), MEDLARS Management Section (MMS) is seeking an analyst to help create and revise educational materials and technical documentation in the domain of data science and clinical terminology products and tooling offered by NLM. These products are used by electronic health record (EHR) systems as well the health informatics research community, and include the Unified Medical Language System (UMLS), SNOMED CT, RxNorm, the Value Set Authority Center (VSAC), and the Common Data Element (CDE) Repository, among others. The position supports the overall MMS mission of providing documentation and user support for NLM products and services.

The analyst will work closely with team members to learn about the currently supported NLM products and services that need review, enhancement, or reorganization. He or she will also provide technical documentation and user support for new products and services as they are released to the public.

Required Skills and Experience

Master’s degree in an ALA-accredited library/information science program. Undergraduate degree can be in any major, though science majors are preferred.
Superb writing skills
Experience developing and publishing technical documentation on the web
Experience in authoring and publishing content using web content management systems (CMS)
Intermediate level proficiency in HTML is necessary, as well as familiarity with HTML5

Proficiency using MS Office (Word, Excel, Power Point, etc.) is required
Experience in working with teams
Ability to accept constructive user feedback and incorporate it into a polished final product

Additional Desirable Skills and Experience

Vocabulary and tooling experience, especially with caDSR, the NCI Thesaurus, or UMLS Metathesaurus, is preferred

Two years or more experience doing technical writing such as user guides, etc.
Experience documenting software products such as APIs and technical user guides is preferred

Library Director and Associate Dean – Annapolis, MD

Position: Library Director and Associate Dean for Information Services
Location: U.S. Naval Academy – Annapolis, MD

Originally posted on the UMD iSchool MLS listserv. Full vacancy announcement available at:

Library Director and Associate Dean
The Library Director and Associate Dean for Information Services, an administrative faculty position reporting to the Academic Dean and Provost, is directly responsible for the administration of all Library operations. Nimitz Library is staffed by an all-civilian, user-oriented team of 30. The Library's collections are aligned with the broader Academy curriculum and reflect the need to support the full spectrum of faculty teaching and research activities. As an affiliate of the National Archives, the Special Collections and Archives Department features extensive collections in a variety of subject areas ranging in date from the 15th to the 20th centuries. For additional information about the U.S. Naval Academy and Nimitz Library, please see http://www.usna.edu.

Building on the rich history and mission of the Naval Academy, the next Library Director will provide visionary leadership to enhance the library's value and role at the Academy. This search is for a proven, innovative library administrator who will capitalize on the experience and strengths of the library staff. The successful candidate will be a creative problem solver with the energy to partner with institutional stakeholders and the strong communication skills required to advocate for the library.
This is a 12 month position with a 4 year renewable appointment slated to begin Fall of 2017.

Two Positions – Washington, D.C.

Position: Temporary Librarian
Location: Inter-American Development Bank – Washington, DC
Originally posted on the UMD iSchool MLS listserv. Full vacancy announcement available at:

Temporary Librarian
Established in 1959, the Inter-American Development Bank (“IDB” or “Bank”) is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.

KNL is responsible for disseminating knowledge, both internally and externally, for establishing the institutional learning agenda and delivering activities for staff and counterparts. KNL promotes an approved institutional knowledge and learning strategy to improve conditions for the acquisition, creation, dissemination, and use of knowledge needed for the effectiveness of Bank operations.

Within KNL, the Felipe Herrera Library (FHL) designs and delivers client-oriented information products and services for its internal audience of IDB researchers and technical specialists.

Consultancy objective(s)

The Selected candidate will provide support to the KNL/FHL library team (particularly the publications librarian, the semantics expert, and the reference team), in areas such as gathering data, reviewing data, provide semantic web knowledge and share it with the semantics knowledge expert, and provide support to the publications process in all areas.

Main activities

The Felipe Herrera Library seeks a collaborative, energetic, innovative and service oriented data and publications librarian to join its established team of information professionals. The successful candidate work on the following areas:

Publications management: Contribute to the development of state-of-the-art digital publishing approaches by:
Conducting research and analysis on the design of effective strategies for visibility of publications in digital spaces (the web, mobile devices, etc.);
Under the direction of the Publications librarian, collaborate with other library colleagues in
developing user-oriented and innovative publishing processes and solutions. Specialized sectorial services: Provide subject librarian services for clients in the core departments of the bank including SPD, MICI, MIF, OVE, EXR, and other sectors as needed by: Continuously engaging core clients in library products, making sure client needs as well as management expectations are met; Provide customized training on the use of library tools and platforms, as well as awareness and compliance with IDB’s publications and data policies. Support the Publications Librarian in tasks related to the Information Infrastructure and the documents and publications migration process from IDBDocs to ezShare. Solve technical access problems (“troubleshooting”) to electronic resources (such as library apps) on time and on demand. Support the Publications Librarian on the continuous development of the libraries’ taxonomy using Pool Party semantic technology suite by: Conducting a range of analyses (competitive/comparative, Google Analytics, internal data sources, user research) to inform taxonomy development process; Evaluating categorized content to identify gaps in coverage, misclassified content, redundant and/or ineffective categorization rules; Performing complex Boolean queries to efficiently identify similar content and apply auto-categorization rules per the current taxonomy structure and category definitions (open to suggestions for improvement of current taxonomy); Creating and maintaining mappings and crosswalks to fulfill business needs and facilitate data reuse; Suggesting ways to improve and scale our products and internal tools. Participate in the FHL Service of Reference portfolio that includes products such as interlibrary lending, obtaining scientific articles and reports, identification and location of internal and external documents on demand, timely response to requests for information and similar tasks. Other duties as assigned.

**Position: Program Analyst**  
Location: DC Public Library – Washington, DC  
Originally posted on the UMD iSchool MLS listserv. Full vacancy announcement available at:

[Program Analyst](#)  
Job Summary

This position is located in the Office of the Executive Director, District of Columbia Public Library (DCPL). This position provides a variety of program and data analysis functions and conducts studies of DCPL programs. The purpose of the program studies and analyses is to improve the efficiency and effectiveness of organizational structures, to assess organizational and program problems and recommend solutions; and to review and evaluate the potential effectiveness of proposed organizations and programs.

Major Duties and Responsibilities
Gathers and organizes information from a variety of sources such as records, computer files, previous studies, and interviews; analyzes information to identify issues and isolate problems; develops solutions and measurements of productivity and effectiveness for use by others; develops detailed briefings and reports of findings and recommendations; and encourages others to implement recommendations.

Organizes and delivers briefings to present findings, solutions, and recommendations to managers, and prepares option papers and similar staff reports.

Conducts independent studies to determine the proper organization and structure of activities and to measure and track the progress and accomplishments of programs to be carried out by various departments, offices, or organizational entities. Identifies, collects, and analyzes appropriate information, devising new internal structures and presents findings.

Ensures program goals, objectives and operations are realistic. Prepares internal instructions, operating procedures and guidelines concerning assigned program(s) and recommends required changes and adjustments to assure proper and adequate accomplishment of major program goals and objectives.

Leads analytical projects across DCPL. Develops, implements, and maintains systems and processes to gather, vet and disseminate institutional data and measure, track and analyze operational and service impacts and demands. Seeks out innovation and identifies new and emerging platforms and methods for data gathering and analysis. Reviews and provides recommendations for changes to existing systems. Serves as a subject matter expert on major data-driven initiatives and participates in key decisions regarding operational challenges, interdependencies and performance.

Collects, maintains, utilizes, and analyzes organization performance and external demographic and demand data to advise on operational and service reviews, changes and improvements. Creates and applies data-based approaches to testing hypotheses, assessing performance, identifying opportunities and developing recommendations for improvement throughout DCPL. Mines and leverages industry analytics to model specific program decisions and continuous improvements in organizational service offerings.

Three Library Positions – Maryland

Position: Acquisitions/ Serials Librarian
Location: Morgan State University – Baltimore, MD
Full vacancy announcement available at ALA Joblist:

Acquisitions/ Serials Librarian
The Earl S. Richardson Library is recruiting for an Acquisitions/ Serials Librarian. Interested candidates should have a strong desire to advance the mission of one of the Nation’s largest Historically Black Colleges and Universities (HBCU). Managing, planning, coordinating and executing all aspects of the acquisitions and serials functions and services of the library; ordering books, periodicals, non-print and other library materials; reviewing and monitoring library material budgets and expenditures; providing statistical, financial, and evaluative
reports; implementing acquisition and serials modules of the online library information management system; developing departmental policies and procedures; preparing correspondence; supervising, training, and evaluating clerical support staff and student assistants; compiling information about gifts; maintaining serial and microform files; scanning publishers’ announcements, catalogs and published reviews and performing other duties as required.

**Position: Head of Access Services/Systems**  
Location: Morgan State University – Baltimore, MD  
Full vacancy announcement available at ALA Joblist:

**Head of Access Services/Systems**  
The Earl S. Richardson library is recruiting for a Head of Access Services/Systems. Interested candidates should have a strong desire to advance the mission of the department, at one of the Nation’s largest Historically Black Colleges and Universities (HBCU). Duties: Managing the day to day operations of the Access Services and Systems Department; supervising, training and evaluating staff; leading the development, recommendation and administration of circulation policies, procedures and processes; assisting library staff and library IT unit and performing other duties as assigned.

**Position: Associate Librarian I**  
Location: The Fletcher Branch of the Washington County Free Library  
Originally posted on the Maryland Library Association listserv.

Associate Librarian I – The Fletcher Branch of the Washington County Free Library has an immediate FT opening for an Associate Librarian I in the Adult Info Dept. Rotating schedule, with alternating Saturday, occasional Sunday and evening hrs. Includes benefits. Duties include: Assisting the public in the use of library resources, facilities, and equipment; answering a wide range of reference questions by phone, email, and walk-in patrons; and other duties as assigned. KSA: BA; strong computer skills a must, excellent oral and written communication skills; flexibility and initiative. Previous library experience desired. Must secure MD Certification within 2 yrs of appointment. Applications must be received no later than 5 PM, Tuesday, March 28, 2017. To apply: please complete and forward an application, cover letter and resume to the Adm. Office, Washington County Free Library, 100 South Potomac Street, Hagerstown, MD, M-F, 9-5 at 301-739-3250 or download from website [http://www.washcolibrary.org](http://www.washcolibrary.org), An EOE.  
Email: admhr@washcolibrary.org  
Address: Washington County Free Library  
Attn: Administration Dept.  
100 South Potomac Street  
Hagerstown, MD 21740

Fax: 301-739-7603
Manager of Research and Competitive Intelligence – Washington, D.C.

Position: Manager of Research and Competitive Intelligence
Location: Dechert LLP – Washington, D.C.
Full vacancy announcement available at AALL Career Center:

The Manager of Research and Competitive Intelligence focuses on overall management of the research process within the department and partners with other departments to ensure optimal workflow.

Essential Job Functions:

Research

Hire, direct, manage, and evaluate Research Analysts.
Conduct research for attorneys, paralegals and other staff members at the firm.
Manage research operations and set priorities among research activities, including large scale projects.
In consultation with the Director of Research Services, set and enforce reference service policies;
Manage the request tracking software and run reports as needed.
Review current and past matters to ensure that staffing if appropriate and goals are being met.
Manage Research Services staffing for project management initiatives.
Integrate Knowledge Management practices into overall research process
Develop and oversee a current awareness program that services the legal and non-legal staff.
Assist in cost analysis evaluation

Competitive Intelligence

Hire, direct, manage, and evaluate Competitive Intelligence Analysts.
Develop the strategy and daily activities for the competitive intelligence team
Partner with Marketing to set research goals
Attend Marketing meetings to cross-sell department services and learn about business development opportunities
Participate in resource development for CI
Evaluate and create new product offerings

Administrative
Work with the Research Services Leadership Team to move the department toward strategic goals.
Participate in professional associations.
Strive to fulfill department mission and to adhere to department and Firm rules at all times.
Practice and foster a culture of teamwork and cooperation.
Perform any and all other duties as are necessary for the efficient functioning of the team.
Other duties as assigned.
Regular travel to other Firm offices.

This position can be located at either our Washington DC, Philadelphia, or New York City Offices.

Five Positions – Washington, D.C.

Position: Government Documents/Catalog Librarian
Location: Senate Library – Washington, D.C.
Salary Range: $64,581.00 to $100,101.00 / Per Year
Closes: Tuesday 4/4/2017
Full vacancy announcement available at USAJOBS:

https://www.usajobs.gov/GetJob/ViewDetails/465408600/
This is professional work supporting the delivery of information services to Senate and Library staff, coordinating the Library’s participation in the Federal Depository Library Program (FDLP), and contributing to national and international cooperative cataloging programs. Work involves performing a wide range of technical services and administrative functions to manage and provide access to federal government documents received through the FDLP, including creating bibliographic and authority records for new acquisitions, organizing and analyzing complex materials, and maintaining the accuracy of the Library’s bibliographic and authority databases. Work is bound by FDLP guidelines and requirements, Library of Congress classification and subject heading guidelines, Resource Description and Access cataloging rules, MARC standards for bibliographic and authority records, Secretary of the Senate policies and procedures, the U.S. Senate Handbook, and the Senate Ethics Manual, but requires independent judgment in setting priorities and handling assignments. Work is performed under the immediate supervision of the Cataloging Supervisor and the general supervision of the Head of Technical Services.

Position: Researchers
Location: LAC Group – Virtual
Originally posted on the Maryland Library Association listserv.
LAC Group is seeking part-time, temporary, virtual Researchers for a short-term project slated to begin in April. The researchers will be updating and creating citations relating to US State Legislation in our client’s database. The expected duration of the assignment is 8-10 weeks, requiring 20 hours per week on a flexible schedule. This is a remote position and the work can be completed at any time in accordance with the project deadline.

Responsibilities:

Review and update existing citations
Confirm whether the source legislation has changed, been superseded, repealed, etc.
Entering new language and creating citations for additional language

Qualifications:

Bachelor's degree required
Experience performing text-based research tasks
Familiarity with and understanding of US law and legislative language

Please apply online at: https://goo.gl/ea2Kq2

**Position: Interlibrary Loan/Reference Librarian**
Location: LAC Group – Washington, D.C.
Originally posted on the Maryland Library Association listserv.

LAC Federal seeks an Interlibrary Loan/Reference Librarian (Paraprofessional) for a major Federal institution in the Washington, D.C. metro area. The Librarian will be responsible for reference and document delivery including strong customer service and organizational skills. Work will be performed on-site. This is a full-time (40 hour a week; Monday – Friday), benefited position.

Provides reference services through regular duty at the reference desk and by responding to virtual information requests using a wide variety of databases
Process requests by agency's researchers for materials held at other libraries.
Process items received as a result of requests.
Process materials requested by other libraries.
Review, and troubleshoot as necessary, the ILL requests as processed by the library technicians in the Shared Resources Department.
Effectively use a variety of electronic and manual systems to perform interlibrary loan work
Maintain statistics and other records as needed.
Other responsibilities include ensuring copyright compliance, aiding in the preparation of monthly and annual reports, advising for collection development, maintaining and troubleshooting software and hardware, and staying aware of developments in the field.
Assist with circulation, mending, shelf maintenance, or other areas as assigned.
Attend regularly scheduled library staff meetings.
Responsible for removing collection materials from a shelf in a designated area of the stacks and transfer them to a book truck, vacuum the materials and wipe the empty shelf; Move the materials to the new stacks area designated for them Adjust the shelves in the new stacks area to accommodate the materials.

Qualifications:

Experience working in a customer service capacity
Excellent oral and written communication skills – ability to work well in a team
Bachelor’s degree from an accredited college or university.
Minimum 1 year experience in technical services, including provision of interlibrary loan using OCLC (including WorldShare) and circulation desk experience.
Minimum 1 year of experience with the circulation and acquisitions modules of integrated library systems.
Experience searching online databases such as EBSCO and ProQuest and in ordering from commercial document delivery services.
Proficiency in Microsoft Office, including Outlook, Word and Excel.
Attention to detail; demonstrated organizational skills.

Note:

Selected candidate with MLS degree will have ILL/Reference Librarian title; selected candidate with no MLS degree will have Library Paraprofessional (ILL/Reference) title.

Please apply online at: https://goo.gl/I6muJR

**Position: Medical Librarian**
Location: Patient-Centered Outcomes Research Institute – Washington, D.C.
Full vacancy announcement available at ALA Joblist:

**Medical Librarian**
The Patient-Centered Outcomes Research Institute (PCORI) is seeking a Medical Librarian to oversee and manage a range of required bibliographic, tracking and coding services. We seek a candidate interested in working in a fast-paced and high-impact environment.

Duties and Responsibilities

Support the growing needs of the Research Synthesis program

Oversee use of scholarly publishing database tools and services as needed to support programmatic needs for research and other programmatic initiatives
Aid with ongoing tagging of funded research portfolio database tools to enable reporting, tracking and analysis functions

Use UMLS tools for indexing and coding, as appropriate

Provide internal guidance on use of MeSH and SNOMED codes in internal databases

Manage targeted literature reviews for PCORI-relevant topics as needed

Maintain digital database as a resource for staff access to relevant information

Provide guidance on publication policies for awardees as requested

Provide literature monitoring and other support activities as needed for the PCORI Editorial Review Committee and Scientific Publications Subcommittee of the Board of Governors

Provide assistance with bibliographic citations and related resources needed to prepare professional presentations regarding PCORI work

**Position: Instructional Technology and Assessment Librarian for Collections, Research, & Instruction**

Location: Georgetown University – Washington, D.C.

Full vacancy announcement available at ALA Joblist:

Instructional Technology and Assessment Librarian for Collections, Research, & Instruction

The Instructional Technology and Assessment Librarian supports the teaching, learning, and research endeavors of Georgetown University faculty, students, and staff by enhancing library instruction with sophisticated technology and assessment practices. In an innovative and collaborative role, the Librarian draws on new technologies to enhance reference and instruction services in an increasingly online environment. Significant qualifications/requirements include:

- ALA-Accredited Master’s Degree in Library & Information Science
- 2+ years of professional (post MLS) experience in an academic or research library environment
- Experience with the creation of content for online tutorials, instructional videos, and/or asynchronous learning modules and the software to create the same
- Ability to design surveys and perform basic statistical analysis on datasets and to work with large data sets and practice secure and reliable data management techniques

Two Public Library Positions – Maryland
POSITION: Assistant Branch Manager, Circulation, Full-time 35.5 hours a week
LOCATION: Charlotte Hall Library, St. Mary’s County
HOURS: Weekdays, evenings, Saturday rotation
SALARY: Grade 5, starting at $47,476, with full benefits. Salary will be commensurate with experience and qualifications.
Originally posted on the Maryland Library Association listserv. Full vacancy announcement available at:

https://www.stmalib.org/jobposting/assistant-branch-manager-circulation/

REQUISITES:

High school diploma. Bachelor’s degree preferred.
Five (5) years or more of related experience in a responsible position.
Thorough knowledge of St. Mary's County Library policies and procedures.
Thorough knowledge of library practices and procedures, including the standard library automation system.
Thorough knowledge of the principles and practices of circulation department.
Knowledge of electronic resources, including the Internet and database information retrieval.
Ability to act as a representative of the Library to the public.
Ability to operate relevant computer systems, including hardware and software, current audio-visual equipment and office machines.
Ability to supervise, train, and evaluate others.
Excellent interpersonal, communication, planning, analytical, and creative skills.
Excellent customer service skills.

DUTIES INCLUDE:

Member of the branch management team
Supervises the activities of circulation department
Plans, implements, and evaluates circulation services within the branch
Supervises, trains, and evaluates circulation staff and participates in hiring decisions
Assists the public in the use of library resources, including computer catalog, indexes, search systems, and the Internet
Negotiates and resolves difficult customer transactions
Receives and controls cash receipts and reconciles cash drawer
This position requires some evenings and weekends depending upon the scheduling needs of the branch and community or professional meetings.

Position: Public Services Manager
Location: Cecil County Public Library – Elkton, Maryland
Salary: $82,868.00 – $82,868.00 (Yearly Salary)
Full vacancy announcement available at ALA Joblist:
Public Services Manager
As member of the senior administration team, the Public Services Manager is responsible for management and oversight of the library system's public service operations. Supervises all library branch managers (including Elkton, Perryville/Port Deposit, Rising Sun, Chesapeake City, North East, and Cecilton) and the Small Business Information Center. The Public Services Manager is a leader in implementing new initiatives for the library, as well as the evaluation, improvement of existing systems, processes and procedures, especially related to public services. Participates in the development, planning, and implementation of capital projects. Actively participates in library recruitment.

Posted in Job Vacancies

Multiple Positions: Virginia
Posted on March 6, 2017 by LLAM News

Position: Librarian, Cataloging and Metadata
Location: Arlington Public Library
Full vacancy announcement available at ALA Joblist.
Join an innovative team that continuously strives to anticipate and meet community needs, maintain rich library collections, and improve upon a 98% customer satisfaction rating. Cataloging and Metadata Services is part of a Materials Management Division that centrally acquires, catalogs, classifies, and processes all materials for Central Library, seven branches, and the Pop-Up location, and maintains the integrity of a database of 300,000+ catalog records.


Position: Cataloging Librarian (Librarian II)
Location: Alexandria Library
Salary: $51,552.00 – $75,130.00 (Yearly Salary)
Full vacancy announcement available at ALA Joblist.
Duties:

- Original and descriptive cataloging and metadata creation involving resources in all formats for input into OCLC and local integrated library system.
- Responsible for original and copy cataloging and maintaining authority records of both print and non-print materials (audio-visual materials, digital resources, etc.); legal materials, and non-traditional materials (loose-leaf, folios, bound resources).
- Maintain and modify online bibliographic records by adding, replacing, merging, updating, and deleting bibliographic records as needed.
- Assignment of DDC and LC call numbers and Library of Congress subject headings for records management.
- Manage and maintain cataloging procedures of the Local History/Special Collection's materials and resources along with supporting projects and digital initiatives.
- Manage and maintain cataloging of the Law Library’s materials and resources.
• Manage and maintain periodicals through ordering, receiving, claims, and prediction records and ensuring the appropriate retention and disposition of materials and records.
• Keep informed of professional developments relating to libraries regarding both traditional and nontraditional services.
• Work cooperatively with branches and is responsive to the needs of public services in providing user centered bibliographic services.
• Willing to participate and serve on library committees and represents the library in local, regional, and national associations.

**Position: Youth Services Manager**
Location: Alexandria Library
Salary: $51,552.00 – $75,130.00 (Yearly Salary)
Full vacancy announcement available at [ALA Joblist](https://www.ala.org/alajoblist).

**General Duties:**
• Supervises and schedules one Children’s Librarian, one part-time Library Assistant and two part-time Library Pages
• Plans and implements educational programs and literacy initiatives including summer reading programs for children ages 0-12
• Coordinates collection development and maintenance for 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

**Senior Youth Services Librarian- Talbot County Free Library**

**Position: Senior Youth Services Librarian**
Location: Easton, Maryland
Salary: $42,000.00 – $51,000.00 (Yearly Salary)
Full vacancy announcement available at [ALA Joblist](https://www.ala.org/alajoblist).

**Description**
The Talbot County Free Library (TCFL) is looking for a friendly, outgoing, enthusiastic Senior Youth Services Librarian to head our busy and vibrant Youth Services Department. Our ideal candidate would lead a staff team to provide top-quality library services and programs to the families of our community. Responsibilities include collection development, reference and reader’s advisory, programming, and library instruction to patrons. Knowledge of children’s literature, popular titles, and reference materials in various formats and a knowledge of PCs, internet searching, and library software applications is essential. Must have excellent customer service skills. Serves as Person in Charge on occasion.
Requirements
To be qualified, you must possess a Master’s Degree in Library Science, a Master's in Library and Information Sciences Degree, or a Master of Science in School Librarianship, from an ALA accredited school of Library Science or international equivalent. Applicants must be able to obtain State of Maryland certification as a Professional Public Librarian or as a School Library Media Specialist within six months of hire. Applicants without the above educational requirements will not be considered. Applicants must have a minimum of 1 year of professional librarian work experience in a public or school library/media setting.

Posted in Job Vacancies

Five Positions – Washington, D.C. and VA
Posted on March 3, 2017 by LLAM News
Position: Librarian (Collection Specialist) – Ref. Librarian
Location: Library of Congress – Washington, D.C.
Salary Range: $94,796.00 to $123,234.00 / Per Year
Closes: Friday 3/17/2017
Full vacancy announcement available at USAJOBS:

https://www.usajobs.gov/GetJob/ViewDetails/465225000/
The incumbent exercises initiative, judgment, tact, and flexibility in meeting the reference requirements of constituents, is familiar with the rapidly growing and complex body of library and information science, and maintains a working knowledge of the operation and resources of the Division and the Library as a whole.

This position is located in the Humanities and Social Sciences Division, Collections and Services, Library Services.

The incumbent, serves as the Humanities and Social Sciences library technology specialist, serves as the webmaster to design and maintain the division's web presence and coordinates automation and digitization projects.

The position description number for this position is 12312.

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

The incumbent of this position will work a flextime work schedule, Monday-Friday with occasional evenings and Saturdays.

This is a non-supervisory, bargaining unit position.
Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

**Position: Machine-Aided Indexing Specialist**  
Location: American Psychological Association – Washington, D.C.  
Salary: $53,000.00 – $60,000.00 (Yearly Salary)  
Full vacancy announcement available at ALA Joblist:

**Machine-Aided Indexing Specialist**  
The Machine-Aided Indexing Specialist manages automated indexing software that assists in assigning controlled vocabulary to records created for major psychology databases. He/she accomplishes this by constantly and consistently developing and refining text-based rules that govern the assignment of index terms from the Thesaurus of Psychological Index Terms.

**Responsibilities:**

Reviews and fine-tunes a rule-based, text-derived automated indexing system to identify and match words or phrases from the psychological literature within programmatic rules to accurately assign index terms from the Thesaurus of Psychological Index Terms to bibliographic records for articles, books, chapters and tests records.

Develops periodic goals for Machine-Aided Indexing system performance, maintains statistics on system recall and precision and provides vendor performance feedback to management on a regular basis. Measures increases in efficiency and consistency of indexing across various journal processing categories, books, book chapters and test records.

Works with ITS and software system provider technical staff to resolve system issues with indexing software.

Contributes to the development, documentation and implementation of indexing, classification and checktag guidelines and standards in Content Management.

Works closely with Taxonomist in the development and enhancement of existing thesaurus terms.

Utilizes feedback from offshore outsource vendor to incorporate cross-cultural understandings into machine aided indexing rules to improve the quality of offshore indexing.

Other duties as assigned.
**Position: Metadata Cataloger**  
Location: LAC Group – Washington, D.C.  
Originally posted on the Maryland Library Association listserv. Full vacancy announcement available at:  

=[LAC Group Website – Metadata Cataloger](#)

LAC Federal seeks a Metadata Cataloger for a Full Time, Contract position (benefitted) at a government library located in Washington, D.C. This is a replacement position for 12 months with the potential for one additional option year.

**Position: Lead Processing Technicians**  
Location: LAC Group – Washington, D.C.  
Originally posted on the Maryland Library Association listserv. Full vacancy announcement available at:  

=[LAC Group Website – Metadata Cataloger](#)

LAC Federal is seeking a Lead Processing Technician to work at a prestigious national library in the Washington, DC area. Interested applicants must have supervisory experience over staff and possess excellent written and oral communication skills. In addition, they should have experience working with documents that may be of a fragile nature, must be comfortable working in a warehouse setting, and must be able to perform physical activities such as climbing stairs, pushing carts, and reaching low and high shelves to store and retrieve items. This is a 1 year term full time (40 hour a week; Monday to Friday) benefited position.

**Position: Library Director**  
Location: Montgomery-Floyd Regional Library – Virginia  
Salary: $70,000 – $114,580 DOE/DOQ  
Originally posted on the Catholic University Alumni listserv.

Serving as the Chief Executive Officer and official representative of the Montgomery-Floyd Regional Library System (MFRL), the Library Director is responsible for administering all library functions within the goals, guidelines and policies established by the Library Board of Trustees. The Director is expected to provide solid leadership within the library, the community and the library profession.

Essential duties include but are not limited to developing, reviewing and modifying all policies for Library Board approval, in concert with the policies, procedures and guidelines of Montgomery and Floyd Counties, Virginia. Library Director establishes a strategic five-year plan, monitors and reports on plan progress, and plans/evaluates service levels for new and current programs; prepares/justifies and follows annual budget and accounting for all monies requested/received in accordance with accounting and financial reporting systems of Montgomery County and the Library of Virginia; monitor Library facilities and plans for
improvements, renovation or expansions, and maintains effective community outreach programs, and more. Successful candidate will be able to work well with a variety of customers including citizens/customers, county officials, public officials and others; implement measures for strategic growth of programs and facilities to meet evolving and growing needs; and possess the ability to lead others toward established goals.

Position requires Master’s Degree in Library Science/Information Science from an American Library Association accredited library school. Eight years’ experience as a professional public librarian with a minimum of five years increasingly responsible management in public libraries to include experience in personnel management and budget administration. Must be certified or eligible for certification by the Library of Virginia Board, and possess/acquire a valid Virginia Driver’s License.

Salary $70,000 – $114,580 DOE/DOQ. Excellent benefits including paid health, dental and vision, life, disability, retirement, flexible spending plan, wellness program, and more. Interested candidates must apply by March 17, 2017 in order to be considered, and may apply online at: http://www.montgomerycountyva.gov/hr. Previous applicants need not re-apply. For more information or to request an application accommodation for disabilities, contact the Department of Human Resources at 540.394.2007; TTY/Voice at 1.800.828.1120 or 1.800.828.1140; the County’s Job Line at 540.394.2010. Montgomery County, VA is an Equal Opportunity Employer committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.

Two Positions – Annapolis, MD and Arlington, VA

SUMMARY: The United States Naval Institute is seeking highly motivated and detail-oriented individuals for paid Digital Asset Cataloger positions. These are entry-level positions suitable for those enrolled or considering enrollment in Master of Library and Information Science (MLIS) programs, Museum Studies, and similar fields.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Creating inventories, forming collections, and creating metadata for materials in the Digital Asset Management System (DAMS).
Preparing archival photographs for digitization
Assisting in the development of catalog structures and metadata taxonomies
Assisting in the development of Asset Management workflows and automation
Other duties as assigned

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATIONS: This position requires attention to detail and the ability to perform repetitive tasks. Successful catalogers will learn to interpret information and parse it into standardized fields within a digital asset management system.

EXPERIENCE: Entry-Level

EDUCATION: Bachelor’s degree in information science, history, or a related field preferred.

LANGUAGE SKILLS: No special requirement

MATHEMATICAL SKILLS: No special requirement.

REASONING ABILITY: Must be able to prioritize.

CERTIFICATES, LICENSES, REGISTRATIONS: No specific requirements.

PHYSICAL DEMANDS: No special requirements.

COMPENSATION: The position pays $15 per hour for no more than 29 hours per week

Application Instructions: For full consideration, interested individuals should submit a cover letter, resume, and the names and contact information of three (3) professional references, to jhoppe@usni.org, specifying “Digital Asset Cataloger” in the subject of your email.

Position: Librarian
Location: Nutrition Evidence Library- Arlington, VA
Originally posted on the UMD iSchool MLS listserv.

The Panum Group is seeking a qualified Librarian to work with the USDA – CNPP – Nutrition Evidence Library (NEL) team. NEL staff work to support systematic review projects that inform Federal nutrition policy and programs such as the Dietary Guidelines for Americans.

Strong expertise in systematic review literature searching in biomedical, nutrition, and public health related databases such as PubMed, Embase, and Cochrane is required.
Strong organizational and electronic information skills with proven ability to utilize indexing, controlled vocabulary, and search features (i.e. Boolean/proximity operators, limiters and filters, etc) in bibliographical databases are needed.

Experience and interest in conducting systematic reviews are desirable.

Proven ability to work both independently and in a team environment is preferred.

Duties of the Position: Work as part of a team and receive technical direction from the Office of Nutrition Guidance and Analysis (ONGA) Librarian and Team Lead. Main duties would consist of: comprehensive literature searching in multiple databases to support NEL's systematic review process · maintain the NEL portal and related electronic tools, including posting of NEL web content (www.nel.gov) · advise on NEL communications related to searches and electronic information resources.

Additional responsibilities:

Work closely with the ONGA Librarian and NEL Team.

Coordinate and/or assist in the NEL systematic review process, which includes the following activities: 1) literature search, screening and selection: a. Communicate with NEL staff and expert groups to accurately translate research questions into appropriate and comprehensive search terms and strategies, b. test, develop, implement, peer review, and document search strategies for relevant databases, c. title screening of search results, and d. retrieval of full text articles 2) maintain and support NEL's electronic tools and web content 3) utilize bibliographic tools such as EndNote to manage literature content · Assist in related duties as needed for all CNPP/NEL projects.

A minimum of a Master's degree in Library Science from an ALA accredited library school is required. The location shall be: USDA/Center for Nutrition Policy and Promotion, Alexandria, VA. Please submit resumes for consideration to Robert.Waddington@Panum.com.

Theology and Religious Studies Librarian – Washington, D.C.

Position Summary: The Theology and Religious Studies Librarian is responsible for providing services to users of the religious studies collections; participating as a resource selector in collection development; providing reference and research assistance and instruction to users; and serving as liaison to the faculties of the Schools of Theology and Religious Studies and
The Loyola / Notre Dame Library seeks an experienced, energetic, creative and self-motivated librarian to fill a position within the Research & Instruction department. The successful candidate will provide user-centered services to a diverse population of undergraduates, graduates and faculty at Loyola University Maryland and Notre Dame of Maryland University.

Position Responsibilities:

- Conduct course-related information literacy instruction; incorporating new approaches to teaching and learning into existing research & instruction programs including support of STEM campus initiatives.
Expand access to library services by becoming familiar with assigned liaison areas and their information needs.

Maintain current knowledge of the trends and issues in higher education, scholarly communication, online education, education technologies and research practices.

Provide general and subject specific reference and research support.

Participate in other department and library-wide initiatives.

Required Qualifications:

- Graduate degree in library / information science from an ALA-accredited institution
- Exceptional interpersonal, instruction, presentation, project, and communication skills
- High degree of organizational, analytical, and critical thinking skills
- Ability to manage multiple projects, work effectively in collegial environments, thrive in a changing work environment and demonstrate a commitment to professional development
- Ability to work evenings and weekends

Preferred Qualifications:

- Experience searching biomedical or health-related databases and providing instruction in the areas of health, life, and natural sciences, and related disciplines
- Interest in or experience with data management
- Experience providing services to diverse groups of library users though a liaison services model

About the Library:

The Loyola / Notre Dame Library is one of two independent academic libraries in the United States. Situated between two adjoining campuses (Loyola University Maryland and Notre Dame of Maryland University) in a residential area of northern Baltimore City, the Library serves a total population of 7,106 FTE including 5,529 FTE at Loyola University Maryland recognized for excellence in teaching and learning with emerging Health Professional Counseling initiatives and Applied and Natural Sciences programs and 1,577 FTE at Notre Dame of
Maryland University a leader in education of women and with new programs in the Schools of Nursing and Pharmacy.

The Library offers an excellent benefit package that includes medical, access to dental, life, and disability insurance, as well as TIAA-CREF retirement.

Successful candidates will be subject to a pre-employment background check.

The Loyola – Notre Dame Library is an equal opportunity employer, and does not discriminate on the basis of race, color, national and ethnic origin, religion, sex, disability, or age.

Application Procedures: Review of applications will begin immediately and the position will remain open until filled. Please submit electronically a resume, cover letter, and a list of three (3) work-related references with “Research & Instruction Position” in the subject line to Lorena Dion, Administrative Assistant: ldion@loyola.edu. Email ldion@loyola.edu to apply for this job.

Multiple Positions - Maryland

Position: Circulation Assistant (one part-time position)
Location: St. John’s College, Annapolis, MD
Compensation: Grade 9, $18.19/hr, excellent benefits.

The Greenfield Library at St. John’s College is seeking a Circulation Assistant (this is currently a part-time position). Here are the details:

Circulation Assistant (one part-time position)
Reports To: Associate Library Director
Duties: Provides circulation service and reference service to patrons; maintains reserve collection, material on hold shelf, and the new book shelf; assists patrons with use of computers, printer, scanner, and AV equipment; assists with training of student assistants; maintains weekly on-desk and off-desk schedules; reviews and submits student assistant timesheets; oversees shelf-maintenance, including shelving and shelf-reading; identifies materials in need of repair; orders and maintains inventory of office supplies; serves as trouble shooter for all the equipment in the public areas; maintains statistics for head and entry counts; opens and closes library on weekends and weekday evenings; ensures that the library is safe and secure in the absence of a full-time staff member; represents the College in a professional manner. Work requires stooping, reaching, pushing book carts, and lifting.

In all areas of responsibility, works independently, yet shows good judgment in keeping full-time staff informed of developments outside regular routines; respects the confidentiality of patron requests and records and follows the current ALA Code of Ethics, prepares and submits various monthly reports and gathers statistics for various projects, reports and surveys; is a good office citizen (i.e. keeps work and break area clean, responds to email and requests
promptly, has a positive attitude, and respects the feelings and needs of co-workers). Other duties and projects may be assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

A Bachelor's degree; 2 years relevant experience, or acceptable combination of education and experience; competence in use of computers, including experience using scheduling software; proficient with MS Office applications, especially Word and Excel; excellent communication and customer service skills; ability to multi-task; ability to work independently and cooperatively with colleagues, handle multiple assignments and changing priorities and meet deadlines. Must be detail oriented. Must be willing and able to work nights and weekends.

Desirable Qualifications:
A Bachelor’s degree in liberal arts or humanities, familiarity with the St. John’s College curriculum, work experience in an academic library.

Schedule: 17.5 hrs - Sunday afternoon, Monday & Thursday afternoon into evening. During non-academic periods hours may vary.

Compensation: Grade 9, $18.19/hr, excellent benefits.

To Apply: Send cover letter and resume to annapolis.jobs@sjc.edu

**Position: Cataloging Assistant**

Location: Anne Arundel County Public Library, Library Headquarters
Salary range: $27,980 – $43,324

Responsibilities:
Classifying and cataloging library materials which include print and non-print. Responsible for copy cataloging. Searches online databases for catalog records, edits records, creates holdings records for materials being added to database. Expected to apply established policies and procedures of the Library and use professional standards and guides with considerable independence.

For full job listing and information on how to apply, please visit [http://www.aacpl.net/jobs-volunteer](http://www.aacpl.net/jobs-volunteer)

**Position: Public Services Manager**

Location: Cecil County Public Library
Salary: $82,868

As member of the senior administration team, has responsibility for managing and overseeing the library system’s public service operations. Supervises all library branch managers (including Elkton, Perryville/Port Deposit, Rising Sun, Chesapeake City, North East, Cecilton). Often, is assigned lead role in implementing new initiatives for the library, as well as the evaluation, improvement of existing systems, processes and procedures, especially related to public services. Participates in the development, planning, and implementation of capital projects. Actively participates in library recruitment.

To Apply please submit a cover letter, resume and three business references to: apply here OR careers@ccplnet.org.

Posted in Job Vacancies
Multimedia Literacy Librarian- Fairfax, VA

Posted on February 28, 2017 by LLAM News

Position: Multimedia Literacy Librarian (FA097z)
Location: George Mason University, Fairfax, VA
Full vacancy announcement available at ALA Joblist.

This position is responsible for providing library services in the areas of reference, research, and instruction in support of faculty and students in the Film and Video Studies and Dance departments; and developing corresponding library collections. The position, part of the Arts and Humanities Team, reports to the Head, Gateway Library on the Fairfax campus and works in an ever-changing public service environment.

Multiple Positions: Washington, DC

Posted on February 28, 2017 by LLAM News

Position: Library Assistant
Location: Cooley LLP, Washington, DC
Originally posted on LLSDC Job Listings.

Cooley LLP is seeking a Library Assistant to join the Firmwide Research Services team in its Washington DC office. The Library Assistant shall perform a variety of firmwide functions such as serials check-in and routing, invoice processing, acquisitions, cataloging, maintaining the collection, and providing basic level ready reference services. The successful candidate will have experience with an integrated library system and should be proficient in Microsoft Excel. Candidates must have 5+ years of technical services experience in a library or an equivalent combination of education and experience. A bachelor's degree and 2+ years of experience in cataloging or acquisitions is preferred. Experience in analyzing and anticipating situations, defining problems and objectives, recognizing alternatives and formulating solutions is also required. Successful candidates will have a customer service philosophy, strong attention to detail and the ability to organize and prioritize numerous tasks and complete them within defined time constraints. Law Firm experience preferred. Cooley offers a competitive compensation and excellent benefits package. No phone calls or emails, please. Apply online at Cooley LLP (www.cooley.com) using the Careers portal. EOE.

Position: Supervisory Librarian (Head, Inventory Management and Document Fulfillment)
Location: Library of Congress, Washington, DC
Salary Range: $94,796.00 to $123,234.00 / Per Year
Closes Friday 3/10/2017
Full vacancy announcement available at USAJOBS: https://www.usajobs.gov/GetJob/ViewDetails/464849200/

The incumbent serves as the Head, Inventory Management and Document Fulfillment Section and responsible for supervising, scheduling, and directing the work force comprised of subordinate supervisors, and through them, a large staff of library technicians. Under the broad guidelines of the Collections Integrity and Maintenance Officer, the incumbent is responsible
for overseeing major components of the inventory management program, primarily those involved in inventory control, tracking, and problem resolution.

**Position: Assistant Director, Youth & Family Services**  
Location: District of Columbia Public Library  
Salary: $99,659.00 – $139,522.00 (Yearly Salary)  
Full vacancy announcement available at [ALA Joblist](http://www.alajoblist.org).

Description:

- Guide DCPL’s strategy around services to children, teens, and their caregivers
- Supervise four positions: Teen Coordinator, Children’s Coordinator, Early Literacy Coordinator, and Books from Birth Assistant Manager
- Provide leadership and service standards for approximately 50 youth services librarians and other staff who serve youth
- Cultivate a system-wide understanding that everyone serves youth
- Represent DCPL in a variety of forums: city-wide committees, non-profit task forces, testifying at various hearings, speaking with the press

**Position: Associate Professor (Cataloger/ Metadata Librarian)**  
Location: Division of Learning Resources, University of District of Columbia  
Salary Range: $52,775.00-$100,770.00  
Originally posted through Catholic University listerv.

This position supports the mission of the university and division by providing access to materials via the library’s online catalog through the creation of original and adaptive metadata records for all library materials. Work includes the cataloging of new materials as well as retrospective projects and ongoing database management. The librarian ensures that titles are accurately represented in the integrated library system and other systems in order to facilitate discovery and access by university students, faculty, and staff.

[Click here for full description.](http://www.catholic.edu/library/)

Two Library Positions – Washington, D.C. and Baltimore

Posted on February 22, 2017 by LLAM News

**Position: Technical Services Assistant (Law Firm)**  
Location: Crowell & Moring – Washington, D.C.  
Full vacancy announcement available at the Law Librarians' Society of Washington, D.C. Jobline:
Job Summary:

The Technical Services Assistant is responsible for the control and management of print and electronic continuing resources (serials), intake and processing of new materials for U.S. offices, and collection maintenance activities.

Job Responsibilities:

- Receives, tracks and disperses all Research Services packages, mail and deliveries
- Processes print materials for inclusion in the collections of U.S. offices.
- Updates and maintains accurate circulation lists
- Claims missing supplements, books, and serial issues with publishers and maintains system for tracking claimed items until receipt.
- Maintains accurate information about the firm’s collections.
- Assists with the maintenance of eBook and other electronic resource collections.
- Participates in collection maintenance activities including but not limited to shelving and shifting, shelf reading.
- Works with other members of the Technical Services teams on special projects.
- Performs other related duties as assigned.

Position: Research, Education, and Outreach Librarian/School of Nursing Librarian
Location: Health Sciences and Human Services Library – University of Maryland, Baltimore
Originally posted on the Maryland Library Association listserv.

Consider joining us at the University of Maryland, Baltimore! The HS/HSL serves the schools of dentistry, medicine, nursing, pharmacy, social work, and the graduate school. The person in this position is a co-liaison to the University of Maryland School of Nursing (UMSON). The UMSON is the largest nursing school in Maryland and offers nationally ranked programs at the Bachelor’s, Master’s and Doctoral level. The school excels in research, collaborating on interdisciplinary teams throughout the university and nationally.

The successful candidate for this position will provide students, faculty, and staff with expertise and leadership in the areas of research support, information literacy, scholarly communication, and health informatics. S/he will collaborate with colleagues within the seven-member REO department and throughout the HS/HSL to develop and deliver innovative programs and services.

For a full description and application instructions, visit our website at http://www.hshsl.umaryland.edu/general/about/employment/. Full consideration will be given to complete applications received by March 17, 2017.

Posted in Job Vacancies
Three Librarian Positions – Washington, D.C. and N. VA

Position: Supervisory Librarian (Head, Music Section)
Location: Library of Congress – Washington, D.C.
Salary Range: $112,021.00 to $145,629.00 / Per Year
Closes: Monday 3/20/2017
Full vacancy announcement available at USAJOBS:

https://www.usajobs.gov/GetJob/ViewDetails/464412900/

The incumbent serves as the Head, National Library Services (NLS) Music Section in the Network Division. Exercising a high degree of independence, the incumbent is responsible for planning, formulating and recommending policy and establishing priorities of activities for a group of employees performing technical and professional work. The incumbent plans, directs and guides all activities of the Music Section, who receives general administrative direction from the Chief, Network Division (ND). Directs all aspects of the music program of the NLS, providing music services to all blind and disabled individuals in the United States, its territories, and its citizens living in foreign countries. Works independently, utilizing abroad professional knowledge to recommend policy and to establish guidelines and procedures, receiving guidance from the chief, ND, and/or the director, NLS, when decisions have an impact beyond the Division. The music librarian is generally considered an international leader among the community of librarians serving blind and physically handicapped musicians and students.

This position requires a knowledge in English, German and French.

Position: Senior Digital News Librarian
Location: Radio Free Europe/Radio Liberty- Washington, DC
Originally posted on the UMD iSchool MLS listserv. Full vacancy announcement available at:

http://www.rferl.org/jobs/detail/MLT1234-1601.html

Position Summary:
Radio Free Europe/Radio Liberty seeks a Senior Digital News Librarian to support the growth and development of its Digital News Library. The Senior Digital News Librarian will report directly to the Manager of the RFE/RL Digital News Library, and play a Supervisory role for Regional Librarians. The Senior Digital News Librarian will help to develop information and data management tools and assist in building and maintaining a taxonomy and controlled vocabulary for the RFE/RL media collection. Under the direction of the Library Manager, this Librarian will test, implement and provide ongoing maintenance of Library information management tools and workflows. The Senior Digital News Librarian will assist in standardizing and maintaining integrated workflows between Prague and the Regional Libraries. This role will also perform original media cataloging and indexing, as well as
research in the RFE/RL Video News Libraries to internal clients. Near native level of English language is mandatory, Russian language is desired.

**Position: Health Sciences Librarian**  
Location: Marymount University – Arlington, VA  
Originally posted on the Maryland Library Association listserv. Full vacancy announcement available at:

[https://www.marymountjobs.com/postings/3687](https://www.marymountjobs.com/postings/3687)

**Responsibility / Duty:**

Librarianship

Serve as subject liaison to the faculty and students in the Malek School of Health Professions; select resources to support their instructional and research needs in person and online; manage collections in assigned subjects.

Prepare and teach information literacy sessions to meet the information needs of University undergraduate, graduate and doctoral students in the Malek School of Health Professionals, Undergraduate English Composition Programs and Undergraduate Discover Programs. Remain current in instruction trends.

Provide reference and research assistance to meet the information needs of library users at all service locations through a variety of communication formats (in-person, phone and electronic); create and maintain research guides in subject areas. Remain current in reference service trends.

Assist in developing, leading, evaluating and assessing reference team projects and programs.

Posted in [Job Vacancies](https://www.marymountjobs.com/postings/3687)

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Three Librarian Positions – Maryland

Posted on [February 17, 2017](https://www.marymountjobs.com/postings/3687) by [LLAM News](https://www.marymountjobs.com/postings/3687)

**Position: Cataloging Librarian**  
Location: Recorded Books, Inc., Prince Frederick, MD  
Full vacancy announcement available at the Maryland Library Association website:


**Responsibilities**
Provides both original and adaptive/copy-cataloging for a variety of formats, including audiobooks, eBooks, digital magazines, DVDs, and other media. Assists in data manipulation and the automation, creation, and editing of MARC records. Assists in establishing and maintaining cataloging policies for current and new products. Works with Recorded Books business departments to define MARC records needs, and resolve technical issues. May assist MARC record team members in resolving library customer MARC issues. Reports to the Head of Cataloging as well as the Senior IT Director of Recorded Books, Inc.

Requirements

MLS degree from an ALA-accredited school is required. Strong knowledge and understanding of library principles, practices, and techniques. Proficiency in cataloging standards such as AACR2, MARC21, and RDA. Strong knowledge of Microsoft programs, including Microsoft SQL Server Management Studio. Strong and current computer skills and knowledge, including online searching and archiving. Ability to express ideas effectively, both orally and in writing. Proficiency in Library of Congress standards in classification and subject headings. Ability to work cooperatively and effectively with flexibility in a diverse team environment. Ability to communicate, analyze, and synthesize data and provide creative and workable solutions to cataloging problems. Ability to work in a rapidly changing technological/IT environment. Strong attention to detail is required. Must be able to work on site in Prince Frederick, Maryland.

Salary Range

Commensurate with experience and qualifications.

Application Process

Please submit Resume, Cover Letter, and a list of four professional references (including Title, Name, phone numbers, addresses, and email addresses) to Behn Trader at btrader@recordedbooks.com.

Special Requests

Closing Date: Position open until filled

Position: Librarian II, Special Collections, Sojourner Truth Room
Location: Prince George's County Memorial Library System (PGCMLS) – Oxon Hill, MD
Salary Range: $48.9k per year plus a generous benefits package!
Full vacancy announcement available at the Maryland Library Association website:


Responsibilities
If you are a librarian with supervisory experience, outstanding organizational skills, and the dedication to provide high quality customer service to a diverse community, we want you! This experienced librarian must be dedicated to managing a comprehensive collection of reference materials on African American history and culture in the Sojourner Truth Room at our busy Oxon Hill Branch.

Examples of Duties

Plans, organizes, coordinates and oversees the work of the area assigned. Provides quality reference and readers’ advisory services, and computer assistance to library customers. Provides instruction on the use of library catalog and databases. Participates in the selection, development, evaluation and maintenance of materials to meet community information and recreation requirements; reads and reviews materials and identifies replacement needs; may maintain a budget for the special collection. Trains, supervises and evaluates staff in supervisory line. Initiates and maintains local community contacts. Plans and presents programs for schools, community agencies and other groups; plans and arranges displays and exhibits. Participates in Ask a Librarian live online chat sessions with library customers. Manages and coordinates computer lab training for library customers. Collects, maintains and evaluates statistics relating to age-level or branch performance and program effectiveness. Works in various departments or branches other than where regularly assigned. Keeps informed of professional developments in library service. Attends professional meetings, workshops and conferences and serves on committees. Assumes the duties of a senior staff member upon request. Performs circulation tasks when required. Performs other duties or responsibilities that are related to the position.

Application Process

Submit an employment application, cover letter and resume ASAP! Visit us online at [http://www1.pgcmls.info/1297](http://www1.pgcmls.info/1297)

Special Requests

Maryland Public Librarian Certification

**Position: Mobile Librarian II**
Location: Enoch Pratt Free Library – Baltimore, MD
Salary: $44,858.00 – $54,520.00 Annually
Closing Date/Time: Fri. 02/24/17 11:59 PM Eastern Time
Originally posted on the Maryland Library Association listserv. Full vacancy announcement available at:

[Mobile Librarian II](http://www1.pgcmls.info/1297)
The Enoch Pratt Free Library is searching for a qualified and experienced Librarian to fill a Mobile Librarian position for the State Library Resource Center (SLRC) Division.

Under the direction of the Chief of SLRC. The Librarian II duties include the day-to-day management of the Mobile Job Center, a state of the art, fully accessible one stop shop where clients will complete all parts of the job search in one visit.

Two Library Positions – Northern Virginia

Posted on February 15, 2017 by LLAM News

Position: Digital Publishing Lead
Location: George Mason University – Fairfax, VA
Full vacancy announcement available at ALA Joblist:

Digital Publishing Lead
George Mason University's Mason Publishing Group, within the University Libraries, seeks an experienced professional responsible for the management of digital publishing platforms and tools. This position reports to the Head, Mason Publishing Group. George Mason University has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff, and strongly encourages candidates to apply who will enrich Mason’s academic and culturally inclusive environment.

The Mason Publishing Group (http://publishing.gmu.edu/) unites the George Mason University Library's digital publishing activity with the George Mason University Press to form a set of publishing services for the university.

Position: Librarian (Cataloger)
Location: Library of Congress – Culpeper, VA
Salary Range: $54,972.00 to $71,467.00 / Per Year
Closes: Monday 2/27/2017
Full vacancy announcement available at USAJOBS:

https://www.usajobs.gov/GetJob/ViewDetails/464133600/

Duties

Performs original and copy cataloging of a variety of moving image resources in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. The material is such that assignment of subject headings and genres can be determined relatively easily by comparing the content with standard lists of terms. Resolves routine problems promptly and independently, involving the supervisor on only the more difficult problems. Provides succinct but detailed summaries of contents and/or scope notes for moving images.
Searches entries in appropriate automated and manual catalogs. Examines the item and any information accompanying the item, recording certain significant features of the work; determining the extent, completeness, playback mode, length or duration, sound characteristics, dimensions and generation; obtains and verifies source and date of receipt for each copy or generation and assigns data elements to bibliographic records as required by a standard system.

Analyzes film and video materials to determine their relationship to the existing collections, for proper title entry, and the need for access points. Determines subject content and assigns subject headings to the catalog entry. Establishes new personal and corporate names and - preferred titles, with appropriate cross-references for inclusion in the name authority file. Establishes and recommends new subject and genre/form headings, with appropriate cross-references for inclusion in the subject authority file. Revises bibliographic records and authority records.

Performs content designation of newly created and updated bibliographic and name authority records, supplying tags, indicators, sub-field codes, delimiters, fixed and variable field information. Performs research in the reference collection, online databases, the world wide web, and/or the collections of the library. Recommends resolutions to problems and inconsistencies in the cataloging process. As assigned, assists in the training of technicians, temporary staff, and interns.

Compiles monthly statistical reports. In conjunction with other catalogers and under the guidance of supervisors, is responsible for writing memos establishing new practices, creating guidelines or describing more fully the procedures of cataloging as new questions, problems, or complications arise.

Answers, as assigned, queries directed to the Motion Picture, Broadcasting and Recorded Sound Division concerning entries chosen, form of entries, description of materials, etc.

Posted in Job Vacancies

Multiple Positions- Washington, DC and Virginia

Posted on February 13, 2017 by LLAM News

Metadata Services Manager
Location: George Washington University, Washington, DC
Full vacancy announcement available at ALA Joblist.
Under the direction of the Resource Description Coordinator, the Metadata Services Manager is a member of the Resource Description Group (RDG) and the greater metadata management group within The George Washington University Libraries. The RDG is responsible for describing and providing access for library collections in all formats. The Metadata Services Manager is primarily responsible for creating original metadata, complex metadata revision, and authority work for the library's general and special collections. The Metadata Services Manager will help shape the identity management work for the library's collections and is
expected to collaborate with colleagues from functional areas across GW Libraries and beyond, in service of the GW Community and the profession.

Quick Link http://www.gwu.jobs/postings/40784
Custom Research Analyst
Location: MITRE, McLean, VA
Originally posted on University of Maryland blogMLIS. The individual will work as a member of the Custom Research Team to provide information and research support to MITRE’s work programs. This person will be responsible for providing current awareness, performing research, and supporting department wide initiatives. The individual should have an understanding of information management practices that translate into successful products and solutions in order to meet the needs of our diverse customers. The individual should be familiar with congressional information and federal government operations.

Click here for more information
Generalist Librarian
Location: “Major Law Firm Client” of LibSource, Washington, DC
Originally posted on the Maryland Library Association listserv.

The Librarian will be required to coordinate technical services and collection maintenance along with general research services, cataloging and basic support. This position functions as part of a larger library team dispersed across four office locations. The candidate will be expected to collaborate and work in a distributed environment.

RESPONSIBILITIES
• Provide advice on using electronic resources via the library’s portal site for straight-forward requests for documents, cases and articles.
• Maintain library collection by sorting, shelving and organizing print publications and filing pocket parts, supplements and loose-leaf sets.
• Check-in and route materials using library catalog.
• Modify and update catalog records according to set criteria to change location, holdings, etc.
• Search and retrieve records in OCLC and the ILS and assist in their processing.
• Respond to general information requests and assist in locating books and publications.
• Perform related tasks as assigned and participate in special projects as necessary.
• Print and affix labels.
• Perform clerical tasks such as cataloging, data entry, generating reports and processing invoices.

Apply online: https://goo.gl/1kZYFO
Posted in Job Vacancies
Head of Access Services- Morgan State University, Baltimore, MD
Posted on February 13, 2017 by LLAM News
Position: Head of Access Services/Systems
Location: Morgan State University, Baltimore, MD
Originally posted on University of Maryland blogMLIS.
Introduction: The Earl S. Richardson library is recruiting for a Head of Access Services/Systems. Interested candidates should have a strong desire to advance the mission of the department, at one of the Nation’s largest Historically Black Colleges and Universities (HBCU).

Duties: Managing the day to day operations of the Access Services and Systems Department; supervising, training and evaluating staff; leading the development, recommendation and administration of circulation policies, procedures and processes; assisting library staff and library IT unit and performing other duties as assigned.

Click here for more information.

Two Librarian Positions – Frederick, MD
Posted on February 10, 2017 by LLAM News
Position: Information Literacy Librarian
Location: Frederick Community College – Frederick, MD
Salary: $50,871.00 – $55,958.00 (Yearly Salary)
Full vacancy announcement available at ALA Joblist:

Information Literacy Librarian
The Information Literacy Librarian is responsible for developing and managing the Library’s information literacy programs, providing instruction and reference services, and assisting with print and digital collection management. This position is part of an academic support team within the Learning Commons that works together to enhance students’ academic success, persistence, and completion.

Position: Branch Administrator III
Location: Frederick County Public Libraries – Frederick, Maryland
Salary: $65,826.00 – $78,991.00
Originally posted on the Maryland Library Association listserv.

Join the vibrant, community-minded team at Frederick County Public Libraries! We are seeking a creative, energetic, and visionary leader for our central branch in Downtown Frederick. Located in West-Central Maryland between Washington D.C. and Baltimore, FCPL is a rapidly developing system. By facilitating the public’s freedom to explore, invent, and transform, FCPL connects people to ideas and to each other, helping to foster individual and community growth.
This professional managerial and supervisory position is responsible for the general operation and management of the C. Burr Artz Public Library, and for ensuring the delivery of quality library service to the public. Direct supervision is given to department supervisors and the Assistant Branch Administrator. Supervision is received from the Associate Director for Public Service.

QUALIFICATIONS & REQUIREMENTS:

· Master of Library Science degree from an American Library Association accredited program

· Minimum 5 years of recent (within the past 10 years) progressively responsible work experience in public library management, which must include:

    o Minimum 3 years at the middle management level or higher (e.g. Department Head in multi-department library, Director of a small library, Branch Manager of a small branch, etc.)

    o Minimum 3 years work experience supervising others (direct reports)

· Professional Public Librarian certification from the Maryland State Office of Education or the ability to become certified within 6 months of hire

· Possession of a valid automobile operator's license

Deadline to apply: 4:00 pm March 8, 2017. Salary: $65,826.00 – $78,991.00 Annually. For complete job description and to apply go to www.frederickcountymd.gov

Library Technician at the U.S. Senate Library- Washington, DC- Deadline February 9, 2017

Position: Library Technician (Documents)
Location: U.S. Senate Library- Washington, DC
Salary: $42,088 – $65,236

Originally posted on University of Maryland blogMLIS.

This is support work providing information resources to Senate and Library staff. Work includes maintaining and controlling collection resources, creating and updating online records, and organizing and filing research materials within the Library and storage areas. Work is bound by Resource Description and Access cataloging rules, Library of Congress classification and subject heading guidelines, MARC standards for bibliographic and authority records, Federal Depository Library Program guidelines, Secretary of the Senate policies and procedures, the U.S. Senate Handbook, and the Senate Ethics Manual, but requires independent judgment in setting priorities and handling assignments. Work is performed under the general direction of the Access Services Librarian.
Please see the complete vacancy announcement and position description.

Posted in Job Vacancies

Law Librarian Position – Washington, D.C.

Posted on February 3, 2017 by LLAM News

Position: Law Librarian
Location: Washington, D.C.

LAC Federal is seeking an experienced Law Librarian with expertise in the use of SharePoint to manage and track legal document workflows and to create and populate legal and administrative forms in Adobe, Microsoft Word, InfoPath and other tools. This is a 1-2 year-long full-time position (40 hours a week; Monday-Friday) benefited.

Responsibilities

Responsible for Knowledge Management using SharePoint to support office staff
Create and maintain digital libraries containing relevant documents and articles on specific legal topics
Train staff on the use of the KM tools and other information products
Provide research assistance.

Qualifications

Education Qualifications:
Juris Doctor (JD) degree

OR

Masters of Library and Information Science (MLIS) with a Special Certificate in Law Librarianship

OR

Two years as a professional law library
Minimum of 2 years administering, maintaining, and updated an electronic knowledge management system (SharePoint strongly preferred)
Proven ability to learn quickly and adapt to new situation
Prior experience with federal criminal law and litigation
A solid understanding of legal documentation
Candidate may substitute 3 years of experience managing an electronic knowledge management system for the above Education Qualifications provided they also have:
Three years of equivalent professional level experience working as a law librarian; OR
A Bachelor's Degree from an accredited college or university

OR
Paralegal Certificate from an ABA-approved program.

For immediate considerations, please apply online: https://goo.gl/ler5CQ
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, National Libraries and prominent government agencies.

Library Residency for Diversity and Innovation – Towson University

Position: Library Residency for Diversity and Innovation
Location: Towson University, Albert S. Cook Library – Towson, MD
Full vacancy announcement available at ALA Joblist: 
Library Residency for Diversity and Innovation
The Albert S. Cook Library seeks an early-career librarian for a two-year residency program to begin Summer 2017. This two-year Library Residency program is designed to provide an early-career librarian from an underrepresented group the opportunity for rapid professional growth. The purpose is to help increase the presence of underrepresented groups in academic librarianship and to bring new perspectives and fresh ideas to Cook Library. During the first year of the two-year program, the Resident will gain experience and provide services in three departments: Research and Instruction, Technical Services, and Archives & Special Collections. In the second year the Resident will specialize in one area and work on a project suited to his/her professional interests and to the needs of the library. A goal of this project is for the Resident, working independently or with a mentor, to develop, complete and report research at a professional conference or in a professional journal. The Resident will serve on library and university committees and participate in professional organizations. Towson University values diversity and encourages all qualified individuals to apply.

Multiple Positions- Washington, DC and Northern VA

Posted on January 30, 2017 by LLAM News
Position: Supervisory Librarian  
Location: Library of Congress, Washington, DC  
Salary Range: $112,021.00 to $145,629.00 / Per Year  
Full vacancy announcement available at  
USAJOBS: https://www.usajobs.gov/GetJob/ViewDetails/463390800/  
The Literature Section Head position is located in the U.S. Programs, Law, and Literature  
Division, Acquisitions and Bibliographic Access Directorate, Library Services.

Serves as the senior expert and spokesperson for the program both within the Library and in  
the national and/or international library and information communities. Communicates  
program policies and decisions to the library and information communities via presentations,  
training sessions, email discussions, articles, and/or other means. Initiates, establishes, and  
maintains professional relationships with librarians and other specialists to obtain input on the  
program and to share information and resources. Plans, directs, and executes liaison  
operations for critical program changes with national or international implications. Represents  
the Library at national and/or international meetings and serves on national and international  
task forces, as appropriate.

Position: Library Aid (Deck Attendant)  
Location: Library of Congress, Washington, DC  
Salary Range: $28,886.00 to $37,557.00 / Per Year  
Full vacancy announcement available at  
USAJOBS: https://www.usajobs.gov/GetJob/ViewDetails/463417400/  
The incumbent serves as a deck attendant in the Serial and Government Publications Division.  
Incumbent is responsible for the maintenance, service and shelving of collections housed in the  
Division during hours of public service. This includes retrieving materials for researchers,  
shelving and maintaining the serial collections of the division, and utilizing the LCILS and other  
online systems. Critical to this position is the ability to work with a high degree of accuracy, to  
produce a large quantity of work, often under severe time constraints, and to interact  
effectively with researchers and other users of the Newspaper and Current Periodical Reading  
Room.

Position: Library Technician (Acquisitions Assistant)  
Location: Library of Congress, Washington, DC  
Salary Range: $44,941.00 to $58,428.00 / Per Year  
Full vacancy announcement available at  
USAJOBS: https://www.usajobs.gov/GetJob/ViewDetails/463421600/  
The incumbent processes compliance enforcement actions taken by the Copyright Acquisitions  
librarians under section 407 of the Copyright Act of 1976. Such actions result in the acquisition  
of works in a variety of formats for the Library's general and special collections.

Performs special searches of various online catalogs and databases to locate and/or verify  
bibliographic or acquisitions data supporting various library functions, related to the  
development of the general and special collections of the Library of Congress via copyright  
deposits.
**Position: Head, Resource Acquisition**  
Location: George Mason University, Fairfax, VA  
Salary is competitive and commensurate with qualifications and experience (and rank). Originally posted on the Potomac Technical Processing Librarians listserv.

George Mason University, University Libraries seek an innovative, enthusiastic and collaborative librarian for the position of Head, Resource Acquisition. George Mason University has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff, and strongly encourages candidates to apply who will enrich Mason’s academic and culturally inclusive environment.

To view the full job description go to: [https://jobs.gmu.edu/postings/39596](https://jobs.gmu.edu/postings/39596)

**Multiple Positions- Maryland**  
Posted on January 30, 2017 by LLAM News

**Position: Materials & Data Analysis Manager**  
Location: Howard County Library System  
Salary: $61,568.00 – $107,959.00 (Yearly Salary)  
Full vacancy announcement available at [ALA Joblist](https://www.ala.org/alajoblist).

**ESSENTIAL FUNCTIONS**

- Manages the strategic direction and development of all HCLS’ materials portfolio to promote collections and collections-related activities
- Supervises materials management staff
- Oversees and identifies process efficiencies to expand the department’s operational and product portfolio
- Ensures that all collection items are purchased, processed, and prepared promptly for customer borrowing
- Manages materials vendors and associated accounts
- Analyzes collection turnover rates and other use-based measures to determine acquisition strategy to maintain high quality of HCLS portfolio
- Analyzes publishing trends and borrowing patterns to ensure that HCLS collections provide educational and enriching experiences to HCLS customers
- Ensures special information access needs of HCLS customers (including those with disabilities or English a second language) are incorporated into the delivery of service
- Leads the data collection and analytical research of materials usage, publishing trends, and demographic data to develop strategic plans, forecasts and compile specialized reports
- Develops and manages the department’s annual budget based on industry trends and customer activity

**Position: Data Services Librarian**  
Location: University of Maryland  
Full vacancy announcement available at [ALA Joblist](https://www.ala.org/alajoblist).
The primary responsibility of the Data Services Librarian is to serve as the program lead to implement and promote novel, sustainable data services throughout all stages of the research data lifecycle. The incumbent in this position should strive to become the Libraries’ primary expert for the technology required to support comprehensive data services initiatives, including repositories and hosting requirements. S/he serves as the expert on technology and tools to support University of Maryland researchers and partners as they manage, analyze, share, communicate, and preserve their research data. The Data Services Librarian must collaborate closely with UMD Libraries’ staff to ensure Research Data Services are aligned with the diverse needs of a broad variety of researchers, and s/he takes the initiative to identify and support the technical needs of researchers as well as suggest improvements and new services or workflows. The Data Services Librarian actively participates in programs and projects in Digital Programs and Initiatives, including but not limited to the institutional repository (DRUM), digital publishing, and digital collections.

Position: Manager III (Branch Manager), Grade M3  
Location: Bethesda, Maryland, Montgomery County Public Libraries  
Salary: $74,445-$136,069

Originally posted on the Maryland Library Association listserv. Full posting online.  
This is professional library administrative work whose primary job is to lead the work of staff to delight library customers. The manager has full accountability for management of a library branch in Montgomery County Public Libraries as well as serves as a member of the Director’s Administrative team. Branch managers oversee the provision of direct services and assistance to library customers. Responsibilities include: assessing human resources and customer needs to ensure efficient staff scheduling that corresponds to peak hours of demand, participates in the development of long-range plans for the branch, ensuring consistency with MCPL system-wide goals, manages the supervision and performance evaluations of branch staff, coordinates collection development activities that will improve the quality and usefulness of the library’s collection, ensures successful implementation of new technologies, works with community groups to encourage library use and to assist in making the library more customer friendly, implements system policies and procedures and shares recommendations with library administration, and establishes, maintains, and improves communications and working relationships with diverse community groups, advisory committees, and the media.

As a manager of unionized employees, this position has a responsibility for fostering a positive labor relations environment based on mutual trust, respect and cooperation

Bilingual applicants are encouraged to apply. Additional pay may be available for bi-lingual languages other than English. In order to qualify for multilingual pay, applicants will be required to successfully pass a multilingual examination.

Position: Librarian Advanced Professional Certificate-Repost  
Location: Jessup, Maryland  
Salary: $54,565.00 – $87,188.00/year

Originally posted on the Maryland Library Association listserv. Full posting online.  
This position manages the provision of library and information services in JCI, MTC, and MCI-W library branch using current library practices; develops and manages collection; provides
Five Librarian Positions – Harford Co., MD and N. VA

Position: Multiple
Location: Harford County Public Library

Harford County Public Library provides progressive and innovative library service and is an integral part of the economic, educational and social fabric of Harford County. The Library is a 3 time recipient of the of The Daily Record’s Innovator of the Year Award and a 7-time Library Journal Star Library. HCPL has eleven branches, one administrative office and two outreach vehicles serving over 185,000 registered borrowers of all ages and has an annual circulation of over 3.7 million. Exciting opportunities are available for those looking to serve the community in a highly interactive setting or perhaps just a little less traditional library setting – come check us out:

**Vacancy #17-27, Assistant Branch Manager, Havre de Grace Branch**
Responsible for assisting with managing the operations, activities, and staff of the branch; directly supervises hourly reference staff, including reference substitutes and volunteers as assigned; oversees the training of reference staff; provides reference, collection and reader’s advisory services to the public in all service areas; works on reference desk as required.
Performs other duties as assigned. Meets minimum public service hours as defined by Library Administration. Starting salary: $24.35 – $26.70 per hour, annualized to $47,476, – $52,065 year; full salary maximum – $75,704, Grade 11 – Exempt

**Vacancy #17-28, Branch Manager II – Bel Air Branch**
Responsible for and oversees general operations of Harford County Public Library’s largest and busiest branch including direct supervision of staff, circulation services, programming, information, collection development, and reader’s advisory for adult, young adult and children’s services. Oversees the Passport Acceptance Facility service, the Silver Reader outreach vehicle, and the newly renovated Children’s Services area, including StreamWorks an innovation lab geared towards middle schoolers. Acts as a liaison between branch staff and administration. Visit [http://hcplonline.org/belair.php](http://hcplonline.org/belair.php) for more information about the unique services of this branch. Starting salary: $29.37 p/hour – $35.90 p/hour ($62,990 –$70,000 annualized), Full salary maximum – $100,731. Grade 14 – Exempt

**Vacancy #17-40, Library Associate I or II – Children’s Services, Bel Air Branch or Jarrettsville Branch**
Provides a variety of services to customers to include information, reader’s advisory, computer instruction, training, in-house programming and community outreach, collection development and other related tasks. Works collaboratively with staff in a team approach to public service; plans and implements programs primarily for children groups and audiences; and works on reference desk. Performs other duties as assigned. Meets minimum public service hours as defined by Library Administration. Starting salary: Library Associate I – $16.91 per hour ($32,975 annualized) Grade 7 – Non-Exempt; Library Associate II, $18.55 per hour ($36,180 annualized) Grade 8,– Non-Exempt

**Vacancy #17-42, Branch Manager I – Fallston Branch**
Responsible for and overseeing general operations of library branch including directly supervising staff, circulation services, programming, information, collection development, and reader’s advisory for adult, teens and children’s. Act as a liaison between branch staff and administration. Meets minimum public service hours as defined by Library Administration. Starting salary: $29.37 p/hour – $33.78 p/hour ($57,271 –$65,871 annualized), Full salary maximum – $91,584. Grade 13 – Exempt.

Come help us continue the excitement in Harford County. Applications for these positions are completed and accepted via online submission only. Visit www.HCPLonline.org to review full vacancy announcement and requirements and how to apply, under Library Jobs tab. PLEASE NOTE: The application cannot be saved and returned to at a later time. The application must be completed in its entirety prior to submitting. A resume is required for these positions; however, a resume will not be accepted in lieu of the online employment application. Do not state “refer to resume” on the application. HCPL is committed to diversity in the workplace and is an EOE.

**Position: Content Management Analyst**
Location: NASA Langley Research Center- Langley, VA
Originally posted on the UMD iSchool MLS listserv.

### POSITION: Content Management Analyst
REPORTS TO: Lead, Sr. Technical Information Specialist
TYPE OF POSITION & FLSA STATUS: Regular/Full-time/ Exempt
EEOC Job Category: Professional

**SUMMARY/GENERAL DESCRIPTION OF JOB:** In support of the NASA Scientific and Technical Information (STI) program, creates descriptive metadata for scientific and technical information (STI) documents that comprise the NASA Technical Report Server (NTRS). Analyzes technical documents and provides subject indexing and classification, and plays a supportive role in the maintenance of related authority files and terminology resources. Also performs critical review and evaluation of document markings and associated availability-authorization forms to determine the appropriate audience for document dissemination. May also support customer outreach, training, and Help Desk operations. Contributes to the ongoing enhancement of production processes and tools. Works under limited supervision and uses independent judgment.
ESSENTIAL DUTIES & JOB FUNCTIONS:

Provides subject-term indexing and classification based on the NASA Thesaurus and other authority files
Identifies candidate terminology for the NASA Thesaurus, and the NASA Scope and Subject Category Guide
Creates and enhances cataloging records for STI documents
Reviews and analyzes distribution authorization forms and corresponding document markings for dissemination requirements and distribution limitations
Assists with customer Information Desk inquiries, including researching information on NTRS and making required back-file changes to existing metadata and images.
May also provide support to STI operations at various NASA Centers in the form of outreach activities, and online and face-to-face training.
Recommends operational processing and systems improvements and enhancements.

JOB REQUIREMENTS (Education, Experience, Professional Associations):

Mandatory

BA or BS degree in a science or engineering discipline

OR

Four years’ experience in subject indexing of scientific/technical literature

OR

Master’s Degree in Library and Information Sciences with specialization in science librarianship

Excellent oral, written, and interpersonal skills.
US citizen
Able to pass a National Agency Check and Inquiries (NACI) investigation

Preferred

Experience in creating and maintaining taxonomies or structured vocabularies (e.g., thesauri, ontologies, or classification schemes)
Knowledge of descriptive cataloging
Experience with group and one-on-one training and customer service
Experience in a NASA or scientific and technical information environment
Knowledge of Boolean search methods and experience with database analysis
Two Law Library Positions – Washington, D.C.

Position: Research Analyst
Location: Sidley Austin LLP – Washington, D.C.
Originally posted on the Law Librarians’ Society of Washington, D.C. Jobline:

http://www.llsdc.org/llsdc-jobline

Summary:

The Research Analyst will provide high-quality, in-depth legal and non-legal research using online and print resources. S/he will liaise with assigned practice area teams by providing key actionable insights that can be used to support better decisions through topic-specific research and analytic results.

This role may be based in our New York, Chicago, Los Angeles or Washington D.C. office.

Duties and Responsibilities:

Conduct high-level, customizable research and analytics in legal, business and other subjects. Serve as practice, subject, and/or industry research specialist in areas aligned with the firm's practice and business; use this expertise to proactively support Practice Area Teams (PAT) as the assigned liaison.
Provide training on research strategies and resources as requested; develop, plan, coordinate and deliver presentations to assigned PAT and other groups, on recent developments, current awareness and research tools and other topics; contribute to the preparation of instructional and department marketing material.
Participate in collection development including new databases, websites and print material; prepare resource review report as assigned: coordinate user surveys, analyze usage, compare resource with other firm resources and competing products to make informed recommendations for renewal or cancellation.
Keep up to date on industry current trends and best practices.
Occasional evening and weekend coverage is required as part of team rotation.
Work on special projects or any other duties assigned to fully meet the requirements of this position.

Qualifications:
Qualification Requirements: To perform this job successfully, an individual must be able to perform the Duties and Responsibilities (Duties) above satisfactorily and meet the requirements below. The requirements listed below are representative of the minimum knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job. If you need such an accommodation, please email staffrecruiting@sidley.com (current employees should contact Human Resources).

Required:

MLS from an ALA accredited university.
Minimum 3 years experience in a research environment; or equivalent combination of education and experience.

Preferred:

JD from an ABA accredited law school or other advanced degree.
Strong technical skills, including familiarity with SharePoint, MS Office, social media, graphic editors, and other related technology tools.

Other Skills and Abilities:

The following will also be required of the successful candidate:

Excellent organizational skills
Excellent attention to detail
Good judgment
Good interpersonal communication skills
Well-developed analytical and problem-solving skills
The ability to work harmoniously and effectively with others
The ability to preserve confidentiality and exercise discretion
The ability to work under pressure
The ability to manage multiple projects with competing deadlines and priorities

Qualified candidates must apply online by visiting our website at:

https://careers-sidley.icims.com/jobs/3706/research-analyst/login

Sidley Austin LLP is an Equal Opportunity/Affirmative Action Employer

Position: Knowledge Services Analyst
Location: Vinson & Elkins LLP – Houston, Dallas, New York or Washington, DC.
Full vacancy announcement posted at the AALL Career Center:
The Knowledge Services Analyst works as part of the Research & Knowledge Services team to perform statistical and qualitative analysis of the Firm’s electronic resources in order to help the firm better understand usage patterns and the details of each resource. In addition, the Analyst will help to assess the knowledge management needs of the attorneys and practice groups and then directly assist in the development and implementation of services and technologies that increase firm efficiency.

Responsibilities:

Perform content analysis of electronic resources by identifying the types of information contained in each product. Interview attorneys, librarians and other researchers to better understand user preferences.
Create quantitative user profiles of attorneys and other researchers using electronic resource statistics gathered from Research Monitor and vendors.
Review statistics and create usage reports for Practice Group Leaders and Firm Administrators using visualization tools to keep them informed of patterns and trends.
Work with the Director of Research & Knowledge Services, the Director of Enterprise Content Management, firm management, Practice Group Directors and attorneys to elicit, design, develop and implement Knowledge Management solutions.
Work with Knowledge Services and legal staff to administer and maintain knowledge management processes, tools and technology.
Stay up to date with new and existing resources by working with vendors and attending conference and seminars.
Manage and/or participate in other projects as needed.

We do not accept resumes for positions not currently listed. If you are qualified for one of our listed positions, please email, fax or mail your resume and salary requirements to the Human Resources Department. Our Houston email address is houstonjobs@velaw.com, our fax number is 713.615.5120 and our mailing address is Vinson & Elkins L.L.P., ATTN: Human Resources, 1001 Fannin Ste. 2500, Houston, Texas 77002-6760. EOE.

Resource Development/eLearning Librarian – Largo, MD

Posted on January 25, 2017 by LLAM News

Position: Resource Development/eLearning Librarian
Location: Prince George’s Community College – Largo, MD
Originally posted on the UMD iSchool MLS listserv. Full vacancy announcement available here:

https://pgcc.peopleadmin.com/postings/5581

Prince George’s Community College an achieving the dream community college, with a diverse population of more than 44,000 students who represent 103 countries throughout the world seeks Resource Development/e-Learning Librarian.
The Resource Development/e-Learning Librarian will coordinate the evaluation, selection and purchase of print and media resources and teach online using a learning management system. This position also coordinates the archival digitization process using CONTENTdm.

Full-time, 37 ½ hours per week, 12 month, faculty position. Occasional evening and weekend hours, as the teaching schedule requires. Documentation of experience and performance required by teaching a sample 20-30 minute information literacy lesson during the interview and providing proof of curriculum and/or course material development for classroom and/or online instruction.

Research Librarian (Law Firm) – Washington, D.C.

Position: Research Librarian
Location: Morgan, Lewis & Bockius LLP
Originally posted on the Law Librarians’ Society of Washington, D.C. Jobline:

http://www.llsdc.org/llsdc-jobline
Morgan, Lewis & Bockius LLP, one of the world’s leading international law firms, is seeking a Research Librarian in our Washington, DC office.

Our Research Librarians provide high-quality legal, business and law-related research and reference services to the firm’s attorneys, paralegals and other administrative professionals.

Responsibilities:

Respond to research requests from the firm’s attorneys and staff in a timely, effective, and efficient manner;
Provide guidance and training on the efficient use of firm resources and orientations.
Monitor litigation, news, legislation and regulatory developments;
Maintain a working knowledge of all library print resources; develop and maintain proficiency using electronic resources and databases in an efficient and cost-effective manner;
Keep current with changes and developments in information resources;
Write practice guides, checklists and research tips;
Assist the Library Manager with special projects;
Develop and sharing new research strategies and best practices;
Other duties as assigned

Qualifications:
This job requires:

A Master’s degree in Library Science (ALA accredited preferred), and
Minimum of 1 years’ experience in law library research
Proficiency with research databases including Lexis, Westlaw, Bloomberg Law, BNA.com,
Cheetah, PACER and HeinOnline

To perform the job successfully, an individual must demonstrate the following knowledge skills and abilities:

The ability to work efficiently and effectively under pressure
Strong organizational and time management skills
A strong customer service orientation
Demonstrated interest in personal professional development
The ability to maintain client confidentiality.
Must be able to complete research projects independently and work with other firm librarians as a member of our national library team.
Excellent research skills, excellent verbal and written communications skills, excellent analytical and critical thinking skills, and creative problem-solving skills.
Experience supporting the following practice groups is a plus: Food & Drug, Investment Management, Litigation, Intellectual Property, Employee Benefits, Employment, Energy, Securities, Structured Finance and/or Tax.
Experience researching legislative intent is also a plus.

Qualified candidates must apply online by visiting our website at http://www.morganlewis.com and selecting “Careers.”
Morgan Lewis is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Information Literacy Librarian- Morgan State University

Position: Information Literacy Librarian
Location: Morgan State University- Baltimore, MD
Originally posted on University of Maryland blogMLIS!
Introduction: The Earl S. Richardson Library is recruiting for an Information Literacy Librarian. Interested candidates should have a strong desire to advance the mission of one of the Nation’s largest Historically Black Colleges and Universities (HBCU).
Duties: Providing library instruction in the information literacy program; delivering general and specific reference, information, research assistance, and services to individuals and groups within the Morgan State University community; developing information literacy tutorials; assisting in the development and documentation of library policies and procedures; collecting and assembling statistics in cogent reports and developing assessment tools; providing collection development assistance and creating reports supporting federal materials ordered and received and other duties as assigned.

For more information, view full post.

Posted in Job Vacancies Edit

Two Positions – MD and N. VA

Posted on January 20, 2017 by LLAM News

Position: Executive Director
Location: Association for Information Science and Technology – Silver Spring, Maryland
Full vacancy announcement available at ALA Joblist:

Executive Director
The Association for Information Science and Technology (ASIS&T) seeks an energetic, innovative, experienced and enthusiastic leader to be the association’s next executive director and to help the association achieve increased impact and stature. Given the rapidly evolving nature of information science and technology, this leadership position presents a rare opportunity for a collaborative, strategic and visionary leader to help ASIS&T leverage its global membership for meaningful impact.

Position: Children’s Librarian
Location: Loudoun County Government – Leesburg, Virginia
Salary: $62,397.00 (Yearly Salary)
Full vacancy announcement available at ALA Joblist:

Children’s Librarian
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 a Children’s Services Librarian. LCPL is committed to building community 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. This position primarily focuses on services to children, their parents, and caregivers. Through partnerships with schools, homeschoolers, and other community organizations, Children’s Services Librarians are an integral part of the educational community. If selected for this position, you will develop and conduct original, vibrant programming for children that encourages reading, viewing and listening skills; lead patrons in understanding and making effective use of technology for learning, creativity, communication, and entertainment; 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. The successful candidate 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.Hiring Range: Up to $62,397, DOQ. Recruitment #17-245-0231. Apply immediately. Visit our on-line employment center at http://www.loudoun.gov for more information and to apply. EOE

Multiple Positions- Library of Congress

Posted on January 17, 2017 by LLAM News

Position: Library Technician
Location: Library of Congress, Washington DC
Salary Range: $32,428.00 to $42,151.00 / Per Year
Full vacancy announcement available at
USAJOBS: https://www.usajobs.gov/GetJob/ViewDetails/462495900/
This position is located in the Acquisitions and Bibliographic Access Directorate (ABA) and can be used in any division in the directorate. Under the direction of the supervisor, the Materials Handler, carries out the duties of distribution of mail and the packing of all materials to be shipped. Incoming mail is distributed to all nine ABA Divisions, and for at least six of the ABA Divisions, the duties include handling mail for both monographs and microfilms. The incumbent of this position will also process books received through the Cataloging in Publication and Pre-Assigned Control Number Programs. The incumbent exercises care to ensure that government property, especially the Library's collection materials, are properly handled and kept secure to avoid loss or damage.

Position: Library Technician (Collections)
Location: Library of Congress, Washington DC
Salary Range: $44,941.00 to $58,428.00 / Per Year
Full vacancy announcement available at
USAJOBS: https://www.usajobs.gov/GetJob/ViewDetails/462501100/
The Law Technician for Inventory and Physical Controls is supervised by the Chief, Collection Services Division, Law Library of Congress. The incumbent ensures accountability of receipts by timely check-in of each serial or monographic piece received directly in the Law Library within a prescribed number of days following receipt. Records are created in the Integrated Library System (ILS) at point of check-in, as needed, to expedite processing. Incumbent ensures collection security and improved tracking of items by pin and linking and bar coding serial issues being bound and by masking holdings in the public catalog record displays. Incumbent also conducts physical inventory retrospectively on items added to the Law Library collection before the ILS was implemented in August 1999.

Position: Librarian
Location: Library of Congress, Washington DC
Salary Range: $54,972.00 to $71,467.00 / Per Year
Full vacancy announcement available at
USAJOBS: https://www.usajobs.gov/GetJob/ViewDetails/462513900/
Catalogs various materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Establishes personal and corporate names and uniform titles for inclusion in the name authority file. Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloger's reference collection, online databases, the world wide web, and the collections of the Library. Recommends resolutions to problems and inconsistencies in the cataloging process.

**Position: Librarian (Automated Operations Coordinator)**
Location: Library of Congress, Washington DC
Salary Range: $94,796.00 to $123,234.00 / Per Year
Full vacancy announcement available at
USAJOBS: [https://www.usajobs.gov/GetJob/ViewDetails/462530300/](https://www.usajobs.gov/GetJob/ViewDetails/462530300/)
Initiates, establishes, and maintains professional relationships with librarians and other specialists in order to share resources and information as well as to coordinate workflow within the library. As a consultant, makes recommendations regarding major changes in program areas. Explains or presents specialized or technical information to individuals or groups with varying backgrounds or levels of experience. Develops and maintains professional standing through a variety of methods, including participation in professional organizations, which may include presenting papers at conferences, seminars, or meetings in librarianship and other relevant fields. Prepares articles for publication. Represents the organization at conferences, seminars, and exhibits. Collaborates on projects both inside and outside the Library. Assists clients in developing complex projects.

**Multiple Positions- Washington, DC**

Posted on January 17, 2017 by LLAM News

**Position: Business & Legal Research Analyst**
Location: DLA Piper, Washington, DC
Originally posted on LLSDC Job Listings.

DLA Piper is a leading global business law firm. We are committed to attracting, developing, and retaining the best people across our practice and business service groups. We are looking for collaborative, results oriented people who enjoy working in a fast paced environment and have exceptional problem solving skills. If you are a highly talented Business & Legal Research Analyst interested in working closely with clients, attorneys and paralegals we want to hear from you!
This position is located in the Washington, DC office. Your standard hours will be determined.

The Business & Legal Research Analyst position provides research expertise and analysis to lawyers, paralegals and staff. Must be able to quickly evaluate all research inquiries to determine the best methods and resources necessary to complete each request. Prioritizes requests, analyzes results, compiles answers and communicates research findings in a clear and concise manner. May perform training and conduct outreach activities at the local office level.

For more information on how to apply, see: [http://dlapiperus.referrals.selectminds.com/jobs/business-legal-research-analyst-728](http://dlapiperus.referrals.selectminds.com/jobs/business-legal-research-analyst-728)

**Position: Digital Scholarship Librarian**
Location: Georgetown University Library, Washington DC
Full vacancy announcement available at [ALA Joblist](https://www.ala.org/alajoblist).

Georgetown University Library seeks an innovative and collaborative information professional to serve as Digital Scholarship Librarian. This is a forward-looking, transformative role for an individual with a passion for range of cutting-edge activities within digital scholarship, including building new digital projects, developing digital scholarship services in support of research, teaching and learning, including collaborations with faculty, researchers, students, and other partners.

**Lobbyist, Office of Government Relations**
Location: American Library Association/Washington Office
Salary: $60,000.00 – $70,000.00 (Yearly Salary)
Full vacancy announcement available at [ALA Joblist](https://www.ala.org/alajoblist).

The American Library Association (ALA) is seeking a full-time government relations or library professional to join its lobbying team in the ALA Washington Office. ALA is the oldest and largest association for libraries and information centers in the world, delivering pragmatic solutions to pressing issues such as expanding economic opportunity, advancing education and learning in the global economy, as well as strengthening individual rights such as privacy and free speech. ALA offers a competitive starting salary and excellent benefit package.

**Associate Librarian – Space Telescope Science Institute, Johns Hopkins University Campus in Baltimore, MD**

**Position: Associate Librarian**
Location: Space Telescope Science Institute, Johns Hopkins University Campus in Baltimore, MD
Full posting available on [ALA Joblist](https://www.ala.org/alajoblist).
Description
The Space Telescope Science Institute (STScI), located on the Johns Hopkins University Campus in Baltimore, MD, is the science operations center for the Hubble Space Telescope and the science and mission operations center for the James Webb Space Telescope, scheduled to launch in 2018. Take part in work at the forefront of astronomy in a job that offers a competitive salary and generous benefits.

STScI is seeking an Associate Librarian to assist in providing essential information services and resources for research, special projects, and the ongoing work of the Institute as well as the wider astronomical community.

Duties & Responsibilities

1. Assists STScI staff and visitors with locating needed resources.

2. Assists in acquiring, providing, and especially maintaining needed information in print and non-print formats for scientific, technical, and support staff.

3. Assists Library Technician and Chief Librarian with day-to-day functions of library: e-journals maintenance, maintaining physical collection, ILL reciprocal borrowings and mailings, and processing some archival materials.

4. Fills in for Chief Institute Librarian and Library Technician in their absence.

5. Communicates with e-journal providers, both direct publisher and third party subscription management company. Updates accounts and tracks usage statistics. Recommends collection accession/de-accession to Chief Librarian through knowledge of use statistics, esp. for online subscriptions.


7. Performs authority control using current rule interpretations and reviews unauthorized headings in new records and those already existing in ILS to bring them in compliance with national standards.

8. Exercises discretion and independent judgment in cataloging resources, rule interpretation, and application of metadata. Enhances records to ensure they are discoverable for the research community.
9. Assists other library staff in understanding catalog formats and rule interpretations and consults with library staff as needed to make decisions.

10. Works with Library Technician in overseeing maintenance of print journal and observatory publications, including bindery operations.

11. Works with ebook vendors to automate routine record delivery into ILS and enhances records as needed.

12. Communicates ideas for improvements to existing library workflows and methods of targeted information delivery within and connected to the library; works with staff at the institute to move forward on implementation and project completion.

13. Remains current on and informs library and institute staff of major changes in the greater information services world; participates in marketing efforts of the library.

14. Improves and updates STScI library web page on an ongoing basis in conjunction with IT staff.

15. Assists with one or more additional library projects such as identifying materials to be included and tagged in the Hubble Space Telescope bibliography, digital archiving, ORCID implementation, or the Unified Astronomy Thesaurus.

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

Posted in Job Vacancies

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

Position: Assistant Director and Senior Specialist, Government and Finance Division
Location: Library of Congress – Washington, D.C.
Salary Range: $124,406.00 to $187,000.00 / Per Year
Closes: Friday 2/3/2017
Full vacancy announcement available at USAJOBS:

https://www.usajobs.gov/GetJob/ViewDetails/461513600/

The Congressional Research Service (CRS) works exclusively for the United States Congress, providing objective, nonpartisan research and analysis to committees and Members of the House and Senate.

CRS seeks a senior research manager to lead its Government and Finance Division (G&F), one of five research divisions, in providing expert research that meets ongoing congressional policy-making and oversight needs related to issues and policy developments concerning the organization, structure, operations and management of Congress and its support agencies, and of the executive and judicial branches; the congressional budget and appropriations process and the legislative process; homeland security and emergency management; cybersecurity;
Position: Electronic Product Delivery Specialist  
Location: American Psychological Association – Washington, D.C.  
Salary: $50,000.00 – $60,000.00 (Yearly Salary)  
Full vacancy announcement available at ALA Joblist:

Electronic Product Delivery Specialist  
Responsibilities:

Monitor PsycINFO, PsycARTICLES, PsycBOOKS, PsycCRITIQUES, PsycTESTS, and PsycEXTRA electronic databases for libraries on third party vendor platforms, such as EBSCO, OVID, and ProQuest, on a regular basis.

Search all vendor platform systems used by libraries on a weekly/monthly basis for the proper uploading of data to verify the timeliness of each upload, including weekly correction and deletion files.

Create specific searches to isolate potential data problems and report both data anomalies and platform implementation or record display problems. When data errors are found, work with the Quality Assurance Specialist on the correction process.

Create a system for analyzing data timeliness, reporting errors in released data, and enhancing vendor platform usage and searchability.

Write technical specifications for new product releases and annual reloads. Assist in testing and evaluating (alpha testing and/or beta testing) new products, reload data, and system enhancements for functionality prior to release to the marketplace. Ensure that the vendor display of database records meet technical specifications and fits with the display of similar records in other databases on the same platform.

Review routinely all fact sheets, information sources, and technical documentation on all vendor platforms for accuracy and currency. Ensure that the most up-to-date information regarding APA electronic research products including content and coverage, fields and tags, and indexes is appropriate and correct. Certify all documentation on vendor platforms for release.

Serve as a resource for staff in other departments who write documentation, search or references guides, and other promotional materials. Contributes written content for database search aids as required.
Search other database systems in other disciplines for new fields, design options, and other potential database enhancements. Participate in the evaluation of new information technologies, systems, and programming tools that could benefit APA’s current database products.

**Position: Head, Resource Acquisition**  
Location: George Mason University Libraries – Fairfax, Virginia  
Full vacancy announcement available at ALA Joblist:

**Head, Resource Acquisition**  
This position serves as an integral part of a forward-thinking, twenty-three-person-strong technical services unit. The Resource Acquisition Office is responsible for efficiently and accurately spending a robust research materials budget of approximately $10 million, roughly 80 percent of which is spent on electronic resources. The successful candidate has an opportunity to be part of a cohesive unit at an exciting time as the Mason Libraries are embarking on a system migration, and are deeply involved in digital scholarship and data management initiatives. The incumbent is also a key member of a four person Technical Services Group management team.

The incumbent provides leadership for the acquisition, access and ongoing maintenance of orders for materials in all formats. This position interacts regularly with key staff in the university’s Purchasing and Accounts Payable Office and serves as an expert resource on state and university financial regulations and guidelines and ensures compliance. The position directly manages seven full-time classified staff members and reports to the Director, Technical Services Group.

As department head, this position:

Focuses the work of the unit on excellent customer service and timely access to scholarly resources;

Works closely and collaboratively with Collection Development, Resource Description and Metadata Services, Digital Programs and Systems, and subject librarians to ensure materials are ordered and accessible;

Designs and implements effective workflows incorporating current technologies and standards;

Applies knowledge of professional best practices and keeps abreast of developments and trends within acquisitions, academic librarianship and scholarly communications; and

Actively participates in the procurement of scholarly resources through consortium partnerships with VIVA and WRLC.