Three Positions: Maryland & Washington, DC

Position: Circulation Supervisor
Location: Annapolis Regional Library, Anne Arundel County Public Library, Maryland
Salary: $39,791 – $65,755
Originally posted on the Maryland Library Association listserv.

Minimum Requirements:
Graduation from a standard high school or equivalency program including or supplemented by computer training, and three years of circulation desk experience in a public or academic library setting, including two years supervisory experience.

Responsibilities:
Supervising the circulation functions at a regional or medium-size library. This includes training, scheduling and supervising the work of circulation staff, and by extension, pages and volunteers, in the registration of customer and the circulation of library materials, and the performance of related clerical and collection maintenance procedures. Circulation Supervisors work at the circulation desk themselves, providing prompt and courteous attention to library customers in registering borrowers, circulating library materials, collecting fines and other charges, and explaining library policies and procedures regarding the use of the library’s facilities and services.

Position: Metadata Librarian
Location: Integrated Library System Program Office, Office of the Chief Operating Officer, Library Services, Library of Congress, Washington, DC
Salary: $99,172 to $152,352 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Integrated Library System Program Office, Office of the Chief Operating Officer, Library Services
The position description number for this position is 360891 (GS-13) and 360892 (GS-14).
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metro area.
The incumbent of this position will work a compflex, flextime work schedule.
This is a supervisory, non-bargaining unit position.

Responsibilities
GS-13 Duties:

Serves as an expert in creating, mapping, transforming and managing multiple types of library metadata. Work includes harmonizing disparate metadata schemas and sources into a common, integrated system. Develops and maintains metadata schemas and cross walks to create a common metadata schema from multiple metadata schemas, some of which adhere to
international standards; some of which were developed and maintained locally; and some of which reflect highly complex many-to-many data relationships.

Serves as a technical expert who uses a variety enterprise data technologies to correct, normalize, enhance, and migrate diverse datasets into a common, shared metadata schema. Writing scripts and queries to work with a range of metadata storage formats, including JSON, RDF, XML, XML Schema, Relax NG, XPath, JSON-LD, RDBMS and NoSQL databases. Uses data technologies such as SPARQL, SQL, XQuery, XSLT, Javascript, Python libraries like Pandas, or similar enterprise level data technologies to perform work.

Under the general direction of the division chief who sets the general objectives and indicates available resources, the incumbent plans and manages metadata projects, applying standard project management methodologies. Performs data integrity testing. Develops and manages project plans for metadata migration and maintenance. Organizes, develops, and implements plans for specific projects and data sets.

Develops data structures and access strategies in alignment with business and mission requirements for review by senior staff. Participates in the research, evaluation, development, and implementation of appropriate metadata standards for description, inventory, access, retrieval, preservation, and management of the Library’s collections, both analog and digital.

Contributes to oral and written reports and presentations on metadata systems and issues of concern to senior managers. Produces analyses and evaluations of metadata and related projects. Serves as liaison with internal stakeholders. Participates on Library teams working on metadata and library system projects.

GS-14 Duties:

Serves as a national and/or international expert in creating, mapping, transforming and managing multiple types of metadata. Work includes harmonizing disparate metadata schemas and sources into a common, integrated system. Develops and maintains metadata schema cross walks to create a common metadata schema from multiple metadata schemas: some of which adhere to international standards; some of which were developed and maintained locally; and some of which reflect highly complex many-to-many data relationships.

Leads and performs complex, multi-system metadata normalizations and migrations using a variety of enterprise metadata technologies to correct, normalize, enhance, and migrate diverse datasets into a common, shared metadata schema. Writes scripts and queries to work with a range of metadata storage formats, including JSON, RDF, XML, XML Schema, Relax NG, XPath, JSON-LD, RDBMS and NoSQL databases. Uses data technologies such as SPARQL, SQL, XQuery, XSLT, Javascript, Python libraries like Pandas, or similar enterprise level data technologies to perform work.
Independently develops, plans, and manages complex metadata projects, applying standard project management methodologies. Develops and manages project plans for metadata migration and maintenance. Organizes, develops, and implements plans for specific projects and data sets. Manages projects from conception through implementation applying best practices and library standards. Ensures clear and frequent communication with stakeholders and managers across the Library and with external stakeholders nationally and internationally. Serves as an expert in library metadata technical standards and practices. Oversees the development of specifications and mappings of data elements to ensure the metadata comply with existing metadata policies and standards and meet indexing requirements. Exercises considerable discretion and judgement concerning the interpretation and implementation of existing policy and makes analytical and technical decisions that lead to, or form the basis for, major library policy on metadata by top management.

Plans and coordinates the development of data structures and access strategies in alignment with business and mission requirements. Manages the research, evaluation, development, and implementation of appropriate metadata standards for description, inventory, access, retrieval, preservation, and management of the Library's collections, both analog and digital.

Prepares and delivers oral and written reports and presentations on metadata systems and issues of concern to senior managers and external stakeholders. Produces analyses and evaluations of metadata and related projects and presents them to stakeholders at all levels of the Library.

**Position: Librarian (Cataloger)**

Location: Bibliographic Control Unit, Materials Development Section, National Library Service for the Blind and Print Disabled, Library Collections and Services Group, Library of Congress, Washington, DC

Salary: $83,398 to $108,422 per year

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Bibliographic Control Unit, Materials Development Section, National Library Service for the Blind and Print Disabled, Library Collections and Services Group.

The position description number for this position is 064544.

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

This is a non-supervisory, bargaining unit position.

Responsibilities

The incumbent of this position is a senior cataloger and serves as the Bibliographic Control Officer of the Bibliographic Control Section. The Bibliographic Control Officer (Librarian/Cataloger) performs the day-to-day operations of cataloging performed at the National Library Service and cataloging received from other agencies through maintenance of the NLS/BPD name and subject authority files and by review and editing of contributed records.
Performs original cataloging where a significant portion of the material requires interpretation, judgment, or problem solving by offering the best choice. Offers solutions on how to describe bibliographic elements that are not covered by cataloging rules, or require interpretation. Serves as a cataloging specialist in braille music and the foreign language collection. Re-examines and revises old material with emphasis on currency, usability, consistency, and accuracy in content and arrangement. Establishes and recommends new subject headings, with appropriate cross-references of local network materials for inclusion in the NLS/BPD subject authority file.

Analyzes material to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Determines subject content and assigns to the catalog entry one of several subject headings. Performs content designation of newly created and updated bibliographic and name authority records, supplying tags, indicators, subfield codes, delimiters, and fixed and variable field information. Establishes new personal and corporate names and uniform titles, with appropriate cross-references, for inclusion in the name authority file.

Provides initial intensive instruction and analyzes training needs and services of staff. Makes revisions as needed. Recommends additional aids to meet the needs of the training program. Resolves problems that arise in the training program. Adapts current methodologies and guidelines to accommodate unique training situations.

Initiates, establishes, and maintains professional relationships with librarians, cooperative partners, and other specialists in order to share resources and information as well as to coordinate workflow within the library. The Bibliographic Control Officer recommends changes in procedures, workflows, and tools. Recommends solutions or resolves important issues when precedents do not apply. Consults with section head to recommend changes to cataloging practices. Offers suggestions and advice to section head on operational and technical problems. Assists the section head in planning and implementing the following section activities: workflow procedures, section priorities, cataloging projects of an experimental nature, goal setting strategies for meeting section production goals. Regularly explains technical information to individuals or groups. Conducts tours, workshops, and orientation sessions for staff and visitors. Represents the organization at exhibits. Attends workshops, conferences, seminars, or meetings in librarianship and other relevant fields for the purpose of professional development.

Monitors and coordinates system enhancements and upgrades. Provides training to staff and users on the PICS (Production Information Control System) and Voyager systems. Evaluates the system from both the library and user perspectives. Prepares critical analysis of information system performance, including problems with database content, computer operation, response time, and operating anomalies. Prepares system design recommendations.

Organizes and coordinates assignments that involve complex and novel or obscure problems and/or special requirements. Uses initiative and resourcefulness to deviate from or extend accepted methods, techniques, and practices. Recommends solutions or resolves important
issues when precedents do not apply. Identifies areas for improvement in established methods. Develops and shares new information sources. Performs detailed analyses and evaluations of requests.

Manages electronic documents including the storage, retrieval, and exchange of information.

Five Positions: Maryland & Washington, DC

Posted on December 23, 2019 by LLAM News

Position: Assistant Dean, Administrative Services
Location: University of Maryland, College Park, MD
Full vacancy announcement available on ALA Joblist.
Description
Reporting to the Dean of Libraries, the Assistant Dean, Administrative Services, provides strategic, administrative leadership in the areas of financial management, budget and business services, facilities management, and human resources management, all of which includes communication and application of related University and library policies and procedures. The incumbent may also serve as the Acting Dean in the absence of the Dean and Associate Deans, and is responsible for responding to the needs of faculty, students, staff, and the public.

This position provides strategic leadership and oversight for assigned areas in the position’s portfolio, but also contributes significant hands-on work related to strategic planning, implementation, and assessment. The Assistant Dean directly supervises 3.0 FTE exempt employees and has administrative oversight responsibility for a total permanent staff of 11, plus student assistants. The incumbent serves as a member of the Libraries’ senior-level Administrative Leadership Team (ALT) and Library Management Group (LMG). The position provides leadership as the administrative sponsor for the Libraries’ Safety and Security Committee and other working groups as needed, and participates in appropriate professional development activities to stay current with trends and best practices in academic libraries.

Position: Branch Manager
Location: Chesapeake City Branch, Cecil County Public Library, MD
Salary: $46,921.00 – $51,756.00
Originally posted on the Maryland Library Association listserv.

GENERAL SUMMARY:

Under the direct supervision of the Branch Services Manager, the Branch Manager leads and manages public services staff and operations of the Chesapeake City branch library, ensuring the development and delivery of a full range of highly responsive services and strategic priorities.

ESSENTIAL JOB FUNCTIONS:
- Manage the daily operations and staff of the Chesapeake City branch library. Provide leadership that supports and empowers staff to give outstanding service to the public in regard to circulating materials, programming, readers’ advisory, information, and technology assistance for library users of all ages.
- Provide direct supervision, evaluation, and coaching to a staff of 2 full-time and 3 part-time staff. Ensure the delivery of performance management methods and systems.
- Via effective verbal and written communications, facilitate regular staff meetings and provide training as needed.
- Lead the implementation of system and local marketing initiatives at the branch level.
- Work with the Branch Services Manager to establish and achieve branch performance goals within overall system goals.
- Collaborate with Materials Manager and selectors, along with Adult and Children’s department staff to develop, maintain and evaluate the branch’s collections, ensuring a full-service, relevant collection for patrons of all ages.
- Interpret, explain and implement the policies and procedures of CCPL and ensure they are carried out in the branch.
- Coordinate branch scheduling within parameters of staffing budgets.
- Serve as the key liaison to the greater Chesapeake City community, civic groups, and town government.
- Coordinate and evaluate branch outreach that meets the needs of the Chesapeake City community.
- Ensure library facilities are well-maintained and safe per CCPL standards; routinely monitor, maintain, and report facilities issues to administrative staff.
- Manage and/or coordinate the implementation of branch projects.
- Effectively resolve patron concerns and issues.
- Participate in interviewing and hiring of staff.
- Ensure the maintenance of accurate service statistics; compile and prepare reports, data, and other written work.
- Serve on internal and external committees.
- Participate in local and statewide initiatives, training, and associations. Attend seminars, workshops, and continuing education activities.
- Provide daily coverage at public service desks within the branch.
- Other duties as assigned.

**Position:** [Half-Time Law Reference Librarian (Weekends and Evenings)]
**Location:** University of Baltimore, Law Library
**Salary:** $28,175 to $36,500

Originally posted on the Maryland Library Association listserv.

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**Faculty position with benefits package**

**Half-time, 20 hours/week, evenings and weekends**

The part-time law reference librarian provides superior professional reference service for the law library on evenings and weekends. The law reference librarian provides this service to a range of patrons including members of the university community, students from other law schools or colleges, lawyers, and the general public.
We look forward to receiving your required electronic application with a cover letter and resume and learning about your interest in and qualifications for our vacancy. Please save your required cover letter and resume as one document and attach it in the resume location.

The part-time law reference librarian must have excellent research skills and possess thorough knowledge of available legal resources both in print and online. The reference librarian answers questions and helps users identify, locate and obtain the material they need. This includes explaining how to find materials using the online catalog; demonstrating how to locate needed materials within a source; and answering complex reference questions for patrons of the library.

The reference librarian assists law students with bibliographic instruction by teaching students research techniques in the library. Additionally, the reference librarian handles special projects including:
• Compiling print and web-based bibliographies for law school faculty and/or their classes;
• Participating in library outreach and marketing, including social media; and
• Giving lectures and tours to students, faculty and visiting groups.

Key Responsibilities

• Working as part of the reference team, provides reference, research, and instructional services to the Law School community, including students, faculty, staff, and members of the bench, bar, and public.
• Participates in the staffing rotation for the reference desk, during evening and weekend hours.
• Participates in the library liaison program which provides extensive library services to faculty, staff and student publications and organizations in order to support their scholarship, teaching, and administrative duties.
• Participates in the library’s teaching activities, including developing web-based teaching, learning and research tools, including tutorials, course web pages, research guides, and instructional exercises.
• Handles looseleaf filing problems including correcting filing problems and checking for and ordering missing pages.

Required Education and Experience

Education: Master's degree in Library Sciences and/or Juris Doctor from an ABA-accredited law school.
Experience: One year’s experience in a professional library position.

Preferred Experience
• One year’s experience on an academic law library staff.

Required Knowledge, Skills and Abilities
• Extensive knowledge of legal bibliography and research methods.
• Extensive knowledge of computer applications and databases for legal research, as well as common office software. Familiarity with new and emerging technologies.
• Strong customer service orientation and eagerness to help.
• Excellent interpersonal and communication skills.
• Commitment to participating in professional and scholarly organizations and activities; pursuing personal professional development; and maintaining awareness of evolving trends in library and information science.

• Physical requirements include:
  o Extensive keyboarding and operating other technology
  o Frequent manipulation of physical materials weighing up to 10 pounds
  o Occasional lifting or moving objects up to 20 pounds
  o The ability to communicate in an atmosphere with elevated ambient noise; and
  o The ability to escort patrons to resources throughout the library.

The University of Baltimore (“UB” or “University”) does not discriminate on the basis of sex, gender, race, religion, age, disability, national origin, ethnicity, sexual orientation, gender identity, or other legally protected characteristics in its programs, activities or employment practices. UB is an Equal Opportunity/Affirmative Action/ADA Compliant Employer & Title IX Institution.

Position: Librarian (Law)
Location: Antitrust Division, Justice Department, Washington, DC
Salary: $57,510 to $90,461
Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Library Resources Staff of the Executive Office of the Antitrust Division. The Antitrust Division Library operates within the Justice Department (JMD) libraries network and is comprised of a large body of antitrust specific materials and a consolidated collection of materials specific to the Civil Division, to be used by staff nationwide.

Responsibilities: The incumbent serves as a Librarian (Law) performing research in the fields of business, economics, and law, with a specific emphasis on company, industry, and legislative history research. Responsibilities include:

- Responding to a full range of complex or difficult inquiries, including those in a new or highly specialized field of knowledge (e.g., emerging industries), those regarding historical materials that are difficult to identify or locate, or for information that involves legal or specialized terminology.
- Utilizing a variety of complex technical and specialized databases and other diverse sources to provide extensive legal and legislative reference services.
- Utilizing one’s own knowledge various published and unpublished sources and electronic databases to answer specialized and/or technical questions and inquiries from clients.
- Developing topical resource directories.
- Answering reference questions, locating and selecting appropriate sources and analyzing them.
- Evaluating the authoritativeness, currency, and relevance of the specialized information available on particular topics, issues, or problems.
- Compiling electronic and paper information packets for clients (i.e., literature guides, resource directories, bibliographies).
- Assisting in the maintenance of the library collection (i.e., multiple formats of research materials on federal laws, business, and economics).
- Reviewing the veracity of the online library catalog with regard to what is on the shelf; editing and verifying catalog records for conformance with collection and established cataloging policies.
- Reviewing a wide variety of brochures, websites, catalogs, and other sources to recommend new items and sources for possible acquisition; determining the quality of materials acquired from different sources and the need for new subscriptions and renewals.
- Monitoring the quality of preserved materials to ensure adherence to established standards and specifications.
- Teaching clientele about research tools through one-on-one or class instruction.
- Developing and maintaining library web pages and electronic guides.

**Position:** Web Services & Discovery Manager  
**Location:** American University, Washington, DC  
**Full vacancy announcement available on** [ALA Joblist](https://www.ala.org).  

**Summary/Objective**  
Reporting to the Director of Access Services, the Web Services and Discovery Manager provides leadership, management, and coordination for the American University Library's web presence in support of Library and AU strategic objectives. This includes management of the full range of information resources and access across web and mobile environments, along with a focus on enhancing discoverability of library resources. This position conducts user research and assessment initiatives for the Library's online experience.

The Web Services and Discovery Manager is the expert and senior administrator for both the Library website and the University Library's ExLibris cloud-based library discovery services platform (Primo VE). The discovery services platform seamlessly integrates next generation user interface with a wide range of library and academic systems for end-to-end, efficient workflows, and advanced harvesting and normalization capabilities. In addition, this position oversees integrated web services and evaluation of the user experience as it pertains to the website and discovery service. The incumbent will implement, customize, and integrate web applications for the Library website and discovery services platform, develop or support applications to optimize discoverability of third-party research content, develop systematic processes for website usability testing, ensure that website and mobile applications are responsive and accessible. Additionally, collaborate with library personnel to facilitate, coordinate, and communicate internal changes and developments with the Library website and discovery services. Finally, works closely with external campus partners and stakeholders to ensure that the design, delivery, and operation of web services are optimal and in support of the needs of American University Library.

**One Position: Washington DC**

**Position:** Technical/Digital Services  
**Location:** Venable LLP, Washington, DC  
**Originally posted on** [LLSDC Job Listings](https://www.llsdc.org/).
Venable LLP is seeking a Technical/Digital Services Librarian to assist with the management of digital and print library resources firm-wide. This person will be based in our Washington, DC headquarters.

The ideal candidate will be responsible for...

- Ordering, and managing print materials for numerous firm libraries.
- Coordinating all technical services tasks related to print materials
- Developing and maintaining, digital content, as well as, all elements of the library portal on the firm’s intranet
- Cataloguing all new materials added to the firm-wide library collection. Processing books and serials in the library system
- Maintaining and updating procedures/policies manual for circulation and acquisitions

The successful candidate will demonstrate...

- Minimum of three – five years of experience as a digital and technical services librarian
- Technical skills to monitor system integrity of library-based products and prepare reports on system status
- Ability to catalogue all new library materials and manage the maintenance and upkeep of libraries

If you have a can-do attitude and are looking to be part of a highly motivated team of individuals that are naturally ambitious and driven, we’d love to hear from you. Apply today!
Skills/Abilities:

- Thorough knowledge of library services, the legal system, and Maryland and federal government entities.
- Ability to exhibit professional competencies for user services and law librarianship as described by the RUSA Task Force on Professional Competencies and the American Association of Law Libraries.
- Knowledge of principles and methods for training, teaching, and instruction design for individuals and groups, and the evaluation and measurement of training effects.
- Ability to communicate effectively, both in writing and verbally.
- Ability to write, edit, and proofread content.
- Knowledge of library and law-related catalogs, databases, and electronic information resources.
- Ability to analyze complex legal research queries using a variety of resources, both print and digital.
- Ability to assist a highly diverse population with their legal information needs via telephone, email or other written correspondence, and in-person dialogue.
- Ability to work independently.
- Ability to follow and enforce policies and procedures.
- Ability to identify issues with library equipment and fix them or initiate servicing requests.

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.

More information is available on the Maryland Courts website at: https://mdcourts.gov/careers

Position: Head of Continuing Resources & Database Management
Location: University of Maryland, College Park
Full vacancy announcement available on ALA Joblist.

The Head of Continuing Resources & Database Management has four main areas of responsibility: (1) Obtaining, making discoverable, and managing the lifecycle of continuing resources in various formats for the University of Maryland Libraries, (2) Maintaining records in various systems for Libraries collection materials for the purposes of inventory control, bibliographic control, and facilitating discovery, and (3) Providing customer service to Libraries users (whether internal or external) regarding questions of access to, or description of, Libraries Collections materials. Reporting to the Director of Collection Services, this position heads one of the four departments within the sub-division. Develops innovative strategies and work methodologies, continuously evaluating work methods and workflows in light of new supporting services, financial opportunities and technological advancements. Promotes and fosters partnerships with other library colleagues involved in collection development, budgeting, cataloging, resource discovery and access, and resource preservation. Working closely with the Head of Acquisitions and Data Services and the Collection Development Strategies unit, this position has responsibility for the Libraries’ $9 million continuing
resources budget, providing data for the Director of Collection Services and the Collection Development Strategies unit on budget administration and analysis. Oversees a department of 7.5 FTE staff including professional librarian(s), exempt staff, non-exempt staff, and a .5 FTE graduate assistant, establishing staff goals and objectives and measuring staff performance. As a department head, works directly with departmental staff to plan, develop, and implement ongoing activities and special projects and to establish departmental goals and objectives. Provides leadership through active participation on committees at the department, division, Libraries, University and consortium level as well as within the profession.

Librarians hold faculty status and contribute to the teaching, service and research mission of the University. As a member of the Library faculty, the Head of Continuing Resources & Database Management has an obligation to remain professionally informed, to pursue the discovery of new knowledge related to the field of expertise, to disseminate the results of scholarly work, and to seek opportunities for professional service at the Libraries, campus, state, or national level.

Position: Health Professions Librarian
Location: Albert S. Cook Library, Towson University, Towson, Maryland
Full vacancy announcement available on ALA Joblist.
Towson University’s Albert S. Cook Library seeks a dynamic and innovative individual to serve as the Health Professions Librarian. This position is a 12-month faculty status position beginning July 1, 2020.

Serves as a research and instruction librarian and as liaison and subject specialist to the departments and programs of Allied Health, Audiology, Speech Language Pathology, Deaf Studies, Health Science programs and minors, Nursing, Occupational Therapy and Occupational Science, Physician Assistant Studies, and other disciplines as assigned. Plans and teaches information literacy in liaison area and other disciplines. Participates in the development, implementation and assessment of the library’s information literacy program. Evaluates and selects resources for the assigned collection and related areas; creates instructional materials; provides research assistance and reference services to students, faculty and members of the university community. This librarian designs and implements library initiatives to support student success and retention; participates in library assessment initiatives. This position is a 12 month faculty status position. Librarians are expected to progress successfully along the promotion and permanent status track and participate fully as members of the library faculty.

Position: Resource Sharing Coordinator
Location: University of Maryland, College Park
Full vacancy announcement available on ALA Joblist.
Oversees provision of Interlibrary Loan (ILL) Services to UMD users and manages daily operations related to borrowing, lending, and document delivery. Provides leadership, coordination, resource management, and supervision of staff and/or student employees. Manages and customizes the ILL management system. Collects and analyzes data to evaluate services, monitor expenditures, and inform decisions. Collaborates with others across the User Services & Resource Sharing department and the University Libraries to continuously improve service to library users and resource sharing partners.
Volume for these services is closely tied to the academic calendar. Accordingly, annual leave cannot be used during the month of January and the two weeks before and after the start of the Fall and Spring semesters, except in emergencies or other exceptional circumstances. These are peak periods with increased workloads for the Resource Sharing & Reserves unit.

**Position:** Cataloging Librarian  
**Location:** Anne Arundel County Public Library, Library Headquarters, Annapolis, MD  
**Salary:** $54,593 – $96,347  
**Originally posted on the Maryland Library Association listserv.**

Minimum Requirements:  
Possession of a Master’s Degree in Library Science from an American Library Association accredited program; one year’s work experience in library service and two years of supervisory experience.

Responsibilities:  
Performs professional-level work in cataloging, copy-cataloging, and supervisory work. Maintaining the integrity of the bibliographic, electronic, and digital records in the database as well as authority control files, the processing of library materials, receipt and verification of shipments, cataloging, physical preparation, and routing of materials to appropriate branch locations. Responsibilities also extend to reporting and recordkeeping, and participating in tasks and projects with related departments such as Materials Management and Circulation Services.

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. Reading and writing fluency in Spanish is required.

Three Positions: Maryland & Washington, DC  
**Position:** Reference & Instruction Librarian  
**Location:** University of Maryland, Baltimore County, Baltimore, MD  
**Full vacancy announcement available on ALA JobLIST.**

**Description**  
This position serves as subject librarian to a number of academic departments in the social sciences and humanities. Duties include providing library instruction, outreach, collection development, and research support to students, faculty and staff. As part of a department of six faculty librarians and two professional staff, this position provides general reference service to the campus community (including occasional evening and weekend hours) and participates in the planning and implementation of departmental and Library operations. As an instruction librarian, this position designs and delivers library instruction and contributes to the planning and implementation of the Library’s instructional program. The successful candidate is
expected to participate in relevant professional development activities, and campus and Library committee work.

Requirements

- Master of Library & Information Science degree (or equivalent ALA accredited degree)-December 2019 graduates are encouraged to apply
- Demonstrated ability and interest in providing dynamic library instruction and contributing to a team-based information literacy program
- Demonstrated ability and interest in the areas of library public services and outreach
- Demonstrated high-quality written and verbal communication
- Ability to work effectively independently and as part of a team
- Ability to initiate and lead projects to completion
- Interest and/or experience working with diverse populations, particularly students

Preferred Qualifications:

- Undergraduate or advanced degree in a social science or humanities discipline
- Reference experience in an academic library setting
- Direct teaching or library instruction experience

Position: E-Resources & Discovery Librarian
Location: Albert S. Cook Library, Towson University, Towson, MD
Full vacancy announcement available on ALA JobLIST.

Description
Serves as the E-Resources and Discovery Librarian. Provides leadership and expertise in integrating, organizing and managing electronic resources. This position assists the Assistant University Librarian (AUL) for Content Management with all aspects of the life cycle of e-resources, including purchasing, licensing, access, and maintenance of all electronic materials. The E-Resources & Discovery Librarian works cooperatively with units across the library to ensure that the library’s subscription databases, e-journals and e-books are discoverable and accessible by patrons. Designs and implements library initiatives to support student success and retention. Participates in library assessment initiatives. This position is a 12 month faculty status position. Librarians are expected to progress successfully along the promotion and permanent status track and participate fully as members of the library faculty. Rank is determined by qualifications at time of appointment.

Requirements

- ALA-accredited Master’s degree in library/info science.
- Knowledge of the full e-resources life cycle: acquisitions; access; administration; user support and troubleshooting; evaluation/usage statistics and reports.
- Knowledge of library standards pertaining to e-resources, including serials and continuing resources.
- Familiarity with e-resources acquisitions trends and licensing issues.
- Familiarity with accessibility compliance standards (Section 508, WCAG 2.0).
- Familiarity with web discovery services, link resolvers, proxy and authentication services.
- Strong, positive interpersonal and collaborative skills; ability to work effectively in a team environment.
- Excellent oral, written and interpersonal communication skills.
- Demonstrated initiative and ability to work independently and collaboratively on a variety of projects simultaneously.
• Demonstrated excellent organizational, analytical, time management and project management skills.
• Ability to work flexibly and creatively in a changing and fast paced environment with a diverse population.
• Ability to learn new library and computer technology and stay current with technology developments.
• Demonstrated ability to meet the University’s criteria for promotion and permanent status of library faculty.

**Position:** Business Intelligence Research Manager  
**Location:** Arnold & Porter, Washington D.C.

Full vacancy announcement is available on the [CUA SLIS blog](http://bit.ly/2rxiNEB).

The Marketing Department of Arnold & Porter has an opening for a Business Intelligence Research Manager in the Washington, DC office. The Business Intelligence Research Manager provides the lawyers and other professionals with industry, company and competitor information and analysis that will aid in the development of new business and achievement of strategic goals and tactical objectives.

**Responsibilities include but are not limited to:**

- Utilize an open-source approach to monitor news for key developments and opportunities and proactively distribute findings to relevant practices and client relationship teams.
- Produce in-depth research and analysis on companies, industries, markets, and competitors and deliver objective, meaningful insights in concise, compelling ways.
- Utilize available databases and research tools to extract and distill information into intelligence that informs client matters and strategic initiatives.
- Engage productively with the assigned industry sectors to stay informed on evolving client issues and market conditions.
- Participate in the strategic development of practice and industry plans for targeted client development.
- Be a resourceful, flexible and committed gatherer of information that is of value to practices and clients.
- Closely collaborate with colleagues across the Market Research and Business Intelligence team and the Marketing Department and with other firmwide departments, including the Library, Finance and IT to promote knowledge and information sharing by leveraging client with other open source information resources.

**Qualifications:**

- Bachelor’s Degree required.
- A minimum of three years of experience in the legal industry. Previous roles must have provided a variety of research and analytical perspectives and frameworks.
- Expertise in Microsoft Suite and a mastery of Excel.
- Resourceful and tenacious in pursuit of relevant information, both secondary and primary, and accurate and accountable in its delivery.
- Strong working knowledge and understanding of regulatory and litigation practices.
- Proven analytical abilities to review information (whether qualitative and/or quantitative) and evaluate its reliability, completeness, relevance, and relative
importance to the assignment, to identify other similarities and differences among the information pieces, to select or develop appropriate classification systems to clarify the information, to classify and/or order appropriately the information, and to perform further analyses to identify patterns with implications for those actions anticipated by firm decision makers.

- Expert in searching and extracting information published by information aggregators, including Bloomberg, Thomson Reuters, CapitalIQ, LexisNexis, etc.
- Strong client service orientation and ability to interact effectively with attorneys, key personnel and clients, to manage and exceed expectations, and to exhibit a high degree of responsiveness, diplomacy, and professionalism in these client interactions.
- Able to scale communications into various lengths for consumption by busy decision-makers. Strong interpersonal, verbal, and written communication skills in English.
- Ability to work under pressure, handle multiple projects and meet strict deadlines.
- Experience researching across a broad range of industries.
- Proficient (or able to become proficient quickly) in use of the firm's internal business-management and reporting systems (e.g., client relationship-management software, financial systems, etc.)
- Ability to maintain a high level of confidentiality.
- Exceptional attention to detail.

Three Positions: Maryland & Washington, DC

Posted on December 10, 2019 by LLAM News
Position: Computer Services Technician
Location: Calvert Library, Prince Frederick, MD
Salary: $40,076 to $44,426
Full vacancy announcement is available on the CUA SLIS blog.
We seek an enthusiastic, technology loving, and customer-focused individual who works well in a team environment to join our IT department! Calvert Library is an organization that values lifelong learning, curiosity, building connections and teamwork. Excellent customer service is a core operating principle.

If you embody Calvert Library's values and are passionate about the power of public libraries to transform communities, consider joining Calvert Library as a full-time Computer Services Technician.
Interested candidates should complete an application online ASAP. Position will close December 23, 2019 or earlier if we receive the maximum number of applications. Apply at calvertlibrary.appone.com.
At Calvert Library, staff have the opportunity to empower individuals by facilitating lifelong learning and to strengthen the community by encouraging connections to fellow community members and the world. Calvert Library circulates over a million items and provides exceptional customer service at its 4 locations, and via 2 mobile library vehicles. We have an extensive network of community partners including Calvert County Public Schools.

To sign up for notifications when we have openings, visit our postings site.
Position: Library Technician
Location: Preservation Research and Testing Division, Preservation Directorate, Library
Summary
This position is located in the Preservation Research and Testing Division, Preservation Directorate, Library Services. The position description number for this position is 317063. The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area. This is a non-supervisory, bargaining unit position. Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Responsibilities
This position reports to the Chief, Preservation Research and Testing Division (PRTD), Preservation Directorate. The Directorate is responsible for the long-term, uninterrupted access to the Library’s numerous and diverse collections through a variety of preservation programs. The incumbent provides assistance to PRTD programs and projects involving scientific analysis and research related to the preservation of collections; the development and maintenance of scientific reference collections; and the testing of materials used to exhibit, house, or store collections to ensure they meet current Library specifications.

Operates scientific and imaging equipment to conduct typical capture of data and digital images on a variety of library materials and scientific reference samples using both detailed and more general specifications. Conducts post-processing of resulting data and digital images.

Performs organization, arrangement, and description work on many scientific records or data files. Assesses the correctness of data and metadata and makes both minor and some major corrections as needed. Consults with senior staff on an as needed basis when correcting or significantly altering data or metadata.

Performs organization, arrangement, and description work on a number of materials in scientific sample collections (such as the Center for Library Scientific Samples (CLASS) and the Center for Library Scientific Samples – Digital (CLASS-D)).

Conducts basic and moderate testing and quality assurance procedures on a variety of materials to evaluate the materials considered to exhibit, house, or store collection materials using both well-defined and more general specifications. Compiles data and reports on testing results for review. Assists supervisor in developing new testing or quality assurance procedures. Performs routine maintenance and calibration of equipment according to specifications provided and maintains program documentation. Performs routine and difficult maintenance activities related to testing and quality assurance, including assisting with inventory control and management of computing and software systems. Assists supervisor in training staff on testing and quality assurance procedures.
**Position:** Library Technician (Collections)  
Location: Collections Services Division, Global Legal Collection Directorate, Law Library, Library of Congress, Washington, DC  
Salary: $57,510 to $74,759 per year  
Full vacancy announcement available on USAJOBS.

**Summary**
This position is located in the Collections Services Division, Global Legal Collection Directorate, Law Library.  
The incumbent for this position will work a flexitime work schedule.  
The position description number for this position is 311003.  
This is a non-supervisory, bargaining unit position.  
Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

**Responsibilities**
The incumbent is responsible for assisting Division supervisors and staff with the resolution of processing workflow problems and for providing input for the resolution of technical discrepancies arising from the implementation of the Library’s Integrated Library System (ILS) and its specific applications to Law Library workflow.

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

Demonstrates initiative in recognizing and solving problems, inconsistencies, and errors in ILS bibliographic, holdings and item records. Maintains ILS records for current and retrospective materials, along with their associated advance sheets, supplementary pamphlets or pocket parts, to include suppression, masking and removing reference locations of materials in the ILS.

Identities, investigates, searches, and resolves technical processing problems and discrepancies associated with implementation of the integrated library system modules. Performs preliminary searching of non-duplicates, recording such information as title data, personal name, edition data, publisher, and place and date of publication. Completes complex searches to identify the relationship of the piece in hand to the collection as a whole, identifying variant editions, and slipping them with annotated slips to facilitate the cataloging process. Locates, identities and resolves problems with library materials generated by ongoing inventory and collections improvement programs and special projects. Reviews rebound and relabeled materials coming into the law collections. Checks the accuracy of the label and spine markings. Monitors incoming serial and monographic receipts including supplements and loose-leaf updates from acquisition and cataloging units throughout the library. Takes responsibility for seeing that legal serials and journals are sorted and distributed for prompt identification. Marking and distribution. Proposes and implements workflow improvements for processing incoming materials and takes the appropriate steps to avoid backlogs which impede access to the processed receipts.
Serves as an expert in the intricacies of the library’s many catalogs and retrieval tools. Performs the most difficult special search requests. Identifies items that are vague or not readily found in the library’s catalogs, publishers’ lists, or in the other bibliographic lists. Locates and expedites the retrieval of elusive and difficult to locate materials. Utilizes all possible means of originality and inventiveness in identifying specific items in book reviews, trade lists, bibliographies and other authoritative sources.

Twelve Positions: Maryland, Washington, DC, & Virginia

Posted on December 4, 2019 by LLAM News

Position: Branch Manager
Location: Howard County Library System, Ellicott City, MD
Full vacancy announcement available on ALA Joblist.

Description
Are you the next dynamic leader for one of the largest branches of Howard County Library System (MD), a world-class system? Howard County Library System (HCLS) is an award-winning educational institution that ranks among the finest in the country. With six branches, a $22.9 million annual budget, and a 243 FTE stellar staff, HCLS consistently ranks as a Five Star Library by Library Journal and was named Library of the Year in 2013.

Designated as an “All-American County” by the National Civic League, Howard County, Maryland is one of the nation’s most outstanding places to live, work and play. Howard County residents (population: 300,000) enjoy a balanced blend of pastoral farms, historic towns, suburban communities, and urban lifestyle. Diversity surrounds you—from Columbia (one of the largest planned communities in the country) to Historic Ellicott City’s Main Street, filled with antiques, boutiques and cozy restaurants. Howard County has been recognized as “America’s Best Places to Live”, “Best Educated,” and “Seventh Best School System in the County.” For leisure activities, Howard County offers parks, golf courses, lakes, and more than 200 miles of walking, hiking and biking trails. Centrally located in the Baltimore-Washington corridor, Howard County is the strategic location of choice for a diverse and thriving business base. Major employers include Johns Hopkins University Applied Physics Laboratory, Verizon, and Northrop Grumman. Howard County’s population incudes the highest concentration of professional, scientific and technical workers in the state, contributing to its strong economy.

Located in Ellicott City, the HCLS Miller Branch + Historical Center is 63,000 square foot over two floors and LEED Gold certified. The branch includes a Howard County room in partnership with the Howard County Historical Society, and its Enchanted Garden features an outdoor classroom focusing on health, nutrition, and environmental education.

Requirements

Responsibilities: Reporting to the Chief Operating Officer of Public Services, the Miller Branch manager oversees a dynamic team of customer service specialists, and instructors and research specialists. The Branch Manager directs all aspects of the branch, with full responsibility for: personnel and fiscal management; setting the direction for branch curriculum; continuing the
Implementation our new strategic plan; and establishing partnerships and connections throughout the community.

Qualifications: Master’s Degree in Library/Information Science from an ALA-accredited program and five years of management experience. Preferred qualifications include a commitment to the HCLS vision, extraordinary people skills, ability and desire to work in a culturally diverse community, team building talents, and superior communication skills. The ideal Branch Manager will be an outstanding leader, relationship builder, collaborator, communicator, and innovator.

Position: Librarian III
Location: Prince George's County Memorial Library System, Prince George's County, MD
Full vacancy announcement available on ALA Joblist.

Description
Prince George’s County Memorial Library System (PGCMLS) has served this county for more than 75 years, beginning as a small one-room space and expanding into nineteen 19 modern, award-winning branches. Our mission continues to be customer-focused, committed to providing resources and services equitably across this continually growing county. We are located bordering the nation’s capital, Washington, D.C., and the County is home to many federal agencies, large rural areas with small farms, busy suburbs bustling with young families, historic small towns and urban centers. Library services are responsive to this diverse customer base with nearly 350 staff members welcoming more than 2.5 million visitors every year.

We are currently looking for qualified public services librarians to lead age-level information departments in large-size branches or information and circulation departments in small-medium size generalist branches. Locations will vary based on operational needs. Selected candidates must be demonstrated leaders, enthusiastic, and team-oriented with a strong commitment to customer service. If you are interested in making a real difference in the community, bring your professional skills to work with us!

JOB DUTIES AND RESPONSIBILITIES:
- Oversee and supervise staff in supervisory line to include managing staff weekly schedules, monitoring and evaluating job performance, and training and development.
- Provide reference and readers’ advisory.
- Oversee programming.
- Promote library services and collections.
- Participate in community outreach as needed.
- Participate in the maintenance and development of the library collection by weeding and identifying library materials in need of replacement.
- Maintain library collection and places orders for new books and materials.
- Manage customer relations and resolve escalated customer issues and conflicts.
- Performs circulation desk duties as needed.
- Keep abreast of current library policies and procedures.

Requirements
- Master’s Degree in Library Science from an ALA-accredited program.
- Three to five years of professional library experience, preferably in a public library.
- Three years of experience supervising and motivating staff.
- Maryland Professional Public Librarian certificate upon hire or within six-months of hire.
Considerable knowledge of literature, reference and information materials, publishers, and periodicals required.

Knowledge of public library reference tools, including web and database searching.

Strong communication and customer service skills.

Strong organization and problem-solving skills.

**BENEFITS**

We offer a casual but professional work environment, exceptional training opportunities, and a comprehensive benefits package including:

- Credit for time spent at other public libraries when calculating annual leave accrual and sick leave transfer, under certain circumstances.
- Up to 14.5 days of annual leave in the first year; 22.75 days after three years; and 26 days after 15 years of service.
- Up to 15.8 days of sick leave in the first year. Unused sick leave may count towards creditable service when you retire.
- Up to 4 days of personal leave per year.
- 11 holidays (12 during a Presidential Inauguration year).
- A choice of 3 medical plans (subsidized at 70 – 75%), a prescription and vision plan (subsidized at 85%), and the choice of 2 dental plans.
- Life insurance at 2x annual salary, up to a maximum of $150,000.
- Long-term disability coverage with a benefit of 50% to 60% of income replacement – 180-day elimination period.
- A defined benefit plan provided by the Maryland State Retirement Agency (SRA) at 7% per pay and tax deferred annuity plans through payroll deductions.

**TO APPLY**

Please submit your employment application, cover letter and resume by applying directly to the job posting link below or on our website, [http://www.pgcmls.info](http://www.pgcmls.info). This is an open until filled recruitment and may close at any time without prior notice.

**Position:** Library Manager (Youth Services)

**Location:** D.C. Public Library System, Washington D.C.

Full vacancy announcement available on [ALA Joblist](http://www.alajoblist.org).

**Job Summary**

The DC Public Library system comprises 26 locations, including the Martin Luther King Jr. Memorial Library, also known as the downtown Central Library. The Youth Services department, a public service unit in the Central Library, provides services to youth, from birth to age 21, and their families.

DC Public Library’s Central Library is undergoing a significant renovation, and the Youth Services Department Manager is charged with developing and implementing a new vision for provision of services for young District residents and their families within this dynamic new space. The Youth Services Department will lead the charge in developing innovative programming and services that help young people embrace a joy of reading, explore their identity and negotiate the diverse world that surrounds us. In addition, the Youth Services Department will maintain a strong presence in the educational landscape of D.C. and provide support to other agencies that help young people and their families live inspired, connected and enriching lives. Particular attention will be focused on supporting DC Public Library’s reimagining of teen services.
The Youth Services Manager is part of the leadership team for the Martin Luther King Jr. Memorial Library. The manager works collaboratively with the system wide Youth and Family Services Team and other key staff to ensure smooth operations and high-quality customer experiences. The Youth Services Manager will also focus on how the entirety of the building can welcome and embrace young people and their families.

Join the DC Public Library team to help build a dynamic, inclusive experience throughout the library system. Our participants reflect a wide range of socioeconomic, cultural and religious affiliations within their countries, including people with disabilities, and we encourage people with disabilities and from other diverse backgrounds to apply.

**Qualifications**
The incumbent must possess a Masters-Degree in Library Science from an ALA-accredited institution in addition to a minimum of three (3) years of experience:

- providing direct public service to youth in a library or educational setting.
- Supervising, training, developing and evaluating staff of diverse abilities.
- Designing and implementing improvements to processes, services, programs and initiatives.
- Facilitating and leading trainings on programs and services for children and teens.
- Advising on principles of programming and services for youth, teen and families, including implementation of best practices.

Experience serving diverse populations in a large urban environment preferred.

To apply, or for additional details, please our website at [http://dclibrary.org/about/careers](http://dclibrary.org/about/careers)

**Position:** Section Research Manager (Foreign Policy Management)

**Location:** Library of Congress, Washington, DC

**Salary:** $137,849 to $166,500 per year

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

**Summary**
The Congressional Research Service (CRS) seeks a Research Manager, Foreign Policy in the Foreign Affairs, Defense and Trade Division. CRS provides confidential, nonpartisan, and authoritative legislative research, policy analysis, and information service to the U.S. Congress. Working directly with Members of Congress and congressional committees on public policy issues, CRS staff contribute to an informed national legislature as it considers policy issues of importance to the American people.

**Responsibilities**
The Research Manager leads the Foreign Policy Management Section in the development of research and policy analysis relevant to congressional needs. Issues covered by the section include the Department of State, USAID, U.S. embassies, and related agencies; the foreign affairs budget; U.S. foreign assistance; diplomacy and the foreign service; foreign policy legislation; and instruments of foreign policy, such as sanctions and treaties.

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

Other Research Manager duties include:
Manages research, leads staff, and advises the Assistant Director and Deputy Assistant Director. Ensures that research and analysis is conducted in a fully collaborative manner both within and outside the section, reflects the congressional agenda, and is relevant to congressional policy making.

Leads, plans, organizes and coordinates research, including major research projects related to sensitive or complex public policies of national or international significance, which are often multidisciplinary in nature, and may include research performed by outside consultants.

Ensures that research and analysis undertaken is of the highest quality and meets CRS’ standards of objectivity, responsiveness, non-partisanship, balance, timeliness, legislative relevance, authoritativeness, and accessibility.

Reviews research to ensure that it complements other Service research and analyses; is accurate, well-organized, and cogent; meets professional and service standards; adheres to CRS policy guidelines; and is responsive to the legislative needs of Members and committees of Congress.

Establishes and maintains relationships with Members and committees of Congress.

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

Candidates with research and research management experience in issues covered by the Foreign Policy Management Section, who have strong interpersonal skills, and are capable of leading a highly motivated and talented research staff committed to providing Congress the highest level of nonpartisan, authoritative, objective policy analysis are encouraged to apply.
CRS works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As a legislative branch agency within the Library of Congress, CRS has been a valued and respected resource on Capitol Hill for over a century.

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

The salary range indicated reflects the locality pay adjustment for the Washington, D.C. metropolitan area.

While it is the Library’s policy to afford the maximum pay benefit to employees when setting rates of pay, a new appointee who has had no previous federal service will generally be paid the minimum step of the grade.

This is a supervisory, non-bargaining unit position.

The position description number for this position is 085357.

The incumbent of this position is eligible to work a flexitime schedule.

Appointee must meet eligibility requirements for a Top Secret clearance.

Initial appointments, permanent or indefinite, to the Library of Congress require completion of a one-year probationary period.

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

Conditions of Employment
The Supervisor leads his/her staff toward meeting the Library's vision, mission, and goals by acting decisively, leveraging diversity and inclusiveness, demonstrating flexibility and resilience, fostering continuous improvement and innovation, and fostering integrity and honesty. To view the Library's Supervisory Core Competencies click the following link: http://www.loc.gov/hr/employment/uploads/loc_supervisor_core_competencies.pdf.

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

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

**Position: Supervisory Technical Information Specialist (Human Nutrition and Food Safety)**
Location: Agricultural Research Service (ARS), National Agricultural Library (NAL), Beltsville, MD
Salary: $99,172 to $128,920 per year
Full vacancy announcement available on USAJOBS.

**Summary**
This position is located in the Agricultural Research Service (ARS) National Agricultural Library (NAL), in Beltsville, MD. The incumbent serves as the Program Leader for the Nutrition and Food Safety Program, and in that role is responsible for planning, directing and evaluating program requirements, activities, and functions of NAL’s specialized information centers in nutrition and food safety.

**Responsibilities**
- Interact effectively with a wide range of individuals representing widely divergent and sometimes conflicting point of views.
- Negotiate, collaborate, and form partnerships and customer relations with federal, non-federal, national and international partners in order to further the aims of the program and attract external resources.
- Ability to negotiate effectively with management to establish and implement recommendations.
- Knowledge of data collection, evaluation, and analysis methods to synthesize user input and apply it to the conceptualization, planning and evaluation of information programs, products, and services.
- Ability to plan, organize, and direct staff work.
- Skill in interpreting broad general legislative and regulatory policy guidance to determine their effects on FNIC, Nutrition.gov and FSRIO budgets and activities.

**Position: Technical Information Specialist (Nutrition)**
Location: Agricultural Research Service (ARS), National Agricultural Library (NAL), Beltsville, MD
Salary: $83,398 to $108,422 per year
Full vacancy announcement available on USAJOBS.

**Summary**
This position is located in the National Agricultural Library for the Agricultural Research Service in Beltsville, MD. In this position, you will serve as a nutrition specialist in the Nutrition and Food Safety Program, supporting the Nutrition.gov website and Food and Nutrition Information Center (FNIC).
This is a term, time-limited appointment with an initial duration no less than 13 months and can be extended up to a total of 4 years

**Responsibilities**

- As a specialist in the area of nutrition, participates in the formulation and development of the NFSP policies, programs and operations.
- Participate in the development and management of the library collection in the specialized fields relating to food and human nutrition.
- Ensure all information shared with the public over the internet is appropriate, timely and accurate.
- Manage reference services for the food and nutrition program, including the use of online reference systems such as Ref Tracker or other systems

**Position: Librarian (Database Integrity and Bibliographic Control)**

Location: Government Publishing Office, Washington, DC

Salary: $99,172 to $128,920 per year

Full vacancy announcement available on USAJOBS.

**Summary**

This position is part of the Library Services and Content Management, Government Publishing Office in Washington, District of Columbia.

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

**Responsibilities**

As a Librarian (Database Integrity and Bibliographic Control), your typical work assignments may include the following:

- Performs a variety of professional level duties related to database maintenance, quality assurance and bibliographic control in support of LSCM’s efforts to create, improve, and maintain quality products, services, and systems for all users of Federal government information.
- Applies expert knowledge of cataloging and bibliographic control (continuing resources and monographs) in conducting database maintenance activities in the ILS.
- Uses extensive knowledge of both current and historic GPO practice and standards.
- Works independently to identify errors that range from simple typographical to departures from local and national cataloging practice and standards.
- Serves as an expert adviser to other subject matter experts on bibliographic control processes and application of relevant standards and procedures.
- Leads as well as performs quality control efforts on current processes across work units that enter, edit, enhance and import data into the catalog that includes the work of technical staff and professional-level staff through grade twelve.
- Identifies with own cognizance potential improvements in workflows.
- Serves as key member of working groups to amend or re-tool operational workflows, standard operating procedures, and desk guides and instructions.
- Uses expert knowledge of Superintendent of Documents classification, the item number system and related reference tools to conduct extensive reviews of the catalog to identify discrepancies, duplicates and/or errors.
- Maintains fluency in cataloging complex bibliographic and authority formats, and thus create original cataloging records for U.S. government documents across a wide range of
formatted, that may support cataloging projects and/or serve as exemplars for staff reference.

- Identifies training needs for cataloging librarians, technical services librarians and other LTS staff.
- Provides leadership and guidance on developing training materials, curriculum and training tools for use by all levels.
- Suggests and facilitates implementation of emerging metadata practices for use in GPO cataloging.
- Works closely with Projects and Systems Unit to ensure that the information posted on these sites is organized, updated and maintained.
- Provides technical input to the administration of library technical services contracts.
- Serves as Contracting Officers Representative (COR) as required.
- Performs other duties as assigned.

**Position:** Archivist
**Location:** Library of Congress, Washington, DC
**Salary:** $57,510 to $74,759 per year

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

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

The position description number for this position is 368552.

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

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

This is a non-supervisory, bargaining unit position.

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

Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information. Coordinates as necessary with collection curators and staff in other divisions relating to the transmission, handling, description, and storage of division material housed on-site or transferred elsewhere.
Attends workshops, conferences, seminars, or meetings in librarianship and other relevant fields for the purpose of training and professional development. Displays knowledge of collections in the Library. Presents information to groups and individuals with a similar understanding of the subject. Orient visitors and helps conduct tours.

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

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

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

**Qualifications**
Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.
Knowledge of digital curation and descriptive tools, information technologies and integrated library systems to support archival functions.

Knowledge of the principles, concepts, and techniques of archival work, including analysis, organization, and description of archival material.

Knowledge of American history and research sources used for processing and describing archival materials.

Ability to build and maintain professional relationships and provide liaison services.

Ability to perform preservation duties.

Knowledge of reference and research services.

Ability to communicate effectively other than in writing.
Position: Librarian
Location: Office of the Inspector General, Alexandria, VA
Salary: $57,510 to $90,461 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Department of Defense Office of Inspector General (DoD OIG). The incumbent of this position will work within the Office of Mission Support Team (MST), Office of the Chief Information Officer (OCIO), Information Governance Division (IGD). As an Librarian, GS-1410-09/11 target 13, your typical work assignments may include the following:

Responsibilities
- Develops or applies techniques for automating information description, classification, and extraction (e.g. auto-classification and auto-categorization).
- Builds, revises and enforces auto-classification policies and taxonomies.
- Searches, collects, and preserves information using automated record keeping tools, systems, and technologies in response to complex requests that include sensitive information and classified materials.
- Evaluates the design and usability of information to improve the effectiveness and efficiency of the OIG information life cycle and organization, navigation and find-ability of information.
- Analyzes and synthesizes information to provide insights and advice to leaders to support business decisions.
- Identifies sources and strategy for content capture, identifies issues associated with sharing content across and outside the agency.

Position: Research Assistant, Europe and the Americas
Location: Library of Congress, Washington, DC
Salary: $57,510 to $74,759 per year
Full vacancy announcement available on USAJOBS.

Summary
The Congressional Research Service (CRS) Foreign Affairs, Defense, and Trade Division (FDT) is seeking a Research Assistant to support a broad range of research tasks in its Europe and the Americas (EA) section. The selectee will support research analysts and managers in addressing congressional requests and in preparing CRS informational and analytical products by performing research, writing, data analysis, and other research support duties.

Responsibilities
Ideal applicants will have experience conducting research in regional foreign policy issues pertaining to Europe, including Russia, and/or the Americas as well as some knowledge of related legislative and policy contexts, institutional dimensions, and policy tools. Successful candidates must be able to work as part of a collaborative team and must exhibit the intellectual flexibility and broad research skill set that facilitate effective work across a wide issue spectrum beyond the applicant’s research focus or concentration.

Strong research, writing, and presentation skills are essential; candidates with both qualitative and quantitative research skills, and experience using data visualization to inform research products and processes are especially urged to apply.
Prepares contributions to comprehensive or complex analytical and descriptive products that inform congressional understanding of public policy issues and consideration of policy proposals. May author or co-author analytical or descriptive and background reports, memoranda, and other types of written responses for congressional committees, Members, and staff.

Participates in group efforts on research projects as a member of a collaborative team and undertakes research and data analytical tasks in support of the development of an array of analytical and descriptive products or components.

Performs literature searches and reviews, and evaluates publications and analyses for authoritativeness, relevance, and currency. Recommends documents for use by research staff and prepares abstracts for descriptive and analytical underlying materials.

Locates, extracts, collects, and/or compiles quantitative data and other information; interprets and evaluates data for accuracy, relevance, authoritativeness, and usefulness; works with division staff to identify and resolve problems with data; and formats data to meet targeted, well-defined research needs.

Creates and populates databases and spreadsheets, reformating and standardizing data from different sources, and performing data input, calculations, and analysis. Trains colleagues and/or instructs staff on the content, nature, and use of division data resources.

Formats a range of tables, graphs, images, and other insertions to CRS products, reviewing and verifying this content for accuracy and completeness. Recommends quality control procedures and makes suggestions to improve and enhance these insertions to CRS products.

Prepares materials for use at consultations, briefings, and seminars for congressional clients. Attends consultations, briefings, seminars, and outreach activities to gain familiarity with CRS's information and analytic capabilities, record questions, gauge audience engagement, and capture audience suggestions for future sessions; may present analytical information, factual information, or research findings to congressional clients.

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

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

**Qualifications**
You must meet the BASIC REQUIREMENT listed under EDUCATION REQUIREMENTS.
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 geographic regions of Europe and/or the Americas and U.S. policy. **

Ability to apply knowledge of the analytic research process in foreign affairs to issues related to Europe and the Americas. **

Ability to identify, exploit, and manipulate research resources and tools to perform research tasks pertinent to Europe and the Americas. **

Ability to collaborate. **

Ability to prepare written research materials on issues related to Europe and the Americas.

Ability to exercise objectivity in all phases of research, including written and oral presentations.

Ability to communicate effectively other than in writing.

**Position: Public Records Technician**
Location: Federal Election Commission, Washington, DC
Salary: $47,016 to $61,122 per year
Full vacancy announcement available on USAJOBS.

**Summary**
The Public Disclosure and Media Relations Division provides and ensures timely public access to federal campaign finance reports and data and educates and informs the public about all of the data available from the agency. The Public Records Branch maintains a library-like facility to help researchers locate reports, indexes, closed enforcement cases, FEC documents, and campaign finance data. This is a bargaining unit position.

**Responsibilities**
As the Public Records Technician in this position, you will:
- Provide navigation assistance on the FEC Website including advanced technical help on downloadable files.
- Prepare research tools for staff and public use.
- Provide information about the FEC public records function to visitors and callers.
- Prepare closed enforcement case files for publication and collaborate on the public dissemination of FEC documents and data.
- Work with the Branch Chief on the State Relations Program, including contacting state officials and state political parties to obtain official information about elections and
Position: Supervisory Librarian (Section Head)
Location: Library of Congress, Washington, DC
Salary: $117,191 to $152,352 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is located in the China Section, Asian & Middle Eastern Division, Acquisitions and Bibliographic Access Directorate, Library Services. The incumbent of this position serves as Section Head and is responsible for managing the work, overseeing the work of a staff of librarians and library technicians, and performing administrative and human resource management functions.

Responsibilities
Supervises a group of employees performing work up to the GS-13 level. Provides administrative and technical supervision necessary for accomplishing the work of the unit. Determines the human resources needed to accomplish the work of the unit, and independently plans, schedules, coordinates and carries out the unit’s activities. Performs the administrative and human resource management functions relative to the staff supervised. Establishes guidelines and performance expectations, including quality assurance, for staff member which are clearly communicated through the formal employee performance management system. Observes workers’ performance and demonstrates and conducts work performance critiques. Provides informal feedback and annual formal evaluations to employees. Resolves informal complaints and grievances. Develops work improvement plans, recommending personnel actions as necessary. Provides advice and counsel to workers related to work and administrative matters. Effects disciplinary measures as appropriate to the authority delegated in this area. Reviews and approves or disapproves leave requests. Assures that subordinates are trained and fully comply with safety regulations.

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

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

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

Conditions of Employment
The Supervisor leads his/her staff toward meeting the Library's vision, mission, and goals by acting decisively, leveraging diversity and inclusiveness, demonstrating flexibility and resilience, fostering continuous improvement and innovation, and fostering integrity and honesty. To view the Library’s Supervisory Core Competencies click the following link: [http://www.loc.gov/hr/employment/uploads/loc_supervisor_core_competencies.pdf](http://www.loc.gov/hr/employment/uploads/loc_supervisor_core_competencies.pdf).

Qualifications
Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. Knowledge of integrated library systems, library applications, websites, and databases for Latin and non-Latin script materials, and other information technologies. **

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

Knowledge and application of the principles, concepts, and techniques of library science to manage acquisitions and cataloging programs for Latin and non-Latin script materials. **

Ability to provide consultation or liaison duties.

Ability to lead, plan, coordinate and manage programs and projects.

Ability to provide training.

Ability to communicate effectively in writing.

Ability to communicate effectively other than in writing.

Five Positions: Maryland & Washington, DC

Posted on November 26, 2019 by LLAM News

Position: Research & Instruction Librarian for Science & Mathematics

Location: Washington College, Chestertown, MD

Full vacancy announcement available on [ALA Joblist](https://www.ala.org/alajoblist).
Washington College is seeking qualified applicants for the Research and Instruction Librarian for Science and Mathematics. This position promotes and advocates for the integration of Miller Library’s instruction and research services in the academic endeavors of students, faculty, and staff; serves as subject liaison for the Natural Sciences and Mathematics Division; improves services through continuous assessment; and assists with collection development of Miller Library resources. This is a ten-month non-tenure track faculty position. The work schedule varies during the semester and may include evening and weekend hours.

Essential Functions:

- Provides student-centered library services: general and science/mathematics-specific reference, research assistance, and services to individuals and groups.
- Develops pedagogy, teaches, and assesses information literacy instruction, in both physical and virtual environments.
- Builds relationships and partnerships with faculty, staff, and students in the Natural Sciences and Mathematics Division, and conducts collection development activities that support their teaching and research.
- Contributes to scholarly communications initiatives, including but not limited to research data management.
- Remains informed on current library and information technologies and stays abreast of reference and research techniques in a digital environment.
- Pursues professional development service and scholarship to satisfy library faculty status and review and promotion.

Position: eResources Librarian
Location: University of Maryland, Baltimore County (UMBC), Baltimore, MD
Salary: $65,000
Full vacancy announcement available on ALA Joblist.

Description
The Albin O. Kuhn Library & Gallery at the University of Maryland, Baltimore County (UMBC), is looking for an eResources Librarian. This permanent status-eligible full-time, non-tenure track library faculty position at the rank of Librarian II reports to the Associate Director for Technical Services and will oversee the eResources and Serial Unit within the Technical Services Division.

- Reporting to and working collaboratively with the Associate Director for Technical Services, oversees the daily operations of the eResources and Serials Unit within Technical Services.
- Oversees workflows related to managing the life cycle of the Library’s electronic resources, including but not limited to acquisitions, access, administration, support, and evaluation.
- Oversees the work related to the database maintenance of the Library’s print serials and microfilm collections.
- Establishes access to new electronic resources, monitors platform changes, and works collaboratively to investigate, resolve and communicate access issues in a timely manner.
- Assists with establishing collection development assessment strategies related to electronic resources including the use and understanding of standards and methods for gathering usage data and tracking cost per use.
• Oversees and when needed performs copy cataloging of electronic resources, including ejournals, ebooks, and other eresources. Oversees batch processing of cataloging records for electronic resource collections.
• Participates in library, campus, consortium, and regional/national communities and organizations as appropriate.

**Position: Circulation Technician Evening**
Location: Anne Arundel Community College, Arnold, MD
Salary: $32,947-$45,240

Full vacancy announcement is available on the [CUA SLIS blog](https://www.cua.edu/slis/).

**Position Summary:**
The Circulation Technician is responsible for staffing the Circulation Desk in the afternoon and evening, performing all duties necessary to ensure orderly lending, returning, and use of library materials, for processing and maintaining the periodical collection, and for processing overdue notices and fine letters. In addition, the position provides support to other circulation staff and staff in other library departments as needed to provide comprehensive service to all Library patrons. This position is responsible for the Circulation Department and for oversight of student employees in the evening, typically in the absence of supervisors.

**Position: Processing Archivist**
Location: University of Maryland Baltimore County, Baltimore, MD
Salary: $49,500

Full vacancy announcement is available on the [CUA SLIS blog](https://www.cua.edu/slis/).

The Albin O. Kuhn Library & Gallery seeks an Archivist for our Special Collections department. This permanent status-eligible full-time, non-tenure track library faculty position at the rank of Librarian I reports to the Curator & Head of Special Collections and will work closely with the Special Collections Librarian and the Reference and Instruction Archivist.

**Responsibilities:**
– Processes archival and photography collections according to department and professional standards.
– Creates finding aids compliant with archival metadata standards.
– Coordinates creation of cataloging records with Technical Services.
– Collaborates in developing and documenting new archival procedures and updating existing guidelines and procedures.
– Manages the long and short term planning for processing collections.
– Works directly with campus departments to coordinate the development, management, and use of the University Archives records collections.
– Provides consultations, workshops, and training to campus departments for managing print and electronic records.
– Coordinates transfers to University Archives, updates descriptive records, builds partnerships with campus departments and committees.
– Works closely with Alumni Affairs.
– Conducts archival reference, outreach, and instruction.

**Position: Reference Librarian (Southeast Asia)**
Location: Scholarly Services Section, Asian Division, General and International Collections
Directorate, Library Services, Library of Congress, Washington, DC
Salary: $57,510 to $74,759 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Scholarly Services Section, Asian Division, General and International Collections Directorate, Library Services.
The position description number for this position is 012535.
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.
This is a non-supervisory, bargaining unit position.
Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Responsibilities
The divisions in General and International Collections are the Library’s primary gateway to the collections and reference services dealing with the non-English-speaking world. Reference librarians in these divisions provide assistance to researchers in the culture, history, literature, politics, political structure, economies, humanities, and social sciences of these countries and regions. Clients include Congress, foreign and U.S. Government agencies, national and international academics and scholars, research and scientific institutions, the professional and business communities, and the general public. Librarians respond to inquiries that are received in person, by telephone, by correspondence and by electronic media.

Reviews various brochures, catalogs, journals, and other sources of items for possible acquisition to develop collections in areas of subject or geographic responsibility. Uses standard methods, techniques, concepts, and principles to perform assignments, which may involve materials in multiple languages and writing systems.

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

Monitors the condition of collection materials to ensure adherence to established preservation standards and specifications. Brings deteriorating items and those with special needs to the attention of division management. Orients users and explains procedures and regulations governing use and handling of materials in the collection.

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

Provides in-person and telephone reference services in a reading room. Responds orally or in writing to inquiries related to assigned field of responsibility. Searches standard databases
where the information is relatively stable, such as for bibliographic citations of a general nature. Seeks assistance for locating materials that are not readily accessible.

Develops knowledge of resources in other agencies or institutions to provide informed referrals. Assists patrons with specialized collections under the direction of senior staff.

Coordinates the acquisition of items of limited technical complexity, or those easily acquired. Consults acquisition policies to determine whether items are appropriate for purchase, copyright claim, exchange, gift, or other type of acquisition. Examines recommendations to identify processing and custodial requirements and to identify out-of-scope materials.

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

Assists in preparing research guides and finding aids on specific topics of recognized client interest using standard search strategies. Assists senior librarians in revising or updating research materials.

Identifies foreign and international print and electronic resources in a field of specialty to address user needs that are easily determined from interviews or written requests. Provides reference and research services of limited technical complexity. Prepares and updates standard guides to specialized collections and resources.

**Four Positions: Maryland & Washington, DC**

**Position:** College Librarian

Location: Goucher College, Baltimore, MD

Full vacancy announcement is available on the [CUA SLIS blog](https://www.cua.edu/slis).

**JOB DESCRIPTION:**

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, the college librarian will work closely with other campus departments and offices.
**Position: Branch Manager IV**
Location: Perryville and Port Deposit Branch Libraries, Cecil County Public Library
Salary: $57,443.00 – $64,440.00
Originally posted on the Maryland Library Association listserv.

**GENERAL SUMMARY:**

Under the direct supervision of the Branch Services Manager, the Branch Manager leads and manages public services staff and operations of the Perryville and Port Deposit branch libraries, ensuring the development and delivery of a full range of highly responsive services and strategic priorities.

**ESSENTIAL JOB FUNCTIONS:**

- Manage the daily operations and staff of the Perryville and Port Deposit branch libraries. Provide leadership that supports and empowers staff to give outstanding service to the public in regard to circulating materials, programming, readers’ advisory, information, and technology assistance for library users of all ages.
- Provide direct supervision, evaluation, and coaching to three departmental supervisors and all LA I’s. Ensure the delivery of performance management methods and systems.
- Via effective verbal and written communications, facilitate regular staff meetings and provide training as needed.
- Lead the implementation of system and local marketing initiatives at the branch level.
- Work with the Branch Services Manager to establish and achieve branch performance goals within overall system goals.
- Collaborate with Materials Manager and selectors, along with Adult and Children’s department heads to develop, maintain and evaluate the branches’ collections, ensuring a full-service, relevant collection for patrons of all ages.
- Interpret, explain and implement the policies and procedures of CCPL and ensure they are carried out in the branch.
- Coordinate departmental and branch scheduling within parameters of staffing budgets.
- Serve as the key liaison to the greater Perryville and Port Deposit communities, civic groups, and town governments.
- Work with department heads to coordinate and evaluate branch outreach that meets the needs of the Perryville and Port Deposit communities.
- Ensure library facilities are well-maintained and safe per CCPL standards; routinely monitor, maintain, and report facilities issues to administrative staff.
- Manage and/or coordinate the implementation of branch projects.
- Effectively resolve patron concerns and issues.
- Participate in interviewing and hiring of staff.
- Ensure the maintenance of accurate service statistics; compile and prepare reports, data, and other written work.
- Serve on internal and external committees.
- Participate in local and statewide initiatives, training, and associations. Attend seminars, workshops, and continuing education activities.
- Provide daily coverage at public service desks within the branch.
Position: Librarian (Collection and Foreign Language)
Location: National Library Service for the Blind and Print Disabled (NLS), Library of Congress, Washington, DC
Salary: $99,172 to $128,920 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is located in Taylor Street Annex, Collections Development Section (CDS), National Library Service for the Blind and Print Disabled (NLS), Library Collections and Services Group, Office of the Librarian.

Responsibilities
This position is located in the Collections Development Section (CDS) of the Material Development Division. The Foreign Language Specialist selects foreign language titles to be reproduced or acquired in braille and recorded formats for inclusion in the National Library Service for the Blind and Print Disabled (NLS) national collection. Drafts and maintains a selection policy for this material. Evaluates and monitors the NLS collection of foreign language books and periodicals. Maintains contact with libraries and agencies in foreign countries to ascertain availability of materials; evaluates and purchases foreign language materials from international sources. Disposes of foreign language books received as gifts. Coordinates acquisition of print foreign language materials for review. Annotates, assigns media, and indicates distribution code after reviewing print copies of proposed titles. Advises catalogers on handling foreign language materials; advises Publications and Media Section on foreign language publications and special book lists; coordinates with Network Services Section on international interlibrary loans and other international affairs. Solicits and analyzes pertinent statistics for use in collection building efforts; assists in drafting budget relating to foreign language materials; coordinates NLS foreign language production with that of network libraries.

Multiple Positions
Location: George Washington University Libraries & Academic Innovation (GWLAI)
Full vacancy announcement is available on the CUA SLIS blog.
The George Washington University Libraries & Academic Innovation (GWLAI) seeks applicants for multiple professional librarian positions through an open recruiting call for multiple librarian positions. We invite information professionals of all backgrounds and depths of experience who have an interest in being part of a vibrant, collaborative, mission-driven academic service organization to apply to work with us. GWLAI has a strong commitment to achieving diversity among librarians and staff. We are particularly interested in receiving applications from members of underrepresented groups and strongly encourage women and persons of color to apply for these positions.
Below are descriptions of each position with specific job responsibilities and qualifications. Review of applications will begin on December 16, 2019 and will continue until the positions are filled. Complete an online application.
- Collections Strategist
- Digital Services Manager
- Director of Resource Description
- Instructional Design Librarian
Four Positions: Maryland

Position: Collection Development Librarian
Location: Library Headquarters, Anne Arundel County Public Library
Salary: $54,593 – 96,347
Full vacancy announcement available on ALA Joblist.
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.

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.

Preferred Requirements:
Experience identifying, evaluating and selecting materials for children, young adults, or adults in a variety of formats for a diverse community.
Comprehensive knowledge of literature and films for children, young adults, or adults.
Strong computer skills; including the analysis of data sets and familiarity with Acquisitions module of an integrated library system.

Necessary Special Requirements:
Ability to secure certification as a Professional Public Librarian in the State of Maryland within 120 days following appointment; ability to meet re-certification requirements by completing 90 contact hours of continuing education every 5 years.

Position: Adult Corrections Facility Librarian
Location: Eastern Correctional Institution West (ECI-W), Westover, MD
Salary: $57,615.00 – $92,059.00/year
Full vacancy announcement is available on the CUA SLIS blog.
This is a state-wide recruitment and the resulting eligible list will be used to fill current and future vacancies within the MD Department of Labor throughout the State. All persons interested in this classification should apply at this time to be placed on the eligible list. This
list will be valid for one year. Applicants must submit a new application if applying to any other recruitments of this classification at a different agency.

Main Purpose Of Job

This position manages the provision of library and information services in MCPRS, ECI-W library branch using current library practices; develops and manages collection; provides reference services and aids patrons in the development of information seeking and finding skills; promotes the use of the program; assures access and delivery of library services within the facility/facilities.

POSITION DUTIES

Delivery of Service- Open and operate the library in accordance with a standard operating schedule and in conformity with Correctional Education Library policies and procedures and Division of Correction regulations. Develop programs to meet the information and reentry needs of inmates. Planning- Plan for the implementation, promotion, and delivery of services that meet the needs of the full institutional population. Design institutional procedures to ensure increasing usage, access, and information delivery. Develop collection based on population needs, mission of correctional education, and reentry needs of inmates. Record Keeping- Maintain all records in compliance with library policy, meeting departmental standards for accessibility, uniformity, and confidentiality. Prepare written reports monthly. Program Evaluation- Evaluate monthly statistics and set goals to improve usage where it is incongruent with the size of the institutional population or lower than usage in other Correctional Education libraries of similar size. Management – Recruit, train, and supervise inmate aides to work in the library in accordance with Correctional Education library goals and objectives. Participate in professional development learning opportunities to assure that skills are consistent with current library practice and with information retrieval and delivery techniques.

Position: Chief of Human Resources  
Location: Library Headquarters, Anne Arundel County Public Library  
Salary: $84,255 – $148,692  
Full vacancy announcement is available on the CUA SLIS blog.  
Minimum Requirements:  
Possession of a Master’s degree in Human Resources, Public or Business Administration from an accredited institution, at least 7 years’ experience in planning and directing human resources activities in the public sector with a minimum of 100 full-time employees, and 5 years supervisory experience; or an equivalent combination of education and experience (as defined above) that has provided a broad-based and comprehensive knowledge of human resources functions as outlined in the job description.

Responsibilities:  
Performs advanced professional senior managerial level work in planning for and directing the Library System’s personnel, benefits, and training programs. Work involves: recruitment and...
staffing with qualified personnel; establishment and enforcement of personnel policy; preparation of the annual operating budget for personnel; maintenance of the classification plan; management of a performance evaluation system; administration of the benefits plans; oversight of training and staff development; responsible for compliance with federal and state law related to employment and employee benefits; organization structure and development; employee relations and staff recognition; diversity initiatives; volunteer program; and Human Resources Information System (HRIS) management. These responsibilities involve important obligations in representing the System before the Board of Trustees, funding agencies, and community groups.

**Position:** Custodian  
**Location:** Multiple Openings, Anne Arundel County Public Library  
**Salary:** $26,010 – $42,982  
Full vacancy announcement is available on the CUA SLIS blog.  

**Minimum Requirements:**  
One year of general custodial experience and educational training that results in knowledge of simple arithmetic and a reading and writing level necessary for successful job performance; or an equivalent combination of experience and training that has provided the knowledge, abilities, and skills listed in the job description.

**Responsibilities:**  
This is manual work of limited complexity in cleaning and maintaining library buildings; caring for and maintaining grounds, including basic care of lawns and landscaping; exterior maintenance; and performing minor maintenance and repair tasks. As emergency personnel, provides assistance during building and weather emergencies, including snow and ice removal.

**Necessary Special Requirement:** Possession of a valid non-commercial Class C motor vehicle operator’s license issued by the State of Maryland and proof of a good driving record.

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**Seven Positions: Washington, DC & Virginia**  
**Posted on November 13, 2019 by LLAM News**  

**Position:** Temporary Research Librarian  
**Location:** Crowell & Moring, Washington, DC  
Originally posted on LLSDC Job Listings.  

Temporary Research Librarian  
1001 Pennsylvania Ave NW, Washington, DC 20004, USA  
Contract  
Job Description  
Crowell & Moring, LLP

Founded with a commitment to build a different kind of law firm, Crowell & Moring LLP today is an international law firm representing clients in litigation and arbitration, regulatory and transactional matters. We are internationally recognized for our representation of Fortune 500 companies in high-stakes litigation, as well as our ongoing commitment to pro bono service.
and diversity. With nearly 550 lawyers based in seven offices in the United States and Europe, the firm helps international corporations and emerging enterprises navigate complex legal challenges and create business solutions across the globe.

The Research Librarian (temporary) will provide research support and outreach for all offices and work as a member of the firm-wide Research Services team.

- Conduct business, legal, legislative, and regulatory research for attorneys, marketing staff, business managers, and paralegals, providing an initial analysis of research results and summaries of key findings.
- Provide background research and competitive intelligence on companies, industries, and markets in support of business and client development efforts. Use a variety of tools to obtain information required to support more strategic decision making.
- Help set up and manage docket and news current awareness monitoring, determining the most accurate and thorough methods for capturing and delivering information.
- Guide attorneys and staff on the effective use of research databases.

Qualifications

Education – The position requires a Bachelor’s Degree. MLS preferred, but equivalent training and experience may substitute.

The position requires a minimum of three (3) years of related experience during which knowledge, skills and abilities relevant to the position were demonstrated.

Additional Information

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

EOE m/f/d/v
Crowell & Moring LLP participates in the E-Verify program.

**Position: Business & Legal Research Analyst**
Location: DLA Piper LLP (US), Washington, DC
Full vacancy announcement available on AALL Career Center.
DLA Piper LLP (US) 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 D.C. office.

Relocation is available in accordance with the firm's policy.

The research analyst team is at the leading edge of the firm with regard to identifying and harnessing the power of new legal research technologies and platforms. The department's commitment to continuing education guarantees that the team champions and uses the best resources for solving today's complex research needs while saving clients' money.

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.

Minimum Requirements:

- Master's Degree in Library/Information Services
- 3 years' experience conducting research
- Experience performing extensive research using tools (such as Westlaw and Lexis Advance, and specialized tools such as CapIQ, Bloomberg Law, CCH Cheetah, Intelligize, Courtlink, Pitchbook, etc.)
- Experience in data analytics, artificial intelligence, and quantitative legal prediction databases such as Casetext CARA, Lex Machina, Docket Navigator Compass, TR Intelligence Center, Ravel Law, etc.
- Good research skills required to conduct research on a variety of legal and business topics
- Specialized knowledge relating to specific legal practice areas (e.g., IP, Finance, Tax, etc.)
- Good knowledge of federal legislative and regulatory research
- Good with curation systems such as Manzama or Linex
- Good interpersonal skills necessary to interact regularly with attorneys, clients and staff
- Ability to work quickly and efficiently and rearrange priorities as workload dictates
- Willing to work after normal hours and/or weekends when required

Preferred Requirements:
3 years of experience conducting research in a law firm environment

What will your day look like?
You will conduct research and/or fact-checking in a wide range of topical areas including, but not limited to, legal, business/corporate, patent and IP, public records, legislative history, medical and news/media. You will compile research results, summarize data and communicate methodology and results clearly, and use critical thinking to analyze each request to identify the best research resources for efficient and cost-effective resolutions. You will work extensively with research staff, information technology, attorneys and administrative staff to maximize knowledge sharing and improve integration among information systems in the
organization. You will also conduct local office orientation for new hires and will assist with the training of attorneys and staff on the effective use of legal and business research resources.

You will also explain the operation of the research department and market library services and resources. You will participate in the regular review and evaluation of new and existing electronic resources, with an eye toward improved service and research efficiency. You will also demonstrate a commitment to continuing education by attending workshops and webinars for professional development and regularly review professional literature. You will align with specific practice groups to support their long-term goals, business development, competitive intelligence and resource needs.

To learn more about DLA Piper, please visit our website

We offer exceptional career opportunities in an environment that is challenging, rewarding, and, we believe, truly different from our competitors. Our employees enjoy a diverse environment in which they can build a long and fruitful career and reap the rewards of their success.

Agency applications will not be considered.

**Position:** Library Assistant  
**Location:** Finnegan LLP, Washington, DC  
Full vacancy announcement available on [AALL Career Center](https://www.aallnet.org/careers).  
The Washington, DC office of Finnegan, one of the world’s leading and largest intellectual property law firms, has an opportunity for a Library Assistant. Under the direction of the Manager of Research and Information Services and the Chief Marketing Officer, the Library Assistant will serve as a primary point of contact for 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.

Successful candidates must have a high school diploma, but a Bachelor’s degree is preferred, and three years of experience in a professional business environment, law firm experience is a plus. Experience with technical services in a law or special library including acquisitions, serials control and MARC copy cataloging, basic knowledge of library operations and records storage, and a high degree of proficiency in Microsoft Word and Excel is required. Must have excellent written and verbal communication and interpersonal skills, willingness to be a team player, and the ability to deal well with changing assignments and priorities, work well under pressure, meet frequent deadlines, and prioritize multiple tasks.

The firm offers an excellent compensation and benefits package and is an equal opportunity employer.

To apply for this position, please send your resume and cover letter to:
Position: Administrative Librarian (Chief of African and Middle Eastern Division)
Location: African and Middle Eastern Division, General and International Collections Directorate, Library Services., Library of Congress, Washington, DC
Salary: $127,914 to $192,300 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is located in the African and Middle Eastern Division, General and International Collections Directorate, Library Services.

We encourage qualified applicants from a variety of library, scholarly, academic, and information science backgrounds, with expertise in the appropriate regions, languages, and collections, to apply for this opportunity to support the Library’s strategy and to establish the program as a center of excellence in area studies.

Responsibilities
The African and Middle Eastern Division is recognized as a major resource center for Africa, the Middle East, the Caucasus, and Central Asia. Our Middle East program has custody of materials in over 70 languages, the division’s largest collections being Arabic, followed by Persian, Turkish, Armenian and Georgian language collections. Additional collections and linguistic groupings include Caucasian, and Central Asian. The division serves as the Library's primary access point for reference and research activities related to the Ancient Near East, pre-Islamic Egypt, Biblical Studies, Jewish Studies, and ancient and modern Israel, with custody of materials in a variety of formats in Hebrew and its cognates, including Yiddish, Ladino, Judeo-Arabic, Judeo-Persian, as well as Amharic, Coptic, and Syriac. The division is also the focal point of the Library’s reference and bibliographic activities on sub-Saharan Africa and the Library’s collection of Africana, including sources in every major field of study in the social sciences and in the humanities. Language coverage includes English, French, German, Portuguese, and many African vernaculars.

This is a senior executive position at the Library of Congress, responsible for bringing vision, leadership, and innovation to the role. The Chief is the Library's principal expert/specialist in matters dealing with the countries, languages and regions covered by that division. The Chief has full professional responsibility for coordinating activities of the Library related to that geographic area, and for directing the development and maintenance of the Library’s collections pertaining to these regions, including the integration of digital technology, and facilitating the effective use of these collections by scholars, researchers, and others worldwide. The Chief formulates the vision, establishes the mission and goals, determines objectives, directs the staff and resources, and evaluates overall performance of the division. He/she sets policies for, administers, and supervises division staff, programs, services, and activities. The Chief is responsible for cultivating relations with potential donors, securing funds for new
initiatives, acquiring new collections, and establishing new services. The Chief provides national leadership in the fields of knowledge and information as they relate to the division's geographic responsibility and represents the library at national and international meetings, events and programs, especially those related to the division's regions and countries.

Provides direction and leadership for the Library in response to the rapid changes in foreign societies, in information flows from and about the regions covered by the division, and in emerging research agendas related to the division's area of responsibility. Maintains a comprehensive knowledge of these countries and regions and of the scholarly resources and collections necessary for the study of the region, with in-depth knowledge in at least one related discipline/area.

Constantly evaluates the Library's holdings in this area and seeks to acquire new collections as they become available. Identifies sources for new collections and continuously seeks to improve the quality of the Library's collections and access to information in the division's area of responsibility.

Maintains personal authority and credibility in research/library communities based on a solid record of publications and professional accomplishments. Provides national and international leadership in accomplishing the division's mission, which includes leadership within the Library and among research libraries in the U.S. and abroad.

Recommends strategies for integrating digital content, preservation and services into the Library's existing policy, procedures, work flow, and organizational framework for print collections. Assures implementation of collection development policies and procedures for traditional print collections and for digital content resources. Develops digital collections and digital access approaches, often in collaboration with colleagues inside and outside the institution. Manages custodial responsibilities for print and digital collections, including systematic analysis, evaluation, and direction with operational requirements and work flow considerations.

Develops policies for the acquisition of important collections to ensure that the Library's collections meet the needs of scholars, researchers and all other patrons. Policies involve matters relating to the conduct of initial solicitations and negotiations with prospective donors, appraisal of collections, conversion of materials on deposit to gifts, restrictions on use, conditions of use, and security of the collections.

**Position:** Electronic Resources Management Specialist  
**Location:** American University, Washington, DC  
**Salary:** $22.42-$22.73  
Full vacancy announcement is available on the CUA SLIS blog.

The Electronic Resources Management Specialist works independently within the Electronic Resources and Serials Unit to provide support for all of the Library's electronic resources, including journals, databases, e-books, datasets, and aggregator collections via the library's Electronic Resource Management System (ERMS), OCLC WorldShare, LibGuides, and EZProxy.
The position’s primary responsibilities include data maintenance of resource and license records in the ERMS and OCLC WorldShare, management of e-resource usage data collection and reporting, maintaining archival units for the LOCKSS server, updating EZProxy stanzas as needed, and working with the appropriate staff to troubleshoot end-user access issues.

This position provides direct support for the library’s growing electronic collections, which currently represent approximately 80% of the library’s $7M+ materials budget. Electronic resource collections support student and faculty research from across campus, as well as from any remote location with sufficient Internet access. As the university expands, its global and distance learning programs and emphasis on research activities and initiatives, the library’s e-collections will be an important service component to ever growing populations of users and adds ever growing complexity to carrying out the position responsibilities. Electronic resources are accessed by students and faculty 24/7.

**Position: Special Collections Technician**

**Location:** Catholic University of America, Washington, DC

Full vacancy announcement is available on the CUA SLIS blog.

**Overview**

The Special Collections Technician is responsible for answering routine reference questions using Special Collections resources; assist in the development of exhibits and displays; undertake collection processing; administer archival training and educational institutes; administrative assistance to Special Collections; manage the Archives office; control Special Collections supplies inventory; supervise student workers and volunteers.

**Responsibilities**

- Provide administrative assistance by filing and maintaining office records as well as obtaining supplies as needed.
- Provide reference and referral assistance to inquirers, visitors and Special Collections users, including duplication services such as digital scans, photocopies and photographs.
- Supervise student workers, practicum students, and volunteers as needed, including collecting employee time sheets and monitoring employee schedules to help maintain proper staffing and service levels.
- Assist with the processing of Catholic University records and manuscript collections, including audiovisual records, in order to produce finding aids.
- Assist with rare books and museum accessions, loans, and exhibits.
- Coordinate with maintenance staff and Special Collections to maintain cleanliness and repair of archives facilities and space.
- Coordinate and provide support for Special Collections programs: receptions, conferences, training sessions, exhibits, and teaching institutes.

**Position: Database Integrity & Analysis Specialist**

**Location:** George Mason University, Fairfax, VA

Originally posted on the Potomac Technical Processing Librarians (PTPL) listserv.
Library Specialist II – Database Integrity & Analysis Specialist
The George Mason University Libraries seek to fill the position of Database Integrity & Analysis Specialist. George Mason University has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff, and strongly encourages candidates to apply who will enrich Mason’s academic and culturally inclusive environment.

Responsibilities:
The Database Integrity & Analysis Specialist is responsible for extracting library system-generated data for the division and for constructing and running reports to fulfill collection-related data needs for ongoing and one-time initiatives, projects, and/or processes. This position also works to ensure the accuracy of data in the integrated library system (Ex Libris Alma). We are looking for a collaborative, detail-oriented individual to work closely with faculty and staff both within the division and in other departments to ensure that report-related and database integrity needs are met in a timely and accurate manner.

Eleven Positions: Washington, DC & Virginia
Posted on November 6, 2019 by LLAM News

Position: Librarian
Location: Biodiversity Heritage Library, Smithsonian Institution, Washington, DC
Salary: $83,398 to $108,422 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Biodiversity Heritage Library (BHL), Smithsonian Libraries (SIL), Smithsonian Institution (SI). The BHL is an international consortium of 23 natural history and botanical libraries organized to digitize the legacy literature of biodiversity and is a component of the Encyclopedia of Life (EOL) program.

Responsibilities
The incumbent coordinates the activities of the BHL program across the participating BHL libraries. The incumbent is responsible for working with the staff at the 23 BHL libraries, taxonomists, and EOL staff to develop strategies for managing the ongoing work of the BHL.

Incumbent will also perform the following duties:

- Manages and coordinates social media and outreach for the BHL.
- Manages BHL program brand identity in the form of logos, brochures, business cards and other visual identity materials.
- Coordinate all BHL and Smithsonian Libraries activities around archival Field Books.
- Create and administer mechanisms for coordinating digitization efforts and funding across the BHL and with other large scanning programs and projects that BHL may partner with.
• Works with BHL Technical Development Team to inform the improvement of BHL user and administrative tools, data architecture, etc.

Position: **Librarian (Digital Collection Specialist)**  
Location: Library of Congress, Washington, DC  
Salary: $57,510 to $74,759 per year  
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov/).  

**Summary**  
This position is located in the Digital Content Management Section, Digital Collections Management and Services Division, Office of the Chief Operating Officer, Library Services. The position description number for this position is 385309.

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

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

This is a non-supervisory, bargaining unit position.

**Responsibilities**
This position serves as a Digital Collection Specialist and is located within the Digital Content Management Section, Digital Collections Management and Services Division, Office of the Chief Operating Officer, Library Services within the Library Collection and Services Group at the Library of Congress. The position reports to the Head, Digital Content Management Section and is responsible for acquisitions, management of digital collections, project development, management, consultation, and liaison work.  
The Digital Content Management Section is responsible for providing digital acquisitions support to Library Services, and for the lifecycle management of digital collections that are not otherwise under the care of a custodial division. The section also is responsible for managing the Library’s web archiving program and collections, and provides advice and assistance to the Law Library as needed. Digital Content Management Section staff collaborates with other Library curatorial units, technical staff and external organizations to establish best practices, implement new and streamline existing digital workflows, and identify digital content management problems and propose solutions for the content within the scope of the section.

Serves as a digital collections specialist for assigned tasks and workflows within the Digital Content Management Section. Applies knowledge of library policies and procedures related to the assigned tasks and workflows in order to acquire digital collection materials. Implements, tests, and improves workflows in order to achieve digital content management goals for the assigned tasks and workflows. Consults with senior members of the unit to resolve problems or issues. Ensures that content for the assigned workflows meets the Library’s format and metadata technical standards for acceptance.

According to the practices of the unit, acquires, creates or oversees creation of descriptive, technical and administrative metadata as needed for collection materials received. Manages automated workflows for ingesting, reviewing, describing, inventorying, and storing digital
content. Performs or coordinates quality review of metadata elements for the assigned tasks and workflows. Processes files after ingest as necessary prior to storage. Implements corrective actions, including solutions to preempt problems, as appropriate. Conducts or initiates and coordinates re-work for files not meeting project requirements. Uses software and hardware tools to transfer digital collections received from various sources into LC systems, including both physical and virtual locations. Deletes or replaces digital objects; makes corrections. Utilizes software and hardware tools to assure proper storage locations and identifications. Creates and manages predominantly automated streams from acquisitions sources to storage on appropriate LC systems. Produces or coordinates production of derivative files as appropriate.

Applies approved digital content management technologies to digital content as assigned. Monitors indicators of preservation status of custodial materials as assigned. Takes appropriate corrective action as needed.

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

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

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

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

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

Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.
Qualifications
Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.
Knowledge of library best practices and procedures for the lifecycle management of digital collection materials.**

Knowledge of metadata and metadata best practices for managing digital collections.**

Ability to plan and carry out digital content management projects.

Ability to interact collaboratively with others to provide consultation and liaison duties.

Ability to communicate effectively in writing.

Ability to communicate effectively other than in writing.

Position: Administrative Librarian (Assistant Chief, Researcher and Reference Services Division)
Location: Library of Congress, Washington, DC
Salary: $137,849 to $166,500 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Researcher and Reference Services Division, General and International Collections, Library Services.
The position description number for this position is 005705.

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 with occasional evenings and Saturdays.

This is a supervisory, non-bargaining unit position.

Responsibilities
Performs the administrative and human resource management functions related to the staff supervised. Establishes guidelines and performance expectations for staff, which are clearly communicated through the formal employee performance management system. Observes workers’ performance; demonstrates and completes work performance critiques. Provides informal feedback and periodically evaluates employee performance. Resolves informal complaints and grievances. Prepares work improvement plans, recommending personnel actions as needed. Provides advice and counsel to workers related to work and administrative
matters. Effects disciplinary measures as appropriate to the authority delegated in this area.

Reviews and approves or disapproves leave requests.

As Assistant Chief in the Researcher and Reference Services Division, the incumbent is responsible for those functions that include providing direct reference services to researchers in the Library’s reading rooms, and responding to inquiries through inter-library loan, correspondence, electronic communication, and telephone inquiries. The assistant chief also supports the divisions’ work preparing research guides and major bibliographic support to the Library. Researchers include the general public, Members of Congress and their staffs, scholars, representatives of other Governments, Government agencies and academic institutions, and others in the country and abroad. Services are provided in the Research Assistance Room for the Main Reading Room and Local History and Genealogy, and include the Micro form and Electronic Resources Center. Electronic reference support is provided from staff in the Researcher and Reference Services Division. Services range from providing simple, routine information to providing highly complex, diverse, in-depth specialized reference service.

Assists the chief in making long-range and short-range plans taking into account the overall goals and objectives of the division, budgetary limitations, resources available and other related matters. Assists in the preparation of budget requests, program statements, management plans, and other administrative documents. Assists in the annual budget process and budget executions for appropriated funding, and gift and trust funds.

Works with other units of the Library to coordinate programs with those units that impact on or may be impacted by division policies. Works closely with other reference and bibliographic areas to coordinate efforts in the management of reference and information provision.

**Conditions of Employment**

The Supervisor leads his/her staff toward meeting the Library's vision, mission, and goals by acting decisively, leveraging diversity and inclusiveness, demonstrating flexibility and resilience, fostering continuous improvement and innovation, and fostering integrity and honesty. To view the Library's Supervisory Core Competencies click the following link: [http://www.loc.gov/hr/employment/uploads/loc_supervisor_core_competencies.pdf](http://www.loc.gov/hr/employment/uploads/loc_supervisor_core_competencies.pdf).

**Qualifications**

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

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

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

**Ability to analyze organizational and operational issues and develop solutions to plan and carry out public reference services.**

**Ability to provide program management and reference services oversight.**
Ability to interact collaboratively with others.

Ability to communicate in writing.**

Ability to communicate effectively other than in writing.

**Position: Librarian (Reference)**
Location: Library of Congress, Washington, DC
Salary: $57,510 to $74,759 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is located in Taylor Street, Reference Section, National Library Service Blind/Physically Handicap, Library Collections and Services Group, Office of The Librarian.

Responsibilities
The position serves as a Reference Librarian at the National Library Service (NLS) division within the Library Collections and Services Group (LCSG) at the Library of Congress (LC). The position reports directly to the Head, Reference Section.

The Reference Librarian provides customer service directly to NLS constituents and serves in the specialized areas of blindness, physical disabilities, and library services to and for individuals who are blind or print disabled.

The Reference Librarian responds to English- and Spanish-speaking callers and email inquiries. Services are primarily rendered by electronic correspondence and via telephone.

Performs customer service functions in the Braille Reading Download (BARD) service for Spanish-speaking patrons and WebREADS systems. Requests originate from the blind and print disabled patrons and NLS network libraries serving them; national and international academic, research, and scientific institutions; the professional and business communities; veterans; and from the general public.

Effectiveness in personal contacts and clarity and conciseness in oral and written communication are requirements for this position.

Serving as a reference librarian, responds to English- and Spanish-speaking callers and email inquiries. Performs customer service functions in the Braille Reading Download (BARD) service for Spanish-speaking patrons and WebREADS systems for these patrons. Shares a phone schedule with other reference librarians within the Section.

Responds to reference inquiries assigned by the head of the section. Applies knowledge of standard methods and techniques, concepts and principles of bibliographic resources, including automated databases and other digital resources, and principles of librarianship in rendering reference, referral and literature searching service to NLS consumers, NLS staff, Members of Congress, government agencies, regional and sub-regional libraries, researchers,
veterans, and the public. Prepares correspondence in reply to reference inquiries, conducts reference interviews, and communicates with patrons via email and telephone.

Provides current awareness to designated NLS staff to keep them informed of new publications and developments in their specific areas of interest. Provides a similar service, on a wide range of subjects of concern to blind and print disabled individuals, for libraries that serve them and interested professionals.

May be asked to participate in workshops, conferences, and in the NLS exhibit program to explain NLS services to professional organizations serving, and consumer groups of, blind and print disabled persons. Conduct tours of the NLS headquarters and to provide other oral presentations to staff and visitors about current program activities. Participates in assignments to support internal Library or NLS activities.

Exercises initiative, tact, and flexibility in meeting the reference requirements of constituents ranging from students to experts in their fields. The incumbent’s in-depth knowledge of the NLS program and its automated systems and services will be used to assist English- and Spanish-speaking inquiries. The Reference Librarian plans and carries out successive steps, and resolves problems that arise in accordance with instructions, policies previous training and accepted library practices. Completed work is usually reviewed by the section head for technical soundness, appropriateness to the needs of the library and its clientele and conformity to policy and requirements.

Compiles current information on services, legislation, resources, etc. pertaining to blind and print disabled individuals. Prepares (English) compilations of materials in established and digital formats for reference guides for individuals, libraries and organizations. Prepares indexes and similar tools to aid in the use of the reference collection. Participates in the production of informational materials such as brochures, flyers, fact sheets and directories. Translates select English NLS reference guides into “Universal Spanish”.

Spanish scripts for two NLS voicemail and phone services. Retrieves Spanish voicemail messages from callers and replies to those calls.

The position description number for this position is 390284.

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.

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

Ability to provide reference and research services.

Knowledge of library resources for the blind, visually impaired, and disabled community.

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

Ability to plan and carry out reference service.

Ability to communicate in English and Spanish to perform customer service.

Ability to communicate in writing.

Ability to communicate effectively other than in writing.

**Position:** Reference & Instruction Librarian
Location: George Washington University, Washington, D.C.
Full vacancy announcement is available on the [CUA SLIS blog](http://cuaslisblog).

**Position Description Summary:**
The Reference and Instruction Librarian at the Himmelfarb Health Sciences Library is an important member of the Information, Instruction, and Reference team. This position assists in the provision of information and instructional services to students, staff, and faculty of the School of Medicine and Health Sciences, Milken Institute School of Public Health, and School of Nursing. Other duties include reference and systematic review consultations, distance education student support, and membership on various library committees. This position reports to the Head of Reference and Instruction.

**Specific Duties and Responsibilities:**
Duties and responsibilities include (but are not limited to) the following:

1. Provides reference and information services to patrons at the reference desk in the library, and remote reference service points.
2. Performs online database search services and research consultations as requested, including support for systematic and scoping reviews.
3. Participates in and designs formal and informal instruction and orientation programs for students, staff, and faculty, as well as community health patrons.
4. Participates in curricular activities for the three schools served.
5. Serves as an embedded librarian in nursing and public health courses. Acts as a librarian facilitator for the Practice of Medicine course, Clinical Integration Sessions, in the medical curriculum.
6. Participates in the departmental Library Liaison program providing instruction and informational services to various departments (both academic and clinical).
7. Participates in the provision of educational courses, workshops and seminars for various patron groups within the library throughout the academic year.
8. Contributes to the development and evaluation of web-delivered courses and instructional materials.
9. Provides support to faculty in creating and maintaining courses in Blackboard, as well as other educational technologies that facilitate online and distance education.
10. Creates research guides to support student and faculty educational and research activities.
11. Investigates new technologies and software to support faculty education and research.
12. Contributes to library marketing and communication activities.
13. Participates in orientation and training activities for new reference librarians.
15. Assists in management of student listservs and library e-mail accounts.
16. Other duties as assigned.

**Minimum Qualifications:**
- MLS from an ALA-accredited school.
- Experience searching biomedical literature and full-text databases including PubMed.
- Experience with Microsoft Word, PowerPoint, Excel, and Camtasia or equivalent programs.
- Experience with course management software, and development of online instructional modules or tutorials.
- Experience teaching information literacy skills and providing reference services OR experience providing educational technology support.
- Demonstrated excellent interpersonal, oral and written communication skills.
- Demonstrated ability to work collaboratively with all levels of library staff and patrons.

Advertised Salary: Salary will be commensurate with experience.

**Desired qualifications:**
Minimum of 2-3 years experience teaching information literacy skills and providing reference service or 2-3 years providing educational technology support in a library environment.
Knowledge of Evidence-Based Medicine (EBM), EBM resources, and the research life cycle.

**Position: Open Source Collection Officer**
Location: Central Intelligence Agency, Washington, D.C.
Full vacancy announcement is available on the CUA SLIS blog.

As an Open Source Collection Officer (OSCO) for the CIA, you will manage the systematic collection of publicly available information in a given region or a subject area to meet customer needs. The information is known as Open Source Intelligence (OSINT) and includes traditional mass media, the internet, specialized journals, studies, conference proceedings, geospatial information, and more. In some cases, OSCOs act as collectors themselves. Some OSCOs work in traditional library environments, while others work in geographic- or subject area-based components.

Open Source Collection Officers develop strategies and plans for the collection of OSINT, including the tools and methodologies needed to accomplish the task. You will:
Drive integrated information gathering on a strategic topic, regional, or cross-regional need
Research and acquire publicly available information in response to intelligence gaps
Identify relevant sources for data collection
Manage financial or personnel resources associated with collection, including contracts
Help develop, acquire, evaluate and/or implement collection tools and methodologies
Help develop metadata schema or other information discoverability processes

Domestic and/or foreign travel may be required.

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

MINIMUM QUALIFICATIONS:

- Bachelor’s or Master’s degree in one of the following fields or areas of study:
  - Area Studies
  - International Studies
  - Media Studies
  - Political Studies
  - Geography / GIS
  - Library / Information Science
  - Data Management (or a related field)
  - Foreign language / Linguistics (or a related field)
- GPA of at least 3.0 on a 4-point scale
- Critical thinking and research skills
- Strong verbal and written communication skills
- Ability to work within an ambiguous, evolving digital environment as a member of a collaborative team
- At least 2 years’ experience (including academic studies) in at least one of the following:
  - Information management/information science/librarianship
  - Data management
  - Management of language program
  - Participation in the development and/or implementation of Human Language Technologies or other collection technologies
  - Management of financial or personnel resources

DESIRED QUALIFICATIONS:

- Moderate proficiency in foreign languages
- Experience managing complex projects
- Experience designing or managing contracts

ALL APPLICANTS MUST SUCCESSFULLY COMPLETE:

- A thorough medical and psychological exam
- A polygraph interview
- A comprehensive background investigation
To be considered suitable for Agency employment, applicants must generally not have used illegal drugs within the last 12 months. The issue of illegal drug use prior to 12 months ago is carefully evaluated during the medical and security processing.

**Position:** Technical Information Specialist  
**Location:** U.S. Holocaust Memorial Museum, Washington, D.C.  
Full vacancy announcement is available on the CUA SLIS blog.

**Description**

**Information about the organization**
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.

**Information about the role**
The position is located in the Division of the Holocaust Survivors and Victims Resource Center (HSVRC), National Institute of Holocaust Documentation at the United States Holocaust Memorial Museum. The mission of the HSVRC is to ensure that the individual experiences of survivors and victims of the Holocaust and Nazi-era persecution are recorded, preserved, and disseminated for future generations. The Resource Center aims to accomplish this mission by collecting information about Jewish and non-Jewish survivors and victims of the Holocaust and creating research tools and resources that provide access to this information.

The HSVRC serves as the main access point to the Museum's extensive holdings of name-related data and databases that can help trace the fates of millions of people persecuted by Nazi Germany and its collaborators. The work of the HSVRC allows the Museum to keep its pledge to make this information available to Holocaust survivors and others in a timely fashion. Staff works directly with the public in the Resource Center's space on the second floor of the Museum and also responds to requests submitted by phone, fax, email, and online. Detailed reference services and basic research are provided to scholars and the general public. Extensive research is provided free of charge to survivors, their families, and the families of victims. In addition, staff conducts research to support a broad range of Museum programming and to assist Development with engaging and re-engaging potential and past donors.

This is a one-year term, full-time donated position (non-Federal), paid with the Museum's donated funds. Salary is commensurate with experience.

**Duties, and Responsibilities for the role**

- Conducts advanced research, including extensive research requests, in the Museum's archival holdings and library holdings for survivors, their families, and the families of victims.
- Provides reference and research services to Museum patrons and staff who contact the HSVRC by email, telephone, mail, online form, or in person in the HSVRC public space.
- Analyzes documentation found and presents findings in oral or written form; includes copies and explanations of relevant documentation as well as necessary secondary source materials that pertain to the request.
• Ensures findings, supporting documentation, explanations, and all correspondence for extensive research cases are included and updated in the reference and request informational system or other reference tracking systems so that findings can be easily searched and referenced.

• Demonstrates how to search the Holocaust Survivors and Victims (HSV) Database, OuSArchiv database, Collections Search, and other online databases as well as reference materials located in the public reference space and answers operational and functionality questions concerning aspects of HSV Database and other electronic or online resources.

• Makes recommendations to improve functionality of the HSV Database and other electronic resources based on end-user experience.

• Reports technical problems and functionality issues with the HSV Database and other electronic resources to the Chief, Data Management Branch, Division of Digital Assets Management and Preservation so that they can be resolved in a timely manner.

• Creates descriptive information about the contents of the Arolsen Archives Collection and other archival sources that include finding aids, catalog entries, thesauri, and other materials.

• Distributes Meed Registry forms to survivors or family members or friends on behalf of survivors who are not registered and provides information about the registration process. Works with Museum volunteers and interns to support the work of the HSVRC.

• Performs other related duties as assigned.

**Minimum Qualifications for the role**

• Knowledge of established methods and techniques in the retrieval, analysis, interpretation, evaluation, and presentation of a broad range of name-related documentation from the Museum’s archival and other holdings.

• Knowledge of personal computers, databases, and software sufficient to establish and access files, maintain project schedules, prepare reports and texts, and work with the various technical systems of the National Institute of Holocaust Documentation, e.g. HSV Database, OuSArchiv, Illumin reference and research request management system, and Collections Search.

• Knowledge of the Museum's archival collections, their content, and organization as well as related source materials in the holdings of other organizations.

• Knowledge of archival, published, and electronic resources in historical name-related research.

• Knowledge of standard practices in citing sources used in research.

• Strong communication skills – both oral and written – to prepare answers understandable to a layperson in response to complex research requests.

• Historical knowledge of the Holocaust, World War II, and the 1933-45 period of Nazi domination, in particular knowledge of the camp system and of Holocaust-related documents and records.

• Basic knowledge of German in order to understand and interpret documents.

**Position:** Research Librarian

Location: CNA Corporation, Arlington, VA

Full vacancy announcement is available on the CUA SLIS blog.

**Job Description**

Support CNA’s research efforts by providing reference services and instruction, providing interlibrary loan services, and maintaining collections. To support the technological advancement of existing library services and the implementation of new library services.
1 Reference: Provide ready and in-depth reference services to support CNA research efforts and business operations using a variety of public and special access resources. Acquire requested materials to support analysts’ research efforts. Provide direct research support by accessing specialized information portals, answering complex questions, compiling bibliographies, locating difficult-to-find documents, attending project meetings, and being informed about CNA’s research directions.

2 Interlibrary loan: Search the OCLC WorldCat database and other resources to borrow and lend materials in support of research. Ensure that the Library conforms to industry standards for copyright borrowing issues and interlibrary loan record retention.

3 Content/knowledge management and information systems support: Update and maintain the Library’s information systems and dissemination portals, such as Sharepoint and LibGuides. Contribute to the implementation and support of library related applications.

4 Instruction and outreach: Provide instruction on library resources to Library users through a variety of training activities such as one-on-one tutorials, Brown Bags, and web-delivered instruction. Participate in Library and Knowledge Center outreach activities.

5 Collection maintenance: Contribute to developing and maintaining special print and electronic collections. Catalog and process new titles into the Library’s automated system. Check in new journal issues and collect journal usage data. Make collection recommendations based on patron trends gathered from reference and ILL interactions. Maintain the organization of Library materials in the Library.

6 Proactively expand professional knowledge of information resources, trends, and electronic information resources. Develop and maintain expertise in resources relevant to CNA’s core research areas.

7 Other duties as assigned.

Job Requirements
1 Education: Master’s degree in Library Science from an ALA accredited institution.
2 Experience: Must have a minimum of five years of experience in professional information services. Experience with the Department of Defense (DOD), with other government agencies, or in a university setting preferred.

3 Skills: Excellent oral and written communication skills; demonstrated ability to collaborate with peers and research colleagues; ability to develop relationships with libraries throughout the FFRDC and DoD community. Excellent customer service and organizational skills. Demonstrated ability to employ good judgment and operate independently in routine tasks. Must have strong computer skills, including use of Microsoft Office software; skill in searching both commercial and DoD databases; ability to design web content; familiarity with library OPACs, OCLC, and how the products interact.
Position: **Knowledge Management Analyst**  
Location: Insight Policy Research, Arlington, VA

Full vacancy announcement is available on the [CUA SLIS blog](http://www.cua-slis.org/blog). Insight Policy Research, a dynamic, small research and evaluation organization, is seeking applicants for the position of a knowledge management analyst who have expertise in developing effective content management processes that enhance information sharing across platforms. We are a well-established firm, having provided nationally recognized research and evaluation services to federal, state, and private sector clients for more than 18 years. Our focus is on issues affecting at-risk and vulnerable populations.

Headquartered in Arlington, VA, we conduct research in the areas of health, education, nutrition, technical assistance, and family support services. We offer outstanding potential for growth as well as competitive salaries and benefits, including telecommuting, in a collegial, family-friendly environment. For more information on the type of work we conduct and our corporate culture, please visit our website: [www.insightpolicyresearch.com](http://www.insightpolicyresearch.com).

**Position Summary**

The essential functions of this position include working onsite with other team members in educational program support to the National Institutes of Health (NIH), Office of Extramural Research (OER) in Bethesda, MD. You will support the Division of Communications & Outreach (DCO) by accomplishing the following tasks to include but not limited to (as needed):

- Recommend technology solutions and coordinate activities to implement a Chatbot.
- Work with a team to design, construct, and populate a repository of content to leverage new chatbot functionality.
- Support DCO in developing effective content management processes that enhance information sharing across platforms.
- Advise on the development and use of taxonomies as key metadata elements.
- Establish and implement a strategy for cataloging and tagging existing content.
- Create SOPs and maintenance strategies for upkeep of content management system.
- Advise how best to leverage content re-use across existing sites.
Education

► Bachelor’s Degree in knowledge management, communications, library sciences, organizational development, or a related field.

Qualifications

► Ability to obtain a Public Trust.

► Three (3) years of demonstrated experience developing knowledge management and communications portals.

► Familiarity with developing an information architecture.

► Familiarity with natural language processing, elastic search, and machine learning.

► Fast learner and proactive.

► Familiarity and experience working with the NIH or other HHS agencies preferred.

► Strong written and verbal communication.

► Strong attention to detail and project organizational skills.

► Comfortable working in a fast-paced environment with ability to effectively manage multiple priorities.

Contact

Send resume/curriculum vitae and a writing sample via email or fax to:

Meg Tucker, Senior Researcher
Insight Policy Research, Inc. 1901 North Moore Street, Suite 1100 Arlington, VA 22209
Email: mtucker@insightpolicyresearch.com Fax: 703.504.9481

EEO: All candidates will be considered without regard to race, color, religion, sexual orientation, national origin, age, disability, or genetic information.

Position: Electronic Records Manager/Digital Librarian
Location: Barbaricum, Alexandria, VA
Responsibilities

- Support indexing, categorization, and preservation of metadata in accordance with laws, policies, and regulations.
- Support using automated mechanisms to separate official electronic records from redundant, obsolete, e-trash, duplicates, and multiple versions in accordance with Federal laws, regulations, and DOD policies.
- Develop search plans in response to FOIA requests, internal investigations, legal holds, and agency inquiries.
- Index, classify, and migrate information to ensure electronic records are properly preserved.
- Create file plans, retention schedules, and records indexes. (Deliverable)
- Develop file or classification structures and assist with establishing and maintaining automated business rules for unstructured electronic information (e.g. e Outlook Email and SharePoint sites).
- Organize legacy information.
- Provide the OIG with recommendations to support reduction of paper records and promote practical solutions for generating electronic records vice paper records
- Conduct analysis and produce statistics on the maintenance and use of electronic information and the disposition of records.
- Research and provide reference and access to records and information in accordance with established guidelines.
- Translate official policies into technical solutions

Qualifications

- DoD Secret clearance required

Preferred Qualifications

- NARA certifications
- AIIM certifications
- Metadata preservation (index/classify/migrate) experience
- Experience separating duplicate electronic records
- Experience managing records plans/schedules/indexes
- Experience with ensuring Federal/DoD/NARA policy compliance
- Experience with utilizing software (MS Office, SharePoint Server 2007/2013, Outlook 2013, etc) in a government agency
- Experience supporting a government agency in the area of records management
- Familiarity with file & classification structures for Outlook/SharePoint
- Ability to organize legacy info
- Experience supporting electronic vs. paper records migrations
- Ability to produce data analysis and stats of e-records disposition

Position: Lead Librarian/ Collection Development Librarian

Location: Northern Virginia Community College, Alexandria, VA

Full vacancy announcement is available on the CUA SLIS blog.

Under the direction of the Alexandria Campus Dean of Learning & Technology Resources, this position assumes responsibility for overall management of library collection development and management; promotes library collections and services; provides library instruction; provides reference and circulation desk services; participates in library planning and campus and college activities and committees. This position serves as Lead Librarian; the point of contact.
for other campus units; supervises classified staff; and manages the library in the absence of
the Dean.

Duties and Responsibilities
Purpose of Position
Serves as Lead Librarian for Alexandria Campus Library. Under the direction of the Alexandria
Campus Dean of Learning & Technology Resources, assumes responsibility for overall
management of library collection development and management; promotes library collections
and services; provides library instruction; provides reference and circulation desk services;
participates in library planning and campus and college activities and committees.

Minimum Qualifications
Master's degree in Library & Information Science (or similarly appropriate field) or a master's
degree with at least 18 graduate semester hours in library and information science
coursework. Relevant collection development and teaching and/or customer service
experience. Knowledge of library acquisition systems and collection assessment functions.
Knowledge of emerging professional trends, current developments and emerging technologies
in library collection development. Demonstrated ability to provide effective library instruction
and excellent customer service.

Preferred Qualifications
Master's degree in Library & Information Science from an institution accredited by the
American Library Association. Additional master's degree in an academic teaching field.
Relevant professional librarian experience in an a community college setting.

Required Knowledge, Skills, and Abilities
Knowledge of library systems and practices; knowledge of library acquisitions systems and
collection assessment functions; demonstrated ability to provide effective library instruction
and excellent customer service; good organizational, technology, verbal and written
communication skills; Marketing and merchandizing skills; knowledge of office productivity
software such as MS Office. Team player, capable of serving diverse clientele in a busy academic
library. Reliable and flexible.

Preferred Competencies
Knowledge of emerging professional trends and current developments in library collection
development. Knowledge of emerging technologies; Knowledge of library acquisitions systems
and collection assessment functions.

For more information, and to apply: https://nvcc.peopleadmin.com/postings/25854

Three Positions: Maryland

Position: Librarian I
Location: Anne Arundel County Public Library, Annapolis, MD
Salary: $48,367 – 79,926
Full vacancy announcement available on ALA JobLIST.

Description
Providing library services of reference, readers' advisory, programming and outreach, and
library instruction to the public of all ages. Acts as part of branch's management team and
assists in the management of branch operations, and the supervision of branch staff. May
assume responsibility for branch operations as designated person in charge in absence of management.

**Requirements**

Minimum Requirements: Possession of a Master's Degree in Library Science from an American Library Association accredited program, one year work experience in a library, and supervisory experience preferred.

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 hours of training every 5 years.

Spanish language skills desired/preferred.

**Position:** **Institute for Clinical and Translational Research (ICTR) Librarian**

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

Full vacancy announcement available on ALA JobLIST.

The Health Sciences and Human Services Library (HS/HSL) at University of Maryland, Baltimore (UMB) seeks an innovative, forward-thinking Faculty Librarian focusing on measuring the impact of the UMB’s Institute for Clinical and Translational Research (ICTR). The UMB ICTR is a clinical and translational research initiative providing the administrative home for the joint UMB/Johns Hopkins (JHU) NIH Clinical and Translational Science Award (CTSA). The aim of the CTSA is to accelerate and improve clinical and translational science and, ultimately, to improve public health outcomes.

The ICTR Librarian will be responsible for advancing UMB efforts measuring the impact of the ICTR and in developing tools linking faculty and staff to content experts and core resources. Collaborating with Faculty Librarians and expert staff throughout the HS/HSL, within the ICTR, and potentially with colleagues at JHU, and in the CTSA national network, this librarian will provide a full range of services supporting the UMB ICTR. For more information about the HS/HSL, visit [http://hshsl.umd.edu/](http://hshsl.umd.edu/) and about the ICTR, visit [https://www.umaryland.edu/ictr/](https://www.umaryland.edu/ictr/).

This is a full-time, non-tenure, and non-permanent status track faculty position at a rank of Librarian II. This position is funded by the ICTR and renewed annually based on the needs of the institute. The ICTR Librarian operates in a dual-reporting structure between the HS/HSL and the ICTR.

**RESPONSIBILITIES:**

- Develop strategies for measuring the impact of the ICTR/CTSA in research output, knowledge transfer, clinical implementation, community benefit, and the research impact of traineeships.
- Identify and implement tools or products supporting effective tracking of productivity, such as ORCID, etc.
- Employ data visualization tools illustrating and showcasing UMB ICTR funded research.
- Evaluate the use and efficacy of UMB ICTR/CTSA centralized shared resources.
- Develop marketing strategies and outreach activities promoting UMB ICTR collaborations and resources.
- Working in tandem with other UMB ICTR “Navigators,” link faculty to content experts across UMB and at other University System of Maryland institutions.
- Provide consultation, training, and expertise on critical information and knowledge resources.
- Participate in the identification, selection, and implementation of a strategy compiling, classifying, communicating, and marketing UMB faculty expertise including publications, areas of expertise, and grants.
- Actively engage in committees and on teams within the HS/HSL, the University, and professional organizations, including national CTSA meetings and initiatives.
- Pursue research and professional development activities.

**POSITION REQUIREMENTS:**
- Master’s degree from an ALA-accredited program.
- Three years of post-Masters experience in a relevant environment.
- Background or experience indicating an ability to become proficient with quantitative or qualitative research tools such as SAS and SPSS.
- Experience in program evaluation.
- Demonstrated evidence of successful project management.
- Excellent written and oral communication skills.
- Demonstrated strong service orientation and skills.
- Demonstrated ability to work independently and in a team environment.

**PREFERRED:**
Experience with tools such as Tableau, D3.js, R, and Python.
Experience in an academic, research, or health sciences library.

**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 29, 2019. Interested applicants should apply using the following link: [http://bit.ly/ICTRLib](http://bit.ly/ICTRLib).

**MINIMUM SALARY:** $60,000, commensurate with experience

**BENEFITS:** Generous benefits include choice of retirement, medical, and dental plans; 22 days of annual leave; 15 days of sick leave; 3 personal days and 14 holidays. Regular employees, as well as their spouses and dependent children, may receive tuition remission for most programs at many campuses of the University System of Maryland.

**ENVIRONMENT:**
The University of Maryland, Baltimore (UMB) campus is located in downtown Baltimore, blocks from Orioles Park at Camden Yards, Raven’s Stadium, and the Inner Harbor, a recreational waterfront destination. Forty-five miles north of Washington DC, Baltimore City and the surrounding metropolitan area are noted for high quality-of-life indicators offering historic parks, great neighborhoods, and world-famous art collections, museums, theaters, and symphony orchestras. The city has easy access to public transportation systems, superior health care systems, and renowned university and educational resources.

The HS/HSL is one of the largest health sciences libraries in the United States with a track-record of user-centered innovative services and programs. Fifty-five FTE employees including 25 faculty librarians staff the library. Our attractive and vibrant facility, which opened in 1998, serves as a hub for collaboration and learning with resources, programs and tools that promote
discovery, creativity, and innovation. The HS/HSL has 45 group study rooms, three computer classrooms, an Innovation Space, a presentation and production studio, an art gallery, and multiple technology-enhanced meeting spaces. Through the HS/HSL’s website (www.hshsl.umd.edu), the UMB community has access to a full range of resources and services. The HS/HSL serves the schools of Dentistry, Medicine, Nursing, Pharmacy, Social Work, and the Graduate School. The HS/HSL also serves as the headquarters for the National Network of Libraries of Medicine's Southeastern/Atlantic Region.

The Library supports the 6,300 students, and over 7,200 faculty and staff members on UMB’s 71-acre research and technology complex consisting of 67 buildings including the University of Maryland BioPark, the University of Maryland Medical Center, and the VA Hospital. UMB’s professional and graduate schools comprise a dental school, graduate school, and schools of law, medicine, nursing, pharmacy, and social work. More details about the UMB can be found at http://www.umaryland.edu/.

UMB is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law or policy.

**Position: Information Specialist – Library Sciences**

**Location:** ICF, Bethesda, MD

Full vacancy announcement available on ALA JobLIST.

The Health Information Product Unit (HIPU) of the National Library of Medicine (NLM), National Institutes of Health, has several web-based resources that provide health information intended for a consumer audience. This audience includes patients, their families and friends, and anyone from the general public seeking information about diseases, health conditions, and wellness issues. These online resources include MedlinePlus (https://medlineplus.gov/), Genetics Home Reference (https://ghr.nlm.nih.gov/), HealthReach (https://healthreach.nlm.nih.gov/), ToxTown (https://toxtown.nlm.nih.gov/), AIDSSource (https://aids.nlm.nih.gov/).

NLM consumer health resources require ongoing development and maintenance to remain up-to-date, accurate, accessible, and responsive to current and evolving user needs. As NLM considers integrating a diverse collection of consumer health information into one resource, we will evaluate all consumer health resources to ensure they are meeting the needs of the target audiences effectively.

To support the maintenance and development of NLM consumer health resources, NLM seeks a trained librarian or similarly skilled information specialist.

**Key Responsibilities:**

- Support content development and maintenance for NLM consumer health websites. Use content management systems, databases, and structured data such as XML and APIs that have been developed for this work. The contractor will need to become familiar with multiple systems. Work consists of identifying appropriate content (including graphics) using style guides, writing abstracts using style guide, accurately entering data using controlled vocabulary, checking accuracy and currency of data (e.g., link checking),
testing in development and production environments, search engine development and optimization, and generating reports.

- Participate in the design, development and testing of APIs and other data sharing technologies, and producing documentation for internal and external audiences.
- As needed, assist with the integration or retirement of resources as directed by the NLM project manager. This may include recommendations for layout and organization of the MedlinePlus website, suggestions and organization of links for the site, and support the development and enhancements of systems (by testing enhancements to the user interface of content management systems, search engines, public facing websites, etc.)
- Engaging in research and study teams directed by the NLM project manager in relation to user needs, analytics, content management system enhancements and consolidation.
- Interpreting data and analyzing metrics from content management systems, web analytics, and survey data. Experience in multiple methods of data dissemination including data visualization and explaining data to non-data owners is preferred.

**Qualifications:**

- Graduate of ALA-accredited Master of Library Science program or degree in a public health discipline such as public health, health communications, sociology, nursing, etc.
- Demonstrated ability to catalog including: using controlled vocabulary, writing abstracts, and collecting metadata.
- 2 years experience in data entry and participating in a database improvement team, or health data management.
- Preference given to candidates with experience in a health sciences organization using medical, biomedical, health insurance, or public health data.

**Professional Skills:**

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

**Working at ICF**

Working at ICF means applying a passion for meaningful work with intellectual rigor to help solve the leading issues of our day. Smart, compassionate, innovative, committed, ICF employees tackle unprecedented challenges to benefit people, businesses, and governments around the globe. We believe in collaboration, mutual respect, open communication, and opportunity for growth. If you're seeking to make a difference in the world, visit [http://www.icf.com/careers](http://www.icf.com/careers) to find your next career. ICF—together for tomorrow. ICF is an equal opportunity employer that values diversity at all levels. (EOE – Minorities/Females/ Protected Veterans Status/Disability Status/Sexual Orientation/Gender Identity)

*Reasonable Accommodations are available for disabled veterans and applicants with disabilities in all phases of the application and employment process. To request an accommodation please email icfcareercenter@icf.com and we will be happy to assist. All information you provide will be kept confidential and will be used only to the extent required to provide needed reasonable*
Seven Positions: Washington, DC & Virginia

Position: Research & Knowledge Analyst
Location: Skadden, Arps, Slate, Meagher & Flom LLP, Washington DC
Originally posted on LLSDC Job Listings.

Job Summary

Skadden is seeking a Research & Knowledge Analyst to join our Research & Knowledge Services team in the Washington, D.C. office. The work schedule for the position is Monday – Friday: 8:00 a.m. – 4:00 p.m. As a member of Skadden's professional staff, the Research & Knowledge Analyst will play an integral role in helping the firm provide high-quality service to clients.

ESSENTIAL FUNCTIONS:

- Responsible for researching and providing information, analysis and expertise to attorneys and professional staff in all practice areas of the firm.
- Analyzes legal, corporate and general resources and communicates findings in a clear and concise manner.
- Helps plan and implement department outreach, training and orientation programs.
- Assists with the evaluation and recommendation of new information resources.
- Supports research and Knowledge Management initiatives for firm attorneys and professional staff across the globe, incorporating new technology.
- Performs cost efficient ready reference and in-depth research on legal, corporate and other topics using online and print resources.
- Uses question and answer skills to conduct effective reference interviews.
- Distills research results into clear and concise reports of findings.
- Creates and maintains new business alert services that identify matters of interest to attorneys, as well as existing and potential clients.
- Creates and maintains current awareness alert services.
- Works independently and with the Knowledge Strategy (KS) team and selected practice areas to choose, collect, organize, maintain, and update content for practice area websites and databases.
- Provides attorneys with access to and encourages the effective use of internal and external knowledge resources.
- Disseminates knowledge resources via firm-wide intranet and databases to attorneys.
- Collaborates with practice group leaders and other attorneys to design effective KS websites and databases.
- Establishes relationships with attorneys to promote awareness of KS initiatives and to solicit their participation.
Uses workflow software for the distribution and recording of research and KM requests.
Ensures continuity of Research & Knowledge Services operations during supervisor absences.
Mentors Research & Knowledge Services professional staff.
Monitors email on firm-issued mobile devices while out of the office and during off hours and coordinates with staff in the Washington, DC and other offices to complete pending requests.
Performs other duties as assigned.

Qualifications

- Expertise in using computer-based research tools including but not limited to: Lexis, Westlaw, Bloomberg, Intelligize, Securities Mosaic, Practical Law, Fastcase, PLI, Capital IQ, Deal Point Data, CCH Cheetah, SNL.
- Broad and thorough knowledge of legal, business and financial information sources.
- Current awareness of knowledge and information technology developments.
- Advanced knowledge of relevant firm computer software programs (e.g., Outlook, Excel, PowerPoint), with the ability to learn new software and operating systems.
- Proven ability in using WYSIWYG web page editors.
- Ability to handle multiple projects and shifting priorities.
- Flexibility to travel and adjust hours and work the hours necessary to meet operating and business needs.

Experience/Education

- Master’s Degree in Library Science or equivalent experience (minimum of eight years) and a minimum of two years research experience in a law firm or corporate library.

Position: Research Librarian
Location: Bryan Cave Leighton Paisner LLP, Washington, DC
Originally posted on LLSDC Job Listings.

Research Librarian
With over 1,400 lawyers in 31 offices across North America, Europe, the Middle East and Asia, Bryan Cave Leighton Paisner LLP is a fully integrated global law firm that provides clients with connected legal advice, wherever and whenever they need it. The firm is known for its relationship-driven, collaborative culture, diverse legal experience and industry-shaping innovation and offers clients one of the most active M&A, real estate, financial services, litigation and corporate risk practices in the world.

Position Overview
We are looking for a Research Librarian who shares a passion for research, innovation and excellent customer service who can provide a wide variety of research and related services to lawyers and staff locally and globally as needed. This position participates in the training of lawyers and paralegals on library and research services, the use of new technologies and/or upgraded versions of existing services. The Research Librarian is also part of a global research team.
and participates in firmwide calls and projects with a dedicated and supportive Library and Research Services team. Travel to NY office once a quarter also required.

Responsibilities

- Provides in-depth as well as quick reference legal and business research support to lawyers, staff and clients globally through an appropriate combination of traditional resources and emerging technologies.
- Monitors and responds to a wide variety of research requests utilizing a reference request database and coordinates this effort with other global research team members.
- Participates in planning and implementation of training programs for lawyers and staff to promote the effective use of library resources, both locally and globally as needed.
- Utilizes interlibrary loan and document retrieval services as needed.
- Participates in Firmwide teleconferences with library and research services staff as scheduled.
- Participates as a team member on select projects and initiatives as assigned.
- Stays current on research technologies by keeping up with professional literature.
- Takes responsibility for various administrative tasks as needed.
- Performs other duties as assigned, including both Firmwide and local library projects.
- Makes quarterly visits to New York office to support research needs, promote library and research services functions and build relationships in New York office.

Essential Job Specifications/Qualifications

- Ability to deal professionally and possess demonstrated interpersonal skills and the ability and commitment to interact effectively with a diverse clientele both internally and externally.
- Ability to manage multiple tasks, to prioritize and complete projects rapidly and efficiently, yet thoroughly.
- Demonstrated expertise in legal and corporate research techniques using both print and electronic resources.
- Ability and willingness to participate in the process of evaluating websites and electronic research resources from substantive and technical perspectives.
- Proven proficiency in a variety of databases, including but not limited to Lexis, Westlaw, Bloomberg Law, Cheetah, Courtlink and a variety of specialty research resources.
- Demonstrated customer service orientation and proactive creative approach to marketing library and research services.
- Clear, concise and effective verbal and written communication skills, including demonstrated ability to present to individuals and groups.
- Ability to work independently and collaboratively, often with coworkers in other offices.
- Proven success as a service-oriented, proactive, flexible, adaptable, responsible and detail-oriented individual in prior position(s).
- Proven experience with automated library systems preferred.
- Experience with web page creation software such as Microsoft SharePoint preferred.
- Requires the ability to regularly report to work on the days and times scheduled.

Education/Experience/Certifications

- Master's degree in Library Science or equivalent from an ALA accredited school.
- Minimum two years law library experience, preferably in a law firm setting.
- Will consider someone with related experience and proven track record.
Disclaimer:
The above statements are intended to describe the general nature and level of work being performed by the incumbent in the position. They are not intended to be an exhaustive list of all responsibilities, duties and skills of the employee. Duties and responsibilities may change at any time with or without notice.

Position: Supervisory Librarian (Serials Management)
Salary: $99,172 to $128,920 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is part of the Library Services and Content Management, Government Publishing Office in Washington, District of Columbia.
The Selectee will work Shift-1 Monday- Friday and a tour of duty from 7:30 am to 4:00 pm.

Responsibilities

As a Supervisory Librarian (Serials Management), your typical work assignments may include the following:

- Serves as subject matter expert in serials management: researches operational issues involving serials control and recommends solutions for life cycle management of serials involving workflows, processes, procedures, and staffing skills; works with the team to resolve complex issues identified in the life cycle management of Federal resources/publications.
- Develops and implements a comprehensive serials management plan for current and historic serials in tangible and electronic formats, taking into consideration factors such as staffing levels and skills, changes in technology, expectations of customers, new approaches and practices to serials management.
- Performs professional tasks to manage the life cycle of U.S. Government serials and integrating resources, including proper identification, selection, cataloging, classification and check-in of these resources, current and historic, in tangible and electronic forms.
- Serves as expert on serial cataloging rules and practices to be able to identify various bibliographic control issues and concerns unique to serial publications and integrating resources.
- Develops, collects, and evaluates serials management statistics which measures the outcomes achieved and the goals accomplished.
- Serves as the serials specialist recommending and developing new procedures and practices to identify, locate, and fill gaps in serial holdings in the Catalog of Government Publications.
- Reviews existing serials and integrating resources policies and guidelines within LTS to determine any gaps that exist.
- Trains and develops staff, including reviewing and updating serials and integrating resources cataloging training plans, conducting workshops, reviewing the records of staff learning this work.
• Serves as representative, lead, subject matter expert on projects, initiatives, committees, at conferences both internally and externally for LSCM and GPO.
• Performs other related duties as assigned.

**Position: Librarian Technician (Senior Delivery Technician)**
Location: Collections Integrity and Maintenance Office, Collections Access, Loan and Management (CALM) Division, Library of Congress, Washington, DC
Salary: $42,308 to $55,006 per year
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).

**Summary**
The position is located in the Inventory Management and Document Fulfillment Unit 1 of the Collections Integrity and Maintenance Office, Collections Access, Loan and Management (CALM) Division.
This is a non-supervisory, bargaining unit position.
The tour of duty for this position is full-time.
The position description number for this position is 232078.

**Responsibilities**
The incumbent picks up, distributes, and returns items requested by CALM’s Reference and Collections Support Section staff for the use primarily of Congressional and interlibrary loan customers and for other official purposes.

Incumbent is responsible for scanning all material upon arrival from Ft. Meade and when material is delivered to the appropriate custodial division or reading room. When loan requests are filled, incumbent assembles books for delivery to Congressional offices, maintains a computerized log noting the time the books are leaving the Division, and transfers them to a commercial delivery service on a strict schedule.

Incumbent photocopies or scans articles and short works identified by reference staff for interlibrary loan customers. These items are either mailed to the requestors, are sent by fax or through other document transmission methods such as ARIEL and Odyssey.

Incumbent checks the majority of books that are returned to the shelf, normally by scanning the item’s barcode into the check-in function of the LC ILS Circulation module.

Incumbent provides circulation status checks for Library staff who request material and receive not-on-shelf responses if these staff cannot search the circulation database themselves and need to know whether or not a book is charged.

Other duties as assigned.

**Position: Library Technician (Information and Technical Services)**
Location: Congressional Research Service (CRS), Knowledge Services Group (KSG), Library of Congress, Washington, DC
Salary: $47,016 to $61,122 per year
Full vacancy announcement available on USAJOBS.

Summary
The Congressional Research Service (CRS), Knowledge Services Group (KSG) seeks a library technician (information and technical services) to process and maintain research materials used by CRS staff. The selectee also responds to requests for information and documents by internal and external clients.

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

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

The Library technician will perform the following duties:

- Identifies documents and other materials relevant to the CRS mission, and assists in making the materials accessible to staff. This includes downloading digital documents or digitizing printed materials and uploading files to internal repositories.
- Checks in serial publications, receives and processes newly received materials, and updates holdings information in the library catalog.
- Searches library catalogs and databases to verify bibliographic information. Creates metadata for digital documents or collections, applying established taxonomies as appropriate.
- Maintains print collections, including sorting, shelving, and weeding materials; shifting collections; assisting with collection inventories to identify gaps and duplicates. Assist in developing and maintaining digital collections.
- Assists in the staffing of the CRS research facilities and/or congressional reading rooms.
- Provides ready reference and document delivery services: identifies, retrieves, and delivers documents from a range of sources and in diverse media, contacting libraries and other cultural institutions, government agencies, publishers, and authors as needed.
- Delivers a variety of documents and data, making copies of CRS seminars and workshop materials in response to client requests.
- Conducts searches on a variety of electronic resources to locate appropriate documents or to find factual information such as names and contact information for congressional liaisons or addresses of organizations.

Position: Faculty and Web Services Librarian
Location: Antonin Scalia Law School, Law Library, George Mason University, Arlington, VA
Full vacancy announcement is available on the CUA SLIS blog.

Responsibilities:
This position reports to the Associate Director of the Law Library. The incumbent is responsible for planning, coordinating and implementing library services to faculty and providing web services to the law school and law library. Duties include management of the faculty liaison program, web editing and content development, development and design of both print and online resources, reference and research services to law faculty through the faculty liaison program, law student instruction, providing reference services to students, faculty, and alumni, and other duties as assigned.

Duties:

- Oversee and coordinate liaison services to full-time and adjunct faculty;
- Provide liaison services to designated faculty members:
  - Provide on-line searches for faculty, and provide cases, articles, and other library materials upon request;
  - Assist faculty with locating print materials in the collection, by ILL, or purchase, and provide assistance in the use of electronic databases;
  - Work as liaison to faculty in the identification, evaluation, and selection of library materials;
  - Assist full-time, adjunct faculty and staff in the use of the TWEN course management system.
- Develop, design, and maintain content for the law school and law library website, and print promotional and instructional materials to include:
  - Update, upload, and edit website content for law school departments and law student organizations;
  - Develop and design print promotional materials, programs, posters, brochures, instructional materials, and other documentation as needed;
  - Create and maintain web templates, forms, and images;
  - Provide backup support for the calendar, news, and events on the website;
  - Create and update faculty and adjunct profiles, biographies, and CVs;
  - Post on the website prior to each semester course syllabi, assignments and related materials;
  - Assist with faculty homepages on WordPress;
  - Maintain proficiency in HTML, MODx, WordPress, Siteimprove, Illustrator, Photoshop, and other tools as needed.
- Serve as coordinator of the Faculty Research Paper Series on the Social Science Research Network; submit and update faculty research papers for online publication and distribution; monitor usage statistics associated with faculty publications; post original papers to the law school’s website;
- Provide Westlaw, Lexis, and Bloomberg Law passwords for faculty and staff and assist new users in setting-up accounts and using databases; oversee and monitor password lists in Westlaw, Lexis, and Bloomberg Law in an effort to keep them current;
- Assist with legal instruction in the LRWA first and second year programs; assist with Scholarly Writing for journal students; lecture in selected law school classes each semester on the use of legal databases and other related resources;
- Participate in collection development, including reviewing both print and electronic materials for selection;
- Oversee the maintenance of the law school's electronic file of VA Supreme Court records and briefs;
- Coordinate with Mason paralegal class instructors and conduct or schedule tours of the Law Library for their classes;
- Provide general reference services by e-mail, telephone, and in-person to students, faculty, staff, alumni, and other members of the Mason community;
- Participate in professional development, to include, attending conferences and meetings of national, state, and regional professional associations; serve on library and university committees;
- Perform other duties as required.

**Required Qualifications:**

- J.D. from an American Bar Association (ABA)-accredited law school and/or 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; proficiency with HTML;
- Ability to use a content management system (MODX, WordPress) to develop and maintain web content; demonstrated experience with photo editing and graphic design using Photoshop and Illustrator;
- Ability to work both independently and in a team environment.

[Apply here](#)

**Position:** Library Coordinator  
**Location:** George Washington University, Washington, DC  
**Salary:** $17.49 – $22.77

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

This position is a permanent part-time paraprofessional working as a member of the Information and Instructional Services Staff. The Library Coordinator provides front-line, core information services to faculty, staff, and students of the School of Medicine and Health Sciences (SMHS), School of Nursing (SON), Milken School of Public Health (GWSPH), GW Hospital, and Medical Faculty Associates (MFA). This includes responding to inquiries via phone, in person, and email or instant messages at the reference desk, from 4-8 pm Monday through Thursday and from 12-4 pm on Saturday. This position is a patron-facing position that staffs the Library’s Reference Desk during all hours listed.
law school's senior leadership team, the Director serves on faculty committees and helps build a culture of scholarship and academic excellence among faculty and students. The Director leads and guides the library in fulfilling its mission of service to the law school and greater legal community. Through his/her leadership, the Director creates an environment that encourages students, faculty and the public to access the library’s services in order to foster a robust learning environment, engage in research, and promote a sense of community within the law school.

The Director has oversight and responsibility for the supervision of the library staff which consists of six professional librarians and five support staff. The Director develops and manages the library budget and the library’s physical space. The Director works with librarians and faculty to coordinate and provide legal research instruction that meets the law school’s curricular and co-curricular needs. Additionally, the Director oversees collection development and bibliographic services. The Director helps to identify and implement emerging technologies in library systems and information access to ensure the library is providing excellent resources and research support.

The Director works closely with university offices and partners in leading the law library. The Director represents the law library within the university and state university system to assure the law library can leverage critical resources and is part of the development of sound policies. The Director maintains an active presence in his/her professional associations and within the legal academy to stay current on trends in legal research, technology and legal education. The director works to ensure compliance with ABA and AALL standards for law libraries.

**Key Responsibilities**

**Library Leadership & Supervision**

• Leads, guides and determines the strategic direction of the law library and serves as a critical member of the law school leadership team

• Oversees all personnel activities, including recruitment and hiring of all library faculty and staff; recommends promotions, permanent status, or termination of library faculty; oversees annual staff evaluations and determines merit increases

• Engages in strategic planning, resource development, and assessment of the law library operation; collaborates with the Office of Technology Services to develop strategy for technology infrastructure and digital initiatives.

• Actively participates in various UB and USMAI consortium leadership initiatives.

• Oversees collection development efforts and policies

• Participates in national professional organizations to remain current on trends and resources and to ensure library compliance with ABA and AALL standards.
Scholarship, Teaching and Research
• Coordinates and provides expert research support and assistance for law faculty and law students

• Partners with the Associate Dean for Faculty Research and Development to create and support a culture of research and scholarship.

• Works with the law journals to provide guidance and support for student-run scholarly publications.

• With the Library leadership team and in conjunction with faculty, coordinates the research component of the first-year Introduction to Lawyering Skills program: developing the curriculum, teaching materials, and evaluation tools, and promoting the program with faculty members.

Budget & Finance
• Develops and administers the law library’s budget

• Evaluates and negotiates with vendors and providers to leverage and maximize budget resources.

• Participates in strategic fundraising with the law school and university partners.

Facilities Management

• Supervises maintenance of library building, equipment, and furnishings

• Works with UBPD and Facilities Management on issues of safety, maintenance and housekeeping.

Required Education and Experience
Education:  J.D. from an ABA accredited law school and a Masters in Library and Information Science

Experience:  7 years of progressively responsible experience. Teaching and/or presentation experience

Preferred Experience
• Academic Law Library experience

• Teaching experience
• Law and/or library scholarship

**Required Knowledge, Skills and Abilities**

• Strong leadership and supervisory skills

• In-depth knowledge of current legal research techniques and resources

• Teaching experience

• Superior organizational skills and attention to detail

• Budget management

• Excellent oral and written communication skills

• Proficient with technology for research and administration including Microsoft Suite; e-resources/databases, and PeopleSoft or other similar systems

**Position:** Executive Director

**Location:** Charles County Public Library, La Plata, MD

**Salary:** $120,000

Full vacancy announcement available on ALA Joblist.

Crab cakes and Old Bay seasoning often come to mind when people think of Maryland but there are many additional reasons to celebrate living in Charles County. If you are a library leader looking for an opportunity in a region rich in history, scenery, and culture, keep reading!

The Charles County Public Library in Maryland seeks a progressive leader to become Executive Director.

Located in southern Maryland, just 30 minutes from Washington D.C., the library serves about 155,000 residents in a diverse and fast-growing county. This multi-site library enjoys an excellent reputation and a strong commitment to moving forward, with support from an engaged community.

Residents of Charles County enjoy a high quality of life and easy access to the vibrant cultural, educational, and recreational opportunities of a major urban area.

Salary $120,000/year or higher, negotiable based on experience.

Please visit **www.johnkeister.com/charlescounty/** for details and to apply.

John Keister & Associates
Executive Search for Libraries

johnkeister.com
charlescounty@johnkeister.com
847-955-0541
Position: **Monographs and Media Cataloger**  
Location: University of Maryland, College Park  
Full vacancy announcement available on [ALA Joblist](https://www.alajoblist.org).  

Description  
Responsible for performing original and complex copy cataloging of monographs held by Special Collections and University Archives (SCUA), and for audiovisual and streaming media resources for the general collection, in all subjects and in various languages. Creates and updates records following the standards of the Program for Cooperative Cataloging, producing BIBCO and NACO records as appropriate. Applies relevant national, University System of Maryland and Affiliated Institutions (USMAI), and local policies. Performs complex problem solving related to bibliographic database corrections. Provides support for library employees for resolution of problems with bibliographic, holdings, and item records. Participates in planning and implementation of policies, workflows, and special projects to achieve departmental goals and objectives. Assists in the planning and management of assigned projects; on occasion may take a leadership role on a project. Participates in committees and group activities in the department, division, and University Libraries.

Position: **GIS and Geography Information Specialist**  
Location: University of Maryland, College Park  
Full vacancy announcement available on [ALA Joblist](https://www.alajoblist.org).  

Description  
This is a full-time permanent librarian position in the Research Commons with responsibilities for GIS and Geospatial data, maps and liaison services to the Department of Geography. The librarian in this position is a forward-focused individual who will continue to grow the Libraries' GIS and Geospatial Data Center and services program, helping to develop the strategic direction of these services in the Research Commons. Through consultations, workshops, and other programming, the Geospatial Specialist Librarian will build relationships in order to support researchers' geospatial data literacy needs, leveraging emerging technologies that enhance access to data, and assist researchers with data-intensive forms of research and scholarly expression. S/he will be an expert in applying geospatial concepts and techniques to the research agendas of faculty and students, will manage the geography and maps collections, maintaining strong relationships with faculty and students, and will enhance curricula and research innovation across the University relating to spatial and visual thinking. The Geospatial Specialist Librarian will also support internal Libraries needs by providing workshops and training support to liaison librarians and other library staff. The successful candidate will also serve as a subject liaison librarian to the Department of Geography.

Position: **Library Technical Services Assistant**  
Location: Montgomery College, Rockville, MD  
Full vacancy announcement is available on the [CUA SLIS blog](https://www.cua.edu/isl/blog).  

Montgomery College is hiring a Library Technical Services Assistant. Montgomery College is located in Montgomery County, Maryland, just north of Washington D.C. It is one of Maryland's most diverse community colleges, serving more than 60,000 students each year through both credit and noncredit programs. The MC library supports the mission of the College with three locations, over 40 employees, and robust offering of resources and services in the areas of access services, research and teaching, and resources and collections. The Library Technical
Services Assistant will work in the Resources & Collections Unit and will focus on e-resource management support.

**Position: Assistant Branch Manager I – Information**  
Location: Lexington Park Library, St. Mary’s County Library  
Salary: $43,824 per year  
Full vacancy announcement is available on the [CUA SLIS blog](http://example.com).

**Job Summary**

Under the direction of the Branch Manager and as a member of the Branch Management Team, oversees information services and supervises staff to ensure friendly, high quality customer service is provided to Library customers. Assists with overall branch management and oversees branch activities and personnel in the absence of the Branch Manager.

**Two Positions: Washington, DC**

**Position: Technical Services/Research Law Librarian**  
Location: Central Intelligence Agency (CIA), Washington, DC  
Salary: $99,172 – $128,920  
Originally posted on [LLSDC Job Listings](http://example.com).

**Description:**

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

To perform this job successfully, you must be able to perform the following key responsibilities, as listed below:

- Serve as a central resource for managing OGC knowledge and information.
- Apply knowledge of legal information in the maintenance of a classification/metadata scheme.
- Provide guidance and training on the use and availability of resources and legal research capabilities.
- Perform complex research, including locating federal statutes, regulations, executive orders, cases, international treaties, conventions, agreements, and protocols.
- Create procedural and informational pathfinders, bibliographies, and other documentation.

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

**MINIMUM QUALIFICATIONS:**
- Master of Library Science (MLS) degree from an ALA-accredited institution
- Demonstrated knowledge of search technologies and concrete, advanced information retrieval techniques
- Experienced user of Lexis, Westlaw, and other common legal information platforms
- Demonstrated knowledge of the traditional legal research method
- Knowledge of cataloging principles, practices, and systems
- Enthusiastic commitment to customer service
- Excellent written and verbal communications skills
- Flexibility and strong interpersonal skills
- Demonstrated ability to work independently and collaboratively
- Minimum of two (2) years of experience as a librarian in a large law firm
- GPA of at least 3.0 on a 4-point scale

**ALL APPLICANTS MUST SUCCESSFULLY COMPLETE:**
- A thorough medical and psychological exam
- A polygraph interview
- A comprehensive background investigation

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

**Position:** Supervisory Librarian
Location: Policy, Training and Cooperative Programs Division, Acquisitions and Bibliographic Access Directorate, Library Services, Library of Congress, Washington, DC
Salary: $137,849 to $166,500 per year
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).

**Summary**
This position is located in the Policy, Training and Cooperative Programs Division, Acquisitions and Bibliographic Access Directorate, Library Services.
The position description number for this position is 388317.
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.

**Responsibilities**
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. Effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases. Reviews and approves or disapproves leave requests and certifies time and attendance records for staff. Assures that subordinates are trained and fully comply with safety regulations and safeguard sensitive and personally identifiable information (PII) of employees. Furthers the objectives of diversity and inclusiveness by taking positive steps to assure the accomplishment of diversity and inclusiveness and by adhering to nondiscriminatory employment practices in regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, gender, sexual orientation, national origin, non-disqualifying disability, age, or other non-merit factor.

Provides expert advice in the organization, development, and implementation of multiple projects. In coordination with the other section head, serves as a project leader, team leader, or chairperson for working groups, task forces, committees, etc., that are assigned responsibility for cooperative cataloging and instructional programs, metadata system development, and shaping policy, etc. Organizes, develops, and assists with guiding projects utilizing critical judgment to determine scope, emphasis, approach, appropriate techniques, and manner of presentation. Develops technical standards and/or protocols applicable to library functions exhibiting flexibility, creativity and forward thinking. With a future vision in mind, participates in planning the work of the unit and division, utilizing project management skills, developing workflows, formulating goals and objectives, creating timelines, and identifying opportunities for improvements in methods and procedures. May serve as COR or administer service contracts.

In coordination with the other section head exhibiting flexibility, creativity and forward thinking, makes significant recommendations to change, interpret, or develop important or innovative policies, programs, approaches, or analysis methods. Assists in preparing and overseeing the division budget.

Analyzes practices and procedures, develops innovative policies, and makes recommendations related to on-the-job training for Library Services and advances new learning technologies. Ensures prompt delivery of high quality training in multiple formats.

Serves as a principal liaison for the organization at professional conferences, seminars, and exhibits.

Serves as a major spokesperson for the directorate at meetings within the Library and around the library community. Initiates, establishes, and maintains professional relationships with librarians and other specialists in order to share resources and information. Works with colleagues to identify key issues for discussion at professional forums, oversees the
preparation of background papers; decides on the most appropriate strategies for and coordinates the discussion; oversees follow through after the meeting.

Seven Positions: Maryland

Position: Supervisory Librarian
Location: National Institutes of Health, Montgomery County, MD
Salary: $117,191 to $152,352 per year
Full vacancy announcement available on USAJOBS.

Summary
NLM is seeking to hire a Supervisory Librarian. The successful candidate for this position will serve as the Head of the Collection Access Section in the Public Service Division (PSD), of the Division of Library Operations (LO). The Collection Access Section is responsible for managing a document delivery network serving over 2,200 biomedical libraries in the United States, Canada and abroad which controls the distribution of approximately one million interlibrary loan requests annually.

Responsibilities

- Plans, organizes and controls activities of a staff of professional librarians, technical information specialists, library technicians and contractors.
- Collaborates with heads of other Library units and divisions to negotiate and coordinate interrelated matters.
- Manage subordinate employees effectively, including conflict resolution, development, and implementation of performance evaluation plans.
- Develops and interprets interlibrary loan policy statements and definitions for management and NLM customers.
- Oversees the planning, development and implementation of a comprehensive computer-based system for the management and delivery of biomedical information and documents.
- Represents the Collection Access Section (CAS) in matters pertaining to the development and application of integrated library systems, electronic books, and journals as applied to public services.

Position: Technical Information Specialist
Location: National Institute of Health Library, Montgomery County, MD
Salary: $99,172 to $128,920 per year
Full vacancy announcement available on USAJOBS.

Summary
The NIH Library is pleased to announce an exciting employment opportunity for an exceptional candidate to serve as coordinator for the NIH Library Bioinformatics Support Program, helping researchers and staff to learn and apply bioinformatics analysis techniques to their research. If you have experience providing outreach and leadership for bioinformatics and you want to play a significant role in a dynamic organization, then consider joining the NIH Library team.
Responsibilities

- Serves as the team leader and coordinator for bioinformatics, identifying goals and objectives and developing strategies to meet them.
- Recommends guidelines, policies, and procedures; and, ensures that administrative tasks, such as collecting, analyzing, and reporting statistics which document the service levels and trends in service provision, are accomplished.
-Coordinates bioinformatics classes from outside vendors and guest speakers for NIH researchers and staff, including developing and delivering a program of instruction in the use of bioinformatics databases and analytical tools.
- Teaches NIH researchers and staff to use a range of bioinformatics databases and various analytical tools related to the following areas: sequence analysis, similarity searching, structural analysis, gene expression, and text/data mining.
- Acts as information advisor and consultant to NIH branches and laboratories to aid them in locating, accessing, identifying, and managing information.

Position: **Assistant Branch Administrator**
Location: Frederick County Public Libraries, Frederick, MD
Salary: $47,688.00 – $76,300.00
Full vacancy announcement available on [ALA Joblist](#).

Description
This professional management position assists in managing the Urbana Regional 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. Supervision is given to professional and paraprofessional staff; supervision is received from the Branch Administrator.

Position: **Children’s Services Coordinator**
Location: Central Library, Enoch Pratt Free Library, Baltimore, MD
Salary: $64,505.00/Year
Full vacancy announcement available on [ALA Joblist](#).

Description
The Children’s Services Coordinator creates policy, implements services and manages programs for children throughout the Library system. Participates in the selection and training of Children’s Librarians, oversees budget and program expenses, represents the Library on children’s matters city-wide, and coordinates the major children’s programs in the Branches and the Central Library and works closely with other Departments and Divisions in projects related to services and programs for children.

The summary of duties listed below is not exhaustive. Additional duties are dependent upon the needs of the hiring department.

The Children’s Services Coordinator:

- Plans, proposes for approval, and manages the private support budgets.
Coordinates implementation of the system-wide children's projects and programs such as the Imagination Celebration, Read to Reef, Maryland STEM Festival and the Summer Challenge Program.

Provides leadership and oversight of the Summer Challenge Committee.

Sets standards and policies for the Children's Librarians throughout the system and monitors compliance.

Participates in the orientation and training of new Children's Librarians and sponsors ongoing development for staff.

Oversees the purchase and payment of all children's program supplies.

Stays current with developments and changes in the field of children's literature.

Leads monthly children's staff meetings.

Gathers and analyzes data on programming and evaluates current program offerings.

Maintains professional relationships with other City and private agencies, especially the City school system and other child-care agencies, and maintains collaborative program efforts.

Manages, supervises and evaluates permanent and contractual staff.

**Position:** Librarian I, NLSD  
**Location:** Neighborhood Branch, Enoch Pratt Free Library, Baltimore, MD  
**Salary:** $42,131.00/Year  
Full vacancy announcement available on [ALA Joblist](https://www.ala.org/jobs).

**Description**  
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: Director, Strategic Communications and Outreach**  
Location: University of Maryland Libraries, College Park, MD  
Full vacancy announcement available on ALA Joblist.

The Director of Strategic Communications and Outreach develops and executes comprehensive, user-centered communication strategies that align with the University’s priorities and the Libraries’ strategic plan. The Director works in close collaboration with the Libraries’ administrators, faculty and staff, and with institutional partners such as University Relations and the Office of Strategic Communications, to promote maximum effectiveness of the Libraries’ communication efforts, and to promote the visibility and use of library resources and programs.

Responsible for leading the daily operations of the Libraries’ Strategic Communications and Outreach Team (SCOT), the Director coordinates internal and external communication and outreach activities, and works with the SCOT to produce high-quality content and design work for library publications, digital displays, exhibits, and social media platforms. The Director incorporates institutional brand strategies and design standards into the Libraries’ efforts, and heightens awareness, perception, and support of the Libraries by working with Library Administration and University Relations to manage donor communications through publications, news media, and special events.

The Director is an innovative strategist, experienced project manager, and expert writer across traditional, web, and multi-media platforms, a leader who strives continually to improve existing processes, model effective ways of communicating in a variety of media, and understand library users’ needs. The Director contributes to the Libraries’ strategic planning, budget preparation, and presentations to key influencers, provides advice and work for the Libraries’ initiatives related to user interfaces and enhancing user experiences, and develops strong relationships with internal and external constituencies, including local media and professional organizations. This position reports to the Dean of Libraries and supervises 2.0 FTE communications and design professionals, a part-time contract employee, and student assistants.

**Position: Director of Learning Commons**  
Location: Allegany College of Maryland, Cumberland, MD  
Salary: $42,422 – 49,234  
Full vacancy announcement available on ALA Joblist.

Description  
The director is responsible for the leadership, administration, and operation of the integrated library, testing and tutoring labs, and special student accommodations. The director supervises full- and part-time staff and works with campus partners to develop, deliver, and evaluate
library and academic support services for the diverse needs of students and other campus constituents.

Four Positions: Washington, DC and Virginia

Posted on October 17, 2019 by LLAM News

Position: Research Analyst
Location: Sidney Austin LLP, Washington, DC
Originally posted on LLSDC Job Listings.

Summary

This position can be located in our Chicago, DC, NY, or LA office.
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.

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

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 or 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

Sidley Austin LLP is an Equal Opportunity/Affirmative Action Employer

Position: Library Assistant (Circulation)
Location: Supreme Court of the United States, Washington, DC
Salary: $42,308 to $61,122 per year
Full vacancy announcement available on USAJOBS.

Summary
This is a full-time position with the Library of the Supreme Court of the United States in Washington, D.C.
Closing Date: Friday, 10/25/2019, 11:59 PM EDT

Responsibilities
The Library Assistant (Circulation) retrieves, charges, and delivers materials to library patrons and performs other associated clerical, library circulation, interlibrary loan, electronic document delivery, and document scanning functions. Operates automated library circulation system including: patron record creation, item record creation, electronic book charging and discharging, and trouble shooting. Works as part of departmental team maintaining in-house and remote book collections, including shelving and routing. Driving will be required to perform departmental duties.
**Position:** Information and Data Management Officer  
Location: Central Intelligence Agency (CIA), Washington, DC  
Salary: $59,983 – $126,062  
Full vacancy announcement is available on the CUA SLIS blog.  
As an Information and Data Management Officer for the CIA, you will focus on the management of data, information, and knowledge across all Agency equities in order to increase discoverability, facilitate dissemination, and provide timely and relevant digital intelligence in every directorate and mission center. This includes every aspect of the information lifecycle, including: classification, cataloging, storing, maintaining records and information assets, declassification review, public release, privacy and civil liberties protection, and archiving.  
You will work closely with internal partners to formulate search strategies, identify data sources, retrieve digital information, consult on digital data curation processes, procedures, and policies, and conduct high-profile information review and release activities to support public requests and legal/oversight inquiries. You will also have the opportunity to collaborate across the Agency and Intelligence Community in support of information and data management solutions and efforts.

**Position:** Lead Librarian/Collection Development Librarian  
Location: Northern Virginia Community College, Alexandria, VA  
Full vacancy announcement is available on the CUA SLIS blog.  
Under the direction of the Alexandria Campus Dean of Learning & Technology Resources, this position assumes responsibility for overall management of library collection development and management; promotes library collections and services; provides library instruction; provides reference and circulation desk services; participates in library planning and campus and college activities and committees. This position serves as Lead Librarian; the point of contact for other campus units; supervises classified staff; and manages the library in the absence of the Dean.

Duties and Responsibilities  
Purpose of Position  
Serves as Lead Librarian for Alexandria Campus Library. Under the direction of the Alexandria Campus Dean of Learning & Technology Resources, assumes responsibility for overall management of library collection development and management; promotes library collections and services; provides library instruction; provides reference and circulation desk services; participates in library planning and campus and college activities and committees.

**Eleven Positions: Maryland**  
Posted on October 17, 2019 by LLAM News  
**Position:** Technical Information Specialist (Bilingual – Spanish)  
Location: National Library of Medicine, National Institutes of Health, Montgomery County, MD  
Salary: $83,398 to $128,920 per year  
Full vacancy announcement available on USAJOBS.
Summary
If you have experience managing scientific databases and information systems and are fluent in English and Spanish, both written and spoken, and have experience writing, editing, analyzing and translating health information in both languages and you want to play a significant role in a dynamic organization, then consider joining the National Library of Medicine, Division of Library Operations.

Responsibilities
Project lead, MedlinePlus en español:

Description of job: Provides leadership and direction, as well as maintenance of daily operations, for the MedlinePlus en español website. Maintains advanced knowledge of consumer health, health literacy, and electronic information delivery. Works closely to plan and synchronize content between and Spanish and English versions of MedlinePlus. Coordinates contractor staff, assigning tasks and performing quality control for deliverables. Serves as the primary editor for the project’s Spanish-language social media feeds and Newsletter. Establishes and enforces translation standards and vocabulary for MedlinePlus en español. Manages other translation-related tasks and requests from inside and outside NLM, including evaluating translations from licensed content vendors and the NIH MedlinePlus Magazine.

**Position: Technical Information Specialist (Biological Science)**
Location: Agricultural Research Service, Department of Agriculture, Beltsville, MD
Salary: $99,172 to $128,920 per year
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).

Summary
This position is located with the Department of Agriculture, Agricultural Research Service, National Agricultural Library, Information and Customer Services Branch, Information Products Division in Beltsville, MD.

The incumbent serves as Coordinator of Agriculture & Natural Resources and is responsible for developing policy and for planning, organizing, directing and evaluating the requirements, activities and functions of several information centers within the National Agricultural Library.

Responsibilities

- Coordinate, direct, and provide extensive and intensive reference and research services to a wide range of clientele, in response to requests for information.
- Coordinate national dissemination of related program information.
- Formulate, evaluate, and direct information and outreach programs and activities of agriculture and natural resources, including development and implementation of comprehensive program plans, operating budgets and technical management of activities.
- Consult with and make frequent contact with current or potential user groups and representatives of federal, state, and private organizations who work in the topic areas of agriculture and natural resources, and on a national and international basis.
Position: Director of College and Libraries and Information Sciences
Location: Montgomery College, Maryland
Full vacancy announcement available on ALA Joblist.

Description
Montgomery College is Maryland's premier community college, serving more than 60,000 students each year through credit and noncredit programs. Montgomery College is one of Maryland’s most diverse community colleges, which includes more than 164 nations represented in our student body. Do you want to join us in our mission of providing an exceptional education and fostering student success? We are dedicated to providing an exceptional education for all of our students, and we recognize that our faculty and staff are integral to our continued success.

Job Title
Director of College Libraries and Information Services (A01112)

Job Description Summary
Montgomery College, located just north of Washington, D.C. in Maryland, invites applications for the position of Director of Library & Information Services, #A01112. On three campuses, at off-site locations and online, over 25,000 students are enrolled at Montgomery College in more than 130 programs of study. The College attributes its success to the strength of its academic programs, access for students in both the U.S. and internationally to career-relevant programs, and the dedication of its faculty members to effective learning and student success.
Montgomery College is under the vibrant leadership of President Dr. DeRionne Pollard, who took over leadership in 2010, and who led the development of the College’s current strategic plan, MC2020. The College was recently named a best community college by the New York Times and the Chronicle of Higher Education report in 2014 named Montgomery College the tenth most diverse public two-year institution in the nation.

The Director of Library and Information Services provides leadership, oversight and guidance for College libraries, technical services functions, and associated library functions such as archives special collections. The Director is in contact with College leadership at all levels, other public and academic library leadership, other academic institutions, and various consortium and roundtable groups for the purpose of furthering the mission and goals of College library programs, planning, collaborating, and discussing issues of common interest, and resolving problems.

Position: Technology Assistant
Location: Spauldings Branch, District Heights, MD, Prince George's County Memorial Library System
Salary: $18,428.51 – $18,428.51
Full vacancy announcement is available on the CUA SLIS blog.

Do you have basic computer troubleshooting experience? Do you enjoy interaction with others and delivering an outstanding customer experience? Bring your best talent to PGCMLS! We offer a casual, friendly, and professional work environment as well as great benefits!
This is a part time position at 20 hours per week based on the following schedule:
Monday: 5pm-9pm
Tuesday: 10am-2pm
Wednesday: 2pm-6pm
Thursday: 10am-2pm
Friday (B week): 2pm-6pm
Saturday (A week): 10am-2pm

Job Summary: Provides a wide range of assistance to patrons with basic computer issues. Provides training to patrons who need further education on basic computer usage.

Position: Part-Time Librarian or Library/Information School Graduate Student
Location: Supporting the National Library of Medicine, Maryland
Full vacancy announcement is available on the CUA SLIS blog.
Exciting learning opportunity and experience for a librarian or library or information school student in the emerging field of disaster health information.

ICF International assists the National Library of Medicine with a variety of disaster medicine and public health activities and is looking for:

- Part-time (~20 hours); Flexible hours/days to accommodate schedules
- Background in science, public health, allied health, emergency management is highly desirable,
- Excellent writing skills and attention to detail required
- Ability to develop, edit, update materials quickly in response to disasters and public health emergencies
- Master degree in library science or library & information science is preferred

Position: Systems Analyst
Location: University of Maryland, College Park
Full vacancy announcement is available on the CUA SLIS blog.
Position Summary/Purpose of Position:
The Systems Analyst is primarily responsible for configuring, deploying, and monitoring University of Maryland Libraries’ server based applications across a wide range of services, including web site delivery, content management, digital collections, digital preservation, and enterprise infrastructure. These include locally developed and third-party applications, in support of the UMD Libraries and the broader University of Maryland research and learning communities.

The Systems Analyst will work closely with both developers and systems administrators to ensure Libraries’ applications are highly-performing, highly-available, and fault-tolerant. During the first year the successful candidate will both learn our traditional RedHat Linux based server environment and help lead our transition to a Docker deployment environment. This includes transitioning increasingly more complex and important services to Docker and selecting the orchestration tools and strategies.
The Systems Analyst will utilize automation and monitoring tools to ensure highly-available systems. The candidate will also participate in the Libraries’ change advisory board by discussing and documenting system and applications changes as well as their deployment procedures. On rare occasions the job requires emergency response for critical systems outside standard work hours.

Position: **Library Project Assistants**  
Location: American Institute of Physics, College Park, MD  
Full vacancy announcement is available on the [CUA SLIS blog](http://www.cua-slis.org).  
Summary:  
The American Institute of Physics (AIP) is seeking 2 part-time temporary Library Project Assistants for up to 24 hours a week to help the Niels Bohr Library & Archives (NBLA) with a collection assessment project. The Project Assistants will evaluate the collection, assess and track condition issues, update existing cataloging records and flag selected books for a future collection move.

Position: **Part-time Hourly Development Assistant**  
Location: Library Headquarters, Anne Arundel County Public Library, Maryland  
Salary: $16.07 per hour  
Full vacancy announcement is available on the [CUA SLIS blog](http://www.cua-slis.org).  
Minimum Requirements:  
Graduation from high school or equivalency program required, supplemented by at least two years successful administrative support work/volunteer experience in a foundation, development or marketing/public relations environment.  

PREFERRED: Experience with non-profit fundraising software such as The Raiser's Edge.

Responsibilities:  
Provides support for ongoing development activities such as: gift processing and donor-record keeping associated with the annual fund, special events, direct mail, donor recognition and other fundraising programs of the Foundation as needed.

Position: **Multiple Positions**  
Location: Harford County Public Library  
Originally posted on the Maryland Library Association listserv.  
Harford County Public Library operates 11 branches located throughout Harford County. More than 1.6 million visitors use library services and resources each year. In 2018 Harford County Public Library was named one of America’s Star Libraries for the eighth time by Library Journal. It was also the recipient of a 2018 Graphic Design USA American Inhouse Design Award. Exciting employment 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:
Library Associate I – Adult Services, Havre de Grace Branch, 37.5 hours per week
Library Associate I – Adult Services, Whiteford Branch, 37.5 hours per week
Purchasing Manager, Administrative Office, 37.5 hours per week

Applications for these positions are completed and accepted via online submission only at [www.HCPLonline.org](http://www.HCPLonline.org). Review vacancy announcements and requirements, under Library Jobs tab. A resume is required for these positions; however, a resume will not be accepted in lieu of the online employment application. Please do not state “refer to resume” on the application. HCPL is committed to diversity in the workplace and is an EOE.

Four Positions: Maryland & Washington D.C.

Position: [Campus Access Services Supervisor](S03164) (S03164)
Location: Montgomery College, Rockville, MD
Originally posted on the Maryland Library Association listserv.

Montgomery College is Maryland’s premier community college, serving more than 60,000 students each year through credit and noncredit programs. Montgomery College is one of Maryland’s most diverse community colleges, which includes more than 164 nations represented in our student body. Do you want to join us in our mission of providing an exceptional education and fostering student success? We are dedicated to providing an exceptional education for all of our students, and we recognize that our faculty and staff are integral to our continued success.

**Job Description Summary**
Montgomery College, Rockville campus, has an immediate need for a Full time Campus Access Services Supervisor. The Montgomery College Library facilitates student success by collaborating with the College community in the creation and delivery of innovative services in a culture of excellence and accountability. The work schedule is Monday – Friday 8:30-5:00.

The position (S03164/R2090) is a Non Bargaining, Exempt, Grade 23. For non-exempt positions, you are not eligible to work a secondary job at Montgomery College.

**Job Description**
This position provides oversight to access services on one campus. The Campus Access Services Supervisor is responsible for ensuring effective service-oriented management of access services, managing the daily operations of the service desk including extended hours operations, contributing to long term planning of circulation, information services, course reserves, stacks management, routing user IT support, fines and fees, and assuring facility maintenance and security in addition to making recommendations to improve the quality of services and contributes to and participates in collegewide library planning and decision making.

**Duties include but are not limited to:**
* Manages and schedules the service desk operations and related services at the Rockville Campus.
* Supervises, coaches, mentors, trains, and evaluates the performance of five access services specialists and nine student employees.

* Assures a common employee experience for library employees and a common patron experience for library users.

* Assures standardized procedures and practices are followed for in-person and virtual services.

* Interprets and communicates MC and library policies, procedures, processes and practices; makes appropriate referrals, mediates and follows up on issues that arise.

* Works collaboratively with other College units to coordinate complementary student support services.

* Participates in assessment activities within the division. Assures that statistics are gathered and reported.

* With the Access Services Associate Director and other Access Services Supervisors plans for and implements improvements to the library aesthetics, furniture and space planning.

* Collaborates with Public Safety and Emergency Management and Facilities to assure a safe and secure environment.

* Collaborates on system implementations, system upgrades, catalog maintenance projects, patron database management and other technology initiatives necessary for Access Services.

* Manages student employee and supplies budgets and assures sound stewardship of allocated funds.

**Required Qualifications:**

* Bachelor's Degree.

* Three years of experience working in access services, including public services, in an academic library; including one year in an access services supervisory position.

* Skill in effective oral and written communication; customer service; supervisory techniques; and Microsoft Office suite and computer hardware and software used in access services.

* Ability to work with an integrated library management system and keep abreast of access services trends.
* Ability to supervise staff; coordinate services with other library and academic areas; plan and evaluate services; and resolve problems related to day-to-day access services.

* Eligible applicants must currently be authorized to work in the United States and not require employer visa sponsorship.

**Preferred Qualifications:**
* Experience with Voyager ILS, ILLiad, ARES, Pharos, Gimlet and/or Springshare software.

* Experience with configuring, testing and releasing access services systems (ex: interlibrary loan, course reserves, integrated library systems).

**Application Process:**
* [Click Here](#) to apply online
* Online applications must be received by October 28, 2019

* For consideration, you must: Include dates of employment in your application or attachment; Submit a cover letter along with an un-official copy of your transcripts from your highest degree earned.

As a condition of employment, the following are required at the time of hire:

* Successful completion of a background check.

* Participation in a retirement plan.

* Our benefits package includes: generous paid vacation, sick, paid holidays, medical, dental, vision, group legal benefits, professional development, retirement plan, educational assistance, tuition waiver for employee and dependents, wellness programming including onsite gyms, pools and classes.

**Closing Date:** Monday, October 28, 2019
Montgomery College is a tobacco-free and smoke-free workplace
For disability-related accommodations, please call 240-567-5353 or send an email to: hrstm@montgomerycollege.edu
Montgomery College is an academic institution committed to promoting equal opportunity and fostering diversity among its student body, faculty, and staff.

**Position:** [Digital Historian and Archivist](#)
Location: Washington College, Chestertown, MD
Full vacancy announcement is available on the [CUA SLIS blog](#).
The Digital Historian and Archivist will work closely with campus and community partners to conceive, implement, and manage the digital archive and website for Chesapeake Heartland –
An African American Humanities Project. Chesapeake Heartland is a new collaboration among Washington College, the National Museum of African American History and Culture, the Mellon Foundation, and a diverse array of local organizations. It seeks to preserve, digitize, curate, interpret, and make accessible materials related to African American history and culture in Kent County, Maryland – building an innovative model for similar projects across the Chesapeake region.

The application portal can be found at the bottom of this page: [https://www.washcoll.edu/offices/human-resources/employment.php](https://www.washcoll.edu/offices/human-resources/employment.php)

**Position:** Processing Archivist Librarian (LIB-3323)

**Location:** Albert S. Cook Library, Towson University, Towson, MD

Full vacancy announcement available on ALA JobLIST.

The Albert S. Cook Library invites applications for a 12-month Librarian I position on the permanent status track beginning January 2020.

**Qualifications**

MLS or equivalent from an ALA-accredited institution. Demonstrated work or school experience with basic preservation and conservation standards for physical and born-digital archival and manuscript collections. Demonstrated knowledge of current national data content and structure standards related to the archival control of collection materials. Demonstrated knowledge of archival and library software applications. Demonstrated initiative and ability to work independently and collaboratively on a variety of projects simultaneously. Demonstrated excellent organizational, analytical, time management, and project management skills.

**About TU**

Towson University was founded in 1866, is recognized by U. S. News and World Reports as one of the top public universities in the Northeast and Mid-Atlantic regions, is Baltimore's largest university, and is the largest public, comprehensive institution in the University of Maryland System. TU enrolls over 19,000 undergraduates and over 3,000 graduate students across six academic colleges (business, education, fine arts, health professions, liberal arts, science & mathematics), has over 865 full-time faculty, and offers more than 65 bachelor's, 45 master's, and 5 doctoral programs. Our centrally located campus sits on 330 rolling green acres and is 10 miles north of Baltimore, 45 miles north of Washington D.C., and 95 miles south of Philadelphia.

**Application Process**

Review of applications begins October 15, 2019 and continues until the position is filled. The position begins January 2020. Applicants from underrepresented groups are strongly encouraged to apply. Please submit a letter of interest, resume and contact information for at least three professional references. Transcripts will be requested of final candidates. Electronic applications are required and should be submitted to nurbina@towson.edu with a subject line of Processing Archivist Librarian Search.

A Criminal Background Investigation is required for the hired candidate and the results may impact employment. Please note that the search number for which you have applied is LIB-3323.

**Applicant Data Form**

Please be sure to visit the Applicant Data Form to complete a voluntary on-line applicant data
form. The information you provide will inform the university’s affirmative action plan and is for statistical-related purposes only. The information will not be used for any other purpose. Towson University is an equal opportunity/affirmative action employer and has a strong institutional commitment to diversity. Women, minorities, persons with disabilities, and veterans are encouraged to apply.

**Responsibilities**
Analyze the existing arrangement and description of physical and born-digital materials and make decisions about any further arrangement and description that may be necessary, sometimes in consultation with donors. Design and implement descriptive plans to identify and explain the structure, context and content of records and papers to promote their accessibility using archival software, including ArchivesSpace, Archive-It, and CONTENTdm, and other applications. Appraise university records in all formats for their long term retention. Establish, maintain, and keep a record of communication(s) with creators and/or potential donors of records. Identify and evaluate record characteristics to determine the acquisition of university records. Create and implement policies and procedures for managing born-digital materials for ingest, storage, preservation, organization, description, and access. Analyze the current condition of physical and digital material and determine appropriate preservation priorities and actions. Develop and implement preservation, migration, and reformatting plans for digital collections.

**Position:** [Associate Deputy Director](#)
Location: Institute of Museum and Library Services, Washington, D.C.
Salary: $137,849 to $166,500 per year
Full vacancy announcement available on [USAJOBS](#).

**Summary**
The incumbent is assigned primary responsibility for implementing national programs of grant support to libraries, including discretionary grant programs for libraries, library services to indigenous populations, and other programs as required. The incumbent supervises program officers and program specialists to carry out grant programs; and assigns, prioritizes, monitors, and evaluates work performance of Discretionary Programs staff.

**Responsibilities**
If selected for the Associate Deputy Director position, you will serve as an integral member of an agency-wide team, playing a key role in the development of a broader strategic vision and implementation of existing and emerging programs to increase public access to information, ideas and community networks; support lifelong learning, and foster vibrant communities.

Typical work assignments will include:

- Implements national programs of grant support to libraries, including discretionary grant programs for libraries, library services to indigenous populations, and other programs as required.

- Assists the Deputy Director in developing new or amended program policies, regulations, or procedures as needed to improve the performance of the agency’s grant making functions.
Manages the development of new program policy, regulations, guidelines and procedures for State grant programs and for other initiatives as required. Recommends and oversees implementation of policy or procedural changes as a result of analysis and evaluations.

Fosters communications among the various Institute of Museum and Library Services offices and staffs, participates in establishing agency plans, team-building, and identifying new ways to work together, furthering the integration of the work of the staffs, setting overall goals, and devising strategies to accomplish and assess progress towards those goals.

Advises the Deputy Director and internal stakeholders on agency budget preparation as it relates to OLS programs and agency submissions to OMB, Congress and/or other federal agencies concerning OLS programs.

Represents the agency’s library discretionary programs to library constituents, the general public, and special interest groups. Oversees program staff representation at professional association meetings, workshops, conferences, and seminars.

Supervises a small staff of professional employees. Works to educate and mentor staff in the Office of Library Services on strategic priority issues and help build out their connections to experts in the field in the support of the Institute of Museum and Library Services grant programs.

Serves as a technical advisor for the Office of Library Services in providing leadership in performing or directing advisory and project-oriented assignments, the effect of which is to impact the core program(s) and administrative operations throughout the Office of Library Services and the success of the agency’s mission.

Serve as the Office of Library Services/Discretionary Programs representative to various intra-agency initiatives, providing departmental leadership and decision-making on behalf of Office of Library Services/Discretionary Programs.

Performs other duties as assigned.

Three Positions: Washington, DC

Position: Director of the Law Library
Location: Georgetown University Law Center, Washington, DC
Full vacancy announcement available on ALA JobLIST.
Georgetown University Law Center seeks applicants for the position of Director of the Law Library.

Georgetown Law is one of the premier law schools in the world. Located in the nation’s capital, within walking distance of the Congress, the Supreme Court, and the Department of Justice, Georgetown Law is known for the quality of its faculty's scholarship and teaching, its exceptionally talented and diverse student body, its outstanding staff, and its commitment to social justice.

The Georgetown Law Library is one of the leading law libraries in the world, characterized by its dedication to scholarship, preservation, and access to information; its contributions to education through the development of research guides, tools, and programs; and its use of technology to advance the public interest. The director leads a diverse team of 52 librarians, information professionals, and other staff members in eight departments and manages an annual budget of over $9 million. The library is on the cutting edge of modern information technology and provides support and training to 180 full-time Georgetown Law faculty and approximately 2700 JD and LLM students.

The Director of the Law Library is responsible for developing and implementing a comprehensive strategic plan for ensuring that information resources and services are available to support the research and teaching missions of the school. The Director acts as a catalyst for the library's intellectual work and innovation, and is a leader in the information community nationally and internationally. The Director reports directly to the Dean of the law school and collaborates with libraries, public interest organizations, funders, and technology companies locally, nationally, and worldwide to advance access to and preservation of legal information.

The ideal candidate should have a J.D. degree and an advanced degree in library or information science or the equivalent, as well as a record of ten years or more of increasingly responsible leadership positions at a major university law library or comparable experience. The candidate will be an innovative, dynamic leader committed to managing the library collection and staff, serving the diverse needs of the Georgetown Law community, and anticipating the future opportunities and challenges for the law library.

This is a tenure track faculty position; depending upon qualifications and interest, other types of status may be available. Salary and benefits are commensurate with experience and credentials.

Application materials should include a resume, a list of references, a discussion of your qualifications for this position, and a detailed statement of interest, addressing what you see as the major issues confronting law libraries in the coming years. (Submission of a single pdf document is preferred.) Send materials to Emily Smith, Director of Faculty Affairs and Academic Events, at eny3@georgetown.edu by December 1, 2019. Applications will be reviewed upon receipt, and early submission is strongly encouraged.
Position: **Librarian (Monographs Cataloger & Metadata Specialist)**  
Location: National Gallery of Art, Washington, DC  
Salary: $57,510 to $74,759 per year  
Full vacancy announcement available on USAJOBS.

**Summary**  
This position is in the Library's Cataloging section (DLT). The primary purpose of the position is to provide descriptive and subject cataloging, original and copy, for monographs in English and foreign languages. The incumbent will be responsible for bringing vision and implementation to metadata projects that will expand access to all library collections, and to identify opportunities within relationships to other NGA collections and related collections of other institutions.

**Responsibilities**  
- Performs original descriptive cataloging, as well as semi-original and copy cataloging based on existing records, using national and local descriptive standards and NGA cataloging policies.  
- Applies principles of data management, standardization, and linking to descriptive records in order to improve access, searching, and relationships between items and collections of items.  
- Contributes to the development of authority records maintained by the library or contributed to the Name Authority Cooperative Program (NACO).  
- As a member of the Cataloging Section, the incumbent also implements and contributes to the creation and maintenance of the National Gallery of Art Library’s classification for artist monographs

Position: **Librarian (Digital Projects Coordinator)**  
Location: National Gallery of Art, Washington, DC  
Salary: $69,581 to $90,461 per year  
Full vacancy announcement available on USAJOBS.

**Summary**  
This position is within the staff of the Deputy Director (DD) in the Library Division (DL), of the National Gallery of Art. The primary purpose of the position is to act as project manager in conjunction with the division’s department heads in developing, implementing, and maintaining a systematic digitization program.

**Responsibilities**  
- Coordinates the development, implementation, maintenance, and preservation of the library’s digital collections, which include digitized rare materials and special collections, image resources, and born-digital content.  
- This entails formulating procedures for the creation, accessioning, intake, and long-term preservation of the library's digital assets.  
- Manages application of division and institutional standards and guidelines for creating, managing, assessing, preserving, describing, and delivering digital collections to Gallery staff and the scholarly community.
Assesses the efficacy of existing workflows and recommends improvements to processes related to digitization and metadata creation in a variety of formats.

Four Positions: Maryland & Virginia

Position: Librarian for History and Area Studies
Location: Johns Hopkins University, Baltimore, MD
Salary: $59,280 to $81,435
Full vacancy announcement available on ALA Joblist.

General Summary/Purpose:

Reporting to the Assistant Director for Academic Liaison and Special Collections, the librarian for History and area studies actively engages with faculty, students, and staff to develop strong working relationships with the designated departments and programs, and provides proactive research support and innovative instruction by connecting faculty and students with library resources in both the general and special collections.

Specific Duties & Responsibilities:

- Support the work of faculty and students in History, History of Science and Technology, and area studies programs to be determined based on the candidate’s education, experience, and interest.
- Analyze trends in assigned departments’ and programs’ teaching and research programs to stay abreast of scholarship and scholarly communications in the disciplines themselves, and use this knowledge to create and implement services to support these trends.
- Collaborate and build partnerships with other liaisons and special collections curators to develop interdisciplinary solutions and create shared practices for integrating distinctive intellectual content and services into the academic environment.
- Build and manage a distinctive, interdisciplinary, culturally diverse, and responsive research collection in all formats (print, digital, and archival) for both the general and special collections.
- Apply pedagogical best practices, including the ACRL Framework, to provide research and information literacy support to students and faculty.
- Be knowledgeable about, and be able to speak to, a wide range of library issues, including scholarly communication, copyright issues, collection space allocation, digital scholarship, the development of new online tools, and the integration of information literacy skills into the curriculum.
- Broaden access to unique and important collections through physical exhibits and digital project initiatives that expose the collections’ unique resources and engage the community at the broadest level.
- Participate proactively on library-wide committees, task forces, and teams.
Position: **Librarian III**  
Location: Johns Hopkins University, Baltimore, MD  
Salary: $58,695 to $80,628  
Full vacancy announcement available on [ALA Joblist](https://www.ala.org/jobs/joblist).

**General Summary/Purpose:**  
Reporting to the Assistant Director for Academic Liaison and Special Collections, the librarian for Modern European Languages and Literature actively engages with faculty, students, and staff to develop strong working relationships with the German and Romance Languages and Literature department and the Comparative Thought and Literature department. Librarian III provides proactive research support and innovative instruction by connecting faculty and students with library resources in both the general and special collections. S/he analyzes trends in humanities teaching and research programs, including the growing use of digital humanities tools and practices, to stay abreast of scholarship and scholarly communications and uses this knowledge to create and implement services to support these trends.

**Specific Duties & Responsibilities:**

- Collaborate and build partnerships with other liaisons and special collections curators to develop interdisciplinary solutions and create shared practices for integrating distinctive intellectual content and services into the academic environment.
- Build and manage a distinctive, interdisciplinary, culturally diverse, and responsive research collection in all formats (print, digital, and archival) for both the general and special collections.
- Actively promote the use of these collections through programmatic outreach, awareness, public programs, and instructional activities.
- Research digital humanities technologies and methodologies and promote their role in research and teaching to faculty and students.
- Be knowledgeable about, and be able to speak to, a wide range of issues, including scholarly communication, copyright issues, collection space allocation, digital humanities, the development of new online tools, and the integration of information literacy skills into the curriculum.
- Broaden access to unique and important collections through physical exhibits and digital project initiatives that expose the collections’ unique resources and engage the community at the broadest level.
- Participate proactively on library-wide committees, task forces, and teams.

**Position: Metadata Specialist**  
Location: International Baccalaureate, Bethesda, MD  
Full vacancy announcement is available on the [CUA SLIS blog](http://cuaslisblog.cua.edu/).

We are currently seeking a Metadata Specialist to join our (CDAT) Core Digital Applications Team to develop and implement metadata processes for the organization. Someone who will advise project/product teams by assisting in the gathering and articulation of metadata requirements, planning testing of metadata in systems, and training staff to create and manage metadata in systems or to support products.

As the Metadata Specialist, you will play a key role in enterprise systems development by supplying the essential metadata specifications and data structures to third party software.
developers that enable systems to efficiently and consistently manage content. E.g. Data Dictionaries.

You will partner with our content-creating departments (Multilingual Editorial Production, Learning and Teaching, Assessment, Professional Services and others) to advise, train and support staff members who interact with metadata as a part of the content creation or content management process as well as advise on matters of metadata policy and proper uses of metadata models as well as work closely with IT, vendor partners, and contracted staff to implement metadata models, processes, and systems and be able to exert considerable influence over staff participating in metadata workflows.

Position: Librarian
Location: Defense Technical Information Center, Department of Defense, Fort Belvoir, VA
Salary: $83,398 to $108,422 per year
Full vacancy announcement available on USAJOBS.

Summary
The Defense Technical Information Center (DTIC) is the central facility for the acquisition, preservation, protection, retrieval, and dissemination of scientific and technical information (STI) supporting the Research and Engineering (R&E) needs of the Department of Defense (DoD), as well as federal and industry partners. DTIC provides leading edge information services and analysis products to the DoD community as a recognized leader in information and knowledge management innovations.

Responsibilities

- Serves as a senior staff advisor and Subject Matter Expert (SME) related to the collection of Public Access Scientific and Technical Information (STI).
- Provides expert input regarding the development and implementation of procedures for the collection, processing, storage, and dissemination of STI journal articles.
- Develops recommendations on how to make journal articles and conference proceedings available in accordance with regulation and copyright.
- Researches information sources and works with contributors on the collection and management of STI journal articles.
- Ensures that appropriate document markings and citation information is in place to enhance information retrieval and access control.
- Conducts outreach activities to explain to managers, librarians, and researchers how Public Access STI is administered.

Three Positions: Washington, DC

Position: Senior Research Analyst
Location: Finnegan LLP, Washington, DC
Full vacancy announcement available on AALL Career Center.
Finnegan, one of the world’s leading and largest intellectual property law firms, has an opportunity for a Senior Research Analyst on our growing research team. Under the direction of the Manager of Research and Information Services and the Chief Marketing Officer, the senior research analyst will demonstrate and utilize their advanced knowledge of legal research, databases, and library reference methods to conduct various types of research and document retrieval globally for the firm. The senior research analyst will have the opportunity to demonstrate their expert knowledge of library and information science theory, information creation, organization, and delivery for an IP practice by:

- Presenting clear, readily digestible results, client-ready deliverables on a variety of market research topics
- Analyzing complex research requests to provide actionable recommendations and key findings
- Collecting and analyze research data from surveys and other primary sources
- Compiling online sources from relevant databases to support recommendations and insights

In conjunction with the marketing and business development efforts at the firm and practice leaders, the senior research analyst will provide client development research support, including background research and competitive intelligence on current or potential clients and markets. Additionally, the senior research analyst will serve as a lead in the knowledge management information stored on the firm’s intranet Sharepoint site.

Successful candidates must have a Master’s degree in Library Science and five years of experience a law firm, law library, or corporate setting required; intellectual property and/or scientific research experience required. Extensive research skills and knowledge of legal and business databases such as Lexis Advance, Westlaw, ProQuest Dialog, CourtLink, Dun & Bradstreet, BloombergLaw and other legal and non-legal research sources and knowledge of intellectual property databases a plus, plus a high degree of proficiency in Microsoft Word and Excel is required. Must have excellent written and verbal communication and interpersonal skills, willingness to be a team player, and the ability to deal well with changing assignments and priorities, work well under pressure, meet frequent deadlines, and prioritize multiple tasks.

The firm offers an excellent compensation and benefits package and is an equal opportunity employer.

Position: Research Analyst
Location: Finnegan LLP, Washington, DC
Full vacancy announcement available on AALL Career Center.
Finnegan, one of the world’s leading and largest intellectual property law firms, has an opportunity for a Research Analyst on our growing research team. Under the direction of the Manager of Research and Information Services and the Chief Marketing Officer, the research analyst will demonstrate and utilize their knowledge of legal research, databases, and library
reference methods to conduct various types of research and document retrieval for the firm. The research analyst also supports the firm’s educational initiatives by providing training and orientation in relation to the firm’s research services and resources available. The research analyst will provide legal, business, scientific, technical and other reference documents upon request using both internal and outside sources and research assistance using appropriate print and electronic resources, including production of research reports and strategic briefings. In conjunction with the marketing and business development efforts at the firm, the research analyst will assist with client development research support, including background research and competitive intelligence. Additionally, the research analyst will assist with maintaining information stored on the firm’s intranet Sharepoint site.

Successful candidates must have a Master’s degree in Library Science and two years of experience a law firm, law library, or corporate setting required; intellectual property and/or scientific research experience preferred. Demonstrated research skills and knowledge of legal and business databases such as Lexis Advance, Westlaw, ProQuest Dialog, CourtLink, Dun & Bradstreet, BloombergLaw and other legal and non-legal research sources and knowledge of intellectual property databases a plus, and a high degree of proficiency in Microsoft Word and Excel is required. Must have excellent written and verbal communication and interpersonal skills, willingness to be a team player, and the ability to deal well with changing assignments and priorities, work well under pressure, meet frequent deadlines, and prioritize multiple tasks.

The firm offers an excellent compensation and benefits package and is an equal opportunity employer.

**Position:** Resource Access Assistant  
**Location:** Finnegan, LLP, Washington, DC  
Full vacancy announcement available on [AALL Career Center](#).

The Washington, DC office of Finnegan, one of the world’s leading and largest intellectual property law firms, has an opportunity for a Resource Access Assistant. Under the direction of the Manager of Research and Information Services and the Chief Marketing Officer, the resource access assistant will serve as a primary point of contact for 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.

Successful candidates must have a high school diploma, but a Bachelor’s degree is preferred, and three years of experience in a professional business environment, law firm experience is a plus. Experience with technical services in a law or special library including acquisitions, serials control and MARC copy cataloging, basic knowledge of library operations and records storage, and a high degree of proficiency in Microsoft Word and Excel is required. Must have excellent written and verbal communication and interpersonal skills, willingness to be a team player, and the ability to deal well with changing assignments and priorities, work well under pressure, meet frequent deadlines, and prioritize multiple tasks.
The firm offers an excellent compensation and benefits package and is an equal opportunity employer.

Five Positions: Maryland

Position: Library Technician
Location: U.S. Naval Academy, Annapolis, MD
Salary: $42,308 to $55,006 per year
Originally posted on the Maryland Library Association listserv.

Nimitz Library at the United States Naval Academy is searching for a Library Technician who will work in circulation and process interlibrary loan requests. The announcement will close on October 2 so please act quickly if you're interested! To learn more about the position and how to apply please visit: https://www.usajobs.gov/GetJob/ViewDetails/54686680

Position: Security Officer
Location: Anne Arundel County Public Library
Salary: $21.23/hour
Full vacancy announcement is available on the CUA SLIS blog.
Minimum Requirements:
Graduation from a standard high school or equivalency program with higher education in a related field preferred; must be at least 21 years of age or older; and have at least 2 years of prior law enforcement or related experience (military, security guard). Must successfully pass a background investigation including verification of qualifying credentials; a review of any criminal record; and verification of at least three references.

Responsibilities:
Provide high quality security services to protect people and property; Acts as a visible deterrent to customer misconduct and policy infractions; Detect and report safety concerns and unusual circumstances both verbally and in writing; Build, improve and maintain effective relationships with both customers and employees; Remain flexible to ever changing environments; adapt well to different situations; Patrol the facility on foot.

Position: Librarian III
Location: North Point Branch, Baltimore County Public Library
Salary: $39,190-$60,736
Full vacancy announcement is available on the CUA SLIS blog.
Schedule:
This is a full time position working 40 hours a week. All library branch staff will be required to work evenings, Saturdays and Sundays throughout the year as part of the normal work schedule.

Job Summary:
• Assists customers in finding answers to a broad range of questions through use of print and on-line resources
• Guides customers in selecting appropriate materials for reading/viewing/listening either for personal pleasure or professional development
• Assists customers with technology related requests for service including e-reader devices
• Develops and maintains a portion of the Library’s collection
• Plans and presents library-related programs and outreach services
• Serves on teams and committees within the branch and system-wide
• As needed, serves as Librarian in Charge by handling customer complaints and resolving facilities issues
• Supports innovation by embracing change, being flexible and anticipating customers’ needs
• Demonstrates initiative by being a self-starter, rethinking processes, and effectively solving problems
• Demonstrates a commitment to teamwork by being an effective communicator and engaging in respectful and productive work relationships
• Actively pursues continuous learning by participating in training opportunities and sharing knowledge in the workplace

**Position: Administrative Assistant (Part-Time)**
Location: Maryland Library Association, Baltimore, MD
Originally posted on the Maryland Library Association listserv.

Contacts normally include MLA Executive Board and Advisory Council members, general membership, library staff and the public throughout the state.

Position Purpose: Provide administrative services to membership through maintenance of the database and perform other assigned tasks under the supervision of the Executive Assistant.

Reporting Relationships: Reports to the Executive Director of the Maryland Library Association through the Executive Assistant.

Essential Functions:
– Maintain membership database
– Process educational programs and annual conference data
– Maintain the Jobline
– Clerical duties to include answering the telephone, sort and distribute incoming mail, maintain office files and perform other tasks as assigned by the Executive Assistant/Executive Director.

Minimum Qualifications: High School diploma or equivalent; or an equivalent combination of experience and training that has provided the knowledge, abilities and skills listed.
– Computer knowledge of and the ability to use word processing, data base and Excel software to produce documents accurately and efficiently.
– Good organizational skills.
– Ability to perform repetitive tasks with accuracy, attention to detail and under specific established procedures.
– Ability to work effectively as part of a team toward the achievement of common goals and objectives.
– Excellent customer service skills.
– Possession of a valid Maryland driver’s license and transportation (Desirable but not required).

To apply, send resume to Margaret Carty, Executive Director, Maryland Library Association, 1401 Hollins Street, Baltimore, MD 21223 or mcarty@mdlib.org.
Closing Date: Open until filled.

Position: **Assistant Branch Administrator**
Location: Urbana Regional Library, Frederick County Public Libraries
Salary: $47,688.00-$57,225.00
Full vacancy announcement is available on the CUA SLIS blog.
This professional management position assists in managing the Urbana Regional 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. Supervision is given to professional and paraprofessional staff; supervision is received from the Branch Administrator.

Three Positions: Washington, DC & Virginia

Position: **Competitive Intelligence Analyst**
Location: Ackerman LLP, Washington, DC
Full vacancy announcement available on AALL Career Center.
Akerman LLP, a leading U.S. law firm, is seeking to expand its competitive intelligence team to support the firm’s 700+ lawyers. The Competitive Intelligence Analyst will conduct in-depth research and analysis of companies, sectors, practice areas, geographic markets, technologies, and competitors using a comprehensive variety of online research tools. The Analyst will develop and communicate insightful and actionable intelligence to aid in strategic decision-making and drive business development, profitability, growth, prospective/client retention, and other business opportunities. This position reports to the Competitive Intelligence Manager and the location is flexible, although Washington, D.C. is preferred.

The scope of the research undertaken is varied and challenging, including economics and market sectors, routine company profiling on current and potential clients, competitors, new markets, and monitoring key targets or sectors. In this role, the Analyst will identify market trends, industry developments, client movements, and relevant client news to provide information for client development and attorney teams. The Analyst will compile and distill information into presentations, and provide a written executive summary largely to support client pitches and opportunities. The Analyst will also work collaboratively with the Client...
Development and Research Services departments to execute the firm’s business and competitive intelligence deliverables.

The Competitive Intelligence team is a critical function of the firm, and the Analyst must be able to work in a fast-paced environment. The ideal candidate must have strong written, analytical, and project management skills, as well as the ability to prioritize tasks and meet tight deadlines.

**Essential Job Functions**

- Under general direction, conduct in-depth research and analysis of key companies, sectors, industries, technologies, market segments, and competitors to uncover key, actionable information and summarize into concise deliverables.
- Identify and monitor trends and key clients to aid client development efforts for all practice groups and cross-disciplinary sector teams.
- Stay abreast of trends and technologies in the legal industry.
- Track research requests to demonstrate ROI, firm trends, and patterns.

**Desired Skills & Abilities**

**Required Experience**

- 2 years minimum in a research-focused role ideally in business intelligence or in legal research.
- Clear understanding of the differences between information, research, and actionable intelligence.
- Highly curious, strong analytical skills, and ability to think strategically with the ability to convey research in written form with attention to detail.
- Ability to digest, synthesize, and manipulate large sets of data into a clear, concise manner.
- Ability to manage multiple priorities and deadlines and has strong organizational skills.
- Proficiency in MS Excel, MS Word, PowerPoint, and Adobe.
- Basic knowledge of financial datasets and investor reports for analysis.
- Ability to follow complex instructions with a high degree of accuracy.
- Responsive and service-oriented with ability to adapt and reprioritize projects as needed.

**Desired Experience**

- AmLaw 100, financial services, or professional services firm experience preferred.
- Working knowledge and experience using Internet-based corporate and legal research tools such as Hoover’s, Westlaw, Lexis Advance, Monitor Suite, and other third-party resources and systems.
- Ability to demonstrate initiative, eagerness to learn.
- Self-starter with ability to work both collaboratively as well as independently.

**Education**

- Bachelor's degree or higher.

We offer an excellent compensation and benefits package. Please click here to submit your resume, cover letter, and salary requirements.  EOE M/F/D/V

**Position: Public Policy Associate**
Location: American Library Association, Washington, DC
Full vacancy announcement available on ALA Joblist.
The American Library Association (ALA) is seeking a full-time communications professional to join its communications team in our Public Policy and Advocacy Office located in Washington, DC.

ALA is the foremost national 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 the public interest in information policy issues such as telecommunications, copyright, access to government information, funding, privacy and free speech.

**RESPONSIBILITIES**
This is a new position for the Public Policy and Advocacy unit. Reporting directly to the Deputy Director of Advocacy Communications, the associate assists in the writing and implementation of direct email advocacy campaigns and social media outreach with the goal of generating engaging and educational advocacy content. The Associate regularly uses and maintains close familiarity with the advocate database to track relationships and activity, and to identify ALA members for cultivation and participation in priority campaigns. The Associate also ensures prompt and accurate communication with advocates via email and social media and facilitates storytelling opportunities. Activities will range from drafting and proofreading advocacy content to analyzing campaign performance and suggesting improvements. Incumbent also provides technology assistance on updating web pages, upgrading email templates using graphics, personalization, and advanced features, and other comparable activities.

Confident in producing content across multiple platforms and an interest in working for a membership organization with strong grassroots networks; a love of data and its uses and excellent written and verbal communications skills. Experience using content management systems and advocacy email platforms a plus, but not required.

**COMPENSATION:** Negotiable from the low 40s; based on relevant experience. ALA has an excellent benefit package that includes medical, dental, generous paid vacation and retirement annuity.

**FOR CONSIDERATION**
Apply online including cover letter and resume
(Additional documents are uploaded on the same screen as your resume)

OR

Please send cover letter and resume to:

American Library Association
Human Resources Department
Ref: publpolicyassocPublPolicyAdvWOffice
Email: mpullen@ala.org
fax: 312-280-5270

The American Library Association is an equal opportunity employer: Disability/Veteran.
Position: **Technical Information Specialist (Reference Desk) – DE**
Location: U.S. Patent & trademark Office, Alexandria, VA
Salary: $57,510 to $74,759 per year
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).

Come work for the USPTO, we have been ranked as one of the best places to work in the federal government! The U.S. Patent and Trademark Office (USPTO) has been serving the economic interests of America for more than 200 years. We are responsible for granting US intellectual property rights for patents and trademarks. The USPTO is headquartered in Alexandria, Virginia, and has over 12,000 employees. For more information about the USPTO, please visit the USPTO Jobs Website.

**Responsibilities**
The individual selected for the Technical Information Specialist (Reference Desk) position will perform the following duties:

- **Serves as the Electronic Information Center (EIC) point of contact with examiners to provide reference and referral services. Provides one-on-one assistance to examiners on the use of electronic and print resources. Makes sure books, reference resources, computers, printers, etc. are in order and readily accessible to users.**
- **Acquires, organizes, accesses and disseminates information across a wide spectrum of subjects and fields, usually of a highly specialized nature to assist patent examiners with their requirements while utilizing established techniques and requirements to search for required information. In order to provide appropriate information, specialist, must recognize the discipline under study; and conducts searches in automated as well as online resources available at the patent office.**
- **Provides the library technician with bibliographic and location information for document requests; advising and training as necessary.**
  - Maintains the Electronic Information Center (EIC) customer contact database of new examiners which records the training and customer contacts initiated by the EIC staff. Prepares announcements, flyers and other publicity for EIC training classes and events.**
  - Logs, monitors and determines methods of fulfilling document delivery requests, verifies the citation and enters into the appropriate database. Ensures/tracks the workflow for bibliographic and location information requests. Refers requests that must be sent to outside libraries to the Reference Delivery Branch. For requests handled by the EIC staff, ensures that service turnaround times are met.

**Eight Positions: Washington, DC & Virginia**

Position: **Reference Librarian**
Location: Venable, Washington, DC
Full vacancy announcement is available on the [CUA SLIS blog](https://cualib.umd.edu/). Venable LLP is seeking a Reference Librarian to assist with the daily operations of our Washington, DC reference desk. This person will be responsible for conducting research, responding to research requests, and delivering in-house training and outreach to legal staff.

The ideal candidate will be responsible for...
• Sharing responsibilities for Reference Desk operations to ensure operations meet the needs of all library patrons.
• Providing assistance at the Reference Desk; responding to information requests, locating cases, searching databases such as LEXIS and WESTLAW, and requesting interlibrary loans.
• Conducting research interviews with patrons and recommending appropriate firm materials from the library collection.
• Tracking all reference transactions in Integrated Library System.

The successful candidate will demonstrate...

• Master of Library Science, equivalent degree or equivalent research experience
• The ability to conduct legal research, including experience using online and print resources to conduct research. 3-5 years experience doing research required.
• Working knowledge of library research databases. Intellectual Property research experience strongly preferred
• The ability to work in a fast-paced environment with demonstrated ability to coordinate multiple competing tasks.

**Position:** Digital Library  
**Location:** Office of Inspector General, DODIG- Mission Support Team, Alexandria, VA  
**Salary:** $99,172 to $128,920 per year  
Full vacancy announcement available on USAJOBS.

**Summary**  
If you would like to be a part of a Federal organization dedicated to serving our Nation and those who defend it, consider a career with the Department of Defense Office of Inspector General (DoD OIG). The agency promotes integrity, accountability and improvement of critical DoD programs and operations to support mission accomplishment and to serve the public interest. The DoD offers the full range of Federal benefits and a flexible work schedule, depending on position requirements.

**Position:** Librarian (Reference Specialist)  
**Location:** Collections & Services Division of Library Services, Library of Congress, Washington, DC  
**Salary:** $99,172 to $128,920 per year  
Full vacancy announcement available on USAJOBS.

**Summary**  
This position is located in the Collections & Services Division of Library Services. Reference Librarians in these divisions provide assistance to researchers in the culture, history, literature, politics, political structure, economies, humanities, and social sciences of these countries and regions.

The position description number for this position is 012538.

This is a non-supervisory, bargaining unit position.
Position: **Librarian (Systems)**  
Location: Commander, Navy Installations, Washington Navy Yard, DC  
Salary: $70,000 to $90,000 per year  
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).  
Summary  
Incumbent serves as a Headquarters (HQ) Librarian (Systems) providing operational support to advance Department of the Navy (DON) and Department of Defense (DoD) Library Program capabilities, implementation, and maintenance of Library resources and services for digital, ship outfitting, and installation Morale, Welfare, and Recreation (MWR) libraries and associated military service providers.

Position: **Supervisory Librarian**  
Location: Executive Office of the President  
Salary: $137,849 to $166,500 per year  
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).  
Summary  
This position is located in the Executive Office of the President, Office of Administration, Office of the Chief Administrative Officer, Library and Research Services Division. The incumbent will serve as the Division Director, providing the full range of leadership, policy guidance, expert advisory services to senior management officials and political appointees in the area of library and research services and providing reference, research, and technical services to all EOP components.

Position: **Metadata & Cataloging Librarian**  
Location: George Mason University, Fairfax, VA  
Salary: not less than $60,000/year  
Full vacancy announcement is available on the [CUA SLIS blog](https://www.cua.edu/slis/blog).  
**Metadata & Cataloging Librarian**  
The George Mason University Libraries seeks to fill the position of Metadata and Cataloging 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 original and complex cataloging of a wide variety of newly purchased research materials for the general collection, as well as special collections, including print monographs, serials, audio discs, and maps. The Metadata & Cataloging Librarian also serves as the department lead for original and complex copy cataloging of music scores.

This position contributes to the Program for Cooperative Cataloging, for NACO and BIBCO through the Washington Research Library Consortium (WRLC) funnel. It provides general leadership and support to the department for special projects. The incumbent in this position will be expected to stay abreast of evolving national and international cataloging standards; assist in the development and documentation of local policies and procedures; and work collegially within the department of four librarians and eight paraprofessional staff. Incumbent may also participate in data management and record enhancement activities; train and oversee
the work of staff; and serve on local and regional, or national library committees as appropriate.

Position: **Head, Library Information Technology**  
Location: Georgetown University, Washington, DC  
Full vacancy announcement is available on the [CUA SLIS blog](http://www.cua.edu/slis/).  
The Head, Library Information Technology is responsible for the management of the Library Information Technology Department, including the overall planning, management, coordination, and operation support for the library’s information technology infrastructure and services. S/he initiates, develops, and facilitates the implementation and maintenance of library technology solutions and tools in support of the Library and the University’s current and emerging needs. The incumbent oversees and manages the staff, technology, and applications support for Library IT systems and services. Reporting to the Associate University Librarian for Digital Services and Technology and providing direct supervision for 7 FTEs and indirect supervision for 2 FTEs.

Position: **Systems Librarian**  
Location: Georgetown University, Washington, DC  
Full vacancy announcement is available on the [CUA SLIS blog](http://www.cua.edu/slis/).  
The Systems Librarian coordinates the management of the Library’s Ex Libris Alma/Primo VE Integrated Library System, supporting the integration of the ILS with other platforms used within the Library. S/he leads the design, implementation, and maintenance of additional tools and platforms for user discovery and management of Library resources. Working both independently and as part of a team, the Systems Librarian develops, implements, and assesses Library tools and services by focusing on usability, accessibility, sustainability, and performance. The Systems Librarian also provides expertise and works collaboratively with staff across the Library to automate workflows and optimize the discovery experience for patrons.

Posted in [Job Vacancies](http://www.cua.edu/slis/) | Tagged [Academic Library](http://www.cua.edu/slis/), [Government Library](http://www.cua.edu/slis/), Virginia, Washington DC

**Two Positions: Maryland**

**Position: Circulation Assistant**  
Location: Hyattsville Branch, Prince George's County Memorial Library System  
Salary: $36,857.01 – $36,857.01  
Full vacancy announcement is available on the [CUA SLIS blog](http://www.cua.edu/slis/).  
Circulation Assistant (Bilingual, English/Spanish Required)

- Extra money for fluent bilingual skills.
- Comprehensive benefits package.
- Exceptional training opportunities.
- Must be available for day, evening and Saturday hours.
- Apply today! This is an open until filled recruitment and may close at any time without prior notice.
The Circulation Assistant provides a wide range of administrative and clerical support duties to support efficient circulation of library books and materials; assists with supporting front desk coverage; responds to customer inquiries and requests, collects customer fines/fees, and responds to phone calls/emails.

**Position:** Assistant Branch Administrator  
**Location:** Frederick County Public Libraries  
**Salary:** $47,688.00 – $57,225.00  
Originally posted on the Maryland Library Association listserv.

POSITION DETAILS:

Exempt; full-time; 40 hours per week; varying schedule during regular FCPL hours; full-benefits; position is subject to system wide reassignment

This professional management position assists in managing the Urbana Regional 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. Supervision is given to professional and paraprofessional staff; supervision is received from the Branch Administrator.

Posted in Job Vacancies | Tagged Maryland, Public Library | Edit

**6 Positions: Washington, DC & Virginia**

Post on September 12, 2019 by LLAM News

**Position:** Reference and Digital Services Librarian  
**Location:** Congressional Research Service (CRS) Knowledge Services Group, Library of Congress, Washington DC  
**Salary:** $57,510 to $74,759 per year  
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).  

**Summary**

The Congressional Research Service (CRS) Knowledge Services Group is accepting applications under its 2019 Graduate Recruit Program for a Reference and Digital Services Librarian. This position will be filled at the GS-09 level (see “Duties” below).

Clarification from the agency

Graduate students and Library of Congress employees who meet all of the following eligibility requirements: 1. U.S. Citizenship 2. Current enrollment in or anticipated graduation from an appropriate, accredited advanced degree program. (Library employees may already possess a graduate degree). At the time of appointment, Library employees must maintain employment status without a break in service.
Position: **Librarian, NB-1410-IV**  
Location: Office of the Comptroller of the Currency  
Salary: $61,343 to $113,676 per year  
Full vacancy announcement available on USAJOBS.  
Summary  
As a Librarian, you will manage subscriptions to financial data and other subject areas.

Responsibilities  
As a Librarian, you will:  
- Complete tasks associated with assigned subscriptions, including acquisitions workflow, collection development, responding to reference requests, updating web content, and delivering user training.  
- Perform contracting officer representative (COR) for a portfolio of contracts for financial data and other subscriptions.  
- Assess the information needs of user groups to plan for acquisitions. Meet with content providers/vendor to determine the optimal level of service.  
- Work on group projects, communicating information to team members and engaging in problem solving.

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Position: **Digital Librarian**  
Location: Office of Inspector General, Department of Defense, Alexandria, VA  
Salary: $57,510 to $90,461 per year  
Full vacancy announcement available on USAJOBS.  
Summary  
If you would like to be a part of a Federal organization dedicated to serving our Nation and those who defend it, consider a career with the Department of Defense Office of Inspector General (DoD OIG). The agency promotes integrity, accountability and improvement of critical DoD programs and operations to support mission accomplishment and to serve the public interest. The DoD offers the full range of Federal benefits and a flexible work schedule, depending on position requirements.

Responsibilities  
- Develops or applies techniques for automating information description, classification, and extraction (e.g. auto-classification and auto-categorization).  
- Builds, revises and enforces auto-classification policies and taxonomies.  
- Searches, collects, and preserves information using automated recordkeeping tools, systems, and technologies in response to complex requests that include sensitive information and classified materials.  
- Evaluates the design and usability of information to improve the effectiveness and efficiency of the OIG information life cycle and the organization, navigation and findability of information.  
- Analyzes and synthesizes information to provide insights and advice to leaders to support business decisions.  
- Identifies sources and strategy for content capture, identifies issues associated with sharing content across and outside the agency.
**Position:** Assistant Director, Advocacy Engagement and Capacity  
**Location:** American Library Association, Washington, DC  
**Salary:** Negotiable from the mid-60s  
**Full vacancy announcement available on ALA Joblist.**

**Description**  
The American Library Association (ALA) is seeking a full-time grassroots professional to join our Public Policy and Advocacy Office located in Washington, DC.

ALA is the foremost national 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 the public interest in information policy issues such as telecommunications, copyright, access to government information, funding, privacy and free speech.

**RESPONSIBILITIES**

This is a new position for the Public Policy and Advocacy Office. The Assistant Director of Advocacy Engagement and Capacity will be responsible for developing and growing ALA’s National Network of Advocates and providing technical assistance and training to strengthen state chapters in developing and implementing policy and advocacy strategies.

The Assistant Director will serve as the key point of coordination for the network’s policy-advocacy capacity building efforts, including trainings, Hill Days, fly-ins and virtual conferences for ALA members. They will also lead ALA members to engage in advocacy efforts at the national, state and local level and will work closely with the Public Policy and Advocacy team to advance ALA’s public policy priorities.

Candidates should have an interest in working for a membership organization with strong grassroots network; ability to recruit and lead advocates; coordinate a diverse group of stakeholders; and excellent written and verbal communications skills.

**Position:** Part-time Reference Librarian  
**Location:** American University, Washington, DC  
**Salary:** $18.00-$21.00/hr  
**Full vacancy announcement is available on the CUA SLIS blog.**

**Summary/Objective**  
The primary responsibilities are to provide research assistance to a diverse user population in the use of the online catalog and discovery layer, 500+ databases, and the print collection; partner with writing studies faculty to teach introductory-level information literacy skills to undergraduates; provide email, FAQ, and chat research assistance services; create and maintain online research and instructional information through learning objects; and perform other research assistance and instructional services as needed.
**Position:** Part-Time Librarian  
**Location:** Marymount University, Arlington, VA  
Full vacancy announcement is available on the CUA SLIS blog.  
This is a part-time position; 12 hrs a week. The department is flexible and will work with the incumbent’s schedule.

The Part-time librarian supports students by providing reference service, library instruction sessions, and selecting appropriate library materials and supports teaching faculty by providing in depth research.

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**Two Positions: Maryland**

**Position:** Software Engineer  
**Location:** Johns Hopkins University Sheridan Libraries, Baltimore, MD  
Salary: $68,456 - $94,063  
Full vacancy announcement available on ALA Joblist.

**General Summary/Purpose:**

Johns Hopkins University Sheridan Libraries has an immediate opening for a Software Engineer to support our archives, special collections, and institutional repository services. Top goals are to ensure system reliability and data integrity, and to improve business processes and IT practices. There is a strong emphasis on collaboration across the library, the university, and the archives and special collections IT community. This position is open to remote workers.

**Specific Duties & Responsibilities:**

- Ensure the integrity and availability of the JHU digital institutional repository and orchestrate ingest of electronic theses and dissertations and other IR materials and related metadata.
- Maintain and enhance open source software systems, in collaboration with internal stakeholders and various OSS communities.
- Manage vendor relationships for support, maintenance, and enhancement of commercial software systems.
- Use DevOps tools to create and maintain rigorous procedures for software development and deployment, and data I/O and transforms.
- Partner with internal stakeholders as the technical lead and process analyst for archives and special collections systems roadmap.
- Follow agile, user-centric software development principles, emphasizing accessibility and evidence-based design.
- Improve the performance and skill level of the Library Application team as a whole through collaboration, knowledge sharing, pair programming, and ongoing improvements to team procedures based on agile principles.
Position: **Open Education Resources (OER) Specialist**
Location: Anne Arundel Community College, Arnold, MD
Salary: $48,511-$60,639
Originally posted on the Maryland Library Association listserv.

**Position Summary:**
The Open Education Resources (OER) Specialist is responsible for providing reference and research services to all members of the AACC community. The OER Specialist works with faculty and other library staff to increase use of OERs at AACC. This includes researching and reviewing OERs, alerting faculty to the availability of OERs in their discipline, and tracking adoption of OERs at AACC.

**Job Duties and Responsibilities:**

- Teach students and other library patrons to effectively and ethically identify and use information resources and tools, promoting and reinforcing information literacy concepts in every transaction, face-to-face, via telephone or email, virtual reference software or social media. Conduct a reference interview to assess the patron’s need, develop search strategies, interpret search results and cite sources correctly. Respond to questions about library materials and services, and college services and events. Provide directional assistance to locations in the library and throughout the college.
- Initiate and manage projects to assess and evaluate OERs in support of the college curriculum. Research OERs in support of the work of faculty, staff, college groups and administrators, as requested, producing bibliographies, annotations, web based guides, etc. Monitor and document OER implementation across the institution. Ensure faculty awareness of OERs in their subject area.
- Initiate, research, design and execute thematic exhibits highlighting library materials and services and promoting college programs, events and curricula, perhaps in collaboration with faculty and college staff. Create posters, handouts, web guides, and bibliographies supporting the displays.
- Assist library users with basic technical troubleshooting of software and hardware issues.
- Special duties may include: data collection, analysis and reporting; committee service; operations oversight in the absence of the supervisor; opening and closing of service area.

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Ten Positions: Washington DC & Virginia

Posted on September 9, 2019 by LLAM News

**Position: Research Specialist- Training and Research**
Location: Nelson Mullins, Washington, DC
Full vacancy announcement available on AALL Career Center.

**Overview**
Nelson Mullins, an AmLaw 100 law firm, seeks a full time Research Specialist – Training and Research. Under the immediate supervision of the Library Services Manager, the Research Specialist is responsible for responding to user requests for all types of assistance and is
expected to perform all responsibilities with a commitment to providing superior service to the firm’s attorneys, and staff. The Research Specialist will also assist with developing and implementing a training plan for attorneys, paralegals and other staff.

This position is open to all Nelson Mullins offices, with a preference for the following offices: Atlanta, GA; Baltimore, MD; Boston, MA; and Washington D.C.

Responsibilities
Conduct high-level, customizable research in legal, business, and other subjects using appropriate print or electronic resources.

Coordinate library services in assigned offices, including pro-actively interacting with attorneys and staff to establish strong working relationships to identify information needs

Provide on-boarding orientation and training to attorneys and paralegals in assigned offices.

Coordinate vendor-provided education firm-wide and align training with the Library training plan.

Work closely with the Manager of Library Services to ensure marketing of research products to attorneys and staff.

Maintain awareness of current legal and business research materials, techniques, and fundamental technological skills and resources.

Handle administrative and other projects as assigned.

Qualifications
Experience with creating Competitive Intelligence Reports is a plus.

Working knowledge of electronic research tools (Hoovers, Bloomberg Law, Cheetah, Lex Machina, Lexis, Monitor Suite, Westlaw, etc.), Microsoft Office and ability to learn quickly and utilize additional software applications.

Knowledge of federal government legislative research resources such as CQ and Bloomberg Gov is a plus.

Excellent organizational and planning skills with ability to multi-task and prioritize multiple tasks and projects to meet deadlines.

Strong analytical and communication skills both oral and written. Maintain effective relationships with attorneys, staff and vendors.
Strong customer client service delivery and commitment to being part of an integrated team.

Educational/Job Experience:
Advanced degree required. Master of Library Science, MBA or JD preferred

Minimum of 4 years law firm experience, preferably in a research setting.

**Position: Web Services and Discovery Manager**
Location: American University, Washington, DC
Salary: $70,621 – $74,000
Full vacancy announcement available on [ALA Joblist](#).

Summary/Objective
The Web Services and Discovery Manager is equally responsible for both the Library website and discovery services platform (Primo VE). This position requires current and relevant experience in both areas of primary responsibility. In addition, this position oversees integrated web services and evaluation of the user experience as it pertains to the website and discovery service. The incumbent will implement, customize, and integrate web applications for the Library website and discovery services platform. Develops or supports applications to optimize discoverability of third-party research content. Develops systematic processes for website usability testing. Ensures that website and mobile applications are responsive and accessible. Works with library staff to facilitate, coordinate, and communicate internal changes and developments with the Library website and discovery service. Works closely with external campus partners and stakeholders to ensure that the design, delivery, and operation of web services are optimal and in support of the needs of American University Library.

**Position: Resource Sharing Librarian**
Location: George Mason University, Fairfax, VA
Salary: $60,000
Full vacancy announcement available on [ALA Joblist](#).

Description
The George Mason University Libraries seek a creative and collaborative Resource Sharing Librarian. George Mason University has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff, and strongly encourages candidates to apply who will enrich Mason’s academic and culturally inclusive environment.

Responsibilities:
The Resource Sharing Librarian is primarily responsible for the overall management of the University Libraries’ interlibrary loan (ILL) and document delivery services and also supports resource licensing to improve and maintain inter-institutional resource sharing and ILL workflows. This position reports to the Head, Resource Licensing & Delivery.

**Position: Part-time Access Services Supervisor**
Location: American University, Washington, DC
Salary: $17.50/hour
Full vacancy announcement is available on the [CUA SLIS blog](#).
Summary/Objective
The part time Access Services Supervisor is an 18-20 hour per week position that assumes the responsibility of managing the Media and Technology Services desk in absence of the full time staff. Ensures adequate staffing at the desk and provides support for the student workers in resolving user problems. Helps in the hiring, training and supervision of the student assistants. Resolves faculty concerns or issues with their media services reserve requests and technology reservations. Maintains the library's media services collection and technology collection and ensures the equipment is functioning. Helps with desk coverage across all service points in Access Services and enforces library policies in a courteous manner. In addition, the incumbent has a general supervisory role over part-time student assistants at the two Access Services service points.

Position: **Data Services Librarian**
Location: Congressional Research Service (CRS), Library of Congress, Washington, DC
Salary: $83,398 to $108,422 per year
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).

Summary
The Congressional Research Service (CRS) seeks a Data Services Librarian for its Knowledge Services Group (KSG). The selectee will develop data-related services for CRS analysts, attorneys and information professionals. The selectee will advance efforts in data management, acquire and curate data sets, manage data collections and facilitate the discovery of data sets.

Position: **Librarian**
Location: Drug Enforcement Administration, Arlington, VA
Salary: $57,510 to $90,461 per year
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).

Summary
TOUGH WORK. VITAL MISSION. Challenge yourself! You have the power to help combat drug trafficking. Be a part of DEA! It’s tough work, but a vital mission. Whatever your background or expertise, your work at DEA will be tremendously rewarding because it will have a daily impact on national security and the quality of life of all Americans.

This position is located in the Financial Management Division, Office of Administration, Records Management Unit.

The incumbent will perform the following duties:

Provides original and copy cataloging services using references, standards, and automated bibliographic systems.
Classifies materials in accordance with standard classification schemes using manual and automated methods such as Library of Congress (LOC) classification.
Analyzes, evaluates, organizes, and disseminates information and materials in various media for quality, content, and effectiveness
Performs bibliographic searches, databases maintenance/input work, and indexing
Performs a variety of duties and task related to customer service. Provides efficient, courteous,
and prompt in-person services. Assists patrons with use of research and reading room facilities including providing assistance with locating information sources and searching a variety of information technology tools available to users. Communicates with other staff to ensure good customer service.

**Position:** Librarian (Manuscript-Historian)
Location: Manuscript Division, Special Collections Directorate, Library Services., Library of Congress, Washington, DC
Salary: $99,172 to $128,920 per year
Summary
This position is located in the Manuscript Division, Special Collections Directorate, Library Services.
The position description number for this position is 137724.
This position is a non-supervisory bargaining unit position.
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

**Position:** Librarian (IT) CG-1410-13
Location: Federal Deposit Insurance Corporation, Washington, DC
Salary: $107,267 to $178,807 per year
Summary
This position is located in the Division of Administration, Corporate Services Branch, Library and Public Information Section, Reference and Electronic Services Unit of the Federal Deposit Insurance Corporation and supports the management of the Library’s information technology needs and acquisition and dissemination of online information resources throughout the Corporation.

**Position:** Head of Technical Services- University Libraries
Location: Howard University, Washington, DC
Full vacancy announcement is available on the CUA SLIS blog.
Position Information
BASIC FUNCTION:

This position provides leadership for Cataloging, Acquisitions, Serials and electronic resources management for the technical service areas of the University Libraries and the Moorland-Spingarn Research Center. Responsible for the maintenance of the Integrated Library System in coordination with the Washington Research Library Consortium (WRLC.)

SUPERVISORY ACCOUNTABILITY:

Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a “lead” or “senior” capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
**Position:** Trademark Librarian  
Location: ASRC Federal Mission Services, Alexandria, VA  
Full vacancy announcement is available on the [CUA SLIS blog](#).  
ASRC Federal Mission Services, a subsidiary of ASRC Federal Holding Company, is seeking a Trademark Librarian in Alexandria, VA to support our on-going programs with the US Patent and Trademark Office. This is a great opportunity for a recent Library Science graduate!

Fifteen Positions: Maryland

**Position:** Law Library Associate-Part-time  
Location: Anne Arundel County Public Law Library, Annapolis, MD  
Salary: ($19.61/hr. – no benefits)  
The Circuit Court for Anne Arundel County seeks a part-time library associate to serve in its law library. The associate will work in all aspects of law librarianship in a specialized library. The Law Library Associate will interact with a wide range of customers including judges, courthouse personnel, attorneys, and the public. Responsibilities include collection maintenance (including cataloging, classification, and processing new materials), reference and research assistance, instruction in the use of legal databases, management of law library web and internet interfaces, assistance in the preparation of financial and statistical reports, and other duties as assigned.

Attention to detail, computer experience including a thorough knowledge of Microsoft Office Suite, and excellent communication skills are essential. Additional required skills include: strong organizational skills; ability to coordinate multiple tasks simultaneously; and demonstrated skill in dealing with difficult situations calmly and effectively. Experience with SharePoint, Lexis and Westlaw is preferred.

Required – 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 September 27, 2019 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 the Office of the Court Administrator at libraryassociate@circuitcourt.org  

**Position:** Head, Terrapin Learning Commons  
Location: University of Maryland, College Park  
Full vacancy announcement available on [ALA Joblist](#).  
Description  
As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland Libraries serve more than 37,500 students and 4,200 faculty of the flagship College Park campus. The University of Maryland Libraries share the teaching, learning and research goals of the university. Its role as a key academic resource is evident in its service to the academic community and its actionable strategic plan. Recent membership in the Big Ten
Academic Alliance is particularly meaningful to the University Libraries and will further propel the university's ascendancy in academic excellence.

The Terrapin Learning Commons (TLC) has the mission to provide students with an inviting and supportive environment that facilitates scholarly work and helps create community across all library locations. The staff of the TLC seek to work alongside and become partners with students to increase the quality of their academic studies and enrich their university experience. The commons at the University of Maryland are a catalyst for new learning opportunities in the form of innovative spaces and services and campus-wide partnerships.

Reporting to the Director of User Services & Resource Sharing (USRS), the Head of Learning Commons will work creatively and collaboratively with partners inside and outside of the Libraries to oversee the development and delivery of services in support of student learning. The incumbent will supervise Terrapin Learning Commons and John & Stella Graves Makerspace staff in McKeldin Library, assess and continually improve their services and operations, and coordinate events and tours within these spaces. Additionally, they will collaborate with other University Libraries Commons and the Teaching and Learning Services unit to offer services and programming, innovative learning spaces, and the integration of media and emerging technologies across the Libraries.

The Head of Learning Commons is an active member of the Public Services Division (PSD), contributing to divisional initiatives and leading specific projects in collaboration with other PSD units and with other units in the Libraries. In addition, the librarian works with the Director of User Services & Resource Sharing and other USRS unit managers to enhance cooperation between units and to develop and maintain a departmental culture that is inclusive, customer-centered, and responsive to changes happening in academic libraries and higher education.

**Position: Assistant Branch Manager**  
Location: Edgewood Branch, Harford County Public Library, Maryland  
Full vacancy announcement available on ALA Joblist.  
Position Summary: Assists with managing the day-to-day operations, activities, and staff of the branch; directly supervises and oversees training for hourly reference staff, including reference substitutes and other hourly staff or volunteers as assigned; provides reference, collection and readers' advisory services to the public; oversees, plans and implements children, young adult and adult programs; performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.

**Position: Assistant Branch Manager II**  
Location: Abingdon Branch, Harford County Public Library, Maryland  
Full vacancy announcement available on ALA Joblist.  
Position Summary:  
The Assistant Branch Manager II assists with managing the day-to-day operations, activities, and staff of the branch to ensure excellent customer service for all library customers. Meets
Position: **Assistant Branch Manager II**  
Location: Bel Air Branch, Harford County Public Library, Maryland  
Full vacancy announcement available on [ALA Joblist](https://www.alastore.ala.org/joblist).  
Position Summary:  
The Assistant Branch Manager II assists with managing the day-to-day operations, activities, and staff of the branch to ensure excellent customer service for all library customers. Meets minimum public service hours as defined by Library Administration, providing equal and free access to information, entertainment and education.

Position: **Library Assistant II- Circulation**  
Location: Bel Air Branch, Harford County Public Library  
Full vacancy announcement is available on the [CUA SLIS blog](https://cualib.cua.edu/blog).  
Position Summary: Performs a variety of clerical duties related to the circulation of library materials, including but not limited to answering phones and greeting and directing customers, checking materials in and out, registering customers for library cards, providing orientation services and explaining library policies and procedures, maintaining accurate customer accounts; performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.

Position: **Library Assistant II-Circulation**  
Location: Havre de Grace Branch, Harford County Public Library  
Full vacancy announcement is available on the [CUA SLIS blog](https://cualib.cua.edu/blog).  
Position Summary: Performs a variety of clerical duties related to the circulation of library materials, including but not limited to answering phones and greeting and directing customers, checking materials in and out, registering customers for library cards, providing orientation services and explaining library policies and procedures, maintaining accurate customer accounts; performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.

Position: **Library Assistant II-Circulation**  
Location: Norrisville Branch, Harford County Public Library  
Full vacancy announcement is available on the [CUA SLIS blog](https://cualib.cua.edu/blog).  
Position Summary: Performs a variety of clerical duties related to the circulation of library materials, including but not limited to answering phones and greeting and directing customers, checking materials in and out, registering customers for library cards, providing orientation services and explaining library policies and procedures, maintaining accurate customer accounts; performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.

Position: **Librarian III**  
Location: Woodlawn Branch, Baltimore County Public Library  
Salary: $39,190-$60,736
Full vacancy announcement is available on the CUA SLIS blog.

Job Summary:
- Assists customers in finding answers to a broad range of questions through use of print and online resources
- Guides customers in selecting appropriate materials for reading/viewing/listening either for personal pleasure or professional development
- Assists customers with technology related requests for service including e-reader devices
- Develops and maintains a portion of the Library's collection
- Plans and presents library-related programs and outreach services
- Serves on teams and committees within the branch and system-wide
- As needed, serves as Librarian in Charge by handling customer complaints and resolving facilities issues
- Supports innovation by embracing change, being flexible and anticipating customers' needs
- Demonstrates initiative by being a self-starter, rethinking processes, and effectively solving problems
- Demonstrates a commitment to teamwork by being an effective communicator and engaging in respectful and productive work relationships
- Actively pursues continuous learning by participating in training opportunities and sharing knowledge in the workplace

Position: Head of Research & Instruction
Location: Nimitz Library, United States Naval Academy, Annapolis, MD
Full vacancy announcement is available on the CUA SLIS blog.

The Head of Research and Instruction leads, manages, and supervises the Research and Instruction Department and is responsible for the information literacy and research support services offered by Nimitz Library. This position reports to the Associate Library Director for User Services.

This position includes:

- Leading, supervising, and evaluating librarians in the Research & Instruction Department in alignment with Library and institutional policies and priorities.
- Serving as library subject specialist for midshipmen and faculty in one or more subject areas.
- Overseeing the planning, execution, and assessment of information literacy and research support services.
- Demonstrating leadership and expertise by providing high-quality research support services as evidenced by staffing the research help desk, teaching information literacy sessions, holding individual research consultations, providing research support tailored to meet the needs of faculty, and creating resources for asynchronous research support.
- Maintaining current knowledge of developments in the academic library field in order to contribute to planning and decision making regarding the Library's functions and services.
- Evaluating and maintaining the Library's collections, both physical and electronic, for currency and relevance to the curriculum and to faculty research needs in assigned subject areas.
• Formulating and revise policies and procedures related to the work of the Research & Instruction Department.
• Facilitating collaboration and communication among various library and Academy departments and advocates for the needs of the department.
• Collaborating with other Library department heads and staff to support the Library’s mission, vision, and goals.

**Position: Public Services Associate**
Location: Centreville Branch, Queen Anne’s County Library, Maryland
Salary: $39,130-$48,913
Originally posted on the Maryland Library Association listserv.

The Queen Anne’s County Library is seeking a full-time Public Services Associate for our Centreville branch. The ideal candidate will have strong customer service skills with a high level of comfort with and an ability to troubleshoot technology. They will have a demonstrated ability to connect positively with the general public, library staff and community organizations.

Responsibilities include, but are not limited to:
Performs a variety of duties under the direction of the Customer Service Supervisor or Branch Manager; provides basic reference and reader’s advisory services; assists/instructs customers in the use of library equipment and computers; performs circulation tasks; assists Program and Marketing Coordinator in planning and conducting a variety of programs and special events; makes suggestions for purchase of new materials; assists with overall maintenance of library collections, and performs routine administrative work as necessary.

**Position: Elementary School Librarian**
Location: Elementary School in Baltimore
Full vacancy announcement is available on the CUA SLIS blog.
An exciting opportunity just came in from an excellent school in Maryland! This private, college-preparatory school in Baltimore needs an Elementary School Librarian beginning early September 2019. Ideally, the librarian will manage the library, oversee circulation for all faculty and students, coordinate author visits, and teach K-4 reading classes in small groups among other duties.

Candidates must hold at least a bachelor’s degree, but a master’s degree in library science is preferred. The new faculty will earn a competitive salary and a comprehensive benefits package based on experience and qualifications.

With any questions, please contact:
recruiter@southernteachers.com
SouthernTeachers.com
online application

**Position: Library Services Supervisor**
Location: University of Maryland, College Park
Salary: $45,432.00-$54,518.00
Full vacancy announcement is available on the CUA SLIS blog.
Position Summary

Reporting to the Performing Arts Librarian, this position oversees daytime operations of the Library Services Desk in the Michelle Smith Performing Arts Library (MSPAL), which includes supervising hourly desk students, billing, reserves, circulation, reference, scan and deliver and ILL services, library opening procedures, maintenance and troubleshooting of public computers and equipment (e.g., scanners, copiers, and printers), and related functions.

The incumbent will work in a dynamic ever-changing work environment as the UMD Libraries roll out new services to meet changing needs of students and researchers. This position will supervise and facilitate the use of technology spanning from printers to specialized equipment loan, and will work with other MSPAL staff to plan, implement, and provide new services as part of Research Commons @ MSPAL, which will join Research Commons @ STEM Library and Research Commons @ McKeldin Library in offering new spaces, events, services, and technology to enable the entire research and creative lifecycle. The incumbent will be a part of the planning for these changes and will lead implementation for new services as appropriate, including but not limited to, assisting users with new technology, facilitating events, and planning new spaces.

This position also provides public service at the Library Services Desk, including communicating library policies and procedures, circulating materials, responding to user information needs, as well as addressing and resolving problems and customer complaints. Provides guidance, instruction, and coordination to other library staff for services such as LibChat. Provides leadership in managing safety and security responsibilities for MSPAL during weekday hours. Primarily works Monday-Friday (generally 8:00 AM to 4:00 PM—adjusted when the library opens and closes later or earlier such as winter term, spring break, intersessions, and special events).

Due to the nature of the academic calendar, annual leave cannot be used during the two weeks at the start and the two weeks at the end of the fall and spring semesters. Emergencies or other exceptional circumstances will be considered on a case by case basis.

Position: Librarian
Location: Jessup Correctional Institution
Salary: $57,615.00 – $92,059.00/year
Full vacancy announcement is available on the CUA SLIS blog.
Main Purpose Of Job
This position manages the provision of library and information services in MCPRS, JCI (Central region) library branch using current library practices; develops and manages collection; provides reference services and aids patrons in the development of information seeking and finding skills; promotes the use of the program; assures access and delivery of library services within the facility/facilities.

Position: Interlibrary Loan Assistant
Location: Loyola Notre Dame Library, Baltimore, MD
Full vacancy announcement is available on the CUA SLIS blog.
The Loyola Notre Dame Library (LNDL) seeks an energetic, collaborative, and service-oriented person to join the Collections and Access Services Department, which includes Interlibrary Loan (ILL). The ILL Assistant borrows materials from other libraries, lends LNDL's materials to other libraries, reviews workflows to ensure efficiency, and monitors emerging trends in ILL technology and services. Functioning as a member of a cross-trained Access Services unit, this position provides excellent customer service at the Library's Help Desk, supervises student assistants, and tracks unit statistics. Reporting to the Access Services Librarian, the ILL Assistant works Monday through Friday in a fast-paced environment.

Five Positions: Washington, DC

Posted on August 27, 2019 by LLAM News

Position: Circulation and Student Supervisor
Location: Mullen Library, Catholic University of America, Washington, DC
Full vacancy announcement is available on the CUA SLIS blog.

Position Summary:

The Circulation Desk and Student Supervisor manages all day circulation activities; opens the library and the stacks from Monday to Friday; assists the Head of Access Services in the supervision of the entire circulation operation including the management, development, and training of part-time staff, collection security, stacks management, Consortium Loan Service, interlibrary loan activities, and course reserves; participates in implementing training programs for full-time staff.

All information in the link:

Circulation and Student Supervisor 2017_FINAL_August 2019 (2)

Position: Access Services Technician
Location: Mullen Library, Catholic University of America, Washington, DC
Full vacancy announcement is available on the CUA SLIS blog.

Position Summary

The Access Services Technician has primary responsibility for managing physical (print) course reserves in Access Services. The incumbent also supports the consortium loan operation; resource sharing; and assists in circulation activities. This position has primary responsibility for the library stacks and the student workers assigned to the stacks. On weekends, the incumbent is responsible for opening Mullen Library and for overseeing staff and services at both the Welcome Desk and the Circulation Desk.

All detail in the link:

Access Services Technician PD 20160613a_FINAL_Aug 2019 (3)
Position: **Weekend Supervisor & Access Services Specialist**  
Location: Georgetown University, Washington, DC  
Full vacancy announcement is available on the [CUA SLIS blog](http://example.com).  
The Weekend Supervisor & Access Services Specialist is solely responsible for managing and supervising all aspects of departmental policies, procedures, and processes on weekends. S/he opens the department both days and is the primary, and, for many weekend hours, only full-time Library employee in the building on weekends. The incumbent is responsible ensuring the department meets patron needs by providing preeminent services, collections and space, as well as supervising student workers at the Circulation Desk, in the Stacks, and in InterLibrary Loan Units on the weekends.

Position: **Print Collections Supervisor**  
Location: Georgetown University, Washington, DC  
Full vacancy announcement is available on the [CUA SLIS blog](http://example.com).  
The Print Collections Supervisor supports the teaching, learning, and research of Georgetown University faculty, students, and staff and the Library’s mission as an agile organization providing preeminent service, collections, and spaces to users. S/he supervises all aspects of physical maintenance of 1.6 million items in circulating and periodicals collections at Lauinger, Woodstock, and Blommer libraries, as well as Georgetown University materials housed in the Shared Collection Facility to ensure library materials are readily accessible and available. The incumbent oversees the transfer and delivery of materials among the various branches of the Georgetown University Library; monitors the growth of the physical collections; produces data reports and recommendations for improved library services and space; and provides support to other Access Services departmental operations as needed.

Position: **Technology Services Specialist**  
Location: American University, Washington, DC  
Salary: $22.10-$23.14  
Full vacancy announcement is available on the [CUA SLIS blog](http://example.com).  
Assists with managing the day-to-day operations of the Media/Technology Services Desk and the collections of instructional technologies and AV equipment available for loan. Manages the Media/Technology Services student staff, including hiring, scheduling, training, coaching, evaluating, organizing and delegating daily work. The incumbent is responsible for completing part time payroll and tracking part time budget expenditures. The incumbent collaborates with the Media/Technology Services Manager and the Media Services Specialist to ensure successful operations of a combined services desk. Helps coordinate the large format and poster printing service, the 3-D printing service, and public scanning services. Assists with managing the library’s Makerspace collection and engages in technical troubleshooting for supported equipment. The incumbent also develops technology-related resource guides and instructional programming for the Media/Technology Services and the Makerspace. Maintains content for a portion of the library’s website dedicated to loaned equipment. In addition, this position works with the Library Systems Administrator to provide technical support to the Access Services Division on integrated library systems. This position responds directly to user-generated inquiries by utilizing email, chat and telephone.
Five Positions: Maryland

Position: Information Services Manager
Location: Noll Historical Consulting, LLC (Bureau of Engraving and Printing (BEP), Department of the Treasury), Greenbelt, MD
Salary: $56,000

Full vacancy announcement is available on the CUA SLIS blog.

Overview:
A new position with a private consulting firm is available in the historic collections of the Bureau of Engraving and Printing (BEP), Department of the Treasury. The collections of the BEP consist of original artwork, photographs, designs, engravings, and manuscript material produced at the BEP in conjunction with the design and production of stamps, currency, bonds, certificates, and other miscellaneous items from the Civil War to the present. These are housed in the Historical Resource Center (HRC) of the BEP. This open position is fulltime (pending funding) and is expected to commence upon applicant's receipt of a security clearance. This is a non-Federal position.

Position Summary:
The mission of the Information Services Manager is to organize, maintain, and develop the Historical Resource Center library of physical and electronic documentary resources used in research, to create systems that allow for the ready use of these resources by HRC staff and other researchers, and to track the answering of queries coming into the HRC. In effect, the Information Services Manager runs a one-person information center. The Manager will take overall direction from the Historian and Lead Curator in the performance of his or her duties, but will largely perform them without supervision. Work will be performed on site in downtown Washington, DC, in a high-security facility.

Duties Include:
Library and Archive Work
1. Organize and maintain current and incoming physical and electronic resources
2. Maintain and preserve historic books and documents
3. Collect pertinent books, articles, and documents outside the HRC
Information Services Work
1. Maintain a centralized digital library using MS SharePoint, transitioning to TMS
2. Provide usage guidance and serve as help desk for HRC resources
3. Create finding aids, indexes, and other guides to facilitate research
Reference Services Work
1. Serve as reference librarian, answering internal research requests
2. Perform query record-keeping and maintain query database
3. Manage visits of on-site researchers
External Relations Support Work
1. Answer queries from the general public
2. Serve as resident expert on archival matters/liaison with Federal records manager
3. Perform employee outreach via blogs, articles, lectures, etc.
Essential Qualifications & Requirements:
The applicant must possess a graduate degree in archives and records management, library science, history, or a related field. He or she must be able to work independently, prioritize work and meet multiple deadlines, operate collaboratively, and be a self-starter. Also, the ability to obtain a high-level Federal security clearance is essential.

Preferred Experience:
Professional experience with digital libraries and metadata creation is a plus as well as experience with Microsoft SharePoint and familiarity with The Museum System (TMS). Also preferred is experience with reference services, processing archival collections, and digitization and OCR.

Benefits:
• A flexible schedule
• Ten paid Federal holidays annually
• Six weeks of paid personal leave annually
• Starting salary $56,000

To apply, please email resume or c.v. and cover letter to Dr. Franklin Noll, Noll Historical Consulting, LLC, at NollHC@msn.com. Identify interest by indicating in the subject line: ISM POSITION. Also, use this address for any questions you may have. The deadline for applications is September 16, 2019.

Position: Librarian II
Location: Woodlawn Branch, Baltimore County Public Library
Salary: $35,520-$55,111

Full vacancy announcement is available on the CUA SLIS blog.

At BCPL, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 10 million items and provides library services through its 19 branches, 4 mobile library vehicles, and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL in this position.

Job Summary:

• Assists customers in finding answers to a broad range of questions through use of print and on-line resources.
• Guides customers in selecting appropriate materials for reading/viewing/listening either for personal pleasure or professional development.
• Assists customers with technology related requests for service including e-reader devices.
• Develops and maintains a portion of the Library’s collection.
• Plans and presents library-related programs and outreach services.
• Serves on teams and committees within the branch and system-wide.
As needed, serves as Librarian in Charge by handling customer complaints and resolving facilities issues.

- Supports innovation by embracing change, being flexible and anticipating customers’ needs.
- Demonstrates initiative by being a self-starter, rethinking processes, and effectively solving problems.
- Demonstrates a commitment to teamwork by being an effective communicator and engaging in respectful and productive work relationships.
- Actively pursues continuous learning by participating in training opportunities and sharing knowledge in the workplace.

**Position: Marketing & Communications Specialist**

Location: Library Headquarters, Anne Arundel County Public Library  
Salary: $39,791 – $65,755  
Originally posted on the Maryland Library Association listserv.

Minimum Requirements:
Possession of a Bachelor’s Degree in English, Journalism, Marketing, communications or related field with two years professional experience in the field of marketing, public relations, journalism, social media, or related fields; or an equivalent combination of experience and training that has provided the knowledge, abilities, and skills listed in the job description.

Responsibilities:
Professional and administrative level position that assists in the effective operation of the library’s public relations, marketing and social media programs. Responsibilities include assisting in the development, implementation, coordination, maintenance, and analytics for an active and engaging social media presence for AACPL, as well as creating custom graphics and video content to be displayed on library social media platforms. Provide assistance with design, layout and printing of promotional materials including posters, fliers, and other printed matter. Work also involves contacting sources both inside and outside the Library for information and assisting with general media relations.

**Position: Senior Network Engineer**

Location: Library Headquarters, Anne Arundel County Public Library  
Salary: $58,223 – $102,770 (Offer based on experience)  
Originally posted on the Maryland Library Association listserv.

Minimum Requirements:
Expert knowledge of computer networks normally acquired through any combination of six years of postsecondary education, training, and professional work experience. This position is required to possess SonicWall Network Security Professional (SNSP) certification prior to the end of a twelve-month probationary period.

Responsibilities:
Oversight for the library’s network infrastructure and network security across 17 locations in Anne Arundel County, Maryland. The ideal candidate will require little regular supervision, and
be expert with design, configuration, documentation, installation, maintenance and support of all network firewalls, routers, switches, wireless access points, cloud-based networking components, and network protocols.

Required Skills: Proven hands-on expertise with: Firewalls; Managed Layer 3 Switches; Wi-Fi AP’s and management systems; VPN’s, DMZ’s; VLAN’s; DNS, DHCP, SMTP; Cloud based virtual networking.

**Position:** Human Resources Manager  
**Location:** Administrative Offices-Townson, Baltimore County Public Library  
**Salary:** $81,424-$109,068  
Originally posted on the Maryland Library Association listserv.

At BCPL, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 10 million items and provides library services through its 19 branches, 4 mobile library vehicles, and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL in this position.

**Job Summary:**

- Oversees the development of, and performs administrative duties related to, the management of human resources including: performance management, organizational feedback, recruitment, compensation and benefits, staff and organizational learning, compliance and reporting, organizational structure planning, staff relations, HRIS management, diversity and inclusion initiatives.
- Works with the director and manager of fiscal services to prepare the annual budget submission for salaries.
- Serves as consultant to the director and managers regarding HR issues and concerns.
- Coordinates recruitments for management positions.
- Facilitates and creates content for various training programs regarding employment law, HR procedures, and new hire orientation. Responsible for facilitating the annual New Manager Series and coordinating the Leadership Development Program.
- Facilitates two cross-functional advisory groups: the Organizational Learning and Inclusion, Diversity and Equity.
- Coordinates an annual Quality of Work-life Survey.
- Oversees planning for the annual Day of Learning (Staff Day).
- Develops and recommends HR policies and procedures to achieve operational and strategic objectives.
- Manages HR department staff workload. Develops the annual service plan for the HR department and initiates specific programs to achieve strategic objectives.
- Supervises and evaluates three direct reports.
- Actively supports the mission, vision and values of Baltimore County Public Library.
Five Positions: Washington, DC

Posted on August 22, 2019 by LLAM News

**Research Librarian**

Location: Williams & Connolly LLP, Washington, DC

Full vacancy announcement available on AALL Career Center.

**DESCRIPTION:**

Williams & Connolly LLP is currently seeking an entry level Research Librarian. Under the direction of the Head of Research, the Research Librarian position has primary responsibilities for, but are not limited to:* Perform cost efficient research over a wide range of topics including: legal, legislative, business, intellectual property, public records, news, medical, and social media; * Work in a fast paced environment with the ability to prioritize requests as needed; * Assist with the training of attorneys and staff on effective use of research databases; * Knowledge and proficiency of legal sources including research databases such as Lexis, Westlaw, Accurint, PACER and the Internet.

**REQUIREMENTS:**

The successful candidate must be highly service-oriented with the ability to interact regularly with attorneys and staff. He/She should possess strong communication, interpersonal and customer service skills, as well as the ability to multi-task. Ability to adapt and to learn new databases, sources, and skills are a must. The ideal candidate is required to have a minimum of:* A Master's Degree in Library/Information Sciences; * Library experience in a legal setting or professional services firm; * Proficiency with applications including Microsoft Outlook, Word, and EXCEL; * Proficiency with library software; * Ability to lift & carry 15 lbs.

**REQUIRED EDUCATION:**

Master's Degree

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**Supervisory Librarian (Section Head)**

Location: Geography, Political Science and Education Section, U.S. Arts, Sciences and Humanities Division, Acquisitions and Bibliographic Access Directorate, Library Services, Library of Congress, Washington, DC

Salary: $117,191 to $152,352 per year

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Geography, Political Science and Education Section, U.S. Arts, Sciences and Humanities Division, Acquisitions and Bibliographic Access Directorate, Library Services.

The position description number for this position is 137599.

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

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

This is a supervisory, non-bargaining unit position.
**Position: Librarian**  
Location: Technical Services (Cataloging) Section of the Navy Department Library, Washington, DC  
Salary: $57,510 to $90,461 per year  
Full vacancy announcement available on USAJOBS.  

**Summary**  
You will serve as a Librarian in the Technical Services (Cataloging) Section of the Navy Department Library, a branch of the NAVAL HISTORY AND HERITAGE COMMAND.

**Responsibilities**

- You will provide comprehensive reference, research, advisory, evaluative, and instructional services to individuals and groups at the Navy’s Department Library.
- You will use knowledge of specialized sources including structure, content and access protocols of relevant databases to produce selected and annotated bibliographies on specific subjects.
- You will prepare a broad range of literature guides; and develop resource directories in paper and electronic format.
- You will participate in collection development and management to include acquisition, organization, maintenance, preservation, and removal or replacement of materials.

**Position: Librarian**  
Location: Reference Section of the Navy Department Library, Washington, DC  
Salary: $57,510 to $90,461 per year  
Full vacancy announcement available on USAJOBS.  

**Summary**  
You will serve as a Librarian in the Reference Section of the Navy Department Library, a branch of the NAVAL HISTORY AND HERITAGE COMMAND.

**Responsibilities**

- You will provide comprehensive reference, research, advisory, evaluative, and instructional services to individuals and groups at the Navy’s Department Library.
- You will use knowledge of specialized sources including structure, content and access protocols of relevant databases to produce selected and annotated bibliographies on specific subjects.
- You will prepare a broad range of literature guides; and develop resource directories in paper and electronic format.
- You will participate in collection development and management to include acquisition, organization, maintenance, preservation, and removal or replacement of materials.

**Position: Librarian for Slavery, Memory, and Reconciliation Collections and Initiatives**  
Location: Georgetown University, Washington, DC  
Full vacancy announcement available on ALA Joblist.  
The Librarian for Slavery, Memory, and Reconciliation Collections and Initiatives takes the lead within the Library to develop collections, instruction, and programming to support the process to engage the historical role of Georgetown University in the institution of slavery. This is a three-year term position. The incumbent also collaborates with individuals, departments, and
centers to address contemporary issues related to the legacies of slavery, such as our nation’s system of mass incarceration, unlawful discrimination, unfair housing, unemployment, workers’ rights, and health disparities. S/he directly engages with faculty in a wide variety of disciplines who wish to incorporate topics related to slaveholding and its legacies into their course curricula as well as with students, visiting scholars, descendants of those who were enslaved, and the broader community.

Six Positions: Maryland

Position: Cataloging Librarian II
Location: Southern Maryland Regional Library Association, Inc., Charlotte Hall, MD
Salary: $52,949 – $84,720
Full vacancy announcement available on ALA Joblist.
Regional library seeks a professional to join our team. Performs copy and original cataloging and classification of library materials. NACO level authority control work, and an opportunity to create an organizational archive. Acts as Team Leader (Supervisor) for technical services clerks.
ALA accredited MLS required. Two years experience, or graduate level coursework in cataloging and technical services processes required. Two years supervisory experience required.

Application Deadline September 17, 2019

Position: Chief Operating Officer for Communications and Outreach
Location: Administrative Offices, Prince George's County Memorial Library System (PGCMLS), Largo, MD
Salary: $131,808.86 – $145,000.00
Full vacancy announcement available on ALA Joblist.
The Prince George’s County Memorial Library System (PGCMLS) is seeking a Chief Operating Officer for Communications and Outreach. This COO will have the primary responsibility of guiding and directing library service approaches and channels of communication with a focus on insightful strategy and innovation. S/he will encourage and implement unexpected yet effective new efforts that strengthen the library’s presence and impact in the community. S/he will ensure that creativity is at the core of all activities and leveraged to build opportunities across the library system for library users, community partners and staff. S/he will serve as a member of the Executive Team, reporting to the Library’s CEO.

Position: Reference and Instruction Librarian
Location: Bogomolny Library, University of Baltimore
Originally posted on the Maryland Library Association listserv.

The University of Baltimore’s RLB Library is seeking an enthusiastic individual to serve as a Reference and Instruction Librarian. Responsibilities include teaching a three-credit information literacy course for undergraduate students, providing reference services and
participating in the library’s information literacy program. The successful candidate will be able to work as part of a team involved in the continual assessment of the library and its services in order to create an environment that is engaging and approachable. This full-time faculty appointment reports to the Head of Reference. Some weekend and evening hours are required.

**Position: Information Systems Specialist II**
Location: Southern Maryland Regional Library
Salary: $60,098 – $96,157
Originally posted on the Maryland Library Association listserv.

Southern Maryland Regional Library Association, Inc. is seeking an individual to join the team responsible for maintaining and developing library computer systems including email management, the integrated library systems and web services.
Requirements: Knowledge of computers and applications normally acquired through B.S. in computer science or equivalent combination of experience and training. Minimum 2 yrs. experience in computer workstation/server and LAN support. Experience in: customer service support, administering Windows Servers, Exchange Server, Windows desktop environments, Microsoft System Center Manager, HTML, VMware, Share Point, storage area networks, and networking at the TCP/IP level. Knowledge of business/data analytics tools.
Also seeking: the ability to work independently, work with flexible schedule to accommodate systems coverage, strong customer service, and communication skills with customer-centered approach.

**Position: Director of Library and Academic Support**
Location: Chesapeake College, Wye Mills, MD
Originally posted on the Maryland Library Association listserv.

Description
The Director of Library and Academic Support is an administrative position reporting to the Dean for Teaching and Learning. The director provides leadership for the integrated library and academic support center through supervision of full- and part-time staff and work with campus partners for development, delivery, and evaluation of cross-disciplinary, multimodal library and academic support for the diverse needs of students and other campus constituents. The director develops and implements assessment measures in line with federal, state, and Middle States Higher Education Commission (MSHEC) accrediting guidelines. The director serves on institutional, faculty, and ad hoc committees

**Position: Technical Services and Digitization Manager**
Location: Caroline County Public Library, Denton, MD
Salary: $43,661 – $50,310
Originally posted on the Maryland Library Association listserv.

Responsibilities: This is a library manager position overseeing management of technical services, digitization, and interlibrary loan. Oversees cataloging and materials processing;
supervises and evaluates assigned library staff; manages local history and genealogy digital collection development; collects statistical information; may manage budgets; is part of the library management team. Excellent written and verbal communication skills and high level of computer proficiency are required. Experience using Polaris ILS preferred.

Research and Instructional Technology Librarian: Thurgood Marshall Law Library

Posted on August 21, 2019 by LLAM News

Position: Research and Instructional Technology Librarian
Location: Thurgood Marshall Law Library, Baltimore, MD

The University of Maryland School of Law, Thurgood Marshall Law Library seeks a highly motivated, creative, entrepreneurial professional to serve as a Research and Instructional Technology Librarian. The School of Law, located on the campus of the University of Maryland in Baltimore, is a vibrant institution with a commitment to innovative specialty programs, outstanding clinical legal education, and public service.

Position Description:
The Research and Instructional Technology Librarian is responsible for promoting and supporting beneficial uses of technology among faculty, staff, and students; teaching classes on legal research; providing research and reference assistance; and supervising the Law Library’s instructional technology specialist. This is a faculty librarian position reporting to the Head of Research Services. The Research Services Department consists of four professional librarians, a managing research fellow, a research fellow, an instructional technology specialist, and a research services assistant.

Responsibilities:

- Monitor, evaluate, implement, and promote instructional technologies that will support faculty, students, and staff, in their teaching, research, and scholarship.
- Assist Law School faculty in the development and production of online, blended, and flipped courses.
- Supervise and evaluate the work of the Library’s instructional technology specialist.
- Administer, troubleshoot, and provide training in support of Blackboard, the Law School’s learning management system, and other instructional technologies.
- Develop and provide in-house training and workshops for instructional technologies.
- Design and produce research and instructional technology tutorials, guides, and videos.
- Monitor and participate in campus technology initiatives and committees and serve on other committees or work groups as assigned.
- Teach introductory and advanced legal research courses and workshops as assigned.
- Work closely with faculty and students to provide reference and research assistance.
- Participate in the Law Library’s liaison program. Work collaboratively with library faculty and staff to develop outreach activities to promote library programming, resources and services.
- Participate in professional, campus, or consortial library activities.
- Share responsibility for collection development and for staffing the User Services Desk.
- Assist with other Research Services, Law Library, and instructional technology services, functions, and projects as needed.
- Other duties as assigned.

**Qualifications**

**Minimum Qualifications:**
- J.D. and a master’s degree in library science, information science, instructional or educational technology, or a related field.
- Experience with, or demonstrated capacity for expertise in the use of, educational technologies, digital tools and resources in multimedia design and production.
- Experience with technology tools related to teaching, learning, and libraries.
- Ability to teach basic and advanced legal research and teach legal technology courses.
- Working knowledge of legal materials and research strategies needed by law faculty and students.
- Strong customer service, communication, and interpersonal skills.
- Collaborative approach to problem solving and working across organizational boundaries.
- Demonstrated enthusiasm for promoting the information resources and emerging technologies of the twenty-first century to both faculty and students.

**Preferred Qualifications:**
- Two or more years experience working in public services in an academic law library.
- One or more years supervisory experience.
- Experience using: learning management systems like Blackboard; content management systems like LibGuides; graphic design and video editing applications like Adobe Creative Cloud, Articulate 360, and Camtasia; and instructional technology applications like Poll Everywhere, Turning Point, and Procertas.

**Knowledge, Skills and Abilities:**
- Ability to work independently and collegially.
- Strong service orientation and excellent interpersonal skills.
- Ability to multitask, set priorities, and complete tasks in a rapidly changing environment.
- Excellent oral and written communication skills.
- Familiarity with course management systems, collaborative software, social networking, and other technologies used in academic environments.

**Salary and Benefits:**
Salary is competitive and is commensurate with qualifications and experience. Generous benefits include choice of retirement, medical, and dental plans; 22 days of annual leave; 15 days of sick leave; 3 personal days and 14 holidays. The position is a 12-month library faculty appointment. Regular employees, as well as their spouses and dependent children, may receive tuition remission for most programs at many campuses of the University System of Maryland. The successful candidate will be expected to meet library and university requirements for permanent status and promotion. A candidate with prior professional accomplishments may be considered for initial appointment at a level above Librarian I.
To Apply:
Application materials must include a CV/resume; cover letter which includes the source of advertisement; 3 references; 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 21, 2019.

UMB is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law or policy.

Five Positions: Washington, DC & Virginia

Posted on August 21, 2019 by LLAM News

Position: Library Clerk (Preservation Technician)
Location: Library of Congress, Washington, DC
Salary: $47,016 to $61,122 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Book Conservation Section, Conservation Division, Preservation Directorate, Library Services.

Responsibilities
This position is located in the Preservation Directorate of Library Services and can be used in Collections Conservation Section of the Binding and Collections Care Division and in any section of the Conservation Division. To assure long-term access to collections, the Library regularly labels, binds, repairs and provides custom protective enclosures for new acquisitions, at-risk materials, and fragile and damaged media in all formats. The incumbent works under the direction of the Head, Book Conservation Section, performs repairs, and constructs housing and protective enclosures for the Library's collections.

Serves as a point of contact for most technical aspects involved in performing the preservation and maintenance of collection materials. Uses an automated box-making system to construct custom-fitted enclosures for Library materials from the permanent research collections for which binding, repair, or other physical treatments are inappropriate. Houses materials by hand using protective enclosures, such as folders, envelopes, sleeves, and polyester encapsulations.

Determines the appropriate boxes, archival boards, and other materials needed to construct housings for the collections.

Performs all levels of repair, such as tipping-in or hinging-in of loose leaves and replacement pages; dry cleaning; tightening hinges; repairing paper using heat-set tissue or Japanese paper; repairing spines; re-casing; and providing new covers.

When needed, conducts advanced treatments to collection materials, such as text block consolidating, board attaching, consolidating leather, and non-aqueous de-acidifying. Humidifies and flattens materials as appropriate and constructs pockets to house
accompanying material. Performs a variety of chemical tests and analytical procedures to determine the stability of pigment, inks, or other media. Performs quality assurance on the full range of treatments performed in the Section.

Ensures that the equipment is in optimum working order. Coordinates equipment usage with mechanical repair to ensure optimum working level. Demonstrates troubleshooting techniques for malfunctioning equipment to others.

 Maintains extensive records on the use of equipment and problems with equipment and reports all malfunctions. Equipment used may include board shears, guillotine cutter, book presses, computers, ultrasonic or heat welding equipment, fume hood, pressure and spray equipment for de-acidification preparation, sewing frames, or automated box-making machines.

 Performs special searches of various computer and card catalogs and files to locate and/or verify bibliographic data in support of various preservation functions, to verify entry or call number, and to identify the relationship of the piece in hand to the collection as a whole.

 Determines and enters bibliographic information into the computer following established policies and guidelines.

 Attends meetings and participates more actively in individual and group discussions. Demonstrates independence in being able to respond to questions of a more difficult nature from the custodial divisions. Prepares and delivers more detailed oral presentations. Also participates on Library committees such as the Library-wide disaster preparedness and response efforts.

 Drafts letters that require original wording and translates information into terms understandable by others. Corresponds with others via e-mail, memoranda, and other documents related to the business of the division or section. Operates computer word processing applications. Prepares statistical reports and assists in compiling other special statistics or documents.

 Performs other duties as assigned.

The position description number for this position is 062254.

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.

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 plan, organize, and execute work within specified deadlines.
- Ability to operate and maintain specialized equipment.
- Ability to communicate in writing.
- Ability to communicate effectively other than in writing.

Position: Librarian (Collection Development)
Location: Government Publishing Office, Washington, DC
Salary: $99,172 to $128,920 per year
Full vacancy announcement available on USAJOBS.

Summary
The Selectee will work Shift-1 Monday- Friday and a tour of duty from 8:00 a.m to 4:00 p.m.
The mission of Library Services and Content Management is to administer a variety of GPO initiatives including the Federal Depository Library Program (FDLP), the Cataloging and Indexing Program (C&I), the International Exchange Services (IES), and the By-Law Program.

Additional vacancies may be filled through this announcement.

Responsibilities
As a Librarian (Collection Development), your typical work assignments may include the following:

- Leads efforts and engages in extensive outreach to Federal agency publishing officials to ensure that Federal agencies maintain an awareness of GPO’s and the FDLP’s mission in information dissemination.
- Serves as subject matter expert on all issues related to discovery, acquisitions and collection development. Responds to complex questions related to collection development and provides advice on policy, procedure and practice to LSCM and GPO staff.
- Provides guidance and direction to staff in applying collection development practices for the life-cycle processes for Federal information resources/publications in all of LSCM collections including FDsys/govinfo.gov, materials harvested or made available through the FDLP Electronic Collection, collections accessible through the Catalog of U.S. Government Publications (CGP), material acquired for the Cataloging & Indexing (C&I), Program, and the distributed collections accessible through the FDLP.
- Leads the Collection Development Working Group. The group is comprised of staff from Library Technical Services, the Preservation Librarian and staff working on the FDLP digital collections, LSCM Archival staff, and GPO Program, Strategy and Technology (PST) staff to coordinate the discovery and acquisitions of fugitive and historic in-scope content for all information dissemination programs.
Maintains, monitors, and modifies operating procedures, desk guides, and instructions and key documents related to collection development, such as GPO’s System of Online Action: Collection Development Plan and internal guidance such as LSCM’s Guidance G400.1, Guidelines for Acquiring Information Products for the FDLP and Cataloging and Indexing Programs: Basic Criteria.

Recommends collection development priorities and changes to collection development policy and procedure to the Chief, Library Technical Services and LSCM Management.

Serves as a Subject Matter Expert for key tools related to collection development in LSCM; DSIMS (Depository Stem and Item Management System), FDLP eXchange and the acquisitions module of the Integrated Library System, Aleph 500. Works with the Systems staff in Projects and Systems, Supervisory Technical Services Librarians and others to coordinate the maintenance of data and handling of problems/issues with the various tools used in collection development work. Helps to coordinate the training of LSCM staff on the use of these tools.

Responsible for working with LSCM staff and GPO Public Relations Office to identify and acquire Federal information resources/publications materials to promote on a quarterly basis for inclusion into FDsys/govinfo.gov, and other miscellaneous resources, such as GovBook Talk blog.

Designs and independently executes a variety of short and long-term projects related to collection development for all LSCM programs.

Maintains active communication with Federal agency publishing officials to develop an expert knowledge of trends and practices in Federal agency publishing, including the use of emerging technologies for information dissemination.

Position: **Supervisory Librarian**

Location: Executive Office of the President, Office of Administration, Office of the Chief Administrative Officer, Library and Research Services Division, Washington, DC

Salary: $137,849 to $166,500 per year

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

**Summary**

This position is located in the Executive Office of the President, Office of Administration, Office of the Chief Administrative Officer, Library and Research Services Division. The incumbent will serve as the Division Director, providing the full range of leadership, policy guidance, expert advisory services to senior management officials and political appointees in the area of library and research services and providing reference, research, and technical services to all EOP components.

**Responsibilities**

As a Supervisory Librarian, GS-1410-15, your typical work assignments may include the following:

- Promotes professional development and excellence in subordinates by guiding, coaching, mentoring, counseling, and disciplining subordinates as required.
- Manages subordinate supervisors that are responsible for providing reference service, literature searches and bibliographies, utilizing both printed resources and on-line databases; circulation and inter-library loan services, professional journals and other bibliographic sources for announcements of significant new studies/reports.
- Serves as the Principal Assistant to the Chief Administrative Officer for developing and monitoring the execution of plans, policies, and procedures for the management of the Library and Research Services Division.
• Directs the administration and management of all policy, standards development, and operation for the management of information and research resources and services in support of the agency requirements.
• Oversees the selection of information resources in the subject areas related to economics, political science, U.S. government, law, public administration, international relations, business administration, and management.
• Serves as the Principal Expert, for the development of comprehensive plans regarding information and research resources and library initiatives that are innovative, efficient and economical, and are essential to the accomplish the agency’s missions.
• Represents the agency at a variety of meetings, conferences, inter-agency group meetings and various ad-hoc work groups presenting ideas, conclusions, and recommendations in an effective manner.

Travel Required

**Position:** Library Technician NF-02  
Location: Army Installation Management Command, Fort Myer, VA  
Salary: $15 to $18.50 per hour  
Full vacancy announcement available on USAJOBS.

**Summary**  
The Area of Consideration for this vacancy announcement is Local. (Military Spouse Preference (MSP) and Involuntarily Separated Military Preference (ISMP) eligible candidates are included in the area of consideration.)
This position is located at Joint Base Myer-Henderson Hall (JBM-HH)

To better expedite the hiring process, we recommend including full contact information (name, address, phone number, email, etc.) for professional and personal references on your resume.

**Responsibilities**
• Provides technician support by performing a wide variety of direct services to the public
• Registers patrons, charges/discharges materials, processes overdues and reserves, assists with interlibrary loans and reserves, shelves library materials, prepares displays, programs activities
• Answers basic reference questions, and assists customers in locating materials; and/or provides technical services support in a variety of functions: basic/copy cataloging, ordering/receiving/processing and de-acquisitioning of library materials.
• Assists in maintaining accountability records and in performing shelf inventories.
• Performs simple maintenance on the library’s automated systems.
• Incumbent may perform physical exertion such as long periods of standing, bending, crouching, stooping, stretching, reaching, pushing of loaded trucks; and recurring lifting of heavy items such as boxes of books or journals.

**Position:** Librarian (LAW) – DE  
Location: Patent & Trademark Office, Alexandria, VA  
Salary: $99,172 to $128,920 per year  
Full vacancy announcement available on USAJOBS.

**Summary**  
Come work for the USPTO, we have been ranked as one of the best places to work in the federal government! The U.S. Patent and Trademark Office (USPTO) has been serving the economic interests of America for more than 200 years. We are responsible for granting US intellectual
property rights for patents and trademarks. The USPTO is headquartered in Alexandria, Virginia, and has over 12,000 employees. For more information about the USPTO, please visit the USPTO Jobs Website.

Responsibilities
Office Overview
This position is located in the U.S. Patent and Trademark Office (USPTO), Office of the General Counsel (OGC), Office of the Solicitor. The Office of the Solicitor (SO) acts as legal counsel to the USPTO on intellectual property (IP) law matters and also works in collaboration with the Department of Commerce on interagency intellectual property law matters. The SO Law Library serves as a repository of resources on U.S. intellectual property law and provides professional librarian services in support of USPTO litigation and other mission-related research and information requirements.

The individual selected for this position will...

- Provide professional librarian services to SO attorneys and other staff responsible for delivering timely and quality reference and research assistance, training, and information products and services to meet the needs of SO attorneys and to act as a liaison with other USPTO librarians.
- Analyze research requests; independently devise appropriate search strategies; conduct in depth, highly specific information searches spanning a full range of information resources and interchanges; analyze and evaluate results, skillfully sorting out references which establish and support arguments; and prepare reports (with recommendations) on the results of research efforts.
- Oversee research and information requests, and develops and maintains SO’s knowledge management website and database(s).
- Evaluate the law library collection to determine materials needed, review collection for replacement of obsolete and worn materials, and recommend changes to collection policies and practices.
- Develop library organizational goals, policies, and procedures, and ideas for program improvements. Evaluate library services and resources and assesses changing needs.
- Teach research techniques to library customers, provide guidance on how to access information, and provide expert technical assistance on automated approaches to research problems.
- Serves as a member of advisory committees and panels in support of the SO Library and other special projects.

Six Positions: Maryland & Washington D.C.

Position: Technical Services Specialist
Location: Miles & Stockbridge, Baltimore, MD
Full vacancy announcement is available on the CUA SLIS blog.

Job Summary:
The Technical Services Specialist supports the Director and entire department in maintaining the Firm’s print resource and online collection records. This individual should be organized and detail-oriented in order to successfully create and preserve adequate records for collection maintenance.
**Job Responsibilities:**

*Primary*
- Orders and maintains library collection and related records, including those for attorney and firm-wide use.
- Manage print and electronic periodical circulation, update labels and routing distribution lists. Includes downloading and saving/filing digital issues and daily distribution of papers to each practice group floor in Baltimore.
- Receive, open and sort daily mail and package deliveries. Record delivery and filing details for each specific resource into library management system and maintain accurate historical archives of this information.
- Assist Director to complete employee departure and orientation checklists. Distribute and collect resources for new and departing Firm members.
- Assist Director and research team with administrative tasks such as scanning, copying, billing/invoicing, filing and digital file maintenance.
- Complete daily sweeps of all drop-off bins on each floor to collect materials for return; reshel and shift materials as needed; communicate all replacement or acquisition recommendations.
- Network internally with all firm colleagues in order to bolster department goals and objectives. Network externally by engaging in professional organizations in order to remain current in industry trends and developments.

*Secondary*
- Assist Director with collection maintenance by performing periodic weeding, shifting and clean-up of print collection.
- Perform basic legal research to support and assist with reference requests. Assist attorneys and firm colleagues with finding print materials.
- Repair damaged materials or order replacements from vendors as necessary.

**Knowledge, Skills and Abilities:**
- Service oriented and proactive with a strong attention to detail and organizational skills.
- Ability to multi-task while maintaining a high level of accuracy.
- Well-developed and professional interpersonal skills to interact effectively with people at all organizational levels of the firm.
- Ability to work both independently and as a member of a team.
- Critical thinking, problem solving and good judgement.
- Strong all-round knowledge of Microsoft Office products.
- Ability to work and persevere under pressure.
- General knowledge of major legal publishers and their products/platforms.
- Familiarity with major Library/Information cataloging systems.
- Knowledge of print and electronic legal and non-legal research resources
- Ability to handle confidential and sensitive information with the appropriate discretion.

**Experience:**
- One (1) to three (3) years of experience working in a library setting; law firm experience preferred.
- Master’s degree in Library Science preferred or enrollment in Library Science program, educational qualifications may be waived with commensurate experience.
- Cataloging experience with Sydney Plus preferred

Contact Rachel Englander at renglander@MilesStockbridge.com for more information or to apply.
Position: **Librarian (Metadata)**  
Location: Agricultural Research Service, Beltsville, MD  
Salary: $99,172 to $128,920 per year  
Full vacancy announcement available on **USAJOBS**.  
**Summary**  
This position is located in the Acquisitions and Metadata Branch, Data Production Division, National Agricultural Library of the United States Department of Agriculture.  
This position will be responsible for ensuring the cataloging and indexing agricultural and scientific information for online bibliographic databases as well as coordinating cooperative cataloging and data input projects with other institutions and various organizations of international, national, regional and local levels  
**Responsibilities**  
- Designing, testing, and implementation of automated systems to aid staff in performing bibliographic control functions.  
- Creates metadata and classifies materials, primarily continuing resources, involving scientific and technical information related to the agricultural and biological sciences.  
- Responsible for overseeing the use of NAL library management system or Integrated Library System (ILS) in the Acquisitions and Metadata Branch.  
- Prepares a variety of special reports involving issues, activities, projects, operations, problems, etc of the Acquisitions and Metadata Branch.  
- Communicates with Librarians, scientist, computer specialist within NAL and other USDA divisions and Federal agencies to understand both the needs of the patrons and the trends and new directions in the cataloging world.

Position: **Librarian (Collections Specialist) – Local History & Genealogy**  
Location: Library of Congress, Washington, D.C.  
Salary: $57,510 to $74,759 per year  
Full vacancy announcement available on **USAJOBS**.  
**Summary**  
This position is located in the History and Genealogy Section, Researcher and Reference Services Division, General and International Collections, Library Services.  
The position description number for this position is 010703.  
This position requires some walking, standing, bending, and carrying of light items.  
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.  
This is a non-supervisory, bargaining unit position.  
**Responsibilities**  
The Humanities and Social Sciences Division plans and administers general reference and research services in the Local History and Genealogy, Main, and Microform Reading Rooms by providing assistance to researchers seeking solutions to research problems. Constituents include Congress, other government agencies, scholars and the general public. To facilitate such research, the Division’s specialists recommend the acquisition of print, microformat and computer file materials of research value in the humanities and social sciences. In addition, the
Division has custodial responsibility for the Library’s growing holdings of microformat material, and computer file material, such as CD-ROMs, computer software and books with disks. The Division maintains reference collections for its reading rooms, bearing responsibility for the development, bibliographic control, processing, and general custody of these collections.

Provide reference services in person, by telephone, electronic media, and formal correspondence; the bibliographic source materials are of limited technical complexity and are found within the Library's collection. Serves as both a generalist and subject specialist providing the Library's constituents basic information and reference research services. Conducts a thorough reference interview, analyzes questions and requirements, and suggests search strategies. Is knowledgeable of the Library's resources from the general, special and/or reference collections in all formats. Acquires knowledge of special catalogs and collections, areas of specialization of Library staff members (language as well as subject), and printed, non-print, and electronic reference sources. Is knowledgeable about a wide of variety of sources including those of other libraries and organizations. Directs users to the proper specialists, resources, services, divisions, or reading rooms within the Library, or to other agencies or institutions. Utilizes knowledge of the general resources of other libraries and organizations. Participates on Division, Library and/or professional committees. Prepares statistics and reports. As assigned, acquires a knowledge of administrative functions which contribute to the effective operation of reference services. Performs other related duties as assigned.

Provides reference and research services of limited technical complexity. Is assigned a subject specialty and is knowledgeable of the basic resources in assigned subject area. Develops knowledge of historical and current trends in subject area. With supervisor, identifies and completes training opportunities in subject area. Gains a knowledge of Division resources in subject area in all formats. Writes, compiles, or revises research materials. Monitors and reports on trends in scholarship and collection use. Prepares analytical bibliographies, guides, and studies, including electronic finding aids. Establishes collegial relationships with librarians and other specialists within and outside the Library and affiliates with scholarly and professional associations. Provides tours and other oral presentations for staff, research groups and visitors to the Division and the Library. May represent the Division at conferences and seminars and participate in planning interpretive programs.

Uses standard methods, techniques, concepts, and principles to perform assignments. Participates in developing the reference collections and the general collections as assigned, including materials in all formats (print, microform and electronic). Selects and recommends appropriate titles and drafts requests for major purchases. Recommends replacement or claiming of missing materials, identifies the need for additional copies of titles in heavy demand and monitors approval plans as required. Surveys the Library's holdings to familiarize him/herself with the Library's collections. Solicits information on collection needs, evaluates the collection and recommends actions to alleviate deficiencies. Becomes knowledgeable of Division and Library acquisition and collection development procedures, policies and responsibilities. Exercises care to ensure that collection material is properly handled and kept secure to avoid loss or damage.
Activates and controls standardized computer system and peripheral equipment operations. Provides guidance and access to information resources, both inside the library and beyond the library, through databases, telecommunication networks, and cooperative arrangements. Troubleshoots and resolve problems encountered during searches.

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

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

**Position:** Archivist

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

**Salary:** $57,510 to $74,759 per year

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

**Summary**
This position is located in the Collections Access, Preservation and Analysis Section, Veterans History Project, American Folklife Center, Special Collections Directorate, Library Services. The position description number for this position is 12470.

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

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

This is a non-supervisory, bargaining unit position.

**Responsibilities**
Analyzes and arranges bodies of records that may be somewhat disorganized. Studies the origin and nature of the materials and arranges them within appropriate organizational categories in accordance with standard archival theory and techniques and with procedures developed within the American Folklife Center. In cases where the original filing scheme is found to be impractical or undesirable for purposes of providing reference service, devises and recommends an arrangement that will indicate the origins of the records and provide for their most efficient and economical maintenance and use. Documents may be arranged in alphabetical, chronological, numeric, subject, or other order.

Independently establishes the necessary bibliographic controls over collected materials through the creation of inventories, guides, registers, lists, catalogs, automated databases, and other finding aids. The preparation of finding aids involves conducting background research in
the records and other source materials and preparing biographical histories of the creators of the records; analyzing the records to determine the limits of series within the record group; preparing analytical descriptive statements regarding the subject matter content, location, volume and chronological span of the individual series; and supplying cross references to related sources of information. Information is obtained, analyzed, and organized using standard rules, guidelines, and reference tools and established techniques and practices. Analyses and organizes standard subject data in order to determine its relationship or relevance to the project-at-hand. Performs original cataloging on a variety of levels in machine-readable cataloging format where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Determines subject content and assigns to the catalog entry one of several subject headings. Develops and maintains expertise in using relevant technology in order to prepare and disseminate electronic finding aids, databases, and other online access aids.

Provides reference and research services of limited technical complexity to researchers where user needs are determined easily from interviews or written, telephone, or electronic media inquiries. Relevant results can be readily obtained through standard search strategies. Develops knowledge of collections for use in performing research tasks. Conducts research and analysis in topics related to a specialized field and provides information in response to reference requests. Assists researchers in finding significant records relating to the subject under consideration, and advises them of relevant records in the Library's collections. Assignments are non-repetitive, require search among several record groups to locate the information, and require evaluation of the information selected for its authenticity, completeness, significance, and relevance to the subject.

Participates in the development of conservation and preservation policies and contributes to the efforts of project staff and other Library personnel in the implementation of such policies. Coordinates procedures for routing materials for preservation treatment and for preparation of materials to be added to the collections. Recommends technical specifications for supplies, materials, and equipment used in labeling, marking, housing, or reformatting. Monitors the appropriate transportation of project collections, internally and externally, to reduce excessive materials handling and ergonomic impact, ensure security, and protect library materials from unnecessary damage.

Maintains personal contacts and cooperative work relationships in order to provide or exchange information. Presents information to groups and individuals with a similar understanding of the subject. Communicates with donors, creators, producers, and members of the participating public regarding the use and distribution of unpublished archival materials, and secures information necessary to process and catalog the collections. Shares resources and information with colleagues and constituents.

**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 20th and 21st century U.S. military history research sources used for processing and describing archival materials.

Knowledge of the principles, concepts, and techniques of archival work, including analysis, organization, and description of archival multi-formatted material.

Ability to perform preservation duties.

Knowledge of reference and research services.

Ability to build and maintain professional relationships and provide liaison services.

Knowledge of digital curation and descriptive tools, information technologies and integrated library systems to support archival functions.

Ability to adapt in a fast paced and demanding work environment.

Ability to communicate effectively other than in writing.

**Position:** Library & Information Specialist

**Location:** International Food Policy Research Institute, Washington, D.C.

Full vacancy announcement available on ALA JobLIST.

**Job Summary:**
The Communications and Public Affairs (CPA) Division of the International Food Policy Research Institute (IFPRI) seeks a Knowledge Management Specialist to assist with metadata curation and library subscription management. The candidate will work with OCLC software services, such as WorldShare Interlibrary Loan, Acquisitions, and CONTENTdm. The successful candidate will have a strong attention to detail and be comfortable in a highly culturally diverse work environment. This is a one-year renewable position based in Washington, DC.

**Essential Duties:**
Specific duties and responsibilities include but are not limited to:

- Perform original and copy cataloging for research outputs
- Curate metadata in institutional repository and other databases/portals
- Assign keywords using controlled vocabularies derived from thesauri (AGROVOC, CABI, and others)
- Liaise with publishers to maintain IFPRI’s institutional subscriptions and renewals
- Provide research support through Inter Library Loans (ILL) and literature reviews
- Manage and track the use of print resources using WorldShare Circulation
- Manage administrative tasks such as invoices and expense reports
- Other duties as assigned

**Required Qualifications:**

- Bachelor's degree plus five years of professional experience or MLIS/MIS or other Information Science degree from accredited university and three years of relevant experience.
- Experience in library cataloging and understanding of emerging trends in the field
- Familiarity with metadata common standards and common technologies used in the field such as: Dublin Core, MODS, XML, OAI-PMH, etc
- Demonstrated ability to work productively within a multi-cultural team environment
- Ability to handle multiple tasks and prioritize work responsibly with minimal supervision
- Demonstrated ability to pay attention to details
- Excellent oral and written English language skills

**Preferred Qualifications:**

- Experience with web content management systems like Drupal and other Content Management Systems
- Experience writing scripts using common languages like Python, Perl, and others
Experience working with international and national organizations

**Position:** Technical Services Manager

Location: Steptoe & Johnson, Washington, D.C.

Full vacancy announcement is available on the AALL Career Center.

Steptoe, an Am100 law firm, is seeking an experienced Library Technical Services Manager for its Research & Information Services Department to be resident in its Washington, DC office. The Technical Services Manager will join a highly collegial team of information professionals who provide research and analysis, electronic and knowledge management services, competitive intelligence, and traditional library services to all firm offices. We are seeking a librarian with exceptional organizational and communication skills, excellent attention to detail, comfort working under tight deadlines, a strong public services orientation, and the ability to work independently and as a member of a team.

This position is responsible for the following:

- Acquiring print and electronic materials
- Cataloging and classifying materials for all firm locations
- Managing the firm’s integrated online library system
- Overseeing and maintaining the library system, including materials stored in central and remote locations
- Supervising library assistants
- Supporting the firm’s interlibrary loan and document delivery team
- Coordinating with other department managers to help set and implement policies and goals

The ideal candidate will possess the following:

- MLS degree from an ALA-accredited program with at least one cataloging course
- Three or more years of technical services experience in a law or special library including acquisitions, serials control and MARC copy cataloging
- Experience with day-to-day management of integrated online library systems (ideally EOS.Web)
- Deep knowledge of legal publishing and experience coordinating vendor agreements
- Excellent web-searching skills
- Mastery of Microsoft Office applications, especially Excel
- Experience supervising paraprofessionals

To apply, please click on the following link:


If you require assistance or accommodation to use our online tools to search and/or apply for jobs, please contact the local office recruiting contact or Steptoe Careers, or (202) 828-3613 and we will be happy to work with you.

We strongly encourage qualified women, minorities, Veterans, individuals with disabilities, and members of the LGBTQ+ community to apply.
Five Positions: Washington DC & Virginia

Position: Associate Director for Collection Services, Library

Location: Georgetown University Law Library, Washington, DC

Full vacancy announcement available on AALL Career Center.

Georgetown University Law Library, located in the nation’s capital, and within walking distance of the U.S. Congress and the Supreme Court, is one of the country’s premier legal research institutions. We strive to live up to our motto: “Supporting Scholarship, Excelling in Service, Leading in Technology.”

The Associate Director for Collection Services directly supervises the collection services operations, which encompass acquisitions, cataloging, metadata, and collection management (e.g., weeding, collection development, licensing) activities. The Associate Director for Collection Services serves as part of the Georgetown Law Library’s core leadership team, participating in short- and long-term strategic planning. Duties include but are not limited to:

- Planning and developing programs, goals, and objectives.
- Researching and identifying trends and needs.
- Establishing program direction.
- Assessing program operations.
- Modifying existing services and/or creating new ones to maintain or enhance services.
- Managing reconciling, and running reports on the library’s collections budget for various departments and committees.
- Supervising all staff in the cataloging and content acquisitions departments and serving as the primary point of contact for all other law library supervisors on policies, procedures, and collaborations.

The Associate Director for Collection Services reports to the Associate Dean for Library Services and supervises up to 9 staff in ensuring that materials needed for the research, instructional or scholarly activities of the law school are acquired, accessible, and discoverable.

Qualifications

- MLIS from an ALA-accredited institution or equivalent
- At least five years of supervisory experience
- Understanding of acquisitions and/or cataloging and metadata and how these functions interact with other library operations
- Demonstrated ability in learning and adapting to new technologies, and in mentoring and training others in same
- Excellent communication and team-building skills
- Experience in collection development and collection analysis

Preferred qualifications

- JD from an ABA accredited law school or equivalent
- Knowledge of current cataloging practices including RDA, MARC formats, Library of Congress classification system, BIBFRAME, Library of Congress subject headings and working knowledge of metadata tools and systems
- Experience with budgeting and expense management
- Experience with Alma

Salary is commensurate with experience and qualifications.

To apply for this position, please submit applications via the Georgetown University Careers website by using Job Number JR07138. Include a cover letter to the attention of Carole Prietto, a current resume, and the names and contact information for three
references. Preferably these documents should be combined into a single PDF. To ensure full consideration please submit your application by Friday, August 23, 2019. If you have any other questions, please feel free to contact Carole Prietto at cap166@law.georgetown.edu. Georgetown University is an equal opportunity/affirmative action employer fully committed to achieving a diverse workforce.

**Position: Librarian (Law/Acquisitions/Cataloging)**

Location: Internal Revenue Service, Washington, DC  
Salary: $83,398 to $108,422 per year  
Full vacancy announcement available on USAJOBS.

**Summary**

The Office of Chief Counsel, IRS, the largest tax law firm in the country, is looking for enthusiastic individuals to join our team and gain valuable experience in a legal environment. Our mission is to serve America’s taxpayers fairly and with integrity by providing correct and impartial interpretation of the internal revenue laws and the highest quality legal advice and representation for the Internal Revenue Service.

**Responsibilities**

As a Librarian (Law/Acquisitions/Cataloging), you will:

- Develops policies, plans and objectives relating to cataloging services and the acquisition work of the Library.
- Manages the operation and maintenance of the Library’s Integrated Library System (ILS).
- Coordinates all aspects of the Library’s acquisition operations, including budget and ordering oversight, receipt and acceptance, vendor relations, and provides related statistics and reports.
- Independently catalogs a full range of legal, tax, and business materials, including both original and copy cataloging.
- Serves as the Library’s lead cataloger, providing guidance on resolving problems and inconsistencies in the cataloging process.
- Administers and monitors the Library’s contracts and subscription agreements. Reviews statements and invoices and resolves billing problems as necessary.
- Knowledge of librarianship with special skills in the areas of acquisitions, cataloging, procurement, and budget management.
- Serves as the Library’s representative on key committees, task forces, and project teams on cataloging, acquisitions, and related systems.

**Position: Library Technician NF-02**

Location: Army Installation Management Command, Fort Myer, VA  
Salary: $15 to $18.50 per hour  
Full vacancy announcement available on USAJOBS.

**Summary**

The Area of Consideration for this vacancy announcement is Local. (Military Spouse Preference (MSP) and Involuntarily Separated Military Preference (ISMP) eligible candidates are included in the area of consideration.)

This position is located at Joint Base Myer-Henderson Hall (JBM-HH).

To better expedite the hiring process, we recommend including full contact information (name, address, phone number, email, etc.) for professional and personal references on your resume.
Responsibilities

- Provides technician support by performing a wide variety of direct services to the public
- Registers patrons, charges/discharges materials, processes overdues and reserves, assists with interlibrary loans and reserves, shelves library materials, prepares displays, programs activities
- Answers basic reference questions, and assists customers in locating materials; and/or provides technical services support in a variety of functions: basic/copy cataloging, ordering/receiving/processing and de-acquisitioning of library materials.
- Assists in maintaining accountability records and in performing shelf inventories.
- Performs simple maintenance on the library’s automated systems.
- Incumbent may perform physical exertion such as long periods of standing, bending, crouching, stooping, stretching, reaching, pushing of loaded trucks; and recurring lifting of heavy items such as boxes of books or journals.

Position: Senior Library Associate, Archives
Location: George Washington University, Washington, DC
Salary: $47,500 – $57,259
Full vacancy announcement is available on the CUA SLIS blog. The George Washington University (GW) Libraries and Academic Innovation (LAI) is searching for a Senior Library Associate to work within the Special Collections Research Center (SCRC). The Senior Library Associate acquires and processes archival collections, hires and manages student assistants performing similar functions, participates in digitization initiatives, coordinates and manages retrieval of new acquisitions, participates in SCRC operational planning and decision-making, and supports public services operations through reference desk shifts, and pop-up exhibit and instruction support.

Full job posting:

www.gwu.jobs/postings/69348
Salary: $47,500 – $52,500 commensurate with qualifications and experience.

Position: Access Services Librarian
Location: University of District of Columbia
Full vacancy announcement is available on the CUA SLIS blog. The Access Services Librarian/Assistant Professor is a highly visible position that supports the mission of the university and division by overseeing all aspects of the library’s circulation and reserve operations. Reporting to the director of the library, the librarian works collaboratively with circulation staff and librarians to enhance existing access services and develop new services, policies, and strategies, with an emphasis on superior customer service. The librarian diplomatically responds to patron concerns, complaints, and suggestions. Some evening and weekend work is required.

Essential Duties and Responsibilities

- ALA-accredited Master's degree in Information or Library Science
Two years of supervisory experience in an academic library or related setting
Experience with one or more aspects of access services: circulation, reserves, resource sharing, or stacks management
Knowledge of copyright and fair use as it applies to libraries
Computer proficient, including Microsoft Office and standard office equipment
Strong communication, organizational, and project management skills
Familiarity with Ex Libris Alma/Primo integrated library system preferred
Familiarity with ILLiad resource sharing preferred
Demonstrated evidence of involvement in professional research activities preferred
Ability to accommodate flexible scheduling six days a week

Two Positions: Maryland

Posted on August 8, 2019 by LLAM News

Position: Cataloging Technician
Location: Anne Arundel Community College, Arnold, Md
Salary: $32,132-$44,099
Originally posted on the Maryland Library Association listserv.

Position Summary:
The Cataloging Technician I/II is responsible for assisting in cataloging library materials in a variety of formats. This includes searching for appropriate bibliographic records and saving them to a local workfile; physically preparing many materials; and assisting in maintaining quality control for the online catalog, in order for patrons to successfully find, identify, select, and obtain resource information from the library’s catalog. This is the primary position responsible for accurate accountability and inventory control for the library’s collections.

Job Duties and Responsibilities:

- Work independently to search for bibliographic records for library materials in a variety of formats, using judgment to select the best available bibliographic record: search WorldCat through OCLC Connexion; verify author, title, edition, imprint, pagination, series, ISBN, etc.; and save the record in a local workfile for use by the Cataloging Manager
- Physically process new library materials, added copies and volumes, replacements, and rebound materials: affix barcode stickers to the physical items and link the barcode number to the correct item record, assigning the correct circulation policy and adding other item codes and notes as appropriate; print and affix spine labels using the dedicated label printer; affix marks of ownership in the form of bookplates, property stamps, book pockets, and security tags
- Complete a variety of collection maintenance tasks: withdraw outdated library materials; process library materials for transfer to different locations or collections within the library; sort and shelve materials received from our Acquisitions section in preparation for cataloging; provide and support inventory control over the library’s collections, maintaining accountability for all library materials, including high-value items (e.g.
anatomical models and laptop computers); maintain statistical records of materials added and withdrawn; maintain adequate quantities of cataloging supplies

- Perform minor repairs and in-house pamphlet binding; prepare materials for shipment to the commercial bindery, and inspect and reprocess materials returned from the commercial bindery
- Serve as backup, in the Cataloging Manager’s absence, to temporarily catalog items needed immediately: create brief temporary records in the library management system or import copy records from OCLC Connexion sufficient to allow the item to circulate, subject to later review by the Cataloging Manager
- Serve as backup for interlibrary loan borrowing services using OCLC WorldShare, CLIO, and the library management system to ensure continuation of this service in the absence of the Interlibrary Loan Technician
- Participate in professional development opportunities to enhance and maintain currency of job skills, including knowledge of current cataloging rules sufficient to distinguish different editions and formats; the library management system; OCLC bibliographic utility; and bibliographic record tagging conventions for most-used formats
- Maintain a constructive and cooperative working relationship with internal staff in order to discover and resolve problems with records in the library catalog; use effective written and oral communication skills to provide accurate and timely answers to questions; serve on library and/or college committees (e.g., staff search committees, employee constituency groups, etc.) as appropriate

**Position:** Programming & Outreach Coordinator  
Location: Library Headquarters, Anne Arundel County Public Library, Annapolis, MD  
Salary: $48,367 – $79,926  
Originally posted on the Maryland Library Association listserv.

**Overall Position Purpose:** This is varied professional work providing programming and outreach to the public of all ages. The majority of time is spent providing outreach to targeted populations and working on system-wide projects. Incumbent may participate at a system level in training, planning and other committee activities or projects.

**Minimum Requirements:**  
Graduation from an accredited four-year college or university with a Bachelor’s degree awarded with two years of experience working in a library and/or educational setting. Two years of supervisory experience.

**Responsibilities:**  
Professional work providing programming and outreach to the public of all ages. The majority of time is spent providing outreach to targeted populations and working on system-wide projects. Incumbent may participate at a system level in training, planning and other committee activities or projects.

**Necessary Special Requirement:** Completion of Library Associate Training Institute within two years of hire; and ability to maintain eligibility by completing 90 contact hours of training every 5 years. Proficiency in spoken and written Spanish.
Two Positions: Virginia

Position: **Head, Collection Strategy**
Location: George Mason University, Fairfax, VA
Salary: $72,500
Full vacancy announcement available on [ALA Joblist](https://www.ala.org/joblist).

Responsibilities:

The Head, Collection Strategy’s primary role is to direct, coordinate and assess the Libraries’ overall research materials content strategy and development of all research collections, whether owned, subscribed to, shared, open, accessed or otherwise made available to the George Mason University scholarly community.

Duties:

Through leading the continuous development of Mason’s libraries-wide collection development and content strategies; the wise stewardship of the Libraries’ $9.4 million research materials budget (FY2020); as well as the coordination of collection development activities of approximately 30 subject expert librarians and other staff, the Head, Collection Strategy ensures excellence of all on-site and electronic collections as well as access to collections by distance learners and all other off-site users and researchers. The HCS works closely with the heads of all libraries, disciplinary and other team leads, and with managers across all three divisions of the Libraries in developing afore-mentioned, and future-focused content strategies.

The Head, Collection Strategy works in close collaboration with the Libraries’ Head of Assessment and Planning and the Libraries’ Assessment Office in the investigation and implementation of new paradigms of assessment for the content, research collections, and related services the Libraries provides. The incumbent also represents George Mason University on the VIVA Collections Committee, the WRLC Coordinated Collections Committee, and with ASERL, CRL, and other collections-focused national and regional entities.

Position: **Instruction Coordinator**
Location: George Mason University, Fairfax, VA
Salary: $60,000
Full vacancy announcement available on [ALA Joblist](https://www.ala.org/joblist).

Responsibilities:

The Instruction Coordinator is a collaborative, student-centered teacher-librarian on the Teaching and Learning Team, a department within the Learning, Research and Engagement (LRE) division. The individual is responsible for providing library services such as information literacy instruction, research support, and academic partnerships expertise for the Teaching and Learning Team’s academic and co-curricular partners. The position reports to the Lead,
Teaching and Learning Team and works in an innovative and adaptive public service environment.

This individual works collaboratively with others to explore and implement innovative strategies for information literacy instruction by developing and maintaining course-integrated programs of student-centered instruction; incorporating active learning into both face-to-face and online instruction; and following best practices for information literacy instruction. The Instruction Coordinator oversees professional development for librarians and instructional staff related to library instruction, including coordinating the Teaching Squares program in the LRE division.

The Instruction Coordinator is the liaison to the English Composition program and in this role oversees information literacy instruction in ENGLISH 101 and 302 across the University Libraries. The individual also proactively seeks opportunities to partner with faculty to integrate information literacy instruction into all academic programs, as well as (when appropriate) co-curricular programs.

In collaboration with the Student Success & Inclusion Librarian, the Instruction Coordinator follows best practices in integrating and assessing the student learning outcomes as outlined in the University Libraries’ Student Learning Assessment Plan, both in their own teaching and by supporting other librarians and instructional staff.

The Instruction Coordinator will actively participate in the work of the Teaching and Learning Team. Team responsibilities include attending team meetings, participating in team-based projects, and collaborating and communicating with other team members. In the absence of the Lead, Teaching and Learning Team, incumbent may be asked to fulfill a senior librarian supervisory role and mediate and resolve issues as necessary.

This individual will also engage in professional development, scholarship, and service, in accordance with university/Libraries’ standards for appointment renewal and promotion. This includes serving on committees, task forces, projects, etc., within Mason’s University Libraries and the university.

Incumbent may supervise classified staff, graduate assistants, or student workers.

Four Positions: Maryland

Position: Director for the Library
Location: Harford Community College, Bel Air, MD
Full vacancy announcement available on [ALA Joblist](https://www.ala.org/alajoblist).

The Director of the Library leads all aspects of the HCC Library. Duties include, but are not limited to, strategically overseeing the daily operations; administering policies and procedures; managing
staff, budget, facilities, technology, and collections to meet the needs of the curriculum and the

campus community; providing leadership in support of teaching and learning for student

success through collaborating with other academic divisions to develop, maintain and assess a

strong information literacy program; providing leadership to the Open Educational Resources

initiative; assessing the effect of Library services on student success; and supporting the

transition to an integrated Learning Commons model.

Other duties include overseeing programming and operations of the Hays-Heighe House

historic home; providing general academic leadership and College service through

participation in various College committees, groups, and task forces; participating in statewide

affinity groups; collaborating with other libraries and cultural institutions; reaching out to the

local community to encourage use of the Library as a resource for the community; and other

duties as assigned.

This is an exempt, administrator position reporting to the Dean of Teaching, Learning, and

Innovation.

Position: Associate Library Director for Research, Learning and Outreach

Location: Frostburg State University, Frostburg, MD

Full vacancy announcement available on ALA Joblist.

Frostburg State University, Lewis J. Ort Library, seeks applications for a full-time, faculty level

position as an Associate Library Director for Research, Learning and Outreach position. Salary

commensurate with experience; University System of Maryland benefits package included.

Responsibilities:

Under the direction of the Library Director and working in close collaboration with the Library

Technology Division and Special Collections/Archives staff, the Associate Library Director for

Research, Learning, and Outreach provides vision and leadership in supervising the student

and user-centered programs and operations of the Ort Library's Research and Learning

Division, including but not limited to Information/Research Services, Information Literacy

Instruction, FDLP Government Documents Program, and the library's website. This senior

position is responsible for establishing policies and procedures, setting goals and long term

planning, identifying priorities, and overseeing the development, implementation, assessment,

and continuous improvement of programs and services that support the information and

research needs of students, faculty, staff and the FSU community. Maintains skills and

knowledge of standards and best practices in discovery, information literacy pedagogy,

assessment strategies, and the academic library's role in facilitating student success.

Administers and oversees all division programs and services. Supervises, hires, trains, and

evaluates division's faculty and staff. Gathers and analyzes division data and prepares

administrative reports. Promotes service excellence. Ensures effective communication and

collaboration within the Research and Learning Division, throughout the library, and across the

university. Provides leadership, strategic direction and support for outreach and the promotion

of library resources and services. Provides oversight in the creation of library print and digital

promotional material, and coordinates the library's social media presence in collaboration with
other library staff. Participates in the organization of library events. Coordinates and provides information/research services at the library services desk, (including in-person, phone, e-mail, and chat) and will assist students, faculty, staff, external researchers and members of the public with the discovery of appropriate resources for their research needs. Includes participation in evening and rotating weekend reference schedules, as well as research consultations. In addition to providing oversight to the Library's Information Literacy Instruction Program in coordination with the Library Instruction Coordinator, will participate in the delivery of information literacy instruction. Assists the Library Director in evaluating, developing and implementing policies and programs that support the goals and priorities of the library as established by the university. Performs other duties as needed. The person in this position represents the library on relevant university or University System of Maryland and Affiliated Institutions' (USMAI) Consortium of Libraries' committees. All library faculty serve as liaisons to assigned academic departments and participate in collection development activities. They contribute to the development of the library's web pages as well as assigned subject guides. FSU’s library faculty are expected to participate in professional development and service activities and must demonstrate the potential for promotion in rank and obtaining permanent status. They remain current in the profession through active membership in professional organizations, attendance at conferences, workshops, and educational programs, or through reading and/or publication in professional literature.

**Position:** Director of Library and Academic Support  
**Location:** Chesapeake College, Wye Mills, MD  
Originally posted on the Maryland Library Association listserv.

The Director of Library and Academic Support is an administrative position reporting to the Dean for Teaching and Learning. The director provides leadership for the integrated library and academic support center through supervision of full- and part-time staff and work with campus partners for development, delivery, and evaluation of cross-disciplinary, multimodal library and academic support for the diverse needs of students and other campus constituents. The director develops and implements assessment measures in line with federal, state, and Middle States Higher Education Commission (MSHEC) accrediting guidelines. The director serves on institutional, faculty, and ad hoc committees.

**Position:** Librarian II- Public Services Manager  
**Location:** Caroline County Public Library, Denton, MD  
**Salary:** $43,661 – $50,310  
Responsibilities: This is a library manager position overseeing the Central Library Customer Service Desk and Reference and Information Services. Provides all levels of customer service; supervises, trains, and evaluates assigned library staff; assists with collection development and programming; collects statistical information; may manage budgets; is part of the Central Library Floor management team. Excellent written and verbal communication skills and high level of computer proficiency are required. Experience using Polaris ILS preferred.

Requirements: Qualified applicants must possess a MLS degree from an ALA accredited institution and either have or be eligible for a Professional Public Librarian Certification from
Five Positions: Maryland & Washington D.C.

Position: Supervisory Librarian
Location: National Library of Medicine, Bethesda, MD
Salary: $137,849 to $166,500 per year
Full vacancy announcement available on USAJOBS.

Summary
The successful candidate will serve as the Chief of the Public Services Division, Division of Library Operations, National Library of Medicine. The Public Services Division is responsible for providing access to, maintaining, digitizing, and preserving material in the NLM collection. In addition, PSD staff develop and maintain MedlinePlus and MedlinePlus Connect, consumer health information resources available on the NLM website.

For more information: https://www.nlm.nih.gov/psd/psdhome.html

Responsibilities
- Manages the operations of the Division including formulating, establishing and interpreting policies; developing, analyzing and reviewing programs; developing and implementing operational plans; developing budgetary and staffing requirements.
- Serves as an authority and spokesperson on NLM’s services and resources for health professionals, researchers, librarians and the general public.
- Directs Division development, improvement and overall management of Web based systems.
- Leads a team of Division managers including the Deputy Chief and three Section Heads: Collection Access Section, Preservation and Collection Management Section, and Reference and Web Services Section.

Position: Electronic Resources/Serials Librarian
Location: Supreme Court of the United States, Washington, D.C.
Salary: $57,510 to $90,461 per year
Full vacancy announcement available on USAJOBS.

Summary
This is a full-time position with the Library of the Supreme Court of the United States in Washington, D.C.

Closing Date: Friday, 08/23/2019, 11:59 PM EDT

Responsibilities
The Electronic Resources/Serials Librarian is responsible for planning and establishing policies and procedures for the management of all subscribed electronic resources in the Library, managing all processes related to serials control for both print and electronic materials, and coordinating the binding of all materials and facilitating the receipt of loose-leaf materials. Responsible for planning and establishing policies and procedures for the receipt and distribution of all library material to the Court, and supports the discovery of electronic resources through the online catalog and the Library's virtual library presence. Independently
provides operations support and access trouble-shooting for subscription-based products. Identifies and implements efficiencies that will improve access and workflows for electronic resources and serials. Directly supervises the work of the Serials/Receiving Technician.

**Qualifications**
Experience/knowledge of serials practices and with electronic resources in a library environment required. Demonstrated experience with library serial receiving procedures both manual and online. Familiarity with standard library binding practices and procedures. Prior experience with complex integrated library systems, including online catalog, serials binding and circulation subsystems. Familiarity with basic library budget procedures. Knowledge of MARC, BibFrame, KBART and serial record standards. Ability to effectively organize and prioritize time to resolve multiple electronic access challenges. Supervisory experience preferred.

**Education**
M.L.S. degree from an ALA accredited institution, with at least two years of law library experience required.

**Position: Librarian (Law/Reference/Online Research)**
Location: Internal Revenue Service, Washington, D.C.
Salary: $83,398 to $108,422 per year
Full vacancy announcement available on USAJOBS.

**Summary**
The Office of Chief Counsel, IRS, the largest tax law firm in the country, is looking for enthusiastic individuals to join our team and gain valuable experience in a legal environment. Our mission is to serve America’s taxpayers fairly and with integrity by providing correct and impartial interpretation of the internal revenue laws and the highest quality legal advice and representation for the Internal Revenue Service.

**Responsibilities**
As a Librarian (Law/Reference/Online Research), you will:
- Participates in developing policies, plans, and objectives relating to research services with an emphasis on the use of online and other automated research systems. Helps establish and implement policies and procedures for use of online services.
- Provides circulation and interlibrary loan services. Assists with using library facilities. Administers user ID access for online resources.
- Performs complex literature searches, using print and online databases, which require systematic, comprehensive, and exhaustive searches for legal and non-legal information.
- Monitors and tracks federal legislative activity of interest to the IRS. Utilizes online resources, and ensures comprehensive and timely tracking. Keeps key decision makers informed of legislative developments.
- Provides comprehensive reference, research to legal personnel. Answering a wide range of reference questions relating to law, taxation, business, accounting, social security, government contracts, disclosure, and matters impacting federal employees. Includes handling complex regulatory and legislative research requests.
- Provides expert witness research and vetting services for library clientele.
- Provides training and detailed instructions to clientele on available library resources including search strategies for both print and online resources.
- In connection with special research projects, incumbent establishes and monitors selective dissemination of information (SDI) searches to keep key clients abreast of developments, including articles, and publications in their special areas of interest.
- Serves as the Library’s representative on key committees, task forces, and project teams.
Please note this list of duties is not all inclusive.

**Position:** **Acquisition and Metadata Librarian**  
Location: Catholic University, Washington D.C.  
Full vacancy announcement is available on the [CUA SLIS blog](http://www.cua.edu/slis/).  

**Overview**  
Performs and manages all aspects of the acquisition and receipt of print and electronic library resources. Performs and manages the creation, maintenance and enrichment of metadata representing the University Libraries digital, physical and virtual collections of resources.  

**Responsibilities**  
Manage the work of the acquisitions staff, developing and implementing procedures and workflows as needed. Plan and implement new initiatives that will improve service and efficiency. Oversee order placement, copy cataloging, invoicing, and receipt and claiming for all formats of library material: print, electronic and audiovisual. Monitor service contracts and license agreements. Serve as a contact with the University Purchasing and Accounts Payable departments. Track expenditures, vendor payments, encumbrances, and status of orders.  
Perform original and complex copy cataloging for print and non-print materials including classifying library material using Library of Congress classification. Work collaboratively with other units to develop, implement and evaluate procedures, standards and workflows relating to cataloging and metadata creation.  

Participates, as a professional member in the University Libraries with academic status, in shared collegial decision making and planning, including: involvement in committees and special ad hoc projects; establishment and maintenance of communication with faculty and patrons in other areas of the university; provision of information and access to information resources; and contribution to the library profession and engagement in professional development activities. Manage variety of tasks in response to shifting priorities and changing constraints.  

**Qualifications**  
American Library Association Accredited MLS, MSLIS or recognized equivalent.  
A minimum of three (3) years of substantial professional experience in acquisition of library materials in print and electronic formats in an academic library. Experience with materials published in a variety of formats. Experience with an integrated online library system and major bibliographic utility (OCLC). Experience with complex acquisitions of library materials.  

Knowledge of current trends and new developments in library technical services. Working knowledge of cataloging practice and standards including MARC and RDA. Knowledge of core skills, including e-resources and management, automated bibliographic systems, serials control and approval plans.  

Knowledge of accounting principles with respect to library acquisitions. Expertise with web resources and standard office software, including competence in bibliographic and acquisitions data management. Knowledge of new library management systems, preferably Alma. Basic understanding of licensing and copyright issues.
Ability to lead change and foster innovation. Ability to communicate effectively verbally and in writing. Strong interpersonal skills. Some supervisory experience preferred.

**Position: Committee Archivist**  
Location: US Senate Judiciary Committee, Washington, D.C.  
Full vacancy announcement is available on the [CUA SLIS blog](https://www.cua.edu/slis/).  
Senator Dianne Feinstein, Ranking Member of the Senate Judiciary Committee, is seeking a detail-oriented, organized Archivist for the Committee. Responsibilities include overseeing the archiving and management of Committee records, and the maintenance of relevant archiving policies and procedures. The Committee Archivist will survey records management practices, recommend and implement improvements, work with staff to maintain textual and electronic records in an appropriate manner, ascertain and ensure the completeness of legislative, oversight, and nominations documentation, prepare inventories of archival transfers, and serve as liaison with the Senate Archivist in transferring records to the Archives and in retrieving records from the Archives. Required professional credentials include a graduate degree in American history or archival/library management, or specialized training at an archival institute. Experience on Capitol Hill or with the political process is highly desirable, as well as knowledge of the historic role of the Senate Judiciary Committee in executive and judicial nominations, executive branch oversight, and legislative issues. **Interested candidates should submit a resume and cover letter to jobs@feinstein.senate.gov and include “Committee Archivist” in the subject line.**

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Four Positions: Washington, DC

Posted on **July 31, 2019** by LLAM News

**Position: Resource Access Assistant**  
Location: Cooley LLP, Washington, DC  
Originally posted on LLSDC Job Listings.  
Cooley’s Washington DC office is seeking a Resource Access Assistant to join the Firmwide Research Services team. The Resource Access 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. EOE.
Position: Competitive Intelligence Analyst
Location: Akerman LLP, Washington, DC
Full vacancy announcement available on AALL Career Center.

Akerman LLP, a leading U.S. law firm, is seeking to expand its competitive intelligence team to support the firm’s 700+ lawyers. The Competitive Intelligence Analyst will conduct in-depth research and analysis of companies, sectors, practice areas, geographic markets, technologies, and competitors using a comprehensive variety of online research tools. The Analyst will develop and communicate insightful and actionable intelligence to aid in strategic decision-making and drive business development, profitability, growth, prospective/client retention, and other business opportunities. This position reports to the Competitive Intelligence Manager and the location is flexible, although Washington, D.C. is preferred.

The scope of the research undertaken is varied and challenging, including economics and market sectors, routine company profiling on current and potential clients, competitors, new markets, and monitoring key targets or sectors. In this role, the Analyst will identify market trends, industry developments, client movements, and relevant client news to provide information for client development and attorney teams. The Analyst will compile and distill information into presentations, and provide a written executive summary largely to support client pitches and opportunities. The Analyst will also work collaboratively with the Client Development and Research Services departments to execute the firm’s business and competitive intelligence deliverables.

The Competitive Intelligence team is a critical function of the firm, and the Analyst must be able to work in a fast-paced environment. The ideal candidate must have strong written, analytical, and project management skills, as well as the ability to prioritize tasks and meet tight deadlines.

Essential Job Functions

- Under general direction, conduct in-depth research and analysis of key companies, sectors, industries, technologies, market segments, and competitors to uncover key, actionable information and summarize into concise deliverables.
- Identify and monitor trends and key clients to aid client development efforts for all practice groups and cross-disciplinary sector teams.
- Stay abreast of trends and technologies in the legal industry.
- Track research requests to demonstrate ROI, firm trends, and patterns.

Desired Skills & Abilities

Required Experience

- 2 years minimum in a research-focused role ideally in business intelligence or in legal research.
- Clear understanding of the differences between information, research, and actionable intelligence.
- Highly curious, strong analytical skills, and ability to think strategically with the ability to convey research in written form with attention to detail.
- Ability to digest, synthesize, and manipulate large sets of data into a clear, concise manner.
- Ability to manage multiple priorities and deadlines and has strong organizational skills.
• Proficiency in MS Excel, MS Word, PowerPoint, and Adobe.
• Basic knowledge of financial datasets and investor reports for analysis.
• Ability to follow complex instructions with a high degree of accuracy.
• Responsive and service-oriented with ability to adapt and reprioritize projects as needed.

Desired Experience
• AmLaw 100, financial services, or professional services firm experience preferred.
• Working knowledge and experience using Internet-based corporate and legal research tools such as Hoover’s, Westlaw, Lexis Advance, Monitor Suite, and other third-party resources and systems.
• Ability to demonstrate initiative, eagerness to learn.
• Self-starter with ability to work both collaboratively as well as independently.

Education
• Bachelor’s degree or higher.

We offer an excellent compensation and benefits package. Please click here to submit your resume, cover letter, and salary requirements. EOE M/F/D/V

Position: Library Technician (Copyright Technician)
Location: Licensing Division of the Copyright Office, Library of Congress, Washington, DC
Salary: $47,016 to $61,122 per year
Full vacancy announcement available on USAJOBS.

Summary
The Licensing Division of the Copyright Office administers the compulsory licenses in the Copyright Act (Title 17 of the United States Code). The incumbent serves as a Copyright Technician located in the Information Section in the Licensing Division. The incumbent will perform routine technician duties using the division’s manual and automated systems and resources.

Position: Librarian, Assistant Specialist
Location: Acquisitions and Bibliographic Access Directorate, Library of Congress, Washington, DC
Salary: $57,510 to $74,759 per year
Full vacancy announcement available on USAJOBS.

Summary
The Assistant Specialist position is located in the Policy, Training and Cooperative Programs division of the Acquisitions and Bibliographic Access Directorate and serves all cataloging policy specialists mastering a variety of activities.

Responsibilities
The Assistant Specialist plays a major role in database maintenance, prepares proposals for the tentative and approved subject heading and classification lists, and related duties. The Assistant Specialist participates in projects related to maintaining descriptive policy and guidance, provides training and review, and supports Program for Cooperative Cataloging (PCC) activities as assigned.

Obtains, organizes, and analyzes specialized information using standard reference tools and established techniques and practices. Evaluates, selects, and adapts precedents to meet


specialized information requirements. Searches and transcribes information from computerized and manual files. Utilizes data sheets and source documents to determine which elements to include. Identifies, verifies, and inputs information into online systems catalogs, utilizing knowledge of the organization’s collections, metadata, subject areas, and various workflows and inventory control policies.

Six Positions: Maryland

Posted on July 31, 2019 by LLAM News

**Position:** Librarian

Location: Westat, Rockville, MD

Full vacancy announcement available on ALA Joblist.

Description

Westat is an employee-owned corporation providing research services to agencies of the U.S. Government, as well as businesses, foundations, and state and local governments. Westat’s research, technical, and administrative staff of more than 2,000 is located at our headquarters in Rockville, Maryland, near Washington, DC.

Job Summary:

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

Job Responsibilities:

- Provide expert literature search services, including systematic reviews, for published and grey literature in a variety of subject areas (e.g., health, education, social sciences).
- Develop sound search strategies, execute searches, and document search methods both independently and in collaboration with other librarians.
- Manage search results with bibliographic software programs (e.g., Reference Manager, EndNote).
- Assist with legislative monitoring and business development activities.
- Evaluate and search bibliographic, news, and business resources.
- Communicate effectively with requestors to understand, guide, and meet their research needs.
- Respond to complex reference questions.
- Develop promotional and training materials and conduct effective training in the use of research tools.
- Other special projects, as assigned.

**Position:** Librarian for History and Area Studies

Location: Homewood Campus, Johns Hopkins University, Baltimore, MD

Salary: $59,280 to $81,435

Full vacancy announcement available on ALA Joblist.

General Summary/Purpose:
Reporting to the Assistant Director for Academic Liaison and Special Collections, the librarian for History and area studies actively engages with faculty, students, and staff to develop strong working relationships with the designated departments and programs, and provides proactive research support and innovative instruction by connecting faculty and students with library resources in both the general and special collections.

Specific Duties & Responsibilities:

- Support the work of faculty and students in History, History of Science and Technology, and area studies programs to be determined based on the candidate’s education, experience, and interest.
- Analyze trends in assigned departments’ and programs’ teaching and research programs to stay abreast of scholarship and scholarly communications in the disciplines themselves, and use this knowledge to create and implement services to support these trends.
- Collaborate and build partnerships with other liaisons and special collections curators to develop interdisciplinary solutions and create shared practices for integrating distinctive intellectual content and services into the academic environment.
- Build and manage a distinctive, interdisciplinary, culturally diverse, and responsive research collection in all formats (print, digital, and archival) for both the general and special collections.
- Apply pedagogical best practices, including the ACRL Framework, to provide research and information literacy support to students and faculty.
- Be knowledgeable about, and be able to speak to, a wide range of library issues, including scholarly communication, copyright issues, collection space allocation, digital scholarship, the development of new online tools, and the integration of information literacy skills into the curriculum.
- Broaden access to unique and important collections through physical exhibits and digital project initiatives that expose the collections’ unique resources and engage the community at the broadest level.
- Participate proactively on library-wide committees, task forces, and teams.

Position: Assistant Library Manager II
Location: Towson Branch, Baltimore County Public County
Salary: $52,508-$81,424
Originally posted on the Maryland Library Association listserv.

At BCPL, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 10 million items and provides library services through its 19 branches, 4 mobile library vehicles, and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL in this position.

Schedule:
This is a full time position working 40 hours a week. All library branch staff will be required to work evenings, Saturdays and Sundays throughout the year as part of the normal work schedule.

Job Summary:

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

**Position:** Web Development Specialist  
**Location:** Administrative Offices (AO), Prince George’s County Memorial Library System, Largo, MD  
**Salary:** $52,888.40 – $52,888.40  
Originally posted on the Maryland Library Association listserv.

PGCMLS is accepting applications for a Web Development Specialist. This position will be responsible for the development and maintenance of the Library’s website, intranet, and app. The successful candidate will be creative and innovative with computer-savvy and social skills to ensure the Library’s presence is culturally relevant, responsive and accessible. Apply today!

The Web Development Specialist will:

- Act as primary contact for web vendor.
- Maintain the functionality of the library's website, intranet and app. Develop new features and functions upon request.
- Post and curate content. Review site for accurate and current information.
- Develop and implement PGCMLS web-standards including ADA Compliance (Section 508).
- Employ analytics to ensure web content is evaluated and enhanced through reports, end-user surveys and other tools.
- Increase our public website’s Search Engine Optimization.
- Maintain and develop HTML and JavaScript code to adapt third party vendor products, including ILS and content management system.
- Configure the website’s content management system. Install and configure modules. Troubleshoot functionality issues.
- Research and evaluate new technology to determine whether it could be beneficial for the Library’s web sites, and efficiently install, configure and test the tools as necessary. Recommend purchases to Administration.
- Collaborate with the IT and Marketing Departments in Digital Signs, Web filter, and other related projects.
- Keep abreast of professional development and seeks to continually improve performance.
- Provide support and training to staff members as needed.
- Act as an ambassador and advocate for the library.
- Attend meetings, trainings, and workshops as assigned.
- Assist with special projects as required.
- Perform other duties as assigned.

**Position:** Library Associate – Children’s Services and Library Associate – Teen Services  
**Location:** Jarrettsville Branch – Jarrettsville, MD, Harford County Public Library  
**Originally posted on the Maryland Library Association listserv.**

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

**Three Positions: Washington, D.C.**  
**Posted on July 24, 2019 by LLAM News**

**Position: Administrative Librarian (Manuscript Division Chief)**  
**Location:** Library of Congress, Washington, DC  
**Salary:** $127,914 to $192,300 per year  
**Full vacancy announcement available on USAJOBS.**

**Summary**  
This position is located in the Manuscript Division, Special Collections Directorate, Library Services.
The position description number for this position is 386178.

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 flexitime work schedule.

This is a supervisory, non-bargaining unit position.

**Responsibilities**
The Chief of the Manuscript Division (MSS) serves as the Library’s primary expert responsible for the preservation, security, and service of the manuscript and archival collections under its purview to meet the needs of government officials, scholars, and others who request information or require access to those collections and services. Under the Chief’s general direction, the Manuscript Division is responsible for the acquisition program, custody, and effective use of one of the foremost manuscript repositories in the United States.

The Chief of the Manuscript Division receives general policy guidance from the Director, Special Collections Directorate (SCD), but has primary managerial and professional responsibility for the growth and direction of public and scholarly research and reference services. The Chief plays a key role in establishing a positive image for the Library and its collections, as well as its service to Congress, scholars and researchers, and its role as the National Library.

Exercises overall responsibility, as well as delegated authority, for oversight and administration of broad, emerging, and critical Library of Congress programs and operations. Responsible for directing and managing the Manuscript Division to efficiently accomplish specified goals and objectives outlined in the Library’s strategic plan. Evaluates current and proposed programs and operations and takes actions to initiate, modify, or cancel projects in accord with the service unit’s directional plan and performance budget.

Provides professional, technical and administrative direction for all activities of the Manuscript Division. In collaboration with the Assistant Chief, Sections Heads and Administrative Staff, plans, develops, and directs the acquisitions, processing, custodial, reference, bibliographic, research, and product production activities of the Division. Coordinates with subordinate supervisors to plan budgets, programs, policies and procedures for the Division.

Administers the Division’s reference, processing, managerial, and administrative staff to accomplish program goals and objectives; directs the Division’s annual budget process and manages budget execution, for appropriated, gift and trust funds; and represents the Division at professional and management meetings. Plans the annual program and activities within the Library Services budget, and establishes short and long range goals and objectives. Determines research and collection development projects for staff, ensuring that analog and digital
collections are relevant to researcher needs and that they are served in a timely and efficient manner. Coordinates the Division’s security, preservation, and collection and space management programs in collaboration with appropriate management and staff in the Division and officials throughout the Library. Coordinates with other government agency officials and institutions interested in collaborative projects and inter agency agreements. Determines digitization project priorities through consultation with other Library managers. Develops and recommends policy encompassing the use of materials in the Division’s custody, and the provision of reference and research service to meet the needs of scholars, publishers, and other research communities.

As the Division’s principal recommending officer, supervises recommendations for acquisition by staff specialists and makes recommendations in special fields of personal competence. Directs and encourages growth and maintenance of the Division’s collections and facilitates and increases their use and access nationally and internationally. Serves as a senior information specialist in one or more of the subject areas of the Manuscript Division, with responsibility for establishing and developing collections and services under the purview of the Division, including assessing external collections for possible acquisition; soliciting donations from private collectors and creators with historically important materials which would enhance Library’s collections; and the conversion of materials on deposit to gifts.

Performs the full range of human resource management functions related to directly and indirectly supervised staff. Sets and clearly communicates performance expectations for staff and oversees performance management principles in accord with Library regulations, procedures and collective bargaining agreements.

Develops, conceives, plans, and implements policies and guidelines affecting broad, emerging, and/or critical agency programs. Translates new legislation and/or Library strategic goals into program goals, actions, and policies, interpreting the impact of a new legislative or strategic planning 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 the Library, as well as the subject fields under the purview of the Manuscript Division.

**Qualifications**
Security clearance: Individual must meet eligibility requirements for a Top Secret security clearance based on single scope background investigation.

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 the acquisition, organization, and preservation of archival and library collections of manuscripts and mixed materials.** The successful candidate has the ability
to direct the acquisition, organization and preservation of manuscript and mixed materials by ensuring that collections are developed to serve the constituents of a library and that those constituents are provided the best possible research and referral services. This includes 1) collaborating with a variety of individuals to build and select collections, 2) assuring the arrangement and description of collections; 3) fostering scholarly research in archival and library collections, 4) creating programs to share collections with individuals and groups, and 5) ensuring the security of the collections.

**Ability to provide program oversight and administrative management to agency programs and operations.** The successful candidate has the ability to provide a wide range of managerial, analytical, technical, and advisory functions related to the administrative programs within the division. This included the following: 1) provided oversight for human resources, finance, information technology, facilities management and other services, 2) oversaw and guided short- and long-term strategic planning initiatives, 3) accomplished strategic and organizational goals by ensuring the effective interaction and integration of processes, 4) delegated and managed financial operations, 5) provided operational services in support of workforce planning goals, 6) managed effective and efficient administration of facilities requirements, 7) set performance expectations, 8) provided advice, counsel and training to staff, 9) developed policies and guidelines affecting agency programs, and 10) directed, monitored and participated in outreach initiatives.

**Ability to lead people and manage a diverse workforce.** The successful candidate has the ability to lead people to meet an organization’s vision, mission, and strategic goals, including ongoing improvements in customer services. Provided an inclusive workplace that fostered the development of others, facilitated cooperation and teamwork, and supported constructive resolution of differing opinions by using innovative approaches and future-oriented thinking. Performed human resources management functions such as 1) managed the budget and personnel planning; 2) established performance expectations for supervisors and staff; 3) provided formal and informal performance feedback and evaluated staff; and 4) promoted the goals of equal employment opportunity and ensured the office was free of discriminatory employment practices.

**Knowledge of current research trends and resources related to American history and culture.** The successful candidate has knowledge of American history and culture to manage functions and carry out library, archive, or historical programs.

**Ability to lead and inspire change.** The successful candidate has the ability to lead tasks and people effectively and inspired change in developing and implementing agency values, principles, and direction. This included the ability to promote ideas with enthusiasm, conviction, and assertiveness; resolve contentious situations; solicit and consider others’ opinions; gain support and commitment from others; motivate and inspire others; and promote a culture of change and growth.

**Ability to communicate in writing.** The successful candidate has the ability to communicate complex and specialized issues in writing through 1) policies and procedures, 2) strategic planning and forecasting documents, 3) performance management documents, 4) program proposals, 5) analysis/reports, 6) project plans, 7) budget documentation, 8) annual reports, 9) statements of work, and 10) policies and guidelines. This included targeting the amount, form, depth and level of detail, and content of the information to the needs of the receiver/audience.

**Ability to communicate effectively other than in writing.** The successful candidate has the ability to effectively express ideas and recommendations other than in writing in various settings to peers, staff, managers, supervisors, and external audiences to both provide and seek
information. This includes actively listening to or understanding communicated information and answering questions thoughtfully and completely.

**Position:** Acquisition & Metadata Librarian  
**Location:** Catholic University, Washington, D.C.  
**Full vacancy announcement available on ALA Joblist.**

**Description**
Performs and manages the creation, maintenance and enrichment of metadata representing the University Libraries digital, physical and virtual collections of resources. Manage the work of the acquisitions staff, developing and implementing procedures and workflows as needed. Plan and implement new initiatives that will improve service and efficiency. Oversee order placement, copy cataloging, invoicing, and receipt and claiming for all formats of library material: print, electronic and audiovisual

Perform original and complex copy cataloging for print and non-print materials including classifying library material using Library of Congress classification

Work collaboratively with other units to develop, implement and evaluate procedures, standards and workflows relating to cataloging and metadata creation.

Participates, as a professional member in the University Libraries with academic status, in shared collegial decision making and planning, including: involvement in committees and special ad hoc projects; establishment and maintenance of communication with faculty and patrons in other areas of the university; provision of information and access to information resources; and contribution to the library profession and engagement in professional development activities. Manage variety of tasks in response to shifting priorities and changing constraints.

**Requirements**
American Library Association Accredited MLS, MSLIS or recognized equivalent.  
A minimum of three (3) years of substantial professional experience in acquisition of library materials in print and electronic formats in an academic library. Experience with materials published in a variety of formats. Experience with an integrated online library system and major bibliographic utility (OCLC). Experience with complex acquisitions of library materials.

Knowledge of current trends and new developments in library technical services. Working knowledge of cataloging practice and standards including MARC and RDA. Knowledge of core skills, including e-resources and management, automated bibliographic systems, serials control and approval plans.

Knowledge of accounting principles with respect to library acquisitions.

Expertise with web resources and standard office software, including competence in bibliographic and acquisitions data management.
Knowledge of new library management systems, preferably Alma.

Basic understanding of licensing and copyright issues.

**Position:** Sr. Technical Research Services Librarian  
**Location:** AARP, Washington, D.C.  
Originally posted on the CUA SLIS blog.

**Summary**

The Sr. Technical Research Services Librarian position is a hybrid between technical and reference services. It will be an integral part of the AARP Library and Strategic Services (L&SS) team, providing critical technical services management, including the selection, acquisition, access and maintenance of print and digital information resources as well as research and reference services across the organization. This position will provide actionable research deliverables on issues of strategic importance to the Association and will take a key role in the implementation, launch and maintenance of a variety of innovative services including OverDrive, Virtual Reality (VR), and other emerging technologies.

This position reports directly to the Director of Library & Strategic Services.

**Responsibilities**

- Manages all aspect of technical services within the Library  
- Oversees scheduling and general daily operations at the Library Reference desk  
- Provides reference service at the Library Reference desk as required  
- Supervises or performs cataloging and classification of all materials; provides accurate bibliographic authority, item description, and classification of materials by creating and maintaining MARC records in the ILS (EOS.Web)  
- Leads the selection and acquisition of materials for the Library's collections (books, journals – print and digital, databases and equipment)  
- Leads in implementing, marketing and providing training on the use of new technologies including OverDrive and Virtual Reality  
- Leads in providing in-person and virtual orientations and trainings to Staff  
- Manages and provides secondary research and synthesis with key insights on projects with broad Association impact  
- Prepares and delivers presentations, summaries, reports, and graphics to internal clients  
- Contributes to the Library's marketing and promotional activities across the enterprise  
- Contributes and serves as lead in the management, design, maintenance of metadata and Knowledge Management (KM) solutions  
- Manages vendor relations and negotiates contracts as required  
- Manages the inter-library loan (ILL) and Copyright processes  
- Participates in long-range planning process for the library, including recommending changes or improvements and developing new types of policies, services and operations
• 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

**Requirements**

• MLS/MLIS from an ALA-accredited institution and a minimum of five (5) years related experience
• The ideal candidate may be a solo librarian who is well rounded in both technical and reference services
• Knowledge of current best practices in technical and reference services, metrics/analytics is required
• Demonstrated experience in project management, and ability to adapt to changing priorities and tight timeframes, with a high degree of comfort working in a fast-paced environment.
• Must possess strong analytical, detail-oriented, organizational, creative thinking, and problem-solving skills
• Knowledge of cataloging principles, practices, Knowledge Management Systems, and Integrated Library Systems (knowledge of EOS is a plus)
• Knowledge of OverDrive and other innovative library technologies is strongly preferred
• Experience with taxonomy development, database structure is required
• Knowledge of SharePoint is a plus
• Demonstrated knowledge of search technologies, databases (EBSCOhost, LexisNexis) and concrete, advanced information retrieval techniques
• Demonstrated familiarity and comfort with public speaking and/or bibliographic instruction
• Enthusiastic commitment to customer service
• Excellent written and verbal communications skills
• Demonstrated ability to work independently and collaboratively

**Benefits Offered**

AARP offers competitive benefits with a 401K, 100% company funded pension plan, health, dental, vision and life insurance, STD/LTD, paid vacation and sick, and other benefits.

posted in Job Vacancies | tagged Academic Library, Government Library, Public Services, Special Library, Technical Services, Washington DC

**Three Positions: Washington, DC & Virginia**

Posted on **July 23, 2019** by **LLAM News**

**Position:** Research Department Assistant

Location: Supreme Court of the United States, Washington, DC

Salary: $47,016 to $74,759 per year

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

**Responsibilities**

The Research Department Assistant performs organizational, reference, technical, and administrative activities for the Research Department. Serves as a primary contact for the receipt, assignment, and tracking of research requests. Maintains the content and integrity of the Research Request Database and other internal databases of the department. Provides
reference, document retrieval, and research assistance to patrons. Provides administrative and research assistance to the Research Librarians. Compiles monthly and annual statistical reports on research requests and database usage. Provides administrative support to the Assistant Librarian for Research Services and serves as backup to the Library’s Administrative Secretary.

**Position: Head, Access Services**  
Location: George Mason University, Fairfax, VA  
Salary: Not less than $60,000/year  
Full vacancy announcement available on ALA Joblist.

The George Mason University Libraries seeks a dynamic, innovative, collaborative, and communicative leader for the Access Services department. The Head, Access Services will lead a department of dedicated staff in developing a forward-looking and service-oriented vision for the provision of services for faculty and students at the integrated services Fenwick Library Information Desk, the flagship service point for the university’s library system. The Fenwick Library Information Desk is the nexus for faculty and students’ information needs, as it deftly handles circulation, reserves, consortial loan, and general reference inquiries. This is an exciting time for Mason Libraries as we seek a Head, Access Services to collaborate with us in finding the best ways to serve the university’s students and faculty. Incumbent will be an integral part of our exciting partnerships with the Washington Research Library Consortium (WRLC) and George Mason University’s Student Government, and will have the opportunity to truly make a difference for students and faculty as we continually explore the best ways to support George Mason University’s commitment of access to excellence.

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 provides leadership, coordination, and staff supervision in the Access Services department, while assisting in and contributing to setting a high standard for user-centered services in Mason Libraries. The department is part of the Access & Resource Management division, a collegial and supportive division encompassing the following other departments: Resource Acquisition, Metadata Services, Resource Licensing & Delivery, and Preservation Services. This position serves on the Management Advisory Council, and reports to the Assistant University Librarian for Access and Resource Management.

**Position: Campus Librarian**  
Location: Stratford University, Alexandria, VA  
Originally posted on the Maryland Library Association listserv.

The Librarian is responsible for the ongoing planning, supervision and management of the campus library and instructional resources, integrating these resources into all phases of the curriculum, and assisting students and faculty in the use of these resources.
Functions
Assist students and faculty in the use of the library collection, research materials, technology, and area resources

- Instruct students on a formal and informal basis in skills related to identifying and interpreting research information and communicating the content of research material in written and visual presentations
- Continually develop, evaluate and maintain the library collection to meet the needs of students and faculty
- Coordinate quarterly textbook distribution
- Oversee library assistants in providing customer service, shelving of books and inventorying materials
- Develop and maintain library publications, reports, and activities
- Attend meetings and workshops related to personal professional development and further development of the library
- Other duties as assigned

Five Positions: Maryland

Position: Data Services Librarian
Location: Health and Human Services Library, University of Maryland, Baltimore
Salary: $55,000

Full vacancy announcement available on ALA Joblist.

The Health Sciences and Human Services Library (HS/HSL) at University of Maryland, Baltimore (UMB) seeks an innovative, forward-thinking Data Services Librarian to develop robust research data-related services for UMB faculty, staff, and students. This dynamic librarian advances the Library’s efforts in data management planning, discovery of and access to research data, and data sharing. The Data Services Librarian partners with the HS/HSL’s Bioinformationist. The librarian will also collaborate with other faculty and staff within the HS/HSL and with partners throughout the University. This new position is a member of the Services Division, home to information services, research and education services, and bioinformation services. This is a permanent status-eligible full-time, non-tenure track faculty position reporting to the Associate Director for Services. For more information about the HS/HSL, visit http://hshsl.umaryland.edu/.

Responsibilities:

- Identify software and tools and develop services supporting the discovery and management of research data.
- Consult with faculty, students, and staff regarding research data needs.
- Develop and lead instructional programming on data-related topics and tools.
- Assist researchers in locating and accessing open and secondary datasets for use in research.
- Engage with University partners integrating research data services into academic programs and administrative units within UMB schools (dentistry, graduate school, medicine, nursing, pharmacy, social work).
- Develop marketing strategies and initiatives, and conduct outreach activities promoting research collaboration and data sharing programs of the HS/HSL.
- Participate in the development and growth of the UMB Data Catalog by establishing a systematic approach for locating UMB researchers' data and creating dataset records associated with UMB-related scholarly publications.
- Engage actively in committees within the HS/HSL, the University, and professional organizations.
- Pursue research and professional development activities.

**Position: Multiple Openings**
Location: Enoch Pratt Free Library, Baltimore, MD
Originally posted on the Maryland Library Association listserv.

The Enoch Pratt Free Library has some great opportunities to become a part of our team! You can see more by visiting our website and viewing our jobs page or clicking the link below.

**Pratt Library Jobs Page**

**Position: Assistant Director**
Location: Worcester County Library, Snow Hill, MD
Salary: $65,000 – $75,000
Originally posted on the Maryland Library Association listserv.

This is a senior management position and considered essential personnel. Responsible for assisting the Library Director in the planning, organization, supervision, development and administration of all library services, personnel, operations and programs. Assumes the duties of the Library Director in his/her absence. Assists in personnel selection. Directly supervises and schedules training for all personnel. Assists Director in evaluation and assessment of overall departmental functions and in the implementation of new service objectives and programs. Responsible for conveying and carrying out of the Library’s Mission and Vision Statements. Responsible for the supervision and evaluation of the Adult Program Manager, Youth Services Manager, and Technical Services Manager. This position may include temporary or substitute work at different branch libraries. Related work as required.

**Position: Public Services Librarian**
Location: Calvert Library, Prince Frederick, Maryland
Salary: $37,255 – $42,679
Originally posted on the Maryland Library Association listserv.

We seek an enthusiastic, technology loving, and youth-focused individual who works well in a team environment to join our Children’s Department! Calvert Library is an organization that
values lifelong learning, curiosity, building connections, and teamwork. Excellent customer
service is a core operating principle.

If you embody Calvert Library's values and are passionate about the power of public libraries
to transform communities, consider joining Calvert Library as a full-time Public Services Librarian.

Interested candidates should complete an application online by August 5, 2019
at calvertlibrary.appone.com. Interviews will be held Friday, August 9, 2019.

At Calvert Library, staff have the opportunity to empower individuals by facilitating lifelong
learning and to strengthen the community by encouraging connections to fellow community
members and the world. Calvert Library circulates over a million items and provides
exceptional customer service at its 4 locations, and via 2 mobile library vehicles. We have an
extensive network of community partners including Calvert County Public Schools.

**Position: Librarian, Instruction, & Outreach**
Location: Stevenson University, Owings Mills, MD
Originally posted on the Maryland Library Association listserv.

The Librarian, Instruction & Outreach, serves as the library's subject specialist and liaison for
several departments and programs at the university. In this role, the Librarian collaborates
with faculty to build collections to support department needs; designs, teaches and delivers in-
class information literacy instruction and creates tutorials and other tools to support learning.
The Librarian will develop and lead library programs, activities and projects related to student
engagement, library orientation for freshmen, as well as connect the library with campus-wide
initiatives focused on student success, academic support and retention. The position has faculty
status and voting rights in the faculty governance structure.

**Four Positions: Washington, DC**

*Posted on July 17, 2019 by LLAM News*

**Position: Research Analyst**
Location: Eversheds Sutherland, Washington, DC
Originally posted on LLSDC Job Listings.

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

The Research Analyst will work with the Firm under the direction of the Director of Research
Services to provide firm-wide research support, insight and guidance using the various
electronic and print research resources available.

Responsibilities and Duties:
• Trains attorneys and staff on research resources to enhance insight, access to knowledge and efficiency.
• Participates in New Employee Orientation to acquaint new hires on the Research Department's role, value to clients and research capabilities.
• Advises on best use of resources for a particular practice or individual needs, efficiency and cost effectiveness.
• Provides proactive research assistance and analysis to Firm departments and practice groups.
• Escalates any needs for additional research capability to the Director of Research Services to assess potential new resources for the firm.
• Advises on best use of resources and appropriate deliverables and outcomes for a particular practice group, administrative department, project or business need.
• Develops a deep understanding of all research tools in order to effectively match client needs with available resources.
• Maintains meaningful research statistics and reports on the value of outcomes and deliverables.
• Keeps meaningful time records, recovering costs where appropriate and contributing to billing.
• Additional duties and responsibilities as requested by the Director of Research Services.

**Position: Research Analyst**
Location: Hogan Lovells, Washington, DC
Full vacancy announcement available on [AALL Career Center](#).

Knowledge plays a vital role at Hogan Lovells. The strategic purpose of the Knowledge team is to ensure that all those involved in delivering legal advice to clients have access to the knowledge and information required to deliver a technically excellent, efficient service; to devise new and innovative ways of sharing that knowledge with clients as part of client relationship management; to input knowledge into the firm's continuous process improvement initiatives around legal service delivery; and to ensure that the firm is harnessing new technology to support those objectives. The Research Services team forms part of the Knowledge function. The team supports the firm’s excellence in service delivery and quality, and continues to support the efficiency and effectiveness of our lawyers. The team are always abreast of the latest legal and business news and their experience enables them to add valuable commercial context to research requests. The Research Analyst reports to the Senior Research Services Manager based in Washington DC.

• Provide high quality substantive research and reference assistance to attorneys using a range of legal, business and news online and print resources.
• Submit daily timekeeping reports with reference to client, business development and other administrative matters.
• Meet or exceed billable hour requirements as established annually.
• Act as a practice research liaison for one or more practice groups. Work closely with Knowledge Lawyers where applicable to provide orientations and training, promote and raise awareness of research tools and services.
• Develop and maintain knowledge of the available resources online and in print. Stay aware of new products in the research space, working to advance the firm’s innovation in the use of AI legal research tools.
• Deliver research skills, orientation and database training as required to lawyers and business services teams.
• Maintain research guides across subject areas to support attorneys and publicize research tools.
• Share knowledge and learning with colleagues in the US and global team and within internal knowledge solutions such as team wikis and knowledge databases.
• Participate and promote current awareness provision for attorneys and business services as required; utilize team resources to identify and deliver alerting solutions.
• Participate in the identification and review, trial/pilot, training and marketing of research products to lawyers;
• Develop and maintain relationships with lawyers and business services members at all levels of the business to promote the Research Services team.
• All members of the firm are expected to participate in our Global Citizenship program.
• And other duties as assigned.

Position: Supervisory Librarian (Law)
Location: Public Services Division, Global Legal Research Directorate, Law Library, Library of Congress, Washington, DC
Salary: $137,849 to $166,500 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Public Services Division, Global Legal Research Directorate, Law Library. The incumbent serves as the Supervisor of the Public Services Division of the Law Library of Congress and is responsible for the daily operations of the Law Library Reading Room. The incumbent serves under the administrative supervision of the Director of the Global Legal Research Directorate.

Responsibilities
The incumbent works highly independently, exercising considerable judgment and carries out duties and responsibilities in accordance with broad overall guidelines and policies.

Performs the administrative and human resource management functions related to the staff supervised. Establishes guidelines and performance expectations for staff, which are clearly communicated through the formal employee performance management system. Observes workers’ performance; demonstrates and completes work performance critiques. Provides informal feedback and periodically evaluates employee performance. Resolves informal complaints and grievances. Prepares work improvement plans, recommending personnel actions as needed. Provides advice and counsel to workers related to work and administrative matters. Effects disciplinary measures as appropriate to the authority delegated in this area. Reviews and approves or disapproves leave requests.

Responsible for advancing the objectives of equal employment opportunity (EEO) by taking positive steps to adhere to nondiscriminatory employment practices in regard to race, color, religion, sex, national origin, age, or disability. Initiates nondiscriminatory practices for the area under his/her supervision in the following: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment of all; (3) encouragement and
(4) career development of employees; and (5) full utilization of their skills.

Reviews section’s services to ensure they meet professional standards and policy guidelines and are responsive to the needs of Law Library’s constituencies. Communicates LLC-wide strategic goals and priorities to employees within the section. Oversees the implementation and communication of policies, procedures, standards, and guidelines to staff. Provides ongoing consultation, guidance and advice to staff to ensure that staff focus on and provide appropriate services that best meet the needs of Law Library’s clients. Maintains the currency, comprehensiveness, and integrity of legal information resources by identifying, assessing, and organizing materials used and anticipated to be needed by the Public Services Division. Monitors the size, location, condition and security of the Reading Room collections. In the context of Law Library’s needs, works with the Collection Services Division to set priorities and policies for acquisition, storage and exchange of materials and disposal of excess assets.

Assignments consist of a broad range of information activities or require substantial depth of analysis, and typically require resolving problems in information access and dissemination in particularly difficult and responsible circumstances. Reviews and analyzes significant issues in information research and dissemination. Renders services to Members of Congress and their staffs, and officials inside and outside the Library of Congress and other Law Library constituents. Conducts research and analysis in topics in field of expertise, providing authoritative and definitive results. Provides in-depth analysis on complex questions, requirements, and priorities.

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 Law 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.

Organizes, develops, and implements plans for specific projects. Directs and shapes the character and overall nature of projects. Oversees project from conception through development, production, and guidance to subordinate supervisors. Participates in planning work, including formulating goals and objectives, and identifying opportunities for improvements in methods and procedures. Manages a variety of functions simultaneously and with flexibility to work under competing demands and deadlines. Serves on committees and other groups involved in investigating new technologies and their possible application to library programs. Develops statements of work, deliverable and timelines for contractors, constituents and other non-employee-generated work.

The position description number for this position is 257078.

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.

**Position: Digitization Manager**  
**Location:** Internet Archive, Washington, DC  
Full vacancy announcement available on ALA Joblist.  
The Digitization Manager manages the business and staffing of two professional, high-quality scanning centers in the DC area. The Manager also works with a remote team of developers on deploying new scanning technologies internationally. The perfect candidate is someone with a lot of energy, a positive attitude, is mission-driven, has a passion for making information available, has an ability to work under pressure, and has experience working with and/or within the Federal government.

Eight Positions: Maryland

**Position: Supervisory Librarian**  
**Location:** National Agricultural Library, Beltsville, MD  
**Salary:** $137,849 to $166,500 per year  
Full vacancy announcement available on USAJOBS.

**Summary**  
This position is located at the National Agricultural Library in Beltsville, MD. The Supervisory Librarian serves as the Associate Director (AD) for the Data Production Division, providing administrative and management oversight for 3 branches. The AD develops and implements industry standards and leads efforts to infuse innovation into division functions – ranging from automation to artificial intelligence and natural language processing – to improve customer satisfaction and quality assurance.

**Responsibilities**

- Participates in strategic planning and establishes policies, programs, plans and budgets for the National Agricultural Library (NAL), serving as a member of the executive leadership team
- Collaborates with experts and key officials from government, academic institutions, private research foundations, and scientific organizations to create and manage agricultural and information sciences programs
- Oversees the acquisition and processing of materials in agriculture and related disciplines, the creation of bibliographic metadata, the production and development of NAL’s Catalog Database and Thesaurus, and the digitization of physical collections
- Reviews and evaluates program operations and budget accountability to ensure goals and objectives are being met; plans, schedules and sets priorities for the Division
- Serves as both a first and second level supervisor of staff, responsible for filling vacancies, delegating tasks, providing training, evaluating performance, and motivating and guiding employees

**Position: Discovery, Access and Collections Librarian**  
Location: Washington Research Library Consortium, Bowie, MD  
Full vacancy announcement available on ALA Joblist.  
SUMMARY: The Washington Research Library Consortium (WRLC) is a collaborative partnership with nine universities (American University, The Catholic University of America, Gallaudet University, George Mason University, The George Washington University, Georgetown University, Howard University, Marymount University, and The University of the District of Columbia) providing innovative and cost-effective access to shared information resources, services and expertise.

The Discovery, Access and Collections Librarian plays a key role in achieving the WRLC’s vision and mission by advancing user discovery, enabling access to and fulfillment of the consortium’s shared collections and supporting the creation of coordinated collections. This position identifies and collaborates in implementing strategies and technologies that enhance discovery, access and fulfillment using a variety of platforms, most notably WRLC’s shared Alma and Primo VE environment. This position works in partnership with library and WRLC staff to improve the efficiency and effectiveness of discovery, fulfillment and resource sharing workflows, including for the WRLC’s Shared Collections Facility, a high-density storage facility. The Discovery, Access and Collections Librarian reports to the Director of Library and User Services.

The WRLC is an Equal Opportunity/Affirmative Action employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. The WRLC offers a competitive benefits package. Visit [http://www.wrlc.org/benefits](http://www.wrlc.org/benefits) for additional details. Applicants must send a cover letter, resume, and contact information for three (3) professional references to personnel@wrlc.org. Applications received by Friday, August 16 will receive first consideration. Visit [http://www.wrlc.org/employment](http://www.wrlc.org/employment) for positions available and employment information. The full position description will be found at: [https://www.wrlc.org/employment/discovery-access-collections-librarian](https://www.wrlc.org/employment/discovery-access-collections-librarian). An offer of employment is contingent on a satisfactory pre-employment background screening.

**Position: Digital Asset Manager**  
Location: National Museum of Women in the Arts  
Salary: $40,000-42,000  
Full vacancy announcement is available on the CUA SLIS blog.

The Digital Asset Manager works as part of the project team responsible for the administration of NMWA’s digital asset management system (DAMS). The Digital Asset Manager assists the library director in creating policies and procedures, workflows, and user guides to use with the DAMS and future digitization projects. This individual is also responsible for reviewing and organizing all images on the network drives, adding appropriate metadata, and beginning the process of digitizing items and preparing selected items for public access. This is a four-year contract position.
**Position: Part-Time Substitute Librarian**  
Location: NIH Patient Library, Bethesda, MD  
Originally posted on the Maryland Library Association listserv.

Contract management firm seeks part-time substitute librarian, on an as-needed, on-call basis, for weekday shifts at Patient Library, NIH, Bethesda Campus. Schedule is primarily 10:30 AM to 3:30 PM, with some flexibility, working under the supervision of an experienced patient librarian. Duties include staffing circulation/information desk; responding to patient and caregiver inquiries with utmost courtesy, updating patron database on Follett library software, and performing other duties as assigned.

Required qualifications include an MLS degree from an accredited program, excellent customer service, communication and interpersonal skills, strong public service orientation and an optimistic, caring and kind disposition. Individual must be current on all immunizations and provide results of a recent Tuberculin skin test before hire. Applicant must also be able to pass a government background check. Spanish language skills are helpful. EOE. Send resumes and cover letter by August 15th to Marie Kaplan, Librarian, NIH Patient Library, by email, mkaplan@cc.nih.gov. No phone calls please.

**Position: Community Branch Manager I**  
Location: Deale Community Library, Anne Arundel County Public Library  
Salary: $63,090 – $111,341  
Originally posted on the Maryland Library Association listserv.

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.

**Position: School Library Experiential Learning Coordinator**  
Location: University of Maryland, Baltimore  
Salary: $12,000/year, .20 full-time appointment  
Originally posted on the Maryland Library Association listserv.

The Certificate in School Librarianship (CSL) is an 8-course, 18-month, online program which qualifies graduates to be certified as school librarians/library media specialists in the District of Columbia, Maryland and Virginia, as well as other states with comparable requirements. Students enter with a masters degree and at least one year of experience in schools and complete the program in small cohorts of 8 to 20.
The program seeks a School Library Experiential Learning Coordinator, who will work with the Faculty Director of the CSL and School Library specialization within the Masters of Library and Information Science. This position also reports indirectly to the Director of Academic Programs and participates as part of the iSchool Academic Programs Team. The position is approximately an 8 hour/week commitment and provides critical support to school library media students in their final stages of program completion. The position is a 9.5 month professional track faculty appointment, issued year by year.

Administrative Maintenance of School Library Internship Program 10%

- Contact appropriate school district administrators to arrange internship placements and to manage relationships with internship site personnel
- Maintain regular communication between Faculty Director, school district administrators, building-level internship supervisors, and student interns
- Work with other UMD staff members, including burgeoning iConsultancy group, to ensure high quality experiential learning content for CSL students

Assessment of School Library Intern Performance 10%

- Critically observe students at internship sites
- Deliver verbal and written feedback to student interns on their performances at their internship sites
- Teach an online course in which students complete assignments related to their school library internships

Minimum Qualifications

- Bachelors degree
- Excellent oral, written, interpersonal and time management skills
- Ability to function in a team-oriented environment
- Prior experience delivering information/instruction via an online learning management system (i.e. Canvas, Blackboard)
- Ability to travel to sites within a 50-mile radius of College Park
- Professional or academic experience related to school libraries

Preferred Qualifications

- Masters degree in Education or Library and Information Science
- Three years experience as a classroom teacher or school librarian in a K-12 public or private school setting
- Professional experience supervising student interns
- Ability to attend Academic Programs Team meetings each week, on campus or by Skype, Wednesdays at 11am
- Flexibility to attend iConsultancy meetings, scheduled intermittently on campus

Salary: $12,000/year, .20 full-time appointment

To apply, please send resume/CV and cover letter to Kate Izsak at kworboys@umd.edu. Please include position title in the subject line of the email.
**Position: Circulation Assistant**  
Location: St. John's College, Annapolis, MD  
Salary: $37,829.49  
Originally posted on the Maryland Library Association listserv.

Purpose: The Circulation Assistant works independently and as a team member to provide high-level customer service in a small academic library setting; shows good judgment in keeping full-time staff informed of developments outside regular routines; represents the College in a professional manner, respects patron confidentiality and privacy, adheres to the current ALA Code of Ethics; and 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).

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position: Library Associate I**  
Location: Abingdon Branch, Harford County Public Library  
Originally posted on the Maryland Library Association listserv.

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

**Three Positions: Washington, DC**

Posted on July 9, 2019 by LLAM News

**Position: Library Technician**  
Location: Preservation Directorate of Library Services, Library of Congress, Washington, DC  
Salary: $37,955 to $49,338 per year  
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).

Responsibilities

The incumbent houses collections-level materials by hand using protective enclosures such as folders, envelopes, sleeves, 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. Repairs performed include mid to upper level repairs, but are not limited to new spines, re-cases and new cases.

Equipment used may include board shears, guillotine cutter, book presses, computers, mounting press, 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.

**Position:** Librarian  
**Location:** U.S. Department of State, Washington, DC  
**Salary:** $99,172 to $128,920 per year  
**Full vacancy announcement available on** [USAJOBS](https://www.usajobs.gov).

**Summary**  
This position is located in the Information Services Branch, Ralph J. Bunche Library Division, Office of Information Programs and Services, DAS for Global Information Services, Bureau of Administration (A/GIS/IPS/LIBR/IS), in the U.S. Department of State (DOS). Serves as the official liaison from the Department’s Library to the Office of the Legal Advisor in providing legal research services for legal practitioners throughout DOS.

**Responsibilities**

- Acts as the Library’s recognized authority for legal research and as a senior liaison to the Office of the Legal Advisor.
- Solves highly complex research problems by conducting extensive searches that involve the use of primary and secondary sources and complex searches in online legal databases.
- Assesses training requirements for employees in the Office of the Legal Advisor, the Library and other legal researchers in the Department, and develops and delivers a comprehensive training program.
• Develops marketing and outreach materials designed to increase the use of Library resources, with emphasis on the effective utilization of its legal resources.
• Monitor trends and developments in the legal field, utilizing expert knowledge of legal research and DOS’ Bureau, Office and overseas posts legal requirements, in order to oversee development of a specialized collection in the Library.

Position: Librarian (Law)
Location: Office of the Secretary of Interior, Washington, DC
Salary: $83,398 to $108,422 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is part of the Office of Facilities and Administrative Services, Office of the Secretary of Interior. The incumbent will be responsible for overseeing and maintaining the Library's legal and legislative collection (inventorying existing collection, requesting new editions and updates, etc.) to ensure that the most current information is available.

Responsibilities

• Oversees and maintains the Library's legal and legislative collection (inventorying existing collection, requesting new editions and updates, etc.) to ensure that the most current information is available.
• Keeps abreast of the Interior Department's legal and legislative initiatives to ensure that the Library's law collection and services meet agency needs.
• Evaluates and selects new materials to be acquired for the Library's collection, based on special knowledge of legal focus of the Department and its bureaus, agencies, and offices.
• Serves as the legal and legislative research liaison for the Interior Department's Solicitor's Office meeting the reference needs of attorneys, paralegals, and other Solicitor's office staff.
• Produces and distributes to Departmental staff the Library's bimonthly “Law Update”, highlighting major law review articles, federal and state court cases, and Presidential documents.
• Teaches training courses for Library patrons to assist them on the use of the Library's legal and legislative print and electronic collections.
• Participates in the regularly scheduled staffing of the Library’s Reference Desk, answering patron questions and requests from Interior Department staff, federal agency employees, and the general public.
• Plans and sets up new exhibits highlighting the Department of the Interior and materials in the Library collection in the Library's front entrance display cases.

Five Positions: Maryland
Posted on July 9, 2019 by LLAM News
Position: Collections Assistant
Location: Loyola Notre Dame Library, Baltimore, MD
Originally posted on the Maryland Library Association listserv.
The Loyola Notre Dame Library (LNDL) seeks a collaborative and organized self-starter to join the Collections and Access Services Department which includes Acquisitions and Cataloging. Duties include purchasing, receiving, and cataloging library materials along with coordinating projects. This position requires excellent communication and collaboration across library units to make material available and discoverable in support of our patrons’ teaching, learning, and research needs. The successful candidate will report to the Acquisitions and Resource Management Librarian.

Position Responsibilities:

- Places, records, and tracks orders of material in integrated library management system;
- Manages print journal and book series subscriptions;
- Receives and pays invoices, conducting regular reconciliation tasks to ensure record accuracy;
- Manages receipt of library content purchases and transfers to other units for processing;
- Performs copy cataloging as assigned;
- Participates in gathering usage statistics and performing data analysis;
- Coordinates unit projects for timely and accurate completion, including but not limited to:
  - Transition to automated book purchasing service (GOBI);
  - Review, analysis, and cleanup of book series subscriptions; and
  - Journal and book stacks collection refresh;
  - Assists in managing student worker assignments;
- Communicates with vendors to investigate and resolve issues;
- Performs other duties as assigned.

Position: Library Technology Specialist  
Location: Montgomery College, Germantown & Rockville, MD  
Originally posted on the Maryland Library Association listserv.

Job Description Summary
Montgomery College (MC), Office of Library Services located in Germantown & Rockville, MD, has need for two full-time Library Technology Specialist, positions #S03781 & #S03782. These are Grade 21, non-exempt level, bargaining positions. Non-exempt positions are not eligible to work secondary jobs at the College. The normal work schedule is Monday – Friday 8:30 am – 5:00 pm.

Under general supervision/direction, incumbent provides technical, access and navigational support for public computer workstations and related equipment in the Library, assistive technology for students with disabilities, and may provide access services support.

Contacts for this position include students, faculty, staff, OIT, vendors and general public to support learning, coursework and other educational interests.

Job Description
Duties and responsibilities include but are not limited to:
Position: Librarian III, Social Science Librarian for Anthropology, Sociology and Area Studies
Location: Homewood Campus, Sheridan Libraries, Johns Hopkins University, Baltimore, MD
Salary: $59,282-$81,431
Originally posted on the Maryland Library Association listserv.

General Summary/Purpose:

The Social Sciences Librarian supports the research and teaching needs of faculty and students in Anthropology, Sociology, and area studies (i.e., Latin America, Islamic and/or Jewish Studies.) The Social Sciences Librarian develops and maintains high quality outreach to the faculty and students in assigned departments; creates and delivers innovative and effective instructional resources (workshops, class sessions, course pages, research guides) to enhance learning and research skills; provides support for global research and information in assigned subject areas; participates in general and specialized reference services (in-person consultations, phone, email, chat) including some weekend work; and collaborates with other librarians to support identification and use of secondary data sets.

Specific Duties & Responsibilities:

- Analyze trends in assigned departments’ teaching and research programs to stay abreast of scholarship and scholarly communications in the disciplines themselves, and use this knowledge to create and implement services to support these trends.
- Apply pedagogical best practices, including the ACRL Framework, to provide research and information literacy support to students and faculty.
- Collaborate and build partnerships with other liaisons to develop interdisciplinary solutions and create shared practices for integrating distinctive intellectual content and services into the academic environment.
- Be knowledgeable about, and be able to speak to, a wide range of library issues, including scholarly communication, copyright issues, collection space allocation, digital scholarship, the development of new online tools, and the integration of information literacy skills into the curriculum.
- Support quantitative research methods across the social sciences using statistical sources such as the American Community Survey (ACS), Integrated Public Use Microdata Series (IPUMS), Interuniversity Consortium for Political and Social Research (ICPSR), and the Current Population Survey (CPS).

**Position:** Librarian III  
**Location:** Homewood Campus, Sheridan Libraries, Johns Hopkins University, Baltimore, MD  
**Salary:** $58,695 to $80,628  
Originally posted on the Maryland Library Association listserv.

**General Summary/Purpose:**

Reporting to the Assistant Director for Academic Liaison and Special Collections, the librarian for Modern European Languages and Literature actively engages with faculty, students, and staff to develop strong working relationships with the German and Romance Languages and Literature department and the Comparative Thought and Literature department. Librarian III provides proactive research support and innovative instruction by connecting faculty and students with library resources in both the general and special collections. S/he analyzes trends in humanities teaching and research programs, including the growing use of digital humanities tools and practices, to stay abreast of scholarship and scholarly communications and uses this knowledge to create and implement services to support these trends.

**Specific Duties & Responsibilities:**

- Collaborate and build partnerships with other liaisons and special collections curators to develop interdisciplinary solutions and create shared practices for integrating distinctive intellectual content and services into the academic environment.
- Build and manage a distinctive, interdisciplinary, culturally diverse, and responsive research collection in all formats (print, digital, and archival) for both the general and special collections.
- Actively promote the use of these collections through programmatic outreach, awareness, public programs, and instructional activities.
- Research digital humanities technologies and methodologies and promote their role in research and teaching to faculty and students.
- Be knowledgeable about, and be able to speak to, a wide range of issues, including scholarly communication, copyright issues, collection space allocation, digital humanities, the development of new online tools, and the integration of information literacy skills into the curriculum.
• Broaden access to unique and important collections through physical exhibits and digital project initiatives that expose the collections’ unique resources and engage the community at the broadest level.
• Participate proactively on library-wide committees, task forces, and teams.

**Position: Resource Description & Acquisition Supervisor**
Location: Montgomery College, Rockville, MD
Originally posted on the Maryland Library Association listserv.

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**Job Description Summary**
Montgomery College (MC), Office of Library Services located in Rockville, MD, has need for a full-time Resource Description & Acquisitions Supervisor, position #S03129. This is a Grade 23, exempt level, non-bargaining position. The normal work schedule is Monday – Friday 8:30 am – 5:00 pm.

Under supervision and/or direction, responsible for coordinating the day-to-day activities and functions for college-wide acquisitions, cataloging, and processing of print and non-print library assets.

Contacts are with library management and staff, students, vendors, contractors, HRSTM, Office of Procurement staff and Office of Business Services staff.

**Job Description**
Duties and responsibilities include but are not limited to:

• Supervise day-to-day operations of College Library cataloging and classification functions across all campuses.
• Works with the Associate Director to develop and implement policies, procedures and short-term objectives.
• Implement workflow processes and assigns work; prioritizes assignments/projects to ensure deadlines are met.
• Train, develop and evaluate staff.
• Establish performance expectations.
• Ensure compliance with College policies and procedures.
• Advise Associate Director of work priorities and project status.
• Develop and implement procedures for timely and efficient cataloging, and processing of materials by staff.
• Manage bibliographic data in the various library systems.
• Utilize OCLC Connexion to download, set and update bibliographic holdings.
• Keep abreast of cataloging standards and processes in libraries, including AACR2, LCSH, LC Classification, and managing local authority and subjects records.
• Collaborate with the Library management team and staff on workflow processes and issues, and ensure completion of tasks, projects and initiatives.
• Manage quality control of integrated library system database.
• Manage automated import files within the library systems, including batched Marc loads, and EOD (embedded order data) and EDI (electronic data interchange) loads.
- Supervise day-to-day Library acquisition functions/activities.
- Manage vendor relations; negotiates invoicing and payment.
- Provide day-to-day oversight of acquisition budgets.
- Oversee supplies, furniture, and equipment requirements.
- Performs other duties as assigned

Five Positions: Washington DC & Virginia

Posted on July 2, 2019 by LLAM News

**Position:** Reference/Business & Finance Librarian

Location: George Washington University Law School, Jacob Burns Law Library, Washington, DC

Originally posted on LLSDC Job Listings.

The George Washington University Law School, Jacob Burns Law Library, located in Washington, DC, seeks a qualified librarian for its reference/business & finance librarian position to begin as early as September 3, 2019. The librarian in this position will provide research and reference services to members of the GW Law community and other library patrons.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Provides research and reference services to members of the GW Law community and other library patrons;

- Performs regular reference desk duties and provides backup reference desk assistance (including weekends and/or evenings), as needed;

- Assists patrons in locating and using a variety of print and online information resources;

- Participates in liaison services, which includes providing research support to faculty, students, and staff of the GW Law Business and Finance Law Program and other Law School organizations; alerting liaison faculty to current developments in areas of interest through selective dissemination of information; and assisting students participating in co-curricular activities;

- Prepares and delivers research lectures for law students and other groups;

- Drafts, revises, and contributes to print and online research guides, bibliographies, and other specialized finding aids and publications;

- Maintains expertise in both general law and domestic business and finance law research techniques and resources through attendance at professional conferences, continuing legal education programs, and independent study;
-Participates in collection development activities relating to domestic business and finance law, which includes selecting new materials, monitoring acquisitions budget and expenditures, reviewing gifts, and periodically reviewing the collection for currency, withdrawal, or relocation of materials;

-Plans and mounts library exhibits;

-Conducts library orientations and tours as necessary; and

-Performs other duties as assigned by the head of reference.

**Position: Library Technician**

**Location:** Collections Services Section of the Asian Division, Collection and Services Directorate, Library of Congress, Washington, DC

**Salary:** $37,955 to $49,338 per year

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

**Responsibilities**

Following extensive library rules, procedures, and operations, maintains the collections. Received training in shelving materials using multiple systems of classifications and local shelf arrangement. Based on this knowledge, systematically reads designated shelves to ensure that items are properly arranged. Arranges, sorts, and re-shelves materials returned to the stacks according to shelflist order. Continually shelfreads in assigned areas to ensure that each item is in proper shelflist order. Rearranges and shifts items under supervisory guidance and in accordance with available space.

Identifies and removes items suspected of containing errors in labeling and/or cataloging and forwards items for appropriate correction. Learns how to follow routine retention/discard procedures.

Following extensive library rules, procedures, and operations, retrieves materials in the collections. Applies judgement in retrieving materials. Receives call slips indicating call number, author, title, volume, etc., of materials requested by readers or staff. Draws upon knowledge of the LC classification system to understand its peculiarities especially in the areas covered by the Asian Division. Understand the meaning of different shelf markers, and be able to locate materials which may have special requirements such as being in a foreign language or format. Checks title, author, call number, etc. against call slip. Inserts call slip in the book and other routing slips as required, and dispatches the requested materials. When information is incomplete or inaccurate, seeks assistance and verifies the call number, edition and other indicia in order to locate the requested item.

Performs interlibrary loan functions by searching guides and shelves for material going out on loan. Examines condition of materials returned and re-shelves material appropriately.
Serves at the reference desk in reading room, accepting call slips from readers. Reviews call slips for accuracy and completion. Learns to identify material housed in other custodial locations or off site facilities. Delivers materials or status reports to the requester's desk in the Asian Reading Room.

Assists the library clientele in the use of library resources by locating materials; showing users how to find items in the public access catalog, periodical index, electronic storage files, and other finding aids. Learns to answer a wide range of ready reference questions. Uses knowledge of publication formats in foreign languages and of Romanization tables to perform duties involving several major Asian languages, such as serials check-in or locating requested material for loan to other libraries.

Following extensive library rules, procedures, and operations, processes library collections. Distinguishes the type of material, and separates and properly distributes all types of library collection items for processing. Completes appropriate forms for accessioning, recording, and statistical reports. Uses large bibliographic databases. Receives and sorts materials into bound and unbound categories. Checks in materials. Prepares materials for digital conversion or binding. Attaches call numbers.

Learns proper method of handling books, paper, photographs, CDs, microfilms and microfiches, or moving image materials in order to track and apply appropriate labels, barcode labels, security devices, bookplates, and/or property stamps across the Library. Learns to create updates and edits bibliographic records within the Integrated Library Systems.

Determines and performs basic rehousing of the Library’s collection materials. Follows the standard procedures to route materials for repair, housing, binding, or reformatting. Works in cooperation with supervisors and other specialists to ensure that collections are properly prepared for treatment, transport, and disposition. Performs preliminary routines needed to identify and refer materials ready for binding; this includes being able to sort materials in a variety of formats and languages.

Preservation of Library materials requires some physical exertion such as pushing and pulling materials ready for binding from one area to another.

**Position:** Librarian  
**Location:** United States Fleet Forces Command  
**Salary:** $69,581 to $108,422 per year  
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov/).  
**Summary**  
You will serve as a Librarian in the Office of the Deputy Superintendent, Office of the Superintendent of NAVOBSERV.

**Responsibilities**
You will assist in directing library services to include administration, policies, facilities, hours of operation and budget.

You will provide guidance for reference services using electronic databases, technical literature, bibliographies in the subject field.

You will analyze astronomical research requirements using an on-line astronomical literature database.

You will participate in and contribute to local library organizations, specialized committees and other societies.

**Position: Reference and Faculty Services Librarian**

**Location:** George Mason Law Library at Scalia Law School, Arlington, VA

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

**Responsibilities:**

This position reports to the Associate Director of the Law Library. 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 alumni. Responsibilities include reference and research services, law student instruction, management of the faculty liaison program, and other duties as assigned.

**Duties:**

- Provide general reference services by e-mail, telephone, and in-person to students, faculty, staff, and alumni. Prepare instructions and research guides (both online and print) to support instruction and reference services;
- Oversee and coordinate liaison services to faculty, adjunct faculty and law reviews.
- 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 a 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, as needed. Make other updates as requested;
- Assist with other liaison responsibilities as needed;
- Serve as coordinator of the law school’s working paper series on the Social Science Research Network and HeinOnline Author Profiles. 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; 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;
• 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, adjuncts, and staff. Oversee and monitor password lists for those categories of users in Westlaw, Lexis and Bloomberg Law to keep them current;
• Coordinate with GMU paralegal class instructors to provide appropriate library services and tours, as needed;
• 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.

Position: **Associate Director**
Location: George Mason Law Library at Scalia Law School, Arlington, VA
Full vacancy announcement available on [AALL Career Center](https://www.aallnet.org/careers).

**Duties:**

1. Train, supervise, and evaluate all public services personnel, which includes the Reference Librarian, the Research Services Librarian, the Reference & Outreach Librarian, the Reference & Faculty Services Librarian, the Research Services Specialist, the Circulation Manager, and part-time wages and student circulation assistants.

2. Train, supervise, and evaluate the library Administrative Assistant.

3. Oversee day-to-day operations of library public services, including circulation, reference, inter-library loan, collection maintenance, and instructional services. Coordinate departmental projects and initiatives.

4. Serve on the Collection Development Committee with other professional librarians to evaluate, update, and implement collection development policies, and identify titles for selection, cancellation, and weeding.

5. Provide direct liaison support to law school faculty, including assistance in the use of print an electronic resources, preparation of bibliographies, and facilitation of inter-library and document delivery.

6. Teach legal research as part of the two-year LRWA program, including instruction in both print and electronic resources. Participate in other bibliographic instruction classes including substantive law classes, orientation, and library tours. Participate in LexisNexis, Westlaw, and Bloomberg Law training.
7. Serve as Human Resources Liaison for the law library. Coordinate recruitment and orientation of all new classified staff and administrative faculty through eWork. Approve all wage and work-study hiring in Banner HR.

8. Coordinate all public services statistics for reporting purposes to accrediting organizations.


10. Oversee all facilities and housekeeping issues.

11. Participate in professional development activities, library committees, law school, and university activities.

12. Other duties as assigned.

Four Positions: Maryland

Position: Executive Director
Location: Washington County Free Library, Hagerstown, MD
Full vacancy announcement available on ALA Joblist.
Washington County Free Library (WCFL) seeks a progressive and dynamic leader with vision and proven collaborative management experience to take executive-level responsibility for an innovative public library system centered in a diverse urban core but also servicing both small town and rural communities.

WCFL provides library services to a population of 150,000 through seven branches and a bookmobile. The Central Library is open seven days a week, with the remaining branches open various hours. WCFL has 61 FTE staff and an FY 2019 budget of 4.9 million. The system has 87,167 card holders and circulated 1,012,039 items in FY 2018. As the designated state regional library for Western Maryland, WCFL oversees service enhancements to all three public library systems serving the three counties located in Western Maryland.

Salary is negotiable from $105,000, based on education and experience; excellent benefits package.

MINIMUM QUALIFICATIONS: Qualified candidates must have a Master's Degree in Library Science and must be eligible to obtain a Maryland Public Library Director certificate. Additional formal coursework in public administration/management is desirable. A minimum of ten years of public library experience with at least five years in a managerial/administrative capacity is preferred.
ESSENTIAL QUALIFICATIONS: Demonstrated library leadership and management achievements including finance and budget management; experience working with a policy-making board and elected officials; the ability to support and promote organizational values including innovation, trust, staff participation and team management; the ability to maintain a safe and secure library environment for staff and customers; the ability to work collaboratively with stakeholders and public officials; is forward-thinking and has a positive track record in forecasting, strategically directing and implementing change; and, a broad knowledge of current library practice and information technology.

Applications received by August 1, 2019 will receive first consideration; however, recruitment is open until filled. Inquiries are welcome. Please call Frances Lockley, Human Relations at 301-739-3250 ext. 162 or flockley@washcolibrary.org.

Full-time applicants must submit a completed application for employment, cover letter, and resume.

Position: Head, Resource Sharing & Reserves (Librarian (Open Rank))
Location: University of Maryland, College Park, MD
Full vacancy announcement available on ALA Joblist.
The Head of Resource Sharing and Reserves’ primary area of responsibility is for vision, planning, and oversight of the Resource Sharing and Reserves unit. As such, the librarian works with the unit staff to set lending, borrowing, and reserves policies; establishes and continually refines workflows and procedures; pursues greater system automation and interoperability; hires, trains, supervises, evaluates, and mentors staff; manages budgets for interlibrary loan, copyright, and student labor and assistance (L&A); and upholds resource sharing agreements with strategic partners. The librarian evaluates and promotes interlibrary loan and reserves services and develops new services as needed. In addition, the librarian works with the USRS department director, other USRS unit managers, and branch library supervisors to enhance cooperation and provide user services that are intuitive, seamless, and accessible.

The Head of Resource Sharing and Reserves is an active member of the Public Services Division (PSD), contributing to divisional initiatives and leading specific projects in collaboration with other PSD units (e.g., Research and Learning Services) and with other units in the Libraries (e.g., Digital Systems and Stewardship (DSS), Collections Strategies and Services (CSS)). The librarian will also collaborate with university and external partners, such as the campus Division of Information Technology (DivIT), User Services Advisory Group (USAG) of the University System of Maryland and Affiliated Institutions (USMAI), and the Big Ten Academic Alliance (BTAA) Interlibrary Loan Coordinators.

Position: Preservation Librarian
Location: University of Maryland, College Park, MD
Full vacancy announcement available on ALA Joblist.
The University of Maryland Libraries Preservation Department is responsible for the care and conservation of the Libraries general and special collections across formats. It binds, repairs, replaces, and reformats general collections material, and conserves special collections. Preservation also manages the Libraries disaster response and recovery efforts, monitors special collections environments and initiates corrective action, and prepares special collections materials for digitization. The incumbent librarian will act as the department’s
Registrar and will be responsible for managing the department’s conservation lab. S/he will develop policies and procedures in her/his area of responsibility, and will participate in overall department management; will participate in planning, establishing, and achieving department goals and objective; may take a leadership role in a variety of projects; and perform simple to moderately complex treatments of collections. S/he works closely with faculty and staff throughout the library at all levels in support of the collection and its preservation, and participates in committees and group activities in the department, the division, the Libraries, and the University.

Position: **Multiple Positions**  
Location: Wicomico Public Libraries, Wicomico County, MD  
Originally posted on the Maryland Library Association listserv.

Wicomico Public Libraries are seeking to fill the following positions: Branch Assistant; Circulation Manager; Events & Development Manager; and STEAM Instructor – Part Time. The application and job announcements can be found here.

Position: **Senior Researcher**  
Location: White & Case, Washington DC  
Originally posted on LLSDC Job Listings.

**Position Summary**
The Senior Researcher in our Washington DC office is part of a global Knowledge team and provides substantive research and insight for client work and business development efforts. Specialized knowledge and research expertise to support the Washington office practices, including in the areas of Corporate, Intellectual Property, Litigation, M&A. The Senior Researcher provides strategic research related to markets, industries, and competitors. Coordinates and conducts attorney training on research tools and methodology, as well as participating in broader department strategic initiatives. As part of a centralized global research team, the Senior Researcher in Washington collaborates with colleagues to provide research across White & Case offices. The Senior Researcher leads project teams, train and mentor colleagues, and triage requests as needed.

Position: **Library Assistant**  
Location: Miller & Chevalier, Washington, DC  
Originally posted on LLSDC Job Listings.

Reporting to the Director of Library Services, the Library Assistant will conduct domestic and international legal, non-legal, corporate, due diligence, and business development research. The candidate must demonstrate: strong research and technology skills, experience in a law/corporate library setting, ability to assist in developing/maintaining the Library’s technology and print applications, ability to assist Library users to appropriate sources, experience performing Conflicts research, and an understanding of the ethical issues involved.
The Library Assistant is expected to be a positive role model and to perform all responsibilities with a commitment to providing superior service to the firm's clients, attorneys, advisors, and staff, and maintaining an atmosphere of teamwork and continuous improvement.

**Position: Certified Library Professional**  
Location: “Government Customer”, Washington, DC  
Salary:  
Salary: $90,000.00 – $120,000.00  
Full vacancy announcement available on ALA Joblist.  
PacArtic is looking for a Certified Library Professional to support our government customer in the Washington, DC metro area.

We offer competitive compensation and an extraordinary benefits package including health, dental and vision insurance, 401K with company matching, flexible spending accounts, paid holidays, three weeks paid time off, and more.

The Librarian will be providing information retrieval services and perform electronic records searches in support of FOIA and other requests. The purpose of the work is to provide expertise in organizing, accessing, and disseminating legal and policy information in specialized subject areas to meet the needs of the IPS user community. The librarian formulates search strategies to retrieve information from IPS’s databases and collaborative tools (e.g. Boolean.)

Six Positions: Maryland  
Posted on June 27, 2019 by LLAM News  
**Position: Library Technician (Office Automation)**  
Location: Bureau of Naval Personnel, Annapolis, MD  
Salary: $37,955 to $49,338 per year  
Position Closes 6/28/2019  
Full vacancy announcement available on USAJOBS.

Responsibilities:

- You will use library functions to maintain and locate information.
- You will use automated computer systems to ensure proper maintenance of records and files.
- You will perform library functions, services, and practices to explain terminology, content, and the classification scheme for library users.
- You will answer reference or selective reference questions pertaining to specific areas of interest.

**Position: Informationist (Librarian III)**
Specific Duties & Responsibilities:

- Provide dedicated support to assigned public health and clinical departments to support the research life cycle
- Develop, implement and promote educational programming, for in-person and online course-integrated instruction, orientations, and workshops.
- Contribute to the library’s support of expert-level reviews, including systematic reviews by leading effective project consultations and participating in research projects as appropriate.
- Work collaboratively to conduct and present library research based on services, education, and outreach developed in their role.
- Provide direct assistance to users via email, and in-person and virtual consultation
- Work collaboratively and collegially with colleagues to support the library's vision, mission, and strategic priorities
- Serve on library and departmental committees and/or task forces as appropriate.
- Work on additional initiatives dependent on library needs / candidate’s interest and expertise

**Position:** Librarian III Access Services and Electronic Resources Coordinator

Specific duties & responsibilities:

- Leads the development of acquisition policies, procedures, and workflows
- Manages access to collection resources to ensure continuity, viability, and sustainable access
- Coordinates collection development activities in conjunction with the Associate Director
- Manages an annual collections budget for the Welch Library of $4.4 million
- Directs the acquisition and licensing of electronic resources
- Collaborates with other institutional libraries, financial teams, procurement offices, and legal counsel to effectively and efficiently acquire resources
- Team Lead for coordinating access resolution and electronic resources acquisitions
- Establishes effective business relationships with current and prospective publishers, subscription agents, electronic resources vendors, and consortia
- Trains and mentors staff to ensure effective operations and build understanding of evolving practices, trends, and standards
- Interacts regularly with Informationists to assess collections adjustments, cancellations, or additions
- Primary link with the library’s IT group in support of online access for both on-campus and remote access
- Enhance expertise in all aspects of e-resource management through participation in workshops, webinars, professional associations / networks and continued awareness of the scholarly research process
Position: **Library Clerk**  
Location: “Federal Agency Information Center,” Beltsville, MD  
Full vacancy announcement is available on the [CUA SLIS blog](https://example.com).  
Responsibilities:

- Create and maintain spreadsheets supporting collection development activities  
- Search the web, agency’s catalog and bibliographic utilities to identify potential additions to the agency’s collection  
- Update agency’s databases  
- Import/upload materials to the agency’s databases  
- Verify and correct broken URLs for online materials  
- Coordinate and ship donations of the agency’s surplus books to tribal colleges

Position: **Circulation Supervisor**  
Location: Calvert Library Prince Frederick, MD  
Salary: $49,231 to $56,493  
Originally posted on the Maryland Library Association listserv.  

We seek an enthusiastic, open-minded, intrinsically-motivated individual who works well independently and collaboratively to lead our Circulation Department and all staff at the circulation desk in providing excellent customer service to our customers.  
If you embody Calvert Library’s values and are passionate about the power of public libraries to transform communities, consider joining Calvert Library as the full-time Circulation Supervisor of our main library.

At Calvert Library, staff have the opportunity to empower individuals by facilitating lifelong learning and to strengthen the community by encouraging connections to fellow community members and the world. Calvert Library circulates over a million items and provides exceptional customer service at its 4 locations, and via 2 mobile library vehicles. We have an extensive network of community partners including Calvert County Public Schools.

Interested candidates should complete an application online by July 15, 2019 at calvertlibrary.appone.com.

Position: **Assistant Circulation Services Manager**  
Location: Essex Branch, Baltimore County Public Library  
Salary: $34,068-$52,508  
Originally posted on the Maryland Library Association listserv.

Job Summary:

- Under the general direction of the Circulation Services Manager, assists in the overall operations of the Circulation Department in a branch library  
- Participates in the supervision, training, and performance evaluation of circulation staff  
- Assists the Circulation Manager in development and implementation of circulation practices that are aligned with BCPL customer service expectations
Two Positions: Maryland

Position: Librarian (Biomedical)
Location: National Institutes of Health, Montgomery County, MD
Salary: $69,581 to $128,920 per year
Full vacancy announcement available on USAJOBS.
Summary
The National Institutes of Health (NIH) Library is pleased to announce an exciting employment opportunity for an exceptional candidate to serve as an informationist. If you have experience providing information services and instruction in a clinical or research biomedical library setting and want to play a significant role in a dynamic organization, then consider joining the NIH Library team. For more information, visit https://www.nihlibrary.nih.gov/services/informationists.
Responsibilities

- Serves as an expert information advisor and consultant to NIH and HHS customers
- Consults and collaborates with researchers, clinicians and staff to aid them in locating, accessing, identifying, and managing information
- Utilizes a range of biomedical information resources and databases to provide information to researchers, clinicians and staff
- Develops and provides a program of instruction in areas such as the use of analytical tools, scholarly resources, and library resources
- Provides advice and consultation to researchers, clinicians and staff in using library products and services
- Performs outreach across NIH and HHS to understand users’ information needs and markets library services and resources that meet those needs
- Consults with research librarians, researchers, clinicians, and peer groups within and outside NIH and HHS to keep abreast of developments, new methods, and search techniques in the area of specialty, information science and biomedicine

Position: Library Manager II
Location: Catonsville Branch, Baltimore County Public Library
Salary: $70,325-$109,068
Originally posted on the Maryland Library Association listserv.
Job Summary:

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

Job Requirements:

- MLS from and ALA accredited school and comprehensive knowledge of public library operations acquired through five years of progressively responsible work experience in a public library and three years of supervisory experience.
- A commitment to excellent customer service and the ability to work with people of diverse backgrounds.
- Demonstrate effective written and verbal communication skills.
- Experience using various technologies including Polaris, online databases, E-books, and Microsoft applications.
- Ability to establish and maintain respectful relationships with customers, co-workers and community groups.
- Ability to stand at a public service desk for lengthy periods of time and move throughout the branch, the ability to bend, lift up to 50 pounds and push or pull a wheeled cart weighing up to 100 pounds.
- Ability to bend, kneel, crouch and stretch for extended periods of time.
• Ability to handle multiple priorities and emergencies in a fast paced environment.
• Ability to travel throughout the system and work a variety of schedules that include evenings and weekends.
• Must pass a post-offer criminal background screening.

Please Note: This position closes on July 11, 2019.

Three Positions: Washington, DC

Posted on June 12, 2019 by LLAM News

Position: Technical Services/Digital Services Librarian
Location: Venable LLP, Washington, DC
Originally posted on LLSDC Job Listings.
Venable LLP is seeking a Technical/Digital Services Librarian to assist with the management of digital and print library resources firm-wide. This person will be based in our Washington, DC headquarters.

The ideal candidate will be responsible for...

• Ordering and managing print materials for numerous firm libraries
• Coordinating all technical services tasks related to print materials
• Developing and maintaining, digital content, as well as, all elements of the library portal on the firm's intranet
• Cataloguing all new materials added to the firm-wide library collection. Processing books and serials in the library system
• Maintaining and updating procedures/policies manual for circulation and acquisitions

The successful candidate will demonstrate...

• Minimum of three – five years of experience as a digital and technical services librarian
• Technical skills to monitor system integrity of library-based products and prepare reports on system status; Sydney Enterprise experience strongly preferred
• Ability to catalogue all new library materials and manage the maintenance and upkeep of libraries

If you have a can-do attitude and are looking to be part of a highly motivated team of individuals that are naturally ambitious and driven, we’d love to hear from you.

Apply today! https://venable.recruiterbox.com/jobs/fk0j9fr?source

Position: Cataloging Policy Specialist
Location: Library Services, Library of Congress, Washington, DC
Salary: $99,172 to $128,920 per year
Full vacancy announcement available on USAJOBS.
Summary
This position is located in Library Services. The Cataloging Policy Specialist functions at an expert level in applying knowledge of the principles and rules for cataloging and for the development of RDA: Resource Description and Access and/or the Library of Congress subject headings and classification systems.

This is a non-supervisory, bargaining unit position.

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

Responsibilities
Writes and/or edits information on PSD programs, policies, functions, and research as a recognized expert in a subject area and/or a format area. Written products articulate, interpret, and explain the highly complex and important topics of the particular project. Writes reports, analyses, statements, proposals, and operational documents that are analytically sound and logically presented in their first drafts and that accurately reflect LC cataloging policy and procedures.

Serves as an expert in the development of cataloging criteria for cataloging and classifying highly specialized or new and changing fields of knowledge. Participates actively in developing national policies for all major cataloging programs and activities that expand the national bibliographic and authority control structures. Included in this developmental work are contributions to necessary documentation in a systematic effort to promote the national program or activities and disseminate information about the policies formulated for them. Is an authoritative spokesperson on cataloging policies or plans for policies. Organizes and conducts discussions on cataloging matters in meetings with catalogers and supervisors, cataloging division chiefs, and other Library officials. Reviews proposals for changes/additions to basic documents or to the principles on which these documents are based while considering the impact on existing policy and existing records. Advises and guides other experienced catalogers and supervisors. Resolves most technical cataloging problems and advises catalogers and revisers in the application of rules. Through a variety of channels, conducts literature searches to determine appropriate degree of expansion. Interprets present and past cataloging rules.

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.
Organizes, develops, and schedules training projects for a wide variety of subjects. Develops realistic goals for the training session. Develops, prepares, and presents online or classroom instruction that is well-conceived and effective. Designs, develops and provides a wide variety of training tools aimed at a diversified audience with varying levels of sophistication. Develops individualized training plans and training manuals. Provides technical guidance to lower-graded staff. Offers constructive criticism on ways to improve performance, including materials preparation and practices. Prepares well-researched, timely reports and recommendations on polices affecting the training group. Maintains awareness of current advances in training methods. Analyzes trainees’ or cohorts’ comments and questions; then suggests new strategies to accommodate those issues. Provides technical expertise in a specific subject area and/or format.

Organizes, develops, and implements plans for specific projects. Directs and shapes the character and overall nature of projects. Oversees projects from conception through development, production, and introduction to the intended audience. Coordinates the work of others for specific tasks for the completion of product development, marketing projects, public programs, or other events. Participates in planning the work of a unit, including formulating goals and objectives, and identifying opportunities for improvements in methods and procedures. Manages a variety of functions simultaneously and with flexibility to work under competing demands and deadlines. Serves on committees and other groups involved in investigating new technologies and their possible application to library programs.

**Position:** Web Services and Discovery Services Manager  
**Location:** American University, Washington, DC  
**Salary Range:** $70,621.00 – $74,000.00  
Full vacancy announcement available on ALA Joblist.

**Summary/Objective**

The Web Services and Discovery Manager is responsible for the Library’s website and integrated web services, discovery service (Primo VE) and the user experience. The incumbent will implement, customize, and integrate web applications for the Library website. Develop or support applications to optimize discoverability of third-party research content. Develop systematic processes for website usability testing. Works closely with campus partners and stakeholders to ensure that the design, delivery, and operation of web services are optimal and in support of the needs of American University Library. Ensures website is responsive and accessible.

**Required Education and Experience**

- Bachelor's degree or equivalent
- 3-5 years of relevant experience
- 5 years' experience of progressively responsible experience including building or designing solutions for web based technology, working with cross functional teams, participating in project development, and leading progressively complex projects.
- 3 years' experience managing a library discovery service (Primo or Primo VE preferred)
Knowledge of current web innovations, technologies and best practices in web design, and web application security concepts, and web services with HTML, CSS JavaScript, and server side languages.

2 years’ experience utilizing latest web standards and design practices, including HTML5, CSS3, responsive design, and JavaScript libraries (e.g., SQL, jQuery)

Experience developing user-centered applications integrating RESTful API’s

Experience with project lifecycles, source code management, and code reviews

Knowledge of current best practices in user experience and usability, accessibility, and Section 508 compliance

Experience with databases, preferably Oracle and MS SQL Server or similar experience with usability testing

Must possess excellent written and oral communication skills and be able to demonstrate past success working with multiple stakeholders in ways that were both inclusive and data-driven.

Two Positions: Maryland & Virginia

Position: Circulation Manager
Location: Arbutus Branch, Baltimore County Public Library
Salary: $39,190-$60,736

Originally posted on the Maryland Library Association listserv.

Job Summary:

- Takes an active role in recruiting, training, supervising and evaluating circulation staff.
- Accurately assesses staff abilities.
- Develops staff strengths and coaches to improve performance.
- Works in collaboration with the Branch Manager to set performance expectations and customer service goals for circulation staff.
- Mentors, develops and works closely with the Assistant Circulation Manager.
- Works in collaboration with the management team to ensure that high quality customer service is delivered to customers.
- Assists customers at public service desk and resolves complex customer account transactions.
- Works with other in-charge staff to address time-sensitive security and facilities issues.
- Models continuous learning and encourages and supports continuous staff development.
- Generates and submits reports to Fiscal Services, Human Resources and Administrative Offices.
- Assists in monitoring the work of contractual staff.
- Actively supports teamwork and the policies and values of the Baltimore County Public Library.
Perform all essential circulation staff functions as determined by branch and system needs.

Demonstrates BCPL’s Workplace Competencies and proficiency in Core Services.

Job Requirements:

- Graduation from high school or high school equivalency. A college degree is desirable.
- Comprehensive knowledge of public library circulation operations acquired through four years of progressively increasing work responsibilities in a public library environment. One year of supervisory experience is preferred.
- A commitment to excellent customer service and the ability to work with people of diverse backgrounds.
- Substantial experience using an ILS, Polaris experience preferred.
- Ability to stand at a public service desk for lengthy periods of time and move throughout the branch, the ability to bend, lift up to 50 pounds and push or pull a wheeled cart weighing up to 100 pounds.
- Ability to bend, kneel, crouch, and stretch for extended periods of time.
- Ability to establish and maintain respectful relationships with customers, coworkers and community groups.
- Ability to handle multiple priorities, tasks and emergencies in a fast paced environment.
- Demonstrate effective written and verbal communications skills.
- Willingness and ability to travel throughout the system, work a variety of schedules that include evenings and weekends and accept system-wide transfers.
- Must pass post-offer criminal background screening.

Position: Librarian (Acquisition), GS-1410-11/12 (CA-DEU)
Location: Geological Survey, Department of Interior, Reston, VA
Salary: $67,956 to $108,422 per year
Full vacancy announcement available on USAJOBS.

What General Information Do I Need To Know About This Position?

- There is one vacancy that may be filled in either Denver, CO, or Reston, VA; however, this announcement may be used to fill additional vacancies if they become available.

- Open to current or former Federal employees: SAC-2019-0251

**Responsibilities**
As a Librarian (Acquisition) within the Core Science Systems Office, some of your specific duties will include:

- Serve as the subject matter expert and senior librarian for library acquisitions.
- Provide and oversee a wide variety of library activities and services requiring searching beyond readily accessible sources of information.
- Management, coordination, and oversight for daily functions such as claims, cancellations, payments, monitoring of expenses and finances, liaising with vendors to ensure access to serials subscriptions.
- Coordinate serial subscription renewal process. Ensure federal acquisition regulations are identified, understood, and followed in order to complete the requesting and purchasing process.
- Provide technical services supporting the library system, including acquisition of the information from a variety of sources, cataloguing and classification of materials in the library.
- Coordinate and monitor the work of library technicians supporting Acquisitions functions within the Library Program.
- Provide reports on the budget with regard to library service functions, and may provide input for special initiatives.
- The GS-11 level position is identical to the GS-12 level position, except that the incumbent will be under closer supervisory controls in the form of oral and written instructions and review of completed work.

Seven Positions: Washington DC & Northern Virginia

Position: Empirical Research Services Librarian
Location: Georgetown University Law Library, Washington, DC
Originally posted on LLSDC Job Listings.
The Georgetown Law Library seeks an energetic, self-driven Empirical Research Services Librarian who is detail-oriented, committed to quality, and able to adapt to an evolving environment. With a dynamic staff of over 50 people, the Law Library welcomes and encourages initiative. Collaboration across departments is the norm, leadership and growth opportunities abound, and learning never ends.

The Empirical Research Services Librarian, a newly created position within the Law Library, is a member of a diverse reference and research services staff of 15 librarians. Under the direct supervision of the Head of Library Research Services, this position participates in the planning, development, implementation, and administration of the library's research services that support the research needs of the law center, focusing on the individual scholarly and education pursuits of the law faculty and administration. The incumbent's duties include but are not limited to:

Research Services
- Meets requests of faculty or administrators for research support, negotiating completion dates and coordinating project accomplishment by assigning to student employees or completing personally.
• Analyzes and evaluates legal and interdisciplinary materials, synthesizes factual findings, and composes memoranda to faculty to communicate research results.
• Provides empirical research support, including developing research designs, acquiring data sets, and performing statistical analysis.
• Works with department’s document delivery service, troubleshooting problems when they arise, and personally performing document delivery tasks as appropriate.
• Works with other members of the library liaison program to manage completion of research projects received through the liaison program.

Management of Research Services Students
• Along with other departmental librarians, coordinates and oversees team of student research assistants for assistance with projects.
• Provides advanced student assistance with statistical, econometric, or other data.
• Reviews work product and provides constructive feedback on methodologies and strategies.
• Supervises students who may be at the graduate level and would be working with statistical software or programs.
• Upon request, incumbent may supervise other members of the library research services staff.

Faculty Liaison
• Serves as the primary point of library contact for designated faculty members and is responsible for meeting regularly with them to assess their research and scholarship needs.
• Understands designated faculty members’ areas of teaching and scholarship, and develops proactive services, as desired, for these faculty members.
• Responds effectively to specialized research requests from faculty.
• Provides advanced and refresher online training sessions to faculty members.

Training of Research Assistants and Others
• Participates in developing and administering a thorough research training program for students employed as research assistants, focusing on departmental policies and procedures, advanced research techniques, legal reference bibliography, online database skills, research methodology, and topical research instruction.
• Provides training when required to library colleagues or faculty personal research assistants in specialized statistical and econometric software.
• Identifies additional training opportunities to meet empirical research needs.

Reference and Collection Development
• Provides reference and research assistance through scheduled reference desk rotations and assigned consultations for students.
• Shares knowledge of both legal and interdisciplinary research sources and methods including international, foreign, and comparative law.
• May provide service on scheduled evenings and weekends as well as during normal business hours.
• Within assigned subject areas, selects materials for the collection and assesses the collection quality, making decisions on the addition, transfer, withdrawal, or preservation of individual titles.
• Contributes to collection development policies by participating in relevant meetings and trainings.

Professional Activities & Institutional Advancement
- Participates in activities of the law library, law center, university, and professional associations by serving as a committee member or volunteer.
- Through work and actions, advances library goals and values as articulated in library planning documents and values statement.

Requirements
- Master’s degree from an ALA-accredited school of library and/or information studies or non-U.S. Master’s degree equivalent.
- Demonstrated ability working with statistics or using software for statistical and spatial data analysis (GIS).
- Adept at navigating and utilizing online and network-based information systems.
- Expert knowledge of database tools to provide patrons with reports and information as requested, including using queries and scripting tools to display reports in web interfaces.
- Aptitude in locating locally and externally available datasets and statistical materials.
- Excellent communications skills.

Preferred Qualifications
- J.D. from an ABA-accredited law school (or non-U.S. J.D. equivalent) or a Master’s degree in Economics or Statistics.
- One to three years of professional experience in a law or academic library.
- Empirical research and quantitative data analysis experience, including with econometrics and statistical software.

The Empirical Research Services Librarian holds an Academic & Administrative Professionals (AAP) appointment. Salary is commensurate with experience and qualifications. The position receives annual funding and leave for professional development and training. The Law Library 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. Librarians are encouraged to participate as a member of Law Library and Law Center committees to grow and contribute to community life.

Georgetown provides a comprehensive and highly competitive benefits package to help provide employees with work-life balance, including child care through professional, licensed on-site day care; tuition assistance for employees and their dependent children; and retirement savings in which the university contributes up to 10 percent of an employee’s gross pay.

To apply for this position, please submit applications via the Georgetown University Careers portal (https://careers.georgetown.edu) by using Job Number JR06742 or via this link. Applications must include a cover letter, current resume, and the names and contact information for 3 references (submission of a single document is preferred). Applications will be reviewed as received until the position is filled. The start date is negotiable. Priority will be given to applications received by July 3, 2019.

Position: Reference Librarian
Location: Georgetown University Law Library, Washington DC
Originally posted on LLSDC Job Listings.
The Georgetown Law Library seeks an energetic, self-driven Reference Librarian who is highly service-oriented and able to adapt to an evolving environment. With a dynamic staff of over 50
people, the Law Library welcomes and encourages initiative. Collaboration across departments is the norm, leadership and growth opportunities abound, and learning never ends.

The **Reference Librarian** is a member of a diverse reference and research services staff of 15 librarians from different professional backgrounds and with wide ranging interests and areas of expertise. The Reference Librarian provides extensive legal reference services in a fast-paced, dynamic environment by participating in the reference desk rotation, conducting individual research consultations, writing research guides, and participating in instructional programs. Under the direct supervision of the Head of Reference, the Reference Librarian has duties that include but are not limited to:

**Reference Service**
- Participates in the reference desk rotation (including evenings, weekends, and some holidays), and meets individually with students to advise them on research sources and strategies.

**Instruction & Communication**
- Actively involved in the teaching of legal research skills and online searching techniques to first-year students in the Legal Research and Writing program.
- Designs, develops, and teaches specialized legal research classes to upper-class students.
- Conducts research in appropriate disciplines to prepare for classes on specific topics (e.g., environmental law, health law, or tax law) and identifies key materials in the subject area.

**Faculty Services**
- Serves as the primary point of library contact for designated faculty members and is responsible for meeting regularly with them to assess their research and scholarship needs.
- Understands designated faculty members' areas of teaching and scholarship, and develops proactive services, as desired, for these faculty members.
- In coordination with the Head of Library Research Services and the Head of Reference, responds effectively to specialized research requests from faculty, and, as appropriate, works with the Head of Library Research Services to assign faculty research projects to the Library Research Services Department's students and staff.
- Provides advanced and refresher online training sessions to faculty members.
- Collaborates with others in the library to develop marketing and outreach initiatives to introduce and educate faculty about library services.

**Selection**
- Develops the library's collection in assigned subject areas.
- Selects materials for the collection and assesses the quality of the collections, making decisions on the addition, transfer, withdrawal, or preservation of individual titles.
- Contributes to the library’s collection development policies by participating in relevant meetings and trainings.

**Other Presentations and Tours**
Develops, plans, and/or teaches programs on various aspects of legal research to specialized groups outside the library’s primary patrons and conducts tours of the library for visitors.

**Professional Activities**
Participates as a member of Library and Law Center committees, as well as in activities of professional associations (both library- and law-related).

**Institutional Advancement**
Through work and actions, advances library goals and values as articulated in library planning documents and values statement.
**Requirements**

- 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.
- Expert knowledge of both legal and interdisciplinary research sources and methods.
- Experience with legal research materials, including online legal databases.
- Awareness of current trends in legal research, library automation, and library instructional programs.
- Excellent communications skills.
- Availability and willingness to work as scheduled during normal business hours, evening hours, weekend hours, and holiday hours.

**Preferred Qualifications**

- One to three years of professional experience in a law or academic library.
- Experience with teaching legal research.

The Reference Librarian position receives annual funding and leave for professional development and training. The Law Library 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.

Reference Librarians hold Academic & Administrative Professionals (AAP) appointments. Entry-level applicants are encouraged to apply. Salary is commensurate with experience and qualifications. Georgetown provides a comprehensive and highly competitive benefits package to help provide employees with work-life balance, including child care through professional, licensed on-site day care; tuition assistance for employees and their dependent children; and retirement savings in which the university contributes up to 10 percent of an employee’s gross pay.

To apply for this position, please submit applications via the Georgetown University Careers portal ([https://careers.georgetown.edu](https://careers.georgetown.edu)) by using Job Number JR06733 or via this [link](https://careers.georgetown.edu). Applications must include a cover letter, current resume, and the names and contact information for 3 references (submission of a single document is preferred). Applications will be reviewed as received until the position is filled. The start date is negotiable. Priority will be given to applications received by June 26, 2019.

**Position:** Research Content Librarian  
**Location:** Cleary Gottlieb Steen & Hamilton, LLP, Washington DC  
**Originally posted on [LLSDC Job Listings](https://www.llsdc.org/job/10738982256502).**

**Responsibilities**

- Conduct complex legal and non-legal research including, interlibrary loan and news alerts across a wide range of practice areas
- Familiarity with the firm’s broad portfolio of content such as Lexis Advance, Westlaw, Securities Mosaic, Law360, Bloomberg BNA, Wolters Kluwer Cheetah, Capital IQ and Newsdesk
• Conduct current awareness content distribution in support of attorney electronic alerts utilizing the firm’s news aggregator Newsdesk
• Participate in learning programs and orientation cycles for Summer and Fall Associates
• Work closely with the Acquisitions and Content Librarian on a daily basis during resource constraints and absences

Qualifications
Required:
• MLS or MLIS from an ALA accredited institution
• Two to three years of experience as a researcher with a law firm or academic or public library
• Service oriented and proactive with a strong attention to detail
• Well-developed interpersonal skills and executive presence
• Clear and effective verbal and written communication skills
• Self-motivated with the ability to work with a dispersed team

Preferred:
• Experience working across a matrixed organization

Click here to apply

Position: Research Analyst
Location: Arnold & Porter, Washington DC; Silicon Valley, CA; Los Angeles, CA; New York, NY
Originally posted on LLSDC Job Listings.
The Research Services Department of Arnold & Porter has an opening for a Research Analyst. The incumbent will be responsible for covering west coast hours (9:00 am – 6:00 p.m. PT/12:00 p.m. – 9:00 p.m. ET Monday-Friday) and can be located in any of the following offices: Silicon Valley, Los Angeles, New York or DC.

Our Research Analysts work as part of an energetic, creative and service oriented team, responding to research and reference requests from attorneys, legal assistants and administrative personnel located firm-wide and supporting designated practice and industry groups. Research Analysts also assist with current awareness monitoring, collection development and other department activities.

Responsibilities include but are not limited to:
• Collaborating with colleagues in the U.S. and abroad to perform legal, business and scientific reference and research using a variety of free and fee-based databases and web sites.
• Working with designated practice and industry groups to promote and raise awareness of research tools and services by offering targeted research and curated reports, orientations and training, and assistance with collection development by evaluating products and recommending changes.
• Assisting with current awareness services by developing requests, monitoring output and summarizing results.
• Contributing to the development of content for the intranet.

Qualifications:
• MLS or equivalent from an ALA accredited school.
• Two plus years recent, professional level legal and business research experience, preferably in a law firm or other similar environment.
• Demonstrated ability to make cost-effective use of a wide range of print and online resources, including Westlaw, LexisAdvance, Law 360, Wolters Kluwer and Bloomberg BNA.
• Comfortable using Microsoft Office applications, especially Word, Outlook and Excel.
• Strong customer service orientation.
• Able to work independently and as part of a team, prioritizing multiple projects and assignments.
• Able to analyze, cull and summarize search results.
• Excellent oral and written communication skills.

Apply online: [https://www.arnoldporter.com/en/careers/professional-staff/current-opportunities](https://www.arnoldporter.com/en/careers/professional-staff/current-opportunities)

**Position:** Head of Content Acquisitions and Management
**Location:** Georgetown University Law Center, Washington DC
Originally posted on [ALA JobLIST](http://www.alajoblist.org).

The Head of Content Acquisitions and Management oversees the department which encompasses activities relating to the acquisition or licensing of information resources for law library collections and the maintenance of the collection. It is responsible for law library functions relating to ordering and acquisition of new print, electronic, other non-print, and archival material; processing and claiming of serial publications in all formats; vendor relations; compilation and reporting of acquisitions, serials, and other collection statistics. This position reports to the Law Library Deputy Director.

**Qualifications:**
- Master’s degree from an ALA-accredited school of library and/or information studies
- Two years of supervisory and/or management experience
- Proficiency in the use of spreadsheets, databases, and other technology tools
- Strong capability in performance and management of detail-oriented tasks
- Experience working with codes and data in an integrated library system
- Excellent communication and collaboration skills
- Experience with Alma preferred

Salary is commensurate with experience and qualifications.

To apply for this position, please submit an application via the Georgetown University Human Resources Joblist [website](http://www.alajoblist.org) and include a cover letter to the attention of Carole Prietto, a current resume, and the names and contact information for three references. Preferably these documents should be combined into a single PDF. To ensure full consideration please submit your application by Friday, July 5, 2019.

**If you have any other questions, please feel free to contact Carole Prietto**
at [cap166@law.georgetown.edu](mailto:cap166@law.georgetown.edu)

**Position:** Data and Publications Librarian (Senior Analyst)
**Location:** Inter-American Development Bank, Washington DC
Originally posted on [ALA JobLIST](http://www.alajoblist.org).

**Background:** The Information Services Unit (ISU) within the Knowledge, Innovation and Communication Sector (KIC) is currently looking for a dynamic and motivated information system professional who values innovation and knowledge. In this role, you will help us make a difference in the development of Latin America and the Caribbean.
The team’s mission: ISU oversees the management of the Felipe Herrera library where our employees can develop excellent innovation and collaboration skills as well as expand our perspective of user-oriented service.

What you will do:

Management of publications:

- You will support the effective monitoring of technical quality control processes for the publication of research reports and sectoral data in the Publications’ page (https://publications.iadb.org/) and Data (https://data.iadb.org/) of the IDB, advising on aspects such as metadata quality, use of taxonomies, etc. Advise the authors and institutional managers about our internal regulations, as well as the best practices of the publishing industry for the effective dissemination of their knowledge products.
- You will analyze and continuously update existing technologies for the storage, curation and dissemination of data and sectoral datasets, including metadata healing and data exchange practices.
- You will work as a team with sector and/or embedded librarians and with the dissemination and semantic web team on the use of specialized techniques for the visibility of knowledge on the Internet, such as search engine optimization (SEO).

Specialized information services:

- You will provide superior embedded librarian services for your respective portfolio, maintaining library products, making sure that your clients’ needs of the clients are met.
- You will disseminate state of the art external knowledge to sector specialists through LibGuides information portals (internally called “Infoguías”), using subscriptions to foster the use of information resources and other knowledge discovery tools available in the library.
- You will offer personalized training in the use of library tools and platforms and constantly assess the changing needs of your client.

Taxonomy and semantic web

- You will provide support in the use of organizational documentary tools, such as taxonomies, thesauri and ontologies.
- You will manage semantic technology platforms, especially ontology management tools such as Pool Party.
- You will maintain the institutional knowledge ontology, to facilitate the cataloging and subsequent organization and dissemination of our knowledge products (especially those related to publications and sectoral data), through the standardization of topics and keywords.

Reference Coordination

- You will manage the services offered by the Felipe Herrera Library, from the circulation of printed material of the Library to requests for interlibrary loans created by Bank employees.
- You will contribute to the reference coordination work with the team of embedded librarians.

Other tasks:
- Support the different initiatives proposed by the Library team, ISU and the Knowledge, Innovation and Communication Sector.
- Organize and participate in trainings.

**What you will need:**

**Education:** A bachelor’s degree in Information Science, Information Management, Library Science or related fields. Bachelor of Science in the Library or specialist in subjects with experience in research is an asset.

**Experience:** Minimum one year of professional experience, providing high quality services for clients that meet their needs. Have the skills to seek and heal information which helps you find the right information and deliver it to your clients in a timely and effective manner. Value teamwork, but also be able to work independently and use your own judgment. Also, know how to work under pressure, in an accelerated and highly collaborative environment.

**Skills:** You have the ability to work on several issues at once, set priorities independently and have high attention to details. You are an advanced user of content management systems, especially ILLiad, WorldShare-OCLC and LibGuides, search engines (Google and Bing) and open data management applications such as Socrata and Microsoft Excel.

**Languages:** You are fluent in English and Spanish. Portuguese is a plus.

Link to [Technical Competencies](#) (← please Ctrl + Click)
Link to [Core Competencies](#) (← please Ctrl + Click)

**Opportunity Summary:**

Type of contract: Staff, fixed-term

Length of contract: 3 years

Location: Washington, DC

Requirements: You must be a citizen of one of the [IDB’s 48 member countries](#) and have no family members currently working at the IDB Group.

**Our culture:** Our people are committed and passionate about improving lives in Latin-America and the Caribbean, and they get to do what they love in a diverse, collaborative and stimulating work environment. **We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality.** As an employee you can be part of internal resource groups that connect our diverse community around common interests.

We encourage women, afro-descendants, people of indigenous origins, and persons with disabilities to apply.

**About us:** At the IDB, we’re committed to improving lives. Since 1959, we’ve been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48-member countries to provide Latin America and the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to
improve on the planning and execution of projects. For this, we need people who not only have the right skills, but also are passionate about improving lives. A candidate has been pre-identified for this position and may apply. However, this remains a competitive process and other qualified candidates are encouraged to apply and will be duly considered.

**Position:** Librarian  
**Location:** Defense Technical Information Center, Fort Belvoir, VA  
**Salary:** $57,510 to $74,759 per year

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

**Summary**  
The Defense Technical Information Center (DTIC) is the central facility for the acquisition, preservation, protection, retrieval, and dissemination of scientific and technical information (STI) supporting the Research and Engineering (R&E) needs of the Department of Defense (DoD), as well as federal and industry partners. DTIC provides leading edge information services and analysis products to the DoD community as a recognized leader in information and knowledge management innovations.

**Responsibilities**
- Serves as a librarian responsible for providing information retrieval services and customized products to DTIC’s customers.
- The purpose of the work is to provide expertise in organizing, accessing, and disseminating scientific and technical information in specialized subject areas to meet the needs of the DTIC user community.
- The librarian formulates search strategies to retrieve information from DTIC’s databases and collaborative tools (e.g., Technical Report, Unified Research and Engineering, Independent Research and Development, DoDTechipedia and DoDTechSpace).

Two Positions: Maryland & Washington, DC

**Branch Manager**  
**Location:** Centreville Branch, Queen Anne’s County Library  
**Salary:** $57,881-$78,140  
Full vacancy announcement available on [ALA Joblist](https://www.ala.org/jobs).

The Queen Anne’s County Library has an opening for a full-time branch manager at the Centreville branch. The ideal candidate will have strong organizational and interpersonal skills with a proven ability to lead. They will have a demonstrated ability to connect positively with library and community leaders and organizations, library staff, library customers and general public.

Responsibilities:
• Oversee the day-to-day operations of the Centreville branch of the Queen Anne’s County Library

Essential Job Functions:

• Manage, supervise, and participate in all daily services and support operations within the branch
• Develop goals, plans, programs, services, and procedures for branch library
• Select and evaluate branch staff
• Prepare reports and statistics for branch
• Oversee collection development needs of branch
• Ensures the buildings and grounds of the branch are properly maintained
• Works closely with other branch manager and library management to assure services are responsive customer’s needs

Position: Library Technician (Collections Management Technician)
Location: Collections Maintenance and Stack Management Section, Collections Management Division, Preservation Directorate, Library Services, Library of Congress, Washington, DC
Salary: $37,955 to $49,338 per year
Full vacancy announcement available on USAJOBS.

Summary
These positions are located in the Collections Maintenance and Stack Management Section, Collections Management Division, Preservation Directorate, Library Services.
The position description number for this position is 341909.
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.
The incumbents of this position will work a fixed work schedule.
This is a non-supervisory, bargaining unit position.

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.

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.

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.

Five Positions: Maryland & Washington D.C.

Position: Assistant Head of Circulation
Location: Salisbury University, Salisbury, MD
Full vacancy announcement is available on the CUA SLIS blog.

Primary Job Duties: Assists the Head of Circulation with managing all aspects of the Circulation Department, including assisting with supervision of contingent staff and student employees, responding to patron inquiries, data collection and assessment, stacks management, and departmental planning. The Assistant Head has primary responsibility for all aspects of Interlibrary Loan borrowing, document delivery, and on-demand article delivery services, as well as coordinating resource sharing services for distance students. During the regular academic semesters, the Assistant Head will oversee the desk during evening hours, Sundays through Thursdays, including working regular shifts at the desk, and serves in a backup capacity for course reserves processing. Incumbent must contribute to a culturally diverse educational and work environment.

Minimum Qualifications: Bachelor's degree in any area. One year of experience directly related to library services such as Circulation or Interlibrary Loan, and one year of supervisory experience. Experience using Microsoft Office, staff module of library catalogs or integrated library systems, Internet, fax, scanner, and other general office equipment is required

Preferred Qualifications: Experience using ILLiad or similar Interlibrary Loan software. General knowledge and understanding of the nature and function of libraries, including library services, standards, and procedures, bibliographic records, publishing and publication formats, and library catalogs/integrated library systems such as Aleph or Alma. Skill in data collection and analysis, interpretation and application of library policies and procedures, and analysis of problems of a moderately complex nature. Ability to provide excellent customer service; communicate effectively and efficiently with all levels of staff and customers (verbal and written); work well with others; learn and apply new technologies; and provide guidance and instruction to contingent staff and student assistants. Ability to apply and enforce U.S. Copyright laws and current trends related to access and use of information resources.
Knowledge of basic principles of quality customer service, teamwork, and conflict resolution. Ability to work independently and exercise initiative in applying rules, procedures and instructions. Experience and proficiency with one or more technologies or tools used to create, seek, use, or manage information. Ability to learn and operate a variety of common computing and productivity applications (e.g. email, word processing, databases and spreadsheets, content management, web browsers) and specialized library hardware, systems, and software applications. Ability to apply key concepts and best practices for developing, maintaining, and using collections of digital information. Skill in analytical and problem solving. Ability to assist other library staff in selecting and evaluating technology used in libraries.

This is a full-time, non-exempt State position with a full benefits package. Salary will be commensurate with experience and qualifications. Starting salary is $38,204.00 annually, which is approximately $18.32 per hour.

Applications will be accepted via Salisbury University's Online Employment Application System. Please visit our website http://www.salisbury.edu/hr/careers/ to apply online. See the FAQs of the Online Employment Application System for more information and instructions. To be considered an applicant, you must apply online and submit a cover letter and resume. All documents that you wish to provide must be attached to your application in the Online Employment Application System. Please do not send any documents via E-mail. Three professional references will be requested and required before the final stages of the search. Candidates will be notified prior to references being contacted. Applications received by June 13, 2019 will be given full consideration. The position will remain open until filled.

**Position:** Director, Library for the Blind and Physically Handicapped

**Location:** Maryland State Library, Baltimore, MD

Full vacancy announcement is available on the [ALA JobLIST](http://www.alalibrary.org/jobs).

**Description**

This is a professional position responsible for providing leadership in the planning, development and improvement of library service for the blind and physically handicapped citizens in Maryland and to facilitate statewide library partnerships. Directs and coordinates all program activities for the Maryland State Library for the Blind and Physically Handicapped (LBPH), an essential function of the Maryland State Library (MSL). Responsible for the management of a 55,000 square foot building, including all personnel, ongoing and emergency facility maintenance, procurement of contracted services, computer network and building operations. Identifies needs for capital improvement of the facilities and oversees large scale capital improvement projects, working with the Department of General Services (DGS) on planning and implementation. Responsible for the information technology infrastructure for LBPH and MSL including oversight of the computer network specialist and the Integrated Library System (ILS). Oversees the Maryland Accessible Textbook (MAT) program. Directly supervises the managers of various library functions. Ensures high quality library services to eligible individuals with disabilities through effective planning, analysis, and creative program development. Develops and implements regulations, policies, procedures, and guidelines for LBPH and monitors and evaluates their effectiveness before reporting in the annual Managing for Results report. Develops and implements strategies to ensure measurable achievement in this critical program providing information resources to the print disabled citizens of Maryland.
Requirements

EDUCATION: A Master’s Degree in Library Information Science or School Library Media from a college or university accredited by the American Library Association.

EXPERIENCE: Six years of professional experience in library administration, management, and supervision to include experience serving persons with disabilities.

PREFERRED: Knowledge of library operations and the provision of library services for citizens who are blind, have visual impairments or have a disability; knowledge of disability legislation; knowledge of publishing industry and processes for obtaining instructional materials in alternative formats; knowledge of online integrated library systems and software used in library environments; skill in planning, organizing, and completing effective and creative presentations; ability to research information; ability to establish and maintain effective work relationships with diverse clientele and staff; ability to work effectively as a part of a team; ability to exercise good judgement and tact when dealing with various populations; ability to communicate effectively.

Position: Information Technology Librarian
Location: Mount St. Mary’s University, Emmitsburg, MD

Full vacancy announcement is available on the ALA JobLIST.

Job Description

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

Experience/Qualifications

- Demonstrated enjoyment in working with the challenges of using technology applications to support library services.
- Knowledge of current trends in digital library development, digitization standards and preservation, and digital rights management issues relating to digital materials.
- Ability to work independently and effectively across organizational lines and in collaboration with a variety of individuals and groups to plan improvements and resolve problems.
- Ability to learn and teach new technologies quickly, as well as to effectively interact with others who possess a range of technological backgrounds.
- Ability to provide training and instruction on processes to individuals or groups.
- Excellent customer service skills with a commitment to customer service.
- Strong analytical and organizational skills.
- Knowledge and experience with current metadata schemes and evolving standards.
- Effective communication, interpersonal, organizational, analytical and problem-solving skills.

Position Status

- Full-time position.
- Open until filled.

Ways to Apply

Applicants are requested to submit a resume and cover letter which in part addresses the contribution the candidate can make to a Catholic liberal arts institution. Information is to be sent to:
Mount St. Mary’s University  
Department of Human Resources  
Information Technology Librarian Search  
16300 Emmitsburg Rd.  
Emmitsburg, MD 21727  

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

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

**Other Responsibilities and Tasks**  
1. The information technology librarian leads the Library’s digital initiatives in collaboration with librarians, faculty and university administration.  
2. Provides expertise in identifying, evaluating and making recommendations concerning the use of new and emerging technologies that support the library’s mission.  
3. Provides leadership and coordination for planning, implementing and training for the adoption and integration of new technologies.  
4. Evaluates user-side applications and their impact on information systems design and resource delivery.  
5. Participates in regional and/or national professional activities to advance the development of digital library resources, including representing the Mount at OCLC, MICUA and other regional librarian meetings.  
6. Develops, implements and maintains digital services, workflows and policies throughout the library.  
7. Collaborates directly with faculty to design library research instruction sessions that include information technology resources.  
8. Collaborates with other librarians to provide research consultation and instruction to students on request.  
9. Participates in the academic department liaison program including library instruction.  
10. Coordinates library technology services with Mount’s Frederick campus.  
11. Serves on the campus-wide Technology Advisory Committee.

**Minimum Qualifications**  
MLS/MLIS/MIS degree from an ALA-accredited program; demonstrated experience with electronic information services and library systems and their applications, specific knowledge and experience in managing OCLC WorldShare Management System and its sub-systems, OCLC WorldCat Discovery system and EZ Proxy authentication system; experience with and strong commitment to customer service and library instruction; working knowledge of basic Microsoft Office applications, web development tools and social media; effective oral and written communication skills.
Position: **Library Research Specialist**  
Location: Jones Day, Washington D.C.  
Full vacancy announcement is available on the [LLSDC JobLine](#).

**Summary of Essential Duties and Responsibilities:**  
Under immediate supervision of the Associate Director, Library Research Services, and following prescribed departmental, Office and Firm procedures, the Specialist, Library Research is responsible for performing a variety of tasks in the library, including but not limited to data and document retrieval requests from attorneys and staff members. This will include retrieving case files, newly filed complaints, docket sheets, court documents, U.S. patents, SEC EDGAR filings, company profiles, judicial profiles and assorted cited references. The Specialist, Library Research is expected to perform all job duties with a commitment to providing superior service to clients, producing quality work products and maintaining an atmosphere of teamwork and continuous improvement. Above all, the Specialist, Library Research must fulfill the needs of the Office in a manner which is consistent with the Firm's visions and values.

**Required Qualifications**
- Bachelor's degree and up to one year of library experience at an AmLaw 100 firm or Fortune 500 Company preferred.
- Experience with reference tracking software, integrated library systems and online research tools (e.g. Westlaw, LexisNexis, Capital IQ, Bloomberg Law, Quest).

Applicants should apply on [Jones Day Career Site](#)

**Position: Supervisory Librarian (American Law Research)**  
Location: Library of Congress, Washington, D.C.  
Salary: $137,849 to $166,500 per year  
Full vacancy announcement available on [USAJOBS](#).

**Summary**  
The Congressional Research Service (CRS), American Law Division (ALD), seeks a Supervisory Librarian to lead a group of professional librarians who provide legal information research for Members of Congress, congressional committees, and their staff.

**Responsibilities**  
The Congressional Research Service (CRS) American Law Division is seeking a Supervisory Librarian to lead and to join its librarian team. The Supervisory Librarian will supervise and lead a diverse group of staff performing legal research and writing work at various levels. The incumbent serves under the administrative supervision of the Assistant Director and works highly independently, exercising considerable judgement and carries out duties and responsibilities in accordance with the broad overall guidelines and policies.

Supervises a group of employees performing work at a variety of levels including work at the GS-13 and GS-14 level. Provides administrative and technical supervision necessary for accomplishing the work of the unit. Performs the administrative and human resource management functions relative to the staff supervised.

Analyzes major issues in information access and dissemination, and develops authoritative new approaches, methods or standards to resolve critical or highly unusual reference information problems. Uses broad knowledge of multiple information sources and/or experts outside the Library of Congress and/or CRS, both domestic and international to resolve reference issues. Meets with researchers and analyzes questions and requirements in depth.
and detail and suggests search strategies involving the greatest complexity or time. Provides research services for users that involve not only directing the user to information sources, but also locating and evaluating information itself. Activities require substantial depth of analysis to access information.

Serves as an expert in the organization, development, and implementation of multiple projects. Organizes and develops projects utilizing critical judgement to determine scope, emphasis, approach, appropriate techniques, and manner of presentation. Develops technical standards or protocols applicable to a library function. Participates in planning the work of a unit, including formulating goals and objectives and identifying opportunities for improvements in methods and procedures.

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 CRS. 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. Serves as a principal liaison for the organization at professional conferences, seminars and exhibits. Collaborates on projects both inside and outside CRS and the Library of Congress.

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 legal and public policy issues of interest to its Members and Committees.

Requirements

Conditions of Employment
The Supervisor leads his/her staff toward meeting the Library’s vision, mission, and goals by acting decisively, leveraging diversity and inclusiveness, demonstrating flexibility and resilience, fostering continuous improvement and innovation, and fostering integrity and honesty. To view the Library’s Supervisory Core Competencies click the following link: [http://www.loc.gov/hr/employment/uploads/loc_supervisor_core_competencies.pdf](http://www.loc.gov/hr/employment/uploads/loc_supervisor_core_competencies.pdf).

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

- Ability to supervise, lead and manage staff**
- Ability to apply knowledge of legal information resources**
- Ability to apply knowledge of legal information research within public policy research frameworks**
- Ability to interact collaboratively with others**
• Ability to manage projects
• Ability to convey information orally through briefings, consultations, and other presentations
• Ability to communicate in writing
• Ability to communicate effectively other than in writing

Two Positions: Washington, DC

Posted on May 29, 2019 by LLAM News

Position: Reference Librarian
Location: Venable LLP, Washington, DC

Originally posted on LLSDC Job Listings.

Venable LLP is seeking a Reference Librarian to assist with the daily operations of our Washington, DC reference desk. This person will be responsible for conducting research, responding to research requests, and delivering in-house training and outreach to legal staff.

The ideal candidate will be responsible for...
• Sharing responsibilities for Reference Desk operations to ensure operations meet the needs of all library patrons.

• Providing assistance at the Reference Desk; responding to information requests, locating cases, searching databases such as LEXIS and WESTLAW, and requesting interlibrary loans.

• Conducting research interviews with patrons and recommending appropriate firm materials from the library collection.

• Tracking all reference transactions in Integrated Library System.

The successful candidate will demonstrate...
• Master of Library Science, equivalent degree or equivalent research experience

• The ability to conduct legal research, including experience using online and print resources to conduct research. 3-5 years experience doing research required.

• Working knowledge of library research databases. Intellectual Property research experience strongly preferred

• The ability to work in a fast-paced environment with demonstrated ability to coordinate multiple competing tasks.
If you have a can-do attitude and are looking to be part of a highly motivated team of individuals that are naturally ambitious and driven, we’d love to hear from you. Apply today!

**Part-Time Temporary Reference Librarian**  
Location: Sheppard Mullin Richter & Hampton LLP, Washington, DC  
Originally posted on [LLSDC Job Listings](https://llsdccareers.com).  
Sheppard Mullin has an immediate opening for a **Part-time Temporary Reference Librarian** located in our Washington, DC office. This role is responsible for undertaking reference and some research services for all attorneys and staff and will utilize all relevant information and knowledge resources available to the firm. This is a part-time temporary position lasting about 6-8 weeks, with possible longer term considerations.

**RESPONSIBILITIES**

- Quickly respond to research and reference requests from all firm personnel.
- Conduct inter-library loan and document retrieval as needed. Research to identify appropriate reference materials, books, journals, other services available from external libraries and 3rd party vendors, using online library catalogs to assist inter-library loan and document delivery efforts.
- Perform other activities/projects as required to assist the firm-wide team of information professionals.
- Ability to work between the hours of 8:00am and 12:00 noon M-F.

**QUALIFICATIONS**

- Bachelor's degree is required.
- Master’s degree in information and library studies, or a related field is desired.
- 2-3 years of professional library experience in a law firm, corporate, government, or other professional services environment strongly preferred.
- Strong analytical skills with online legal research tools; Experience with legal, business, and IP related research tools (Westlaw, Derwent Innovation, Docket Navigator, Monitor Suite, etc.) preferred but not required.
- Experience with Microsoft Office Suite (at least one (1) year)
- Ability to succeed in both collaborative and independent situations.
- Strong time management skills

Please submit resumes to: cs.la@sheppardmullin.com.

Three Positions: Maryland

Posted on May 29, 2019 by LLAM News

**Position: Branch Manager I**  
Location: Havre de Grace Branch, Harford County Public Library  
Full vacancy announcement available on [ALA Joblist](https://ala.org/ala/jobs/alajoblist/joblist.cfm).

**Position Summary:** Oversees and is responsible for managing the day-to-day operations, activities, and staff of the assigned branch designated as a level I due to a variety of factors including by not limited to collection size and diversity; number of branch staff, and customer traffic; provides reference information, collection development and reader’s advisory services to the public; oversees, plans, and implements children, young adult and adult programs; acts as liaison between branch staff and Administration; works closely with the Friends of the Library group; performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.
Essential Functions:

Position Functions:
1. Oversees the day-to-day operation, activities, and staff of the assigned branch;
2. Acts as liaison between the branch and administration and works with administration to establish and implement branch goals and objectives that support the HCPL strategic plan;
3. Provides reference, collection and readers’ advisory services to the public;
4. Ensures appropriate “transfer of training” and information sharing activities have been developed and implemented for staff having attended training or staff development activities;
5. Manages the branch budgets and authorizes payment of expenses;
6. Oversees the assessment and weeding of collections;
7. Oversees all building and facilities maintenance issues;
8. Resolves patron complaints; interprets policies and procedures;
9. Oversees the ordering of branch supplies;
10. Oversees the upkeep of branch machines and equipment;
11. Assists in the development of branch staff schedules and ensures accurate reflection of assigned reference tasks;
12. Oversees, plans and implements children, young adult and adult services;
13. Prepares reports as directed;
14. Works closely with the Friends of the Library group, and acts as liaison between the Friends and library administration;
15. Provides assistance and training on electronic resources to staff and patrons;
16. Takes a leadership role in implementing changes and in fulfilling the goals and objectives of the library;

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

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

Position: **Branch Manager II**
Location: Edgewood Branch, Harford County Public Library

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

**Position Summary:** Oversees and is responsible for managing the day-to-day operations, activities, and staff of an assigned branch designated as a level II due to variety of factors including by not limited to collection size and diversity; number of branch staff, and customer traffic; provides reference information, collection development and reader’s advisory services to the public; oversees, plans, and implements children, young adult and adult programs; acts as liaison between branch staff and Administration; works closely with the Friends of the Library group; performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.

**Essential Functions:**

**Position Functions:**
1. Oversees the day-to-day operation, activities, and staff of the assigned branch;
2. Acts as liaison between the branch and administration and works with administration to establish and implement branch goals and objectives;
3. Provides reference, collection and readers’ advisory services to the public;
4. Ensures appropriate “transfer of training” and information sharing activities have been developed and implemented for staff having attended training or staff development activities;
5. Manages the branch budgets and authorizes payment of expenses;
6. Oversees the assessment and weeding of collections;
7. Oversees all building and facilities maintenance issues;
8. Resolves patron complaints; interprets policies and procedures;
9. Oversees the ordering of branch supplies;
10. Oversees the upkeep of branch machines and equipment;
11. Assists in the development of branch staff schedules and ensures accurate reflection of assigned reference tasks;
12. Oversees, plans and implements children, young adult and adult services;
13. Prepares reports as directed;
14. Works closely with the Friends of the Library group, and acts as liaison between the Friends and library administration;
15. Provides assistance and training on electronic resources to staff and patrons;
16. Takes a leadership role in implementing changes and in fulfilling the goals and objectives of the library;

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

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

**Position:** Librarian III
Location: White Marsh Branch, Baltimore County Public Library
Salary: $39,190-$60,736
Full vacancy announcement is available on the CUA SLIS blog.

**Job Summary:**
- Assists customers in finding answers to a broad range of questions through use of print and on-line resources.
- Guides customers in selecting appropriate materials for reading/viewing/listening either for personal pleasure or professional development.
- Assists customers with technology related requests for service including e-reader devices.
- Develops and maintains a portion of the Library’s collection.
- Plans and presents library-related programs and outreach services.
- Serves on teams and committees within the branch and system-wide.
- As needed, serves as Librarian in Charge by handling customer complaints and resolving facilities issues.
- Supports innovation by embracing change, being flexible and anticipating customers’ needs.
- Demonstrates initiative by being a self-starter, rethinking processes, and effectively solving problems.
- Demonstrates a commitment to teamwork by being an effective communicator and engaging in respectful and productive work relationships.
Eight Positions: Maryland & Washington DC

Position: Metadata Librarian

Location: LAC Group, Greenbelt, MD

Full vacancy announcement is available on the CUA SLIS blog.

LAC Group is seeking a self-motivated, detail-oriented, and innovative individual for a full-time Metadata Librarian position on behalf of a federal library in Greenbelt, MD. The successful candidate will have experience creating and maintaining metadata, a solid knowledge of established and emerging metadata standards, strong technical aptitude, and the ability to work collaboratively and independently in a team-oriented environment.

The Metadata Librarian is responsible for collecting, preserving, and presenting digital information in all formats, applying indexing and metadata, and maintaining the Library's bibliographic and archival databases. This includes metadata application, authority control, quality control, and other duties associated with the creation and maintenance of item- and collection-level data for a variety of print and digital materials.

As a member of the Digital Projects Team, the Metadata Librarian reports to the Team Lead and works independently as well as with teammates, library colleagues, patrons, and community partners to develop and provide access to information and materials that support the scientific and engineering research needs of the NASA Goddard Space Flight Center.

Job responsibilities:

- Ensures the quality of cataloging and metadata records in the ILS and Institutional Repository.
- Employs emerging metadata schemas to make library resources available to our patrons.
- Performs original and copy cataloging for a wide range of formats, including serials, non-print materials, and e-resources, using traditional cataloging principles and practices to input records into OCLC and the local ILS, SirsiDynix Symphony.
- Participates in the design and maintenance of repository collections using the Fedora Commons architecture.
- Adds digital images, video, multimedia, and other formats to the institutional repository using XML and RDF metadata.
- Collaborates with Digital Team on completing the migration of the Institutional Repository's records from a Fedora XML-based platform to a Fedora RDF-based platform.
- Incorporates linked data authority records from the NASA Name Authority File into various systems, including institutional repository records.
- Stays abreast of new developments relevant to metadata and cataloging.
- Serves as a resource person concerning metadata, database maintenance, record loading, workflow issues, cataloging, and classification.
- Maintains statistics and produces monthly statistics reports.
Qualifications:

- Master’s degree in Library/Information Science or other relevant fields from an accredited program.
- Demonstrated knowledge of cataloging, media migration, metadata, and database management.
- Knowledge of electronic and traditional cataloging standards (AACR2R, LC classification, LCSH, MARC formats) and familiarity with RDA and FRBR.
- Experience cataloging book and non-book formats in an automated environment using OCLC and an ILS, such as SirsiDynix Symphony.
- Knowledge of the principles, practices, and techniques of modern library operation.
- Experience with XML, RDF, and one or more metadata schemas (Dublin Core, MADS, MODS, METS, EAD) and one or more tools (XSLT, XQuery, SQL, SPARQL, OAI/PMH, OpenRefine, Regular Expressions, etc.).
- Experience with a repository system such as Fedora Commons.
- Familiarity with Drupal or similar content management systems.
- Effective oral, written, and interpersonal communication skills.
- Demonstrated analytical and problem-solving skills.
- Demonstrated ability to work independently as well as collaboratively with diverse constituencies.

Position: Research Support Librarian

Location: George Washington University, Washington, D.C.

Full vacancy announcement is available on the CUA SLIS blog.

The Research Support Librarian is a key member of the information, instruction, and reference team. This position provides information and instructional services to students, staff, and faculty of the School of Medicine and Health Sciences, Milken Institute School of Public Health, and School of Nursing with a focus on providing tools, skills and information support to foster research activities among emerging investigators. Other duties include reference and systematic review consultations, distance education student support, departmental liaison activities, and membership on various library and University committees. This position reports to the Director, Himmelfarb Health Sciences Library.

Duties and responsibilities include (but are not limited to the following):

1. Performs online database searches and research consultations as requested to meet the scientific information needs of the research and academic community.
2. Provides training and support for systematic and scoping reviews.
3. Provides training and support for PubMed, NCBI resources, and other specialized databases, including electronic collaboration platforms.
4. Provides data management support, especially as related to data deposits, data citations, ontologies, best practices, and funder compliance.
5. Works closely with the Research Scholarly Concentration in the SMHS, the SMHS Research Workforce Development office, the Institute for Biomedical Sciences, and doctoral programs in the health sciences, GWSPH and SON to support emerging researchers and investigators.
7. Makes recommendations for tools and resources needed to support the research community.
8. Collaborates with the Scholarly Publishing and Metadata Librarian on research impact metrics and scholarly communications issues. Supports research impact measurement and visualization. Consults on communicating research results widely. Promotes the creation of researcher profiles documenting skills, grants, publications, and collaborations.
9. Works with researchers to identify collaborators, partners, and research opportunities.
10. Participates in the departmental Library Liaison program providing instruction and information services to various departments (both academic and clinical).
11. Contributes to the development and evaluation of web-delivered courses and instructional materials.
12. Creates research guides to support student and faculty educational and research activities.
13. Participates in collection development activities for liaison departments.
14. Assists in management of research-related listservs and library e-mail accounts.
15. Other duties as assigned.

**Required:**

- MLS from an ALA-accredited school or equivalent combination of relevant Masters degree and research support experience.
- Demonstrated experience searching biomedical literature and using NCBI databases and tools.
- Demonstrated experience providing data management support. Demonstrated knowledge of the research lifecycle.
- Experience with collaboration tools, statistical software, course management software, and development of online instructional modules or tutorials.
- Experience teaching information literacy skills and providing reference services OR experience providing educational and research technology support.

**Preferred:**

- Experience producing and compiling research impact metrics.
- Knowledge of bioinformatics software and scientific programming software such as R.
- Experience in providing advanced information services in an academic health sciences library, including assisting with systematic reviews.
- Excellent interpersonal, oral and written communication skills.
- Demonstrated ability to work collaboratively with all levels of library staff and patrons.

**To Apply:** To be considered, applicants should complete an online faculty application at [http://www.gwu.jobs/postings/66590](http://www.gwu.jobs/postings/66590) and upload a letter of interest and a current CV. Review of applications will begin on 6/14/19 and will continue until the position is filled. Only complete applications will be considered. Employment offers are contingent on the satisfactory outcome of a standard background screening.

**Position:** Acquisitions and Resource Sharing Librarian

**Location:** George Washington University, Washington, D.C.

Full vacancy announcement is available on the [CUA SLIS blog](http://www.gwu.jobs/postings/66590).

**Summary:**
The Himmelfarb Health Sciences Library provides library services and educational support to the students, staff, and faculty of the School of Medicine and Health Sciences, the Milken Institute School of Public Health, and the School of Nursing both on campus and through distance education programs. The Library collections consist of over 4,600 electronic texts, 4,000 journals, and 115 databases in addition to print collections of approximately 28,000 items. Applications are welcomed for a Librarian with knowledge of print books and all types of non work effectively with a variety of resources to create a strong collection of print and electronic materials. The Librarian will serve as Chair of the Collection Development Committee, a group composed of several representatives of various library collections to coordinate the development of an overall collection in all formats. Providing analyses of the book budget and the book collection as well as the ability to work with faculty to maximize collections are fundamental to success in this position. The Librarian will help manage the institutional repository and will supervise the Interlibrary Loan Specialist. The Librarian reports to the Director for the department for Collections.

**Duties and Responsibilities:**

1. Facilitates the selection and ordering of all individual monographs, audiovisuals, and software purchased for the Library, including the Bloedorn Technology Center, by collaborating with faculty and the Collection Development Committee and utilizing external sources to identify the best resources to meet educational, clinical and research needs.
2. Conducts reconciliation, approval and payment of all invoices for the above materials and coordinates collection purchases made on the departmental credit card.
3. Manages the budget accounts for all materials listed above, keeping accurate records in Alma/Primo and other systems as needed and produces all budget analyses as required or requested.
4. Manages currency of all print book collections within the library (monographic, Professional, Reference, etc).
5. Coordinates the Library’s approval plan program.
6. Communicates and works collaboratively with the Serials & Systems Librarian to assure the currency of all serial standing orders within the Reference collection. Collaborates with Reference librarians to maintain the Reference collection.
7. Supervises the Interlibrary Loan Specialist and manages the ILLiad Web Client. Serves as direct contact for interfaces with the server administrator in CASS for ILL systems.
8. Coordinates the Consortium Loan Service. Supervises loan of Himmelfarb resources to distant education students.
9. Participates in the Library's Liaison Program, working with one or more departments as assigned within the guidelines and expectations of the program.
10. Works with Circulation to resolve lost, claims returned, damaged and assumed lost book items.
11. Participates in the Library’s instructional program as an Informatics Tutor.
12. Collection Development Committee to coordinate and maximize all formats of library resources. Participates as a member in other library committees.
13. Coordinates collection of and manages annual statistics reports to organizations such as AAHSL and ARL.
14. Maintains knowledge of current trends in librarianship and their implementation in the area.
15. Maintains an updated procedures and position manual accessible on shared drive, staff intranet or other system utilized to ensure its availability to all within the library.
Minimum Qualifications:

- Master’s degree in Library Science (MLS) from an ALA-accredited school.
- Two years’ experience working within a library setting and specifically involving acquisitions, collection development, or interlibrary loan duties. Demonstrated oral, written and analytical communication skills. Demonstrated ability to solve problems and to work collaboratively within a team environment
- Knowledge of Microsoft Office and ability to maximize use of Microsoft Office Excel spreadsheets in analysis.

Preferred Qualifications:

- Knowledge of, and experience specifically with, medical information resources and non-book materials.
- Previous supervisory experience.
- 4+ years’ experience with acquisitions, collection development, or interlibrary loan.

To Apply: Please complete an online application at [http://www.gwu.jobs/postings/66431](http://www.gwu.jobs/postings/66431) and upload a cover letter and a current CV or resume, and provide the names and complete contact information for at least three (3) professional references. Review of applications will begin on June 14, 2019, and will continue until the position is filled. Only complete application will be considered. Employment offers are contingent on the satisfactory outcome of a standard background screening.

Position: **Access Services Program Analyst**
Location: American University, Washington, D.C.
Full vacancy announcement is available on the [CUA SLIS blog](http).

Summary/Objective
The Access Services Program Analyst is responsible for maintaining a high level of engagement regarding the library systems and technology used by Access Services and is a resource in the development of technical expertise throughout the division. Duties include ensuring the continuity and categorization of data between systems, promoting their full potential, and ensuring the quality and effectiveness of library software, applications, reporting scripts, and queries. Additionally, this position is responsible for overseeing the Circulation unit’s point of service, providing access to resources, maintaining collections, and managing student staff.

Supervisory Responsibility:
Collaborative management of a staff of 25 to 30 student assistants

Position Type/Expected Hours of Work: 35 hours/week

Salary Range

- Coordinator/Analyst B
- Non-Exempt
- $23.63-25.83/hour

Required Education and Experience
• Bachelor's degree or equivalent
• 2-4 years of relevant experience
• Strong Excel and/or other organizational/reporting software experience
• Experience with designing and analysis with Oracle Business Intelligence, Microsoft Access, etc.
• Ability to train others with limited technological background in the efficient use of local technologies
• Experience working with a team to complete common objectives
• Customer service and management/supervisory experience
• Ability to communicate effectively (both verbally and in writing)
• Ability to resolve conflicts, handle stressful and/or emergency situations, and prioritize multiple tasks at once
• Ability to solve problems, work without supervision, make evaluative judgments independently, and formulate exceptions to policies and procedures
• Ability to participate in planning and implementing short and long-term goals
• Experience managing projects
• Experience dealing with confidential information
• Experience in accounting or handling financial/monetary transactions
• Ability to participate in planning and implementing short and long-term goals
• Experience managing projects
• Experience dealing with confidential information
• Experience in accounting or handling financial/monetary transactions
• Attention to detail is essential

Preferred Education and Experience

• Master’s degree or equivalent
• 4-6 years of relevant experience
• Proficiency with web scripting languages, application programming interfaces (APIs), system interoperability, and other tools
• Experience using Alma / Primo VE
• Experience using Alma Analytics
• Alma Administration Certification
• Experience working within Alma’s Network Zone architecture
• Experience in library consortia
• Experience providing reference/research assistance
• Some education or experience in library science and familiarity with library-specific systems

Additional Eligibility Qualifications

• Hiring offers for this position are contingent upon the successful completion of a background check

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Position: Head of Imaging
Location: Folger Shakespeare Library, Washington D.C.
Full vacancy announcement is available on the ALA JobLIST.
The Folger Shakespeare Library, located on Capitol Hill in Washington, DC, is seeking an experienced and collaborative individual to join our Collections division as Head of Imaging (HOI). The HOI, reporting to the Associate Librarian for Collection Description and Imaging, will be responsible for the leadership, management, and vision of the evolution of imaging services at the Folger, working towards increasing output capacity and turnaround time. The HOI will: assume primary responsibility for digital imaging and the imaging studio, including maintenance and troubleshooting of equipment; lead, supervise, and mentor the Imaging team in producing digital images of special collections materials; and develop, optimize, and document digitization workflows while safeguarding fragile and rare collection objects throughout the process. Additionally, the HOI will operate digital imaging equipment, including direct-capture camera, scanning, and printing devices, and work with digital asset management software and databases. The HOI may also be asked to take studio, architectural, portrait, editorial, or publicity photographs on behalf of the Folger. This position works Monday-Friday, 8:45am-4:45pm, with Saturday duty in the Reading Room on a rotational basis. Occasional evening hours and travel are required, as is the willingness to participate in Folger activities outside of regular business hours.

**Requirements**
Candidates for this position are required to have a bachelor’s degree; a Master’s in Library Science, Art, or equivalent is preferred. Candidates should also have a minimum of 7 years’ experience in managing a digital photography and imaging team in the cultural heritage sector. This position requires experience with: post-production, color management, and profiling software applications; handling special collections materials or artwork; database management; and leading high-performing teams through change. Knowledge of FADGI’s Technical Guidelines for Digitizing Cultural Heritage Materials and The AIC Guide to Digital Photography and Conservation Documentation is required. A successful candidate will also have knowledge of: current technology and standards for digital imaging; preservation issues; descriptive, administrative, and technical metadata formats; and intellectual property rights and open access policy trends. Supervisory experience is required, as is the ability to work creatively in a rapidly changing, complex environment. Experience with budgets and project management is preferred. Thorough background checks are required of the selected individual. Interested candidates, please submit a cover letter and resume on our website. Incomplete applications will not be accepted. No phone calls please. The Folger is an Equal Opportunity Employer.

**Position:** Head of Archival Processing
Location: Booth Family Center for Special Collections, Georgetown University, Washington D.C.
Full vacancy announcement is available on the [ALA JobLIST](#).

The Head of Archival Processing leads, manages, and oversees the accessioning and processing of special collections materials and the management of special collections materials. S/he oversees term positions and independent contractors as needed for special projects. Reporting to the Director of the Booth Family Center for Special Collections and working closely with the Assistant University Archivist and the Assistant Art Curator on processing and managing collections, the Head of Archival Processing has additional duties that include but are not limited to:
Management and Supervision of Special Collections Processing

- Manages, supervises, and evaluates three full-time manuscripts archivists, special projects staff, and student workers.
- Coordinates, plans, and prioritizes appraisal, accessioning, processing, arrangement, and description of special collections materials in all formats in consultation with the relevant curators, archivists and Metadata Services staff.
- Supervises the preparation of finding aids to provide access to the collections in accordance with relevant national and international standards.
- Participates in inventory control and maintains accession records.
- Participates in financial plan preparation and grant funding efforts by creating work plans, developing budgets for processing, preservation and digitization projects, and writing proposals and progress reports.

Physical Collections Management

- In consultation with the Director, Curators, and University Archivist, oversees the management of storage and access schemes for the collections, including transfers and retrievals to and from the Washington Research Libraries Consortium's (WRLC) shared collections storage facility.
- Coordinates and supervises stacks maintenance, including the inventory and arrangement of materials within and outside the Center’s collections spaces.
- Coordinates and assists in prioritizing the preservation, conservation, and security needs of the collections in consultation with the Director, Curators, and the University Archivist.
- Communicates with Preservation staff regarding the coordination of conservation work for special collections materials.
- Collaborates with colleagues throughout library to develop and execute projects that provide online access to special collections materials through digitization.

Reference and Outreach

- Answers research questions from faculty, students, administrators, alumni, the media, and other researchers at the reference desk, and by phone, mail, email, or appointment.
- Participates in determining patrons’ research needs and in identifying and locating appropriate information sources.
- Participates in determining which materials can be made available for research under University policy and the law.
- Instructs patrons in the proper care and use of collections materials.
- Works scheduled hours at the Booth Family Center for Special Collections reception desk and the Paul F. Betz Reading Room in rotation with other staff, assisting in maintaining security for the collections and the Center.

Professional Contributions & Development

- Participates in local consortia and regional and national associations.
- Maintains professional associations through organizations at the regional, national and/or international level.
- Continually acquires new knowledge and updates skills to enhance professional performance in all areas of responsibility.
- Keeps abreast of developments, trends, and issues in the library field.
- Monitors trends and maintains currency in areas of archives, rare books, manuscripts, fine arts, and other areas related to the position.

Submission Guidelines:
Please note that in order to be considered an applicant for any position at Georgetown University you must submit a cover letter and resume for each position of interest for which you believe you are qualified. These documents are not kept on file for future positions.

EEO Statement:
Georgetown University is an Equal Opportunity/Affirmative Action Employer fully dedicated to achieving a diverse faculty and staff. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, national origin, age, sex (including pregnancy, gender identity and expression, and sexual orientation), disability status, protected veteran status, or any other characteristic protected by law.

Requirements
Qualifications
- An ALA-accredited Master's degree in Library or Information Science and/or advanced degree in a relevant discipline with relevant archival management and special collections training, or equivalent education and experience
- Minimum 5 years' experience in an archival repository or special collections library, preferably in an academic or research library
- Minimum 3 years' successful management and supervisory experience in increasingly responsible positions within special collections
- A deep understanding of the descriptive standards for archival and manuscript materials such as DACS and EAD
- A proven track record of successful complex archival processing projects demonstrating the ability to think strategically about the care and description of diverse special collections materials, and to steward them from initial ingest to preparation for digitization
- Demonstrated planning, decision making, and problem solving skills with superior verbal and written communication skills

Preferred Qualifications
- Certification by the Academy of Certified Archivists
- Familiarity with relevant standards, such as DCRM, AARC2, RDA, MARC, DublinCore, and LCSH
- Experience with ArchivesSpace
- Experience with one or more of the following: rare books, art, born digital materials, building digital collections
- Record of professional presentation, publication, and/or leadership in relevant organizations, including SAA, RBMS, ACRL, and/or ALA
- Reading knowledge of at least one foreign language

Position: Librarian (Medical)
Location: Walter Reed National Military Medical Center, Director for Education, Training, and Research, Bethesda, MD
Salary: $83,398 to $108,422 per year
Full vacancy announcement available on USAJOBS.

Summary
About the Position: The Darnall Medical Library is on the third floor of Building 1 at WRNMMC. You will support healthcare providers as a member of the reference team acting as first responder/triaging medical reference questions between 0800-1630 M-F. You can expect to make a difference in the care of our wounded warriors, service personnel, and their families.
Parking at WRNMMC is limited and is by permit only. The use of commuting alternatives is highly recommended.

Responsibilities

- Facilitates warrior care through support of evidence based practice and research, cover the library reference desk, and researching and resolving in depth reference questions.
- Instructs health care professionals in search techniques through various databases such as Medline or Embase. Instructs health care professionals on search of databases remotely or via command internet.
- Contributes to the collection development by evaluating reviews and selecting materials in medical subject areas in order to keep textbooks and journals up-to-date and relevant.
- Communicates with customers to present focused training, engender collaboration on matching information tools and relevant resources to resolve clinical information needs.
- Develops and measures goals for the improvement of library services. Develops instruction interventions for the information literacy and web-based resources appropriate to the specifics of the users needs.
- Provides specific case-related medical literature that contributes to the quality direct patient care by providing information for inpatient or outpatient diagnosis, treatment, hospital care, rehabilitation, and research.
- Collaborates with other librarians on development, identification, implementation and improvement of information or knowledge based systems and services.
- Improve the medical library's web presence, access, display and the customer's utilization of clinical and research information resources. Ensures licensing/maintenance of access to electronic resources.

Position: **Supervisory Archivist** (Head, Acquisitions and Processing Section)
Location: Library of Congress, Washington, D.C.
Salary: $117,191 to $152,352 per year
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).

Summary
The position description number for this position is 384053.
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

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

This is a supervisory, non-bargaining unit position.

Responsibilities
Serves as the Head of Acquisitions and Processing Section of the Music Division; works under the general direction of the Chief and Assistant Chief, who review and approve technical procedures, personnel recommendations and work programs proposed. The incumbent demonstrates a high degree of independence in the direction of performing arts acquisitions and processing services in the Division.
Participates in discussions, meetings and conferences with the Chief and Assistant Chief, and as required, divisional and inter-divisional meetings concerning policies and procedures affecting performing arts collection processing and acquisitions. The incumbent serves as the Acting Chief or Acting Assistant Chief of the Music Division when assigned. Directs the studies of broad
and varied topics or areas related to music archives and scholarship. Assignments require a highly specialized knowledge of Western art music and knowledge of scholarship in related areas of the performing arts.

Supervises a group of employees performing work up to the GS-13 level. Provides administrative and technical supervision relative to the staff supervised. Plans work to be accomplished by subordinates, sets 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, and demonstrates and conducts work performance critiques. Establishes guidelines and performance expectations for staff and clearly communicates these through the formal employee performance management system.

Resolves informal complaints and grievances. Recommends appointment, promotion, or reassignment and develops work improvement plans, recommending personnel actions as necessary. Provides advice and counsel to workers related to work and administrative matters. Effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases. Reviews and approves or disapproves leave requests and certifies time and attendance records for staff.

Directs the staff in the accessioning, appraisal, physical processing and description of archival collections according to established archival procedures. Supervises the receipt of collections acquired through gift, deposit, transfer, exchange, copyright and purchase. Oversees the unpacking and verification of the completeness and condition of incoming materials and the maintenance of accessioning records. Works with the specialists, Chief, and Assistant Chief to assure that out-of-scope acquisitions are rejected or transferred to appropriate units.

Maintains close control over the quality of accessioning, physical organization and description, cataloging and digitization of collection materials. Serves as the officer in charge of the preparation of registers, indexes and other finding aids and controls developed in the Division. Provides editorial review of the section’s written work product. Has direct responsibility for the accuracy and consistency of all inventory and indexing controls produced by the Division whether for internal use or wider distribution.

Coordinates and participates in efforts to acquire performing arts materials by gift and purchase. Determines material which can be loaned from collections and/or eligibility of borrowers. Develops procedures and standards for all materials and technical processes applied in the description of the special collection materials in custody of the Music Division. Recommends the establishment of new collections.

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., which have been assigned responsibility for specific projects or tasks. Coordinates the details involved in special projects of lasting importance. Organizes and develops projects utilizing critical judgment to determine scope, emphasis, approach,
appropriate techniques, and manner of presentation. Develops technical standards or protocols applicable to processing acquisitions functions of the Music Division.

Serves as the official spokesperson for the Division and for the Library on matters relating to archival organization and description. Initiates, establishes, and maintains professional relationships with archivists, librarians, scholars, and other specialists in order to share resources and information as well as to coordinate workflow within the Library.

Plans, establishes and directs reference work of specialists in the section under the incumbent's supervision. Coordinates staff efforts related to reference services specific to special collections in the Division's custody.

Requirements

Conditions of Employment
The Supervisor leads his/her staff toward meeting the Library's vision, mission, and goals by acting decisively, leveraging diversity and inclusiveness, demonstrating flexibility and resilience, fostering continuous improvement and innovation, and fostering integrity and honesty. To view the Library's Supervisory Core Competencies click the following link: [http://www.loc.gov/hr/employment/uploads/loc_supervisor_core_competencies.pdf](http://www.loc.gov/hr/employment/uploads/loc_supervisor_core_competencies.pdf).

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

- Knowledge of music and related subject areas in the performing arts.
- Knowledge of library archival records and collections management processes and procedures.
- Ability to supervise and lead a diverse workforce.
- Ability to provide research and reference services in the performing arts.
- Ability to communicate in writing.
- Ability to coordinate and set priorities for projects in the performing arts.
- Knowledge of automated tools, technologies, and metadata standards, such as integrated library systems, digital curation applications, and general office software, to support archival functions.
- Ability to communicate effectively other than in writing.
The Thurgood Marshall Law Library at the University of Maryland Francis King Carey School of Law is hiring two (2) part-time, night and weekend Library Assistants. Under direct supervision, the selected candidate performs routine clerical and/or non-complex library duties using manual and automated library systems. Shifts currently available are Sunday from 3:00-8:00pm, Monday from 6:00-11:00pm, Thursday from 6-11pm and Saturday from 3-8pm. Schedules follow the academic calendar and can change each semester based on library's need.

PRIMARY DUTIES
1. Searches automated and/or manual systems to locate materials or verify information about materials in library collections.
2. Searches and retrieves materials from library collections. Sorts and shelves materials.
3. Charges and discharges circulating library materials using the library management system.
4. Provides customers with information and directional assistance about library collections and services.
5. Assists in processing new materials including verifying shipment contents and marking materials as library property; or other physical processing tasks.
6. Performs repetitive procedures such as photocopying or scanning, opening and delivering mail, collecting or compiling statistics, filing, data entry, and maintenance of library information resources.
7. Assists in monitoring, ordering, receiving and storing library inventory or supplies.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

Qualifications

MINIMUM QUALIFICATIONS
EDUCATION: High School Diploma or GED

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:
Skill in alphabetic and numeric filing. Ability to learn and understand library terminology and functions; to communicate effectively; to establish and maintain effective working relationships with library users and staff; to lift, transport, sort and shelve library materials; to operate standard library and office equipment including personal computers and library software, photocopiers, microfilm and microfiche readers.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

Based on the duties of this position, selected candidates are not eligible to participate in the Bargaining Unit (Union).
Salary Range: $13.23/hour
If accommodations are needed for a disability, please contact Staffing & Career Services at 410-706-2606, Monday – Friday, 8:30am – 4:30pm EST. Maryland Relay can be accessed by dialing 711 (in-state) or 1-800-735-2258.
Equal Opportunity/Affirmative Action Employer. Minorities, women, protected veterans, and individuals with disabilities are encouraged to apply.
Job: CI Exempt or Non-Exempt Staff –

Shift: Variable

Organization: Francis King Carey School of Law – Law Library

Job Posting: May 21, 2019

Unposting Date: May 29, 2019

Posted in Job Vacancies

Three Positions: Maryland & Washington, DC

Position: Librarian II
Location: Loch Raven Branch, Baltimore County Public Library, Maryland
Salary range: $35,520-$55,111

Full vacancy announcement is available on the CUA SLIS blog.

At BCPL, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 10 million items and provides library services through its 19 branches, 4 mobile library vehicles, and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL in this position.

Schedule:
This is a full time position, working 40 Hours a week with some evenings and weekends.

Job Summary:
- Assists customers in finding answers to a broad range of questions through use of print and on-line resources.
- Guides customers in selecting appropriate materials for reading/viewing/listening either for personal pleasure or professional development.
- Assists customers with technology related requests for service including e-reader devices.
- Develops and maintains a portion of the Library's collection.
- Plans and presents library-related programs and outreach services.
- Serves on teams and committees within the branch and system-wide.
- As needed, serves as Librarian in Charge by handling customer complaints and resolving facilities issues.
- Supports innovation by embracing change, being flexible and anticipating customers’ needs.
- Demonstrates initiative by being a self-starter, rethinking processes, and effectively solving
problems.
- Demonstrates a commitment to teamwork by being an effective communicator and engaging in respectful and productive work relationships.
- Actively pursues continuous learning by participating in training opportunities and sharing knowledge in the workplace.

**Position: Interlibrary Loan Assistant**
Location: Loyola Notre Dame Library, Baltimore, MD
Full vacancy announcement is available on the [CUA SLIS blog](#).
The Loyola Notre Dame Library (LNDL) seeks an energetic, collaborative, and service-oriented person to join the Collections and Access Services Department, which includes Interlibrary Loan (ILL). The ILL Assistant borrows materials from other libraries, lends LNDL’s materials to other libraries, reviews workflows to ensure efficiency, and monitors emerging trends in ILL technology and services. Functioning as a member of a cross-trained Access Services unit, this position provides excellent customer service at the Library’s Help Desk, supervises student assistants, and tracks unit statistics. Reporting to the Access Services Librarian, the ILL Assistant works Monday through Friday in a fast-paced environment.

Position Responsibilities:

- Processes all borrowing and lending Interlibrary Loan requests using ILLiad and Rapid ILL software in a timely manner, and follows national and international ILL standards and best practices.
- Communicates with students, faculty, staff, and other libraries promptly to fill borrowing requests and resolve lending questions. Seeks guidance from the Access Services Librarian when appropriate.
- Collaborates with Access Services staff to train and supervise ILL and Help Desk student assistants.
- Maintains patron privacy online and in person, and models appropriate behavior for student assistants.
- Assists the Access Services Librarian in recommending, formulating, and implementing policies and workflow procedures to continuously improve ILL services for Library users. Maintains up-to-date documentation of workflow procedures.
- Collects and records ILL statistics in support of annual reporting requirements and to support data informed changes to services, programs, and the user experience.
- Uses Aleph Integrated Library System to manage circulation functions including material check out, recalls, and returns, and maintains circulation data.
- Provides excellent customer service at the Help Desk on the phone, in person, and online.
- Possesses a positive attitude, ability to be future-oriented, and embraces change.
- Must have flexibility to work a varied schedule during exam weeks.
- Performs other duties as assigned.

**Position: Library Technician**
Location: Inventory Mgmt & Doc Fulfillment Section in Library Services, Library of Congress, Washington, DC
Salary: $52,068 to $67,687 per year
Full vacancy announcement available on [USAJOBS](#).
Summary
This position is located in the Inventory Mgmt & Doc Fulfillment Section in Library Services. The incumbent is responsible for a variety of activities in support of collections inventory control and tracking, both behind-the-scenes activities, e.g. problem resolution, quality control, searching collections storage areas for items not readily found or for which a problem might be present, support of the inventory program; and for direct public service, e.g. staffing a circulation station.

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

Identifies and searches for requested items that are vague or not readily found, using an extensive knowledge of bibliographic tools and procedures.

Serves as an expert in the full range of reference and bibliographic tools, both manual and online, e.g. the LC ILS and other automated files, the card shelflist, the Official Catalog, national bibliographies to identify vague or fragmentary entries. Identifies and notes errors in the LC ILS record which may require editing of the entry.

Forwards items and notes to the appropriate LC unit to correct the online record. Uses a sound knowledge of the flow of materials through the processing channels of LC, and traces materials which may be at any stage of the processing cycle. Reviews and verifies holdings information in the Shelflist and other available databases, both manual and online. Annotates holding information on the Shelflist cards when necessary. Notifies appropriate personnel of mistakes found on Shelflist cards.

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

Bibliographic/Holdings/Item Records. Searches and identifies bibliographic records in the online catalog for items in the Library’s collection that are being prepared for circulation.
Creates holdings and/or item records where none are already present. Creates basic descriptive cataloging records for items that are not found in the Library’s online catalog, suppressing these records from view in the public catalog.

Assigns custodial locations when creating new records for materials assigned to locations other than the general collections. Updates existing cataloging records to correct item-specific errors such as call number and location data. Marks duplicate holdings and item records for deletion. Links the barcode on the physical item to the bibliographic record to create an inventory record for that specific item.

Patron Records. Searches and identifies patrons in the Library’s circulation module in preparation for charging material or updating records. Where necessary, creates new patron records and updates existing records, coordinating closely with the Accounts Unit.

Inventory Control and Circulation. Checks out books to the public and Library staff according to the Library’s regulations and security procedures. Creates inventory and patron records as necessary. Checks out books to offsite loan patrons, creates inventory records and, as necessary, patron records.

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

Posted in Job Vacancies | Tagged Academic Library, Government Library, Maryland, Public Library, Washington DC

Four Positions: Maryland & Washington DC

Position: Digital Projects Librarian
Location: LAC Group, Beltsville, MD
Full vacancy announcement is available on the [CUA SLIS blog](https://example.com)

**LAC Group** seeks an experienced **Digital Projects Librarian** for a position with our client, a prestigious government library located in Beltsville, Maryland. The Librarian will ensure the quality and standardization of descriptive metadata can be used across the agency’s various products. This is a full-time (40 hours a week; Monday-Friday) benefited contract position. The work must be performed on-site.

**Responsibilities:**

- Creation and maintenance of a metadata/taxonomy governance plan necessary to maintain the library division’s digital collections.
- Working with subject-matter experts across the organization to assess their requirements for organizational metadata standards and devise the processes necessary to refine and enhance them.

**Qualifications:**

- An MLS or similar degree plus 2-3 years' experience working with metadata standards and digital objects
- Understanding of the use of metadata schema and tools (in particular MODS, PubMed and JATS)
- Understanding of the use of the controlled vocabularies, such as the NAL Thesaurus
- Expertise with using the Oxygen XML editor and/or Saxon to perform XSLT transformations on large files of metadata
- Experience with archival theory and practices and archival management systems.
- Skill with query languages such as SQL, SPARQL, and Solr
- Knowledge of using and extending content management systems including Drupal and Omeka
- Knowledge of the Linux operating system and use of the command line
- Demonstrated knowledge and experience with open source digital repository systems and related technology including audit/fixity software, file forensics, media conversion, and editing metadata for digital objects, especially MODS and FOXML
- Knowledge of utilizing computer technology and software (e.g., word processing, spreadsheet, and database software; web-based tools)

**Position:** Research Librarian I

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

Full vacancy announcement is available on the [CUA SLIS blog](http://example.com). This position is responsible for providing information and research services to union staff and leadership. The ideal candidate will be adept at: selecting and distributing news and other relevant information for a targeted audience, researching, analyzing, and disseminating information from diverse sources in response to patron requests, contributing to the management, organization, and assessment of the library collection, and providing outreach and instruction services for users of the Information Center.

**Duties:**

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

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

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

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

**Position:** **Senior Analyst, Research & Competitive Intelligence**
Location: Venable LLP, Washington D.C. OR New York, NY
Full vacancy announcement is available on the [LLSDC Jobline](#).
Venable LLP has an exciting opportunity for an experienced professional to join our Marketing Department.

The Senior Analyst, Research and Competitive Intelligence will be responsible for managing research projects, conducting and analyzing primary and secondary research on industries, practice groups, specific clients, prospective clients and competitors to support the firm’s business development goals and initiatives.
We welcome candidates for this position who seek to work in either our Washington, DC headquarters or our Midtown Manhattan offices.

The ideal candidate will be responsible for...
• Managing in-depth background research projects on specific companies or organizations, including statistical models to quantify research findings, in preparation for business development activities.

• Analyzing and evaluating data to provide actionable insights and recommendations to attorneys and business development teams.

• Developing presentations, memoranda or briefings for partners and participate in preparatory sessions for client pitches, proposals and other similar presentations.

• Managing assigned programs for collecting competitive intelligence for the firm's major competitors in its primary geographic and legal markets with a focus on secondary sources.

• Extracting data by industry sectors, geography, attorneys, office, and practice groups for use in Requests for Proposal (RFPs) by Business Development staff, Practice Group Leaders and Division Managers.

The successful candidate will demonstrate...
• Demonstrated success in professional services or consulting environment with a minimum of five years market research/analysis experience.

• Intermediate level database research skills; working knowledge of a variety of external research databases, including Lexis-Nexis, Westlaw, Hoovers, Capital IQ, and West Monitor Suite.

• Advanced knowledge of Web and PC applications, including MS-Windows, Excel and PowerPoint

• Ability to make persuasive presentations on research results.

• Ability to analyze data and identify business trends to formulate recommendations for firm business development opportunities.

• Experience developing reports for tracking and reporting on marketing research activities and outcomes.

If you have a can-do attitude and are looking to be part of a highly motivated team of individuals that are naturally ambitious and driven, we'd love to hear from you. Apply today!
Position: **Supervisory Government Information Specialist**
Location: Consumer Financial Protection Bureau, Washington, D.C.
Salary: $131,227 to $240,000 per year
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).

**Summary**
This position is located in the Consumer Financial Protection Bureau, Operations Division, Office of the Chief Data Officer. The incumbent serves as the manager of Freedom of Information Act (FOIA) program.
See our tips on the application process and printable checklist to ensure each step of the application is completed.

**Responsibilities**
As the Supervisory Government Information Specialist, you will:
Serve as the Bureau’s Subject Matter Expert on all aspects of the FOIA program including regulatory, legislation, exemptions, fees, and related administrative matters. Partner with stakeholders across the Bureau to ensure optimal response to FOIA requests.

Periodically evaluate the FOIA program and recommend changes or improvements regarding the Bureau’s FOIA implementation policy, procedures, processes, funding, personnel, and use of technology. Implement measures to assess and monitor the efficiency and effectiveness of the program.

Foster compliance with the FOIA throughout the Bureau by providing guidance, training, and advice to Bureau offices, senior leadership, and employees.

Review and prepare responses to draft legislation, Bureau regulations, and other correspondence related to FOIA as well as other information disclosure matters.

Coordinate the Bureau’s responses to inquiries, audits, investigations, or other matters related to FOIA from the Office of Government Information Services, Office of the Inspector General, Office of Management and Budget, and other similar federal government agencies.

**Travel Required**
Occasional travel – occasional travel may be required

**Qualifications**
You must meet the following requirements within 30 days of the closing date of this announcement.
Specialized experience: To qualify at CN-71, you must have one year of specialized experience at or equivalent to the next lower grade/band (CN-60, GS-14 or equivalent) in the Federal service. For this position, specialized experience is defined as:

- Experience serving as a subject matter expert in the area of the Freedom of Information Act (FOIA) including regulatory compliance, fees, request clarification, record searches, and
providing expert-level guidance.

- Experience in drafting written communications to include regulations, policies, procedures, training materials, or general correspondence.
- Experience with implementing technology with FOIA operations, eFOIA, eDiscovery, or electronic FOIA reading room or library.
- Experience in evaluating FOIA processes and implementing changes to improve overall FOIA operations such as reducing a backlog or processing delays.

Two Positions: Washington DC & Maryland

Position: Circulation, Interlibrary Loan & Technical Services Manager, Librarian II
Location: Caroline County Public Library, Denton, MD
Salary: $43,661 – $50,310

Full vacancy announcement is available on the CUA SLIS blog.

Responsibilities: This is a library manager position overseeing management of three related departments. Provides all levels of customer service; supervises, and evaluates assigned library staff; assists with collection development; collects statistical information; may manage budgets; is part of the Central Library Floor management team. Need excellent written and verbal communication skills and high level of computer proficiency. Experience using Polaris ILS preferred.

Requirements: Qualified applicants must possess a MLS degree from an ALA accredited institution and either have or be eligible for a Professional Public Librarian Certification from Maryland State Department of Education; have at least two years of directly related experience; possess a Maryland Class “C” drivers license or an equivalent from another state.

Salary Range: $43,661 – $50,310. Benefits include health and dental insurances, and participation in the Maryland State Retirement System.

Application Process: Submit a cover letter, resume, and three professional references to employment@carolib.org by June 15, 2019. This position will remain open until filled.

The Caroline County Public Library is an Equal Opportunity Employer and is committed to diversity in the workplace. The Library’s policy is to treat all employees and applications equally and without regard to race, color, religion, age, sex, marital status, national or ancestral origin, sexual orientation, or disability in accordance with applicable laws. This policy is applicable to all aspects of employment, including recruitment, hiring, training, and promotions.

The Caroline County Public Library complies with the ADA. Applicants who require reasonable accommodation in the application and/or interview process should contact the Library Office Manager at 410-479-1343 prior to submitting an application or resume.
Position: Supervisory Librarian (Head, Collection Development)
Location: Collection Development Section, Materials Development Section, National Library Service for the Blind and Physically Handicapped (NLS/BPH), Office of The Librarian, Library of Congress, Washington, DC
Salary: $117,191 to $152,352 per year
Full vacancy announcement available on USAJOBS.
Summary
This position is located in Collection Development Section, Materials Development Section, National Library Service for the Blind and Physically Handicapped (NLS/BPH), Office of The Librarian.
The position description number for this position is 383035.
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.
This is a supervisory, non-bargaining unit position.
The incumbent of this position will work a flextime work schedule.

Responsibilities
Supervises a group of professional librarians performing work up to the GS-13 level. Provides administrative and technical supervision necessary for accomplishing the work of the section.

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

The incumbent is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employment practices in regard to race, color, religion, sex, national origin, age, or handicap. Specifically, incumbent initiates nondiscriminatory practices and affirmative action for the area under his/her supervision in the following: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills.

Coordinates activities related to collection development across all functional areas of the library, specifically the National Library Service for the Blind and Physically Handicapped (NLS). Develops and recommends collection development policies; establishes guidelines and procedures to research, develop, acquire, evaluate and approve the selection of books and magazines for the NLS collections. Assures a balanced collection of reading matter for all age
levels from preschool children to elderly persons by utilizing a broad professional knowledge of books and other library resources, the publishing industry, copyright issues, and the reading interests of the general population as well as the special informational needs of disabled persons.

Plans, develops, and implements program/project development activities that affect broad mission areas, i.e., monitors procedures for obtaining copyright holders’ permission when required. Verifies the accuracy of the copyright document received. Responsible for developing copyright policies for NLS.

Two Positions: Washington, DC

Position: Digital Content Analyst
Location: Eversheds Sutherland, Washington, DC

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

The Digital Content Analyst supports and ensures access to the Firm’s online resources by staff/attorneys. Intranet content, access and design are key responsibilities.

Responsibilities and Duties:
• Develops and maintains intranet pages.
• Develops and maintains Research Services departmental intranet page.
• Arranges access to electronic products/services (initiate subscriptions, distribute licenses, etc.).
• Monitors access to and use of electronic resources to ensure continued relevance to our needs and practices.
• Monitors electronic usage to ensure effective utilization and cost control.
• Works with vendors and Technology Information Services staff to resolve technical issues with library resources and services.
• Reviews new research products and library tools for possible inclusion in collection.
• Assists in implementation of new technology, resources, and software applications.
• Reviews, evaluates, processes all electronic subscription renewals/invoices.
• Trains attorneys on selected electronic resources.
• Educates/informs attorneys/staff about developments in on-line services and databases (platform migrations, redesigns, etc.).
• Catalogues electronic resources.
• Creates and maintains internal library knowledge-sharing documents on electronic resources.

Knowledge, Skills, and Abilities:
• A Master’s degree in Library Science from an accredited college or university is preferred or a bachelor’s degree with experience in digital content or intranet design.
• Three to five years of general library-related experience and/or experience in library
electronic services.
• Understanding of technology; ability to communicate effectively and facilitate communication between technology staff and others.
• Excellent interpersonal, written and verbal communication skills are required. Detail-oriented and organized; ability to multi-task and prioritize workloads.
• Excellent computer skills and knowledge of MS Office Suite with proficiency in Outlook.

Eversheds Sutherland (US) LLP is committed to promoting diversity and inclusion within our Firm and in the larger legal profession. We believe that diverse skills, knowledge and viewpoints make us a stronger firm. Eversheds Sutherland (US) LLP maintains a policy of affording all employees and applicants equal employment opportunities without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity or expression), national origin, age, disability, genetic information, marital or familial status, domestic violence victim status, ancestry, amnesty, citizenship status, military and veteran status, or any other characteristic protected by law. Unlawful discrimination, harassment and retaliation will not be tolerated in any of the Firm’s offices or any other work-related setting. Qualified individuals with a disability may request a reasonable accommodation in order to apply for a position or to enable them to perform the essential functions of a position for which they are otherwise qualified. EEO.

Apply at this link: https://us.eversheds-sutherland.com/mobile/Careers/Job-Openings/220439/Digital-Content-Analyst-Washington-DC

**Position:** Reference/Foreign & International Librarian
Location: George Washington University Law School, Jacob Burns Law Library, Washington, DC

The George Washington University Law School, Jacob Burns Law Library, located in Washington, DC, seeks a qualified librarian for its reference/foreign & international librarian position to begin as early as August 1, 2019. The librarian in this position will provide research and reference services to members of the GW Law community and other library patrons.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include:

- Provides research and reference services to members of the GW Law community and other library patrons;

- Performs regular reference desk duties and provides backup reference desk assistance (including weekends and/or evenings), as needed;

- Assists patrons in locating and using a variety of print and online information resources;

- Participates in liaison services, which includes providing research support to faculty, students, and staff of GW Law’s International & Comparative Law Program, The George Washington International Law Review, the Jessup Moot Court Competition, and other Law School organizations; alerting liaison faculty to current developments in areas of interest through selective dissemination of information; and assisting students participating in co-curricular activities;
- Prepares and delivers research lectures for law students and other groups;

- Drafts, revises, and contributes to print and online research guides, bibliographies, and other specialized finding aids and publications;

- Maintains expertise in both general and foreign & international law research techniques and resources through attendance at professional conferences, continuing legal education programs, and independent study;

- Participates in collection development activities relating to foreign & international law, which includes selecting new materials; monitoring acquisitions budget and expenditures; reviewing gifts; and periodically reviewing the collection for currency, withdrawal, or relocation of materials;

- Plans and mounts library exhibits;

- Conducts library orientations and tours as necessary; and

- Performs other duties as assigned by the head of reference.

Five Positions: Maryland

Position: College Archivist & Special Collections Librarian
Location: McDaniel College, Westminster, MD

Full vacancy announcement available on ALA Joblist.

McDaniel College invites applications for a College Archivist & Special Collections Librarian. Salary for this full-time, 12-month, 30 hours per week position is commensurate with qualifications and experience. At McDaniel College we value our employees by offering our full-time employees tuition remission, 403(b) retirement accounts with employer match, paid time off, medical insurance, flexible spending accounts, life insurance, and paid maternity and parental leave. Visit College website for details. The library invites applicants who will have completed their M.S. in Library Science by August 2019.

Reporting to the Director of Hoover Library, the professional librarian will manage the college’s archives & library’s special collections. The librarian will develop, organize, maintain, digitize, describe and preserve college-related records, artifacts and special collections, as well as assist with related exhibit preparation, event planning and donor relations. The librarian provides research services in keeping with accepted archival practices and participates with other librarians in providing reference services, instruction and supporting collection development.

Responsibilities
- Manage the College Archives & Library Special Collections using appropriate metadata standards and strategies, including receiving, processing, identification, assessment, description, storage, access, digitizing, preservation and disposal of archives and special collections in all formats
- Provide instruction on the use and interpretation of archival materials and information resources
- Participate in library collection development
- Supervise student employee(s) hired or volunteering in Archives & Special Collections
- Participate in professional organizations and take part in college academic activities
- Participate as a member of the leadership team working closely with the Library Director to advance the mission and goals of the Hoover Library
- Provide occasional support to general reference and instruction services on an as-needed basis
- Perform other duties and responsibilities as assigned

**Position:** Librarian, Adjunct (part-time)

**Location:** Prince George’s Community College, Largo, MD

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

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 and/or recent professional experience at a college or university using electronic databases, internet, and computer applications. Eighteen hours, weekdays, evenings, and Saturdays.

**Minimum Qualifications**

Master’s degree in library/information science from an ALA accredited program required. Degree awarded within the past five years OR continuing education and/or recent professional experience at a college or university using electronic databases, internet, and computer applications.

**CRITERIA:** The following criteria, which are not the sole criteria used in the final hiring decision, will be used to review the applications of those persons who meet the stated minimum qualifications and to select those qualified applicants who will be interviewed. Other information and observations made during the interview process may be considered in the selection process. Resume/CV and cover letter are required with the application. Please ensure that your documents address the criteria listed below for this position.

1. Extent of relevant experience in a college/university library.
2. Extent of experience in information literacy instruction and knowledge of the ACRL standards/framework and instructional technology.
3. Extent of undergraduate/graduate educational preparation in basic reference tools and procedures, including electronic databases, internet searching, and computer applications.
4. Extent and nature of subject areas in which reference assistance can be given.
5. Extent of experience in, or potential for working effectively with a diverse, multi-ethnic student population.

**Position:** Library Assistant  
Location: Upper School Library, Gilman School, Baltimore, MD  
Full vacancy announcement is available on the CUA SLIS blog.  
POSITION SUMMARY: to support the Upper School library, librarian, faculty and students.

**ESSENTIAL RESPONSIBILITIES:**

- Assist students and teachers with selection, research needs, and circulation.
- Assist with US library instruction as needed.
- Assist with fiction collection development.
- Assist with purchasing supplies.
- Evaluate materials and withdraw or repair damaged and worn items, including withdrawing weeded items from the online catalog.
- Process new items for use in collection.
- Manage incoming and outgoing interlibrary loan requests from students, faculty and staff, including filing requests, maintaining accurate records and obtaining/returning material.
- Manage Reserve items: fill requests, check-out and check-in.
- Manage Reserve items requested by MS and LS libraries
- Maintain book displays (Theme Books, New Books, etc.) and bulletin board
- Support the Upper School Librarian in all areas
- Collaborate and participate in department as needed.
- Check-in items – examine material for damage and/or wear.
- Shelve materials – shift collection as needed.
- Stock paper for the printer and the photocopier.
- Laminate items for the library and Upper School faculty as needed.
- Assist with opening and closing procedures for the Library.
- Assist with library program activities (scavenger hunts, contests, etc.)
- Assist with serials maintenance as needed.
- Perform other duties as assigned.

**Position:** Community Branch Manager I  
Location: Mountain Road Community Library, Anne Arundel County Public Library  
Salary range: $61,853 – $109,158  
Originally posted on the Maryland Library Association listserv.

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.
Position: **Community Branch Manager II**
Location: Mountain Road Community Library, Anne Arundel County Public Library
Salary range: $66,492 – $117,344
Originally posted on the Maryland Library Association listserv.

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.

Position: **Librarian (Loan)- Washington, DC**
Posted on May 2, 2019 by LLAM News

**Position: Librarian (Loan)**
Location: General and International Collections Directorate, Researcher and Reference Services Division, Library of Congress, Washington, DC
Salary: $57,510 to $74,759 per year
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).

**Summary**
This position is located in the General and International Collections Directorate, Researcher and Reference Services Division.
This is a non-supervisory, bargaining unit position.
The position description number for this vacancy is 063873.
The incumbent for this position will work fixed schedule of 8:30 a.m. – 5:00 p.m.

**Responsibilities**
The incumbent serves as a Reference Specialist providing essential and critical collection services primarily to off-site users of the Library’s collections including Members of Congress, Congressional staff, other government agencies, the Court, and other Libraries through the Library of Congress's inter-library loan program.
Provides reference services to varied constituents, including Members of Congress and their staffs, other libraries within the United States as well as internationally in support of the Library's inter-library loan program. Determines needs through telephone interviews and or written requests, where the bibliographic source materials are of limited technical complexity and are readily accessible, such as those found within the library's collection or that can be located within a database by use of standard search procedures. Engages in an extensive telephone interaction with Congressional borrowers. Responds orally and or in writing to inquiries related to assigned field of responsibility.

Performs extensive references searches for materials that cannot be located through standard search procedures. Requests assistance from higher-level staff to locate materials that are not readily accessible. Develops and maintains current knowledge of resources in other agencies and or institutions in order to provide informed referrals. Assists patrons with specialized collections requests. Uses knowledge of these collections, the patron, and the subject matter to complete a request.

Coordinates proper purchasing information, correct bibliographic identification, and correct coding in the information system. Provides collection services and deals with non-technical products that are of limited technical complexity, or easily acquired, and consults the acquisition reference material to determine whether recommended item is appropriate for purchase.

Develops all or a portion of the collections acquired by Researcher and Reference Services Division including books, X copies, travel guides, and other items in support of the Library's congressional, inter-library loan and other programs. Participates in decisions related to the need to digitize items in response to requests. Reviews recommendations for acquisitions in order to identify processing and custodial requirements as well as to identify acquisition of out-of-scope materials. Cultivates and maintains liaison with recommending officials and subject-matter specialists in order to understand their requirements and needs.

Documents and prepares complete preliminary inventories for the records of an agency having a limited variety of functions and a fairly stable organizational and administrative history. Provides curatorial services utilizing the basic collection knowledge, working familiarity with a standard bibliography, and the ability to perform basic historical and technical research. Provides accurate, competent research guidance and special reference services and assists with the full range of reference, collections development, processing and preservation duties in the designated area.

Develops and maintains personal contracts and cooperative work relationships with all clients including congressional offices, inter-library loan partners, Library units, and other specialists in order to provide and or exchange information. Presents information to groups and individuals with a similar understanding of the subject. Conducts tours, workshops and orientation sessions for constituent groups. Represents the organization at conferences, seminars and exhibits. Attends workshops, conferences, seminars, or meetings in librarianship and other relevant fields for the purpose of professional development.
Three Positions: Maryland

Position: East Asian Cataloging Coordinator
Location: University of Maryland College Park-Libraries
Full vacancy announcement available on ALA Joblist.

Description
Independently performs original and complex copy cataloging of East Asian library resources in all subjects and formats, and for cataloging other text-based resources. Performs complex problem solving related to bibliographic database corrections and collection relocation. Applies relevant national, University System of Maryland and Affiliated Institutions (USMAI), and local policies. Provides support for library staff for resolution of problems with bibliographic, holdings, and item records. Participates in planning and implementation of policies, workflows, and special projects to achieve departmental goals and objectives. Assists in the planning and management of assigned projects; on occasion may take a leadership role on a project. Participates in committees and group activities in the department, division, and University Libraries.

Requirements
REQUIRED EDUCATION
Bachelor's degree, or an equivalent combination of education and experience. Proficiency in reading, writing, and speaking one East Asian language (Chinese, Japanese, Korean).

REQUIRED EXPERIENCE
Minimum of three years of relevant experience in libraries with a minimum of two years of cataloging and/or database maintenance experience. Ability to catalog resources in multiple formats. Proficiency with searching and retrieving bibliographic records in integrated library systems. Ability to manage and prioritize a broad variety of tasks. Understanding of technical services operations and emerging cataloging issues and trends. Proficiency with the Windows interface, desktop computer applications, and a major email client. Ability to work in the environment described in “Physical Demands.” Ability to take direction, as well as work independently, as part of a unit and department in a production-oriented, quality focused, dynamic environment. Excellent interpersonal and communication skills. Evidence of strong customer service orientation. Working knowledge of Library of Congress Romanization schemes for East Asian languages.

Position: Librarian III
Location: Oxon Hill Branch, Prince George's County Memorial System, MD
Salary: $64,420.00 – $74,055.00 Salary/year
Full vacancy announcement available on ALA Joblist.

Description
The Prince George's County Memorial System (PGCMLS) is seeking a new and experienced librarian to manage the adult services department at our Oxon Hill Branch. This position
supervises staff in supervisory line, monitors and evaluates job performance, oversees staff training and development, manages department staff weekly schedule, oversees programming for library customers, promotes library services and collections, provides reference and reader’s advisory, maintains library collection and places orders for new books and materials, manages customer relations, resolves escalated customer issues and conflicts, and performs other duties as assigned.

**Required Knowledge, Skills, and Abilities**

- Ability to gain thorough knowledge of Prince George’s County Memorial Library System’s practices, policies and procedures.
- Ability to act as a representative of Prince George's County Memorial Library System’s to the public.
- Considerable knowledge of literature, reference and information materials, publishers, and periodicals required.
- Knowledge of public library reference tools, including web and database searching.
- Strong communication and customer service skills.
- Strong organization and problem-solving skills.
- Maryland Professional Public Librarian certificate within six-months of hire required.

**Education and Experience**

- Possession of a Master’s Degree in Library Science from an American Library Association (ALA) accredited program.
- Three to five years of related experience including working in a library setting required.
- Three years of supervisory experience required.

**Position:** Software Engineer  
**Location:** Johns Hopkins University  
Full vacancy announcement available on ALA Joblist.  
**Job Req ID:** 15536

**General Summary/Purpose:**

Johns Hopkins University has an immediate need for a Software Engineer to join our Library Applications team, supporting commercial, open source, and locally developed systems and online services. Top goals are to improve system reliability, data integrity, business processes, and user experience. There is a strong emphasis on collaboration and best practices.  
*The Sheridan Libraries and University Museums are strongly committed to diversity. A strategic goal of the Libraries and Museums is to work toward achieving diversity when recruiting new staff and promoting existing staff. The Libraries and Museums prize initiative, creativity, professionalism, and teamwork. For information on the Sheridan Libraries, visit [http://www.library.jhu.edu](http://www.library.jhu.edu). For information on Evergreen Museum and Library and Homewood Museum, visit [https://www.museums.jhu.edu](https://www.museums.jhu.edu).*

**Specific Duties and Responsibilities:**

- Collaborate with vendors, open source software communities, and internal stakeholders to design, develop, deploy, maintain, and enhance front- and back-end systems supporting library services
- Contribute to a small, highly efficient team by following best practices for development, deployment, and documentation, emphasizing stability, reliability, and ease of maintenance
- Follow agile, user-centric development approach, emphasizing accessibility and evidence-based design
- Coordinate software releases to minimize risk and inconvenience to staff, faculty, and students
- Provide prompt support for internal stakeholders by investigating and resolving problem reports

**Required Skills and Experience:**
- Five years of work experience with enterprise-level systems maintenance and software development, demonstrating significant responsibilities and achievements
- Demonstrated ability to work collaboratively and creatively in a software team environment using an agile development process, and to communicate effectively with non-technical stakeholders
- Strong proficiency in one or more common programming languages such as Ruby, Python, Java, or JavaScript
- Extensive experience with software development best practices, including provisioning, collaborative development and version control, testing, and deployment tools and procedures

**Minimum Qualifications (Mandatory):**
- Bachelor's degree (Additional experience may substitute for education and additional education may substitute for experience. 30 undergraduate degree credits or 18 graduate degree credits = 1 year of experience)
- Five years of related work experience with computer systems and applications

**Preferred Qualifications:**
- Ruby on Rails
- React
- NodeJS
- Python
- REST API development
- Java
- Continuous integration procedures using Docker, Ansible, Jenkins, or similar tools.
- Software development and life-cycle management in an academic library or cultural institution
- User-centered design and accessible web design
- Familiarity with common tools and technologies used in library applications, including Blacklight, Solr and Elastic Search, SFX, and traditional Library Management Systems such as SirsDynix Horizon

**Special Knowledge, Skills, and Abilities:**

**Systems Supported:**
The software engineer will have primary or secondary (backup) responsibility for vendor-hosted and locally hosted systems used in the following functional areas:
- User authentication (EZproxy and Shibboleth)
- Inter-library loan (ILLiad, Relais)
- Course reserves (ARES)
- Citation linking (Umlaut open source software and related SFX knowledge base)
- Catalog and discovery (Horizon and Blacklight)
- Special collections materials management (Aeon)
- Locally developed Database List system based on the FOLIO platform

Posted in [Job Vacancies](#) | Tagged [Academic Library](#), [Maryland](#), [Public Library](#)
Associate Law Librarian for Public Services:
Law Library, School of Law, University of Baltimore

Position: Associate Law Librarian for Public Services
Location: Law Library, School of Law, University of Baltimore

Part of the Law Library's leadership team, the Associate Director of the Law Library oversees, supervises, and coordinates all aspects of the Law Library's Public Services Department, and initiates and monitors library programs and services. The Associate Director assists with budgeting, hiring, and the supervision of Public Services staff and assigns special projects. S/he acts as a resource for the Reference Librarians to provide sophisticated reference and research services to members of the Law School faculty, students, and staff, as well as the University of Baltimore community, lawyers, and the general public.

We look forward to receiving your electronic application with a cover letter and resume and learning about your interest in and qualifications for our vacancy. Please save your cover letter and resume as one document and attach it in the resume location.

The Associate Director serves on the Law Library's Leadership Team and, along with the Associate Director for Collections and Database Services, assists the Library Director with long- and short-term planning. With the Library Director, s/he coordinates the research component of the first-year Introduction to Lawyering Skills program: developing the curriculum, teaching materials, and evaluation tools, and promoting the program with faculty members. In addition, the Associate Director engages in law school and university service, and/or other administrative responsibilities and participates in relevant state and national associations. Key responsibilities include:

**Leadership and Management**
- Serves on the Law Library's Leadership Team.
- Assists the Library Director with long-term and short-term strategic planning.
- Supervises and coordinates day-to-day operation of the Law Library’s Public Services Department.
- Schedules staff and assigns special projects and library exhibits.
- Assures the maintenance and improvement of library facilities.

**Teaching, Curriculum Development and Assessment**
- With the Library Director, coordinates the research component of the first-year Introduction to Lawyering Skills (ILS) program.
- Develops curriculum, teaching materials, and evaluation tools.
- Promotes and informs faculty members about the program.
- Teaches legal research as a guest lecturer in upper level courses and as an instructor for the Advanced Legal Research course.
Research Support and Development

- Coordinates and provides expert research support and assistance for law faculty and law students.
- Participates in the Collection Development functions and periodically reviews the Library's collection development policy.
- Actively participates in local, regional and national associations relating to law librarianship and libraries.

Required Education and Experience

**Education:** Juris Doctor JD from an ABA accredited law school

**Experience:** Five years of progressively responsible role in a law firm or academic library

Preferred Experience

- Masters in Library and Information Science from an ALA accredited program
- Experience in an academic Law Library

Required Knowledge, Skills and Abilities

- Excellent written, verbal, organizational, and presentation skills and attention to detail.
- Supervisory experience and the ability to set a positive tone, project a professional and positive image of the School of Law and University.
- In-depth knowledge of legal research techniques and resources and a desire to continue to develop one's research skills and knowledge.
- Teaching experience.
- Demonstrated skills and abilities to perform and achieve the following: planning and results; assessment, evaluation and outcomes; productivity and quality of work.
- Knowledge of and proficiency with Microsoft Office suite and the ability to learn new platforms and become proficient with e-resources.

The University of Baltimore ("UB" or "University") does not discriminate on the basis of sex, gender, race, religion, age, disability, national origin, ethnicity, sexual orientation, gender identity, or other legally protected characteristics in its programs, activities or employment practices. UB is an Equal Opportunity/Affirmative Action/ADA Compliant Employer & Title IX Institution.

Five Positions: Washington DC & Northern Virginia

Posted on April 30, 2019 by LLAM News

**Position:** Research Analyst

Location: Hogan Lovells, Washington, DC

Originally posted on LLSDC Job Listings.

DESCRIPTION

- Provide high quality substantive research and reference assistance to attorneys using a range of legal, business and news online and print resources.
• Submit daily timekeeping reports with reference to client, business development and other administrative matters.
• Meet or exceed billable hour requirements as established annually.
• Act as a practice research liaison for one or more practice groups. Work closely with Knowledge Lawyers where applicable to provide orientations and training, promote and raise awareness of research tools and services.
• Develop and maintain knowledge of the available resources online and in print. Stay aware of new products in the research space, working to advance the firm's innovation in the use of AI legal research tools.
• Deliver research skills, orientation and database training as required to lawyers and business services teams.
• Maintain research guides across subject areas to support attorneys and publicize research tools.
• Share knowledge and learning with colleagues in the US and global team and within internal knowledge solutions such as team wikis and knowledge databases.
• Participate and promote current awareness provision for attorneys and business services as required; utilize team resources to identify and deliver alerting solutions.
• Participate in the identification and review, trial/pilot, training and marketing of research products to lawyers;
• Develop and maintain relationships with lawyers and business services members at all levels of the business to promote the Research Services team.
• All members of the firm are expected to participate in our Global Citizenship program.
• And other duties as assigned.

**Position: Inter-library Loan/Technical Services Librarian**
**Location: Williams & Connolly LLP, Washington DC**
Originally posted on [LLSDC Job Listings](https://www.llsdc.org/jobs).
Williams & Connolly LLP has an immediate opening for an Inter-library Loan/Technical Services Librarian to support the firm's Library department. Under the direction of the Director of Library Services, primary responsibilities include, but are not limited to:

- Catalog all new materials, editions, and additions;
- Maintain current Library catalog;
- Maintain OCLC holdings and Union list;
- Process borrowing and lending requests;
- Process document delivery requests;
- Purchase new materials as requested by attorneys;
- Collection maintenance;
- Purchase and distribute attorney office copies of various items, i.e., Blue Books, Federal Rules;
- Determine use statistics for various library material.

**Position: Library Technician**
**Location: Government Publishing Office, Washington, DC**
Salary: $47,016 to $61,122 per year
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).


Summary
These positions are part of the Library Services and Content Management, Government Publishing Office in Washington, District of Columbia.

The incumbent may work on assignments within the Library Technical Services (LTS) section such as cataloging/metadata creation and processing digital information products. The incumbent may work on tasks within the Projects and Systems section such as document preparation for digitization or review digital files for quality assurance.

Responsibilities
The Selectee will work shift 1 Monday-Friday and a tour of duty from 7:30 am to 4:00 pm.

As a Library Technician, your typical work assignments may include the following:

- Receiving and staging tangible publications for preparation and shipment to vendors.
- Storing of tangible publications marked for digitization.
- Searching and editing bibliographic records in the Integrated Library System.
- Preparing shipping lists for public posting using established templates.
- Conducting research and gather information for responses using automated systems.

Position: Library Technician NF-02
Location: Army Installation Management Command, Department of the Navy, Fort Myer, VA
Salary: $15 to $18.50 per hour
Full vacancy announcement available on USAJOBS.

Summary
The Area of Consideration for this vacancy announcement is Installation Wide. (Military Spouse Preference (MSP) and Involuntarily Separated Military Preference (ISMP) eligible candidates are included in the area of consideration.)

This position is located at Joint Base Myer-Henderson Hall (JBM-HH)

To better expedite the hiring process, we recommend including full contact information (name, address, phone number, email, etc.) for professional and personal references on your resume.

Responsibilities

- Provides technician support by performing a wide variety of direct services to the public.
- Registers patrons, charges/discharges materials, processes overdues and reserves, assists with interlibrary loans and reserves, shelves library materials, prepares displays, programs activities.
- Answers basic reference questions, and assists customers in locating materials; and/or provides technical services support in a variety of functions: basic/copy cataloging, ordering/receiving/processing and de-acquisitioning of library materials.
Assists in maintaining accountability records and in performing shelf inventories. Performs simple maintenance on the library's automated systems.

Incumbent may perform physical exertion such as long periods of standing, bending, crouching, stooping, stretching, reaching, pushing of loaded trucks; and recurring lifting of heavy items such as boxes of books or journals.

**Position:** Special Reference and Research Librarian
**Location:** Government Medical Library, DC Metro Area
Full vacancy announcement is available on the [CUA SLIS blog](http://example.com). RESPONSIBILITIES:

We are looking for a detail-oriented librarian to work in a government medical library in the DC metro area. Specific responsibilities include:

- Assist with the creation and production of user educational material in a variety of formats (print, digital, video, etc.) to aid in teaching others how to use the library’s services and electronic resources
- Create live trainings and webinars and organize trainings with database vendors to educate patrons in the use of electronic library resources
- Hold responsibility for library webpage and SharePoint page updates and content management
- Participate in library outreach and marketing activities, including creation, distribution, and analysis of user surveys
- Assist with public relations activities including creation of flyers, digital and print displays, signs, promotional emails, newsletters, etc.
- Provide reference desk coverage and assist with circulation and re-shelving of materials
- Generate weekly, monthly, quarterly, and annual statistics and reports related to library resource and service usage
- Manage and develop the print reference collection
- Assist with managing workflow of student workers and interns
- Periodically check, submit help tickets, and assist patrons with library computers, printers, and scanners
- Make suggestions for strategic plan and collection development policy, based on user interviews
- Assist in developing policies and procedures and make recommendations for the creation of a modern and collaborative information center
- Evaluate information needs and conduct interviews to clarify keywords and build search strategies
- Conduct complex searches and perform research, efficiently searching a variety of specialized databases (PubMed, DTIC, NIH RePORTER, AGRICOLA, Embase, other biomedical databases through ProQuest Dialog, etc.)
- Serve as backup for interlibrary loan through DOCLINE and OCLC WorldShare


**Six Positions: Washington, DC & Northern Virginia**
Position: Research Services Librarian

The American Revolution Institute of the Society of the Cincinnati, Washington, DC seeks a dynamic library professional to manage reader services and outreach for its library, which houses a collection of 50,000+ rare and modern items focused on the era of the American Revolution.

Major Duties

The research services librarian is the primary staff member charged with promoting and managing use of the library collections, on-site and remotely. The research services librarian:

- assists and advises scholars using the library collections, especially the Institute's fellows and other academic users;
- develops and manages special projects to promote and document the library collections, such as writing articles for the Institute's publications and website and giving lectures and customized presentation to special groups;
- develops and leads classes on using special collections for research, a hallmark of our library program;
- oversees and manages the digitization of library collections and directs the development of the online Digital Library;
- recruits and supervises the library's volunteers and interns;
- provides support to the Institute's broader cultural initiatives, including exhibitions, educational programs, publications and special events; and
- works closely with the Library Director to develop and enhance library programs and services.

Qualifications

- Master’s degree in library and information science from an ALA-accredited institution or equivalent training and experience (knowledge of the history of the American Revolutionary era a plus);
- at least three years of professional experience working with special collections and providing reference support in a library setting;
- knowledge of digitization protocols (experience with CONTENTdm a plus);
- excellent interpersonal skills working with staff, volunteers, interns, researchers and other constituents of the library;
- reading knowledge of French or other foreign language; and
- demonstrated organizational skills, ability to work independently and take initiative, and effective writing and public speaking

Salary and Benefits
This is a mid-level position on the professional staff of the Society of the Cincinnati. The current budget allocation for this position is $55,000 per year (negotiable). Excellent benefits include paid annual and sick leave, health insurance, a 401(k) plan, and a monthly commuting stipend.

To Apply

Send a resume and cover letter, including mention of where you learned about this opening, by email to:

Ellen McCallister Clark  
Library Director  
The American Revolution Institute of the Society of the Cincinnati  
2118 Massachusetts Avenue, NW  
Washington, DC 20008  
emclark@societyofthecincinnati.org

Position: Senior Research & Reference Librarian  
Location: LAC Group, Washington, DC  
Full vacancy announcement is available on the CUA SLIS blog.

LAC Group is seeking a full-time Senior Research and Reference Librarian to work for a prestigious law firm's Washington DC office. The librarian will provide high-quality research & references services in support of the firm’s various legal and administrative departments. The selected individual will work both independently and in collaboration with the research team. This is a great opportunity for a dynamic, service-oriented research professional.

RESPONSIBILITIES

- Works with the Research and Reference team to design and deliver a valuable research service to the firm.
- Provides expert research and reference assistance to attorneys in all practice areas using various print and digital resources. Provides in-depth analysis and summarization of results.
- Assists in the preparation of and delivery of relevant orientation and training programs.
- Supports the development and maintenance of intranet reference collections. Assists with link checking, collection development, and integration of subject-specific resources into the firm’s larger portal.
- Assists in the development of paper and digital resources collections, the evaluation of new and existing research tools and makes recommendations for purchase or renewal or resources.

REQUIREMENTS

- JD, MLS or MLIS from an accredited institution required.
- 5-10 years of reference and research experience required.
- Experience in a large law firm or comparable environment, preferred.
- Expert knowledge of print and digital legal and business resources and research techniques.
- Advanced knowledge of legal and business electronic resources and databases.
- Ability to work efficiently with keen attention to detail.
- Good oral and written communication.
- Excellent organizational skills.
- Excellent customer service skills.

**Position: Librarian (Digital Collection Specialist)**
Location: Library of Congress, Washington, DC
Salary: $57,510 to $74,759 per year
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).

**Summary**
This position is located in the Digital Content Management Section, Digital Collections Management and Services Division, Office of the Chief Operating Officer, Library Services. The position description number for this position is 385309.

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

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

This is a non-supervisory, bargaining unit position.

**Responsibilities**
This position serves as a Digital Collection Specialist and is located within the Digital Content Management Section, Digital Collections Management and Services Division, Office of the Chief Operating Officer, Library Services within the Library Collection and Services Group at the Library of Congress. The position reports to the Head, Digital Content Management Section and is responsible for acquisitions, management of digital collections, project development, management, consultation, and liaison work. The Digital Content Management Section is responsible for providing digital acquisitions support to Library Services, and for the lifecycle management of digital collections that are not otherwise under the care of a custodial division. The section also is responsible for managing the Library’s web archiving program and collections, and provides advice and assistance to the Law Library as needed. Digital Content Management Section staff collaborates with other Library curatorial units, technical staff and external organizations to establish best practices, implement new and streamline existing digital workflows, and identify digital content management problems and propose solutions for the content within the scope of the section.

Serves as a digital collections specialist for assigned tasks and workflows within the Digital Content Management Section. Applies knowledge of library policies and procedures related to the assigned tasks and workflows in order to acquire digital collection materials. Implements, tests, and improves workflows in order to achieve digital content management goals for the assigned tasks and workflows. Consults with senior members of the unit to resolve problems or issues. Ensures that content for the assigned workflows meets the Library’s format and metadata technical standards for acceptance.
According to the practices of the unit, acquires, creates or oversees creation of descriptive, technical and administrative metadata as needed for collection materials received. Manages automated workflows for ingesting, reviewing, describing, inventorying, and storing digital content. Performs or coordinates quality review of metadata elements for the assigned tasks and workflows. Processes files after ingest as necessary prior to storage. Implements corrective actions, including solutions to preempt problems, as appropriate. Conducts or initiates and coordinates re-work for files not meeting project requirements. Uses software and hardware tools to transfer digital collections received from various sources into LC systems, including both physical and virtual locations. Deletes or replaces digital objects; makes corrections. Utilizes software and hardware tools to assure proper storage locations and identifications. Creates and manages predominantly automated streams from acquisitions sources to storage on appropriate LC systems. Produces or coordinates production of derivative files as appropriate.

Applies approved digital content management technologies to digital content as assigned. Monitors indicators of preservation status of custodial materials as assigned. Takes appropriate corrective action as needed.

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

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

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

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

Consults with stakeholders to assist in implementing digital collections projects. Offers suggestions and advice on operational and technical problems. Serves as point of contact and provides technical advice related to assigned digital content tasks or workflows.
Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

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

- Knowledge of library best practices and procedures for the lifecycle management of digital collection materials.
- Knowledge of metadata and metadata best practices for managing digital collections.
- Ability to plan and carry out digital content management projects.
- Ability to interact collaboratively with others to provide consultation and liaison duties.
- Ability to communicate effectively in writing.
- Ability to communicate effectively other than in writing.

Position: Research Librarian (Natural Resources)
Location: Library of Congress, Washington, DC
Salary: $69,581 to $90,461 per year
Full vacancy announcement available on USAJOBS.

Summary
The Congressional Research Service (CRS), Resources, Science, and Industry Division seeks a Research Librarian 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.

Responsibilities
The Research Librarian will provide reference and research services to CRS policy analysts and congressional clients, focusing primarily on natural resources and/or environmental policy, including land and water resource management, air quality, and climate. Candidates with a Master of Library Science (MLS) or equivalent degree and background in federal natural resources or environmental agencies, earth sciences, or climate policy are encouraged to apply. Outstanding candidates will also have a background in public policy, industry, or legal research. CRS works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As a legislative branch agency within the Library of Congress, CRS has been a valued and respected resource on Capitol Hill for more than a century.

Analyzes and solves research problems within designated policy research areas. Factors that affect the complexity of these problems include novelty, the difficulty in locating authoritative information, and the specialized nature of the subject area.

Responds to congressional and internal requests for information related to issues requiring in-depth knowledge of the context/background of the issue, and for information that is difficult to find and/or requires filtering/synthesis. Utilizes specialized knowledge to prepare responses to requests and develop and execute research methodologies for specialized topics.

Develops and maintains knowledge of research resources. Identifies, tests, and evaluates new, specialized research resources; performs market analyses on competing resources; and
recommends specialized information resources and research materials for purchase or renewal.

Provides orientation and training/instruction to congressional clients, colleagues, and peers on research methods and research resources.

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.

**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 reference sources in natural resources
- Ability to conduct information research
- Ability to communicate in writing
- Ability to utilize information technology
- Ability to interact collaboratively with others
- Ability to focus on the client
- Ability to solve problems and make decisions
- Ability to communicate effectively other than in writing

**Position:** Acquisitions/Government Documents Technician

**Location:** Supreme Court of the United States Washington, DC

**Salary:** $42,308 to $67,687 per year

Full vacancy announcement available on USAJOBS.

**Summary**

This is a full-time position with the Library of the Supreme Court of the United States in Washington, D.C.

Applicants who submitted their candidacy for vacancy #10440307 need not re-apply.

**Closing Date:** Sunday, 05/05/2019, 11:59 PM EDT

**Responsibilities**

The Acquisitions/Government Documents Technician performs a wide variety of tasks related to loose-leaf filing, receipt and processing of government documents, basic acquisitions support and general Technical Services and Special Collections Department duties as assigned.

Primary tasks of the position include:

- Filing loose-leaf services according to publishers’ written instructions;
- Tracking missing or circulating volumes needed for filing;
- Investigating and solving all filing problems including claims;
- Receiving and claiming all government depository material;
- Shelving government documents by Superintendent of Documents Classification System;
- Supporting the library’s acquisitions work as requested;
- Retrieving Records and Briefs and transcripts of Oral Arguments;
- Distributing library material to Library staff, Chambers’ personnel, and Court Offices’ personnel;
Assisting the Serials staff with locating materials for binding.

Qualifications
Demonstrated experience with loose-leaf supplementation and filing procedures is required. Demonstrated experience with Superintendent of Documents Classification and Depository Library Systems is also required. One to two years of library work experience is preferred. Familiarity with library acquisitions processes is preferred. Knowledge of Millennium or other automated library system is preferred.

Education
Two or more years of college is required.

Position: Library Technician NF-02
Location: Army Installation Management Command, Fort Myer, VA
Salary: $15 to $18.50 per hour
Full vacancy announcement available on USAJOBS.

Summary
The Area of Consideration for this vacancy announcement is Installation Wide. (Military Spouse Preference (MSP) and Involuntarily Separated Military Preference (ISMP) eligible candidates are included in the area of consideration.)
This position is located at Joint Base Myer-Henderson Hall (JBM-HH)

To better expedite the hiring process, we recommend including full contact information (name, address, phone number, email, etc.) for professional and personal references on your resume.

Responsibilities
- Provides technician support by performing a wide variety of direct services to the public
- Registers patrons, charges/discharges materials, processes overdues and reserves, assists with interlibrary loans and reserves, shelves library materials, prepares displays, programs activities
- Answers basic reference questions, and assists customers in locating materials; and/or provides technical services support in a variety of functions: basic/copy cataloging, ordering/receiving/processing and de-acquisitioning of library materials.
- Assists in maintaining accountability records and in performing shelf inventories.
- Performs simple maintenance on the library’s automated systems.
- Incumbent may perform physical exertion such as long periods of standing, bending, crouching, stooping, stretching, reaching, pushing of loaded trucks; and recurring lifting of heavy items such as boxes of books or journals.

Six Positions: Maryland

Position: Program Associate for Knowledge Management & Technology
Location: Women's Learning Partnership, Bethesda, MD
Full vacancy announcement is available on the CUA SLIS blog.

Women's Learning Partnership (WLP) is a partnership of 20 autonomous organizations based in the Global South that trains and supports grassroots women and women’s organizations to take on greater leadership roles at the local, national, and international levels. WLP creates culturally-specific curricula and trainings on leadership, human rights, and
democratic participation. The partnership also conducts research-based advocacy campaigns to reform laws and practices that impede women’s full participation in their communities and societies. WLP’s programs and training materials, published in twenty languages, have reached thousands of women in over 50 countries, empowering them to advocate for their rights, and strengthening organizations to advance women’s movements across the globe.

**Job Description:** The Program Associate position is based at the WLP International office in Bethesda, Maryland. The position will support two key areas of WLP’s work: (1) as a partner liaison, providing communications, program coordination, and evaluation support to WLP partner organizations, and (2) supporting the development and maintenance of technology to support WLP’s digital assets, including its Archives, Oral Histories, and online Learning Center.

**We are looking for a creative team-player and self-starter, with excellent writing skills, a strong background in using technology, and commitment to advancing women’s rights and gender equality.**

**Responsibilities include:**

**Partner Programs Liaison**

- Liaise with select WLP partner organizations and assist with coordinating the implementation and evaluation of WLP trainings, curriculum development, advocacy, and capacity building programs. Work closely with WLP team members to coordinate activities across program areas.
- Monitor relevant developments in the country/regional context and in relation to the partner. Work closely and maintain positive relationships with global partners.
- Support partner organizations in program planning, monitoring and evaluation.
- Write reports based on program results from the field and assist with writing grant proposals.
- In cooperation with Executive Director, Chief Operating Officer, and Finance Manager, provide programmatic information needed to prepare operational budgets.

**Knowledge Management and Technology**

- Assess, strategize, and implement processes, tools, and/or technology capabilities to support information gathering and knowledge-sharing across the organization.
- Help enforce IT guidelines and standards through ongoing education.
- Orient new staff to IT systems and policies.
- Liaise with technology vendors and provide research and testing of technical processes/products as needed.
- Maintain documentation of WLP’s technology assets.
- Liaise with the WLP knowledge management consultant and support the ongoing creation and maintenance of WLP’s multimedia digital library of video, audio, documents, and training materials pertaining to organizational programs and the broader global women’s movement.
- Oversee cataloguing of multimedia files. Ensure item metadata adheres to standards and practices outlined in WLP’s metadata strategy, website guidelines, and controlled
vocabulary lists. Update metadata strategy documentation periodically to reflect ongoing evolution and expansion of the project.

- In collaboration with WLP staff and leadership, expand WLP’s online Learning Center to meet institutional needs and priorities.

**Qualifications:**

- Commitment and dedication to women’s empowerment.
- Graduate degree in a related field (Library Science, English Literature, International Relations, Women’s Studies, etc.)
- Minimum 3 years relevant professional experience, preferably with at least 2 years in the non-profit sector.
- Experience with program coordination.
- Excellent writing skills and ability to communicate with individuals from diverse backgrounds.
- Proficiency with standard professional software for word processing, database management, multimedia editing, etc.
- Excellent organizational skills and attention to detail and ability to manage multiple tasks.
- Strong familiarity with WordPress, Drupal 8, or other CMS.

**Preferred Skills:**

- Working proficiency in French or Arabic desirable.
- Familiarity with the politics, history, and cultures in Africa, Asia, or the Middle East.
- Experience living, working, or volunteering internationally.

**Salary and Benefits:** Salary commensurate with experience. Excellent medical, dental, and retirement benefits.

Applicant must have permission to work in the US, if not a US citizen or permanent resident. WLP is unable to sponsor work permits. Applicant must not now nor in the future require employer sponsorship for employment authorization (i.e. H-1B).

Please submit your cover letter, resume, writing sample, and a list of three references to: jobs@learningpartnership.org with the subject line “Program Associate: Knowledge Management and Technology.” No calls please.

**Position:** Collections Assistant
Location: Loyola Notre Dame Library, Baltimore, MD
Full vacancy announcement is available on the [CUA SLIS blog](#).

The Loyola Notre Dame Library (LNDL) seeks a collaborative and organized self-starter to join the Collections and Access Services Department which includes Acquisitions and Cataloging. Duties include purchasing, receiving, and cataloging library materials along with coordinating projects. This position requires excellent communication and collaboration across library units to make material available and discoverable in support of our patrons' teaching, learning, and research needs. The successful candidate will report to the Acquisitions and Resource Management Librarian.
Position Responsibilities:
- Places, records, and tracks orders of material in integrated library management system;
- Manages print journal and book series subscriptions;
- Receives and pays invoices, conducting regular reconciliation tasks to ensure record accuracy;
- Manages receipt of library content purchases and transfers to other units for processing;
- Performs copy cataloging as assigned;
- Participates in gathering usage statistics and performing data analysis;
- Coordinates unit projects for timely and accurate completion, including but not limited to:
- Transition to automated book purchasing service (GOBI);
- Review, analysis, and cleanup of book series subscriptions; and
- Journal and book stacks collection refresh;
- Assists in managing student worker assignments;
- Communicates with vendors to investigate and resolve issues;
- Performs other duties as assigned.

Required Qualifications:
- Bachelor's degree;
- Demonstrated ability to work quickly, accurately, and with attention to detail;
- Ability to manage multiple workflows and projects;
- Ability to work both independently and collaboratively to achieve objectives;
- Strong commitment to user-focused customer service;
- Excellent oral, written, and interpersonal communication skills;
- Proficiency in Microsoft Windows operating system and Microsoft Office;
- Ability to lift 40 pounds, with or without accommodation.

Preferred Qualifications:
- Academic library experience;
- Working knowledge of Aleph or other integrated library system;
- Working knowledge of Microsoft Excel formulas and pivot tables;
- Experience processing invoices and working within budget limits;
- Understanding of bibliographic, holdings, and item records for materials in multiple formats;
- Project management experience;
- Supervisory experience;
- Knowledge of patterns of serial publication.

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 “Collections Assistant” in the subject line to Lorena Dion, Administrative Operations Coordinator, at ldion@loyola.edu.

Note: Applicants should provide examples in their resume that demonstrate they meet the position’s required and preferred qualifications.

Position: **Library Technician**
Location: LAC Group, Beltsville, MD
Full vacancy announcement is available on the CUA SLIS blog.

LAC Group is seeking a Library Technician to work at a federal agency located in Beltsville, MD. The Library Technician will assist on a digital project aimed at the preservation and accessibility of a bound volumes collection. This is a full time (40 hours a week; Monday-Friday) position with benefits and is expected to continue for 12 months from the start date.
Description:

- Assist a digital project aimed at the preservation and accessibility of a bound volumes collection.
- Work across divisions with multiple team members and follow an exact timeline for deliverables.
- Work directly with onsite camera equipment and software to preserve these volumes.
- Collaborate with Federal employees to apply metadata and will contribute new ideas when needed.

Qualifications:

- Bachelor's degree in related field; Master of Library and Information Science (MLS or MLIS) is preferred
- Experience creating metadata
- Knowledge of metadata standards including AD, DACS, MARC, MODS, Dublin Core
- Experience with archival theory and practices and archival management systems.
- Experience with the Capture One software and professional imaging hardware preferred
- Ability to handle print items and government equipment with care
- Law Library experience preferred
- Demonstrated ability to meet deadlines
- Proficiency in Microsoft Office, including Outlook, Word and Excel
- Attention to detail; demonstrated organizational skills
- Experience working in a customer service capacity
- Excellent oral and written communication skills
- U.S. citizenship required

Position: Technology Acquisitions Administrator
Location: Washington College, Chestertown, MD
Full vacancy announcement is available on the CUA SLIS blog.
Washington College invites applications for the position of Technology Acquisitions Administrator. The College seeks an enthusiastic and motivated individual who can handle all technology hardware and software acquisitions requested by Library and Academic Technology. The successful candidate must have experience in all stages of the procurement process and possess experience managing assets and inventory. The Technology Acquisitions Administrator also cultivates relationships with vendors to maximize cost savings on goods, materials, and services. The position manages vendor contracts and accounts and generates reports for financial transactions. The position collaborates with Client Support and Technical Services and is the liaison to the Business Office. They are expected to work Monday through Friday from 8:30- 4:30.

Essential Functions:
Technology Hardware Purchasing:

- Oversees “purchase-to-pay” methods (i.e., receiving, inspection, receipt confirmation, inventory management, distribution, and accounts payable) for technology-related acquisitions for the campus community.
- Applies best practices to obtain cost savings on goods, materials, and services.
• Keeps accurate accounting and bookkeeping records.
• Ensures compliance with and timely payment of IT hardware maintenance contracts and renewals.
• Collaborates with the staff in Client Support and Technical Services to ensure technology orders, and proposals meet recommended specifications and quality control standards.
• Uses the appropriate college solutions (i.e., administrative systems, credit card allocation system, and content management system) to pay invoices, allocate credit card charges and chargebacks to departments.

Software Asset Management:

• Manages software assets throughout all stages of their lifecycle. The goal is to reduce software and support costs by analyzing volume contract agreements and eliminating or reallocating underutilized software licenses and consolidating applications.
• Ensure ongoing technical support and upgrade protection on selected software by ensuring that maintenance, support and upgrade protection renewals are kept current and paid in a timely manner.
• Manage contracts and relationships to maximize value and costs for software licensing, maintenance, and service offerings.
• Manage LAT vendor accounts and relationships.

Additional Responsibilities:

• Reconciles HelpDesk transactions against official payment batch summary report from the Business Office. Resolves all quality, delivery and billing issues and responds to inquiries from clients and vendors.
• Assists with monitoring the budget and generates reports for the Chief Academic Technology Officer, the Business Office, and the Office of the Provost. Generate reports for other campus clients, as needed.
• Supervises and trains student employees to assist with administrative tasks assigned by the position.
• Stays up-to-date on innovation in the technology market.
• Participates in and may oversee special initiatives, as assigned.
• Performs other duties as assigned.

Management Responsibilities: The Technology Acquisitions Administrator oversees and facilitates the acquisition process. Only supervisory duties are for assigned student workers.

Education: College degree or equivalent experience is required in technology and business field.

Experience and Background:

• 3-5 years of experience in a technically oriented, dynamic customer support environment.
• Working knowledge of bookkeeping.
• Excellent communication (e.g., verbal, written, and presentation) skills.
Possess strong technology skills, including proficiency with the Microsoft Office suite of applications (e.g., Word, Excel, PowerPoint, etc.). Experience with relational databases is desirable. Must have demonstrated experience with two or more of the following operating systems: Windows OS, Mac OS, iOS, and Android systems. Website development experience is beneficial.

Demonstrated ability to quickly learn highly technical information and apply the knowledge in a demanding environment.

Work independently and in a group setting. Also, it requires the ability to work harmoniously with other employees.

Skills and Abilities:

- Excellent interpersonal skills, ability to get along well with a diverse community of faculty, staff, and students in a tactful, mature, and flexible manner.
- Good communications skills.
- Excellent organizational skills and attention to details.
- Service-oriented, adaptable, optimistic, highly motivated and cooperative.
- Exercise good judgment, independent thinking, and creativity as appropriate. The ability to set and achieve goals within a specific time frame is required.
- Comfortable with performing multifaceted tasks along with the performance of regular duties.
- Ability and willingness to adapt to an environment of continually changing technology and to acquire new competencies as needed.

Organizational Relationships:

- Accountable to the Chief Academic Technology Officer.
- Close working relationships with colleagues in LAT; especially the Client Support and Technical Services group.
- Advises, consults, and coordinates with Business Office, vendors, and consortia partners.

Application Process:

Please submit a cover letter, resume, and three letters of recommendation to Sharon Sledge, Chief Academic Technology Officer using our online portal. We may request additional materials from candidates whose applications we wish to pursue further. Review of applications begins immediately and continues until the position is filled.

Position: Library Associate III (Outreach — Rolling Reader)
Location: Harford County Public Library, Edgewood, MD
Full vacancy announcement is available on the CUA SLIS blog.

Position Summary: Performs a variety of reference services and tasks to assist individuals and groups in locating and obtaining library materials and information; manages specialized collections or programs for designated outreach program; drives and operates the outreach van; may work reference desk hours as assigned; performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.

Position Functions:
- Drives outreach van, including set up, to designated community outreach sites throughout Harford County;
- Provides reference services to special populations as assigned including reader’s advisory;
- Searches online catalogs and shelves to locate information;
- Reviews, ensures the order of, and maintains collections as assigned;
- Assembles and arranges displays of materials to support popular topics;
- Assists the public in the use of library resources, including computer catalogs, indexes, computerized search systems, and the Internet;
- Informs customers of library activities and programs;
- May plan and coordinate programs and activities for special population as assigned;
- Provides orientation to library users and explains library policies and procedures;
- Reads and evaluates professional journals and materials;
- May work reference desk hours as assigned.

**Supervision Functions:**
- Supervises assigned staff, as well as assigned volunteers;
- Oversees the training of staff and volunteers, as assigned;
- Administers the Performance Recognition System (PRS), the library's performance evaluation system, in accordance with published guidelines;
- Approves annual leave and checks and tabulates timesheets for assigned staff;
- Prepares monthly reports, meeting agendas, and monthly schedules;
- Interprets and implements system wide policies and procedures;
- Schedules and facilitates department/team meetings;
- Ensures staff receive and understand system and department communications via written or electronic format;
- May act as supervisor of team or work group and/or may supervise volunteers.

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

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

**Qualifications**

**Minimum Requirements:**
- Bachelors Degree.
- Completion of State of Maryland Library Associate Training Institute program or 9 hours of formal academic course work in library science from an ALA accredited institution.
- Six months of supervisory experience.
- 1 year of direct customer/public service experience.
- Computer experience including internet.
- Ability to provide documentation of a valid driver's license with no more than 3 points.
- Ability to obtain and maintain Non-CDL Medical Certification in accordance with Department of Transportation regulations.
- Ability to obtain a favorable criminal background report.
- Ability to work day, evening, and weekends hours.

**Knowledge, Skills, and Abilities**

- Ability to gain working knowledge of library practices and procedures, including accurate use of current reference and search tools and the standard automated library system;
- Working knowledge of the principles and practices of reference and reader's advisory services;
- Ability to operate relevant computer systems, including hardware and software, and office machines;
- Working knowledge of electronic resources, including the Internet and bibliographic utilities;
- Ability to develop and present programs;
- Strong communication skills, both verbal and written;
- Basic math skills.

**Reporting Relationship:** This position reports to Manager I or II – Branch. Regularly supervises Library Assistant III – Outreach staff for designated outreach program, as assigned. May supervise Summer Reading Assistant or volunteers.

**Work Environment:**

- Work requires light physical effort in the handling of light materials, up to 30 pounds, in non-strenuous work environment. For example, set up and break down of tables, chairs, or other equipment for meeting or events, moving materials within department.
- Work also includes standing or walking up to 60% of the time.
- Observes safe work place practices with uncluttered workspace, including office equipment, avoidance of trips and falls, proper lifting techniques, following fire regulations, and obeying traffic signals.
- Ability to travel to branch/outside locations is required.
- May require working in adverse weather conditions.


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

**Position:** Data Management Consultant

Location: Johns Hopkins University, Baltimore, MD

Full vacancy announcement is available on the [CUA SLIS blog](http://www.cua.edu/slis).

**General Summary/Purpose:**

Provide consultative data management planning support and training to JHU researchers as part of the Data Services team, administratively located in the Data Management Directorate. Maintain rich understanding of data management best practices for data sharing, curating, and archiving. Track funder sharing policies and compliance expectations. Support researchers in
identifying research data sharing and archiving solutions, including deposit into the JHU Data Archive.

Environment:
Sheridan Libraries Digital Research and Curation Center has played a significant role in managing initiatives to explore deep curation needs with Sloan Digital Sky Survey data, reviewing repository infrastructure and platforms, and leading the Data Conservancy, a community focused on the development of solutions to digital research data collection, curation, and preservation challenges. In 2011 the JHU Data Management Services (JHUDMS) unit was launched from expertise and experience gained through the Data Conservancy in collaboration with the Entrepreneurial Library program. The JHU Data Management Consultants provide research data management services and solutions for the Johns Hopkins community and has a strong track record of incremental and impactful success in growing data management support and services for the community. In 2017, JHUDMS and GIS came together to form the Data Services team.

The Sheridan Libraries and University Museums encompass the Milton S. Eisenhower Library, the historic George Peabody Library, the Albert D. Hutzler Reading Room, the DC Centers, the Evergreen Museum and John Work Garrett Library, and the Homewood Museum. Staff from the libraries and museums teach classes, curate exhibitions, produce scholarship and serve as principle investigators for research initiatives. A key partner in the academic enterprise, the library is a leader in the innovative application of information technology and has implemented notable diversity and organizational development programs. The Sheridan Libraries and University Museums are strongly committed to diversity. A strategic goal of the Libraries and Museums is to ‘work toward achieving diversity when recruiting new and promoting existing staff.’ For information on the Sheridan Libraries, visit www.library.jhu.edu.

Specific Duties & Responsibilities:

- Manage inquiries from researchers for data management support on a range of topics that support best practices throughout the research lifecycle.
- Provide consultative support to researchers including evaluation of data planning needs, assessing options for sharing data, catering planning to specific granting agency or publisher requirements, and editing data management plans.
- Track specific scientific and subject domain areas building knowledge and expertise in data types, formats, and needs within domains that support data management and sharing throughout the research lifecycle.
- Identify data standards, metadata standards, best practices for data management, etc. to continuously build expertise and improve provision of service.
- Maintain knowledge on a broad range of data repositories including their submission, Intellectual Property, and use arrangements, and provide guidance on repository selection for deposit.
- Develop and deliver data management training programs, including in-person and online training materials and resources.
- Proactively collaborate and coordinate to implement data management and sharing strategies, including coordinating data deposits with researchers, curating research data, and preparing collections for archiving in the JHU Data Archive.
- Collaborate with colleagues throughout the university libraries and research administration to effectively communicate services to faculty, researchers, and departments.
- Manage short and long-term communications and relationships with researchers, PIs, and students, including outreach and training in data management best practices.
- Liaise with JHU-wide staff and administrators to support the continued integration and visibility of data management services available to researchers.

**Minimum Qualifications (Mandatory):**
- A relevant advanced degree.
- A minimum of three (3) years combined of library, information technology, informatics, and/or scientific research experience.
- Experience with one or more components of the research data life cycle: creation, processing, analyzing, preserving, providing access to, and re-using.
- Must be self-motivated, pro-active, willing to take on new challenges and solve problems with minimal supervision.
- Good listener with a high degree of customer orientation.
- Superb people skills, strong team-orientation, and professional attitude.
- Clear and consistent communicator.
- Strong writing skills.
- Strong project planning, management, and execution skills.
- Demonstrated ability to work with and easily adapt to new technology.

**Preferred Qualifications:**
- Experience working with scientific or health sciences data management and/or data curation and archiving.
- Experience conducting trainings and workshop presentations.
- Experience with standard packages or statistical languages for working with data, such as R, SPSS, STATA, MATLAB, Python, etc.
- Knowledge of the Open Science Framework (OSF), Electronic Lab Notebooks (ELNs), or other platforms for collaborative research.
- Experience working with large data sets and/or high performance computing.
- Knowledge of methods and best practices for the curation of software and research code.

*Three Positions: Maryland*

**Position: Librarian for Outreach & Marketing**

Location: Albert S. Cook Library, Towson University, Maryland

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

The Albert S. Cook Library seeks an innovative and creative individual to serve as an outreach and marketing librarian beginning July 2019. The individual in this role will develop, lead, and promote library events, programs, services, and resources through partnerships and collaboration with units both internal and external to the library. This position also manages the library’s student leadership program and supervises student participants. This librarian will also provide information literacy instruction, research assistance, and reference services to the Towson University community and assist in curating library collections. Librarians are expected to progress successfully along the promotion and permanent status track and participate fully as members of the library faculty. Appointment will be made at the rank of Librarian I. Salary ranges are competitive, this position is contingent on the availability of funds at the time of hire.
Position: Director of Archives and Technical Services  
Location: Washington College, Chestertown, MD  
Originally posted on the Maryland Library Association listserv.

Washington College seeks an experienced and forward-looking librarian to lead its Archives and Technical Services departments. Reporting to the College Librarian, the Director of Archives and Technical Services is a member of the library leadership team and regularly assesses and participates in planning the effective use of physical and virtual collections, space, technology to deliver programs and services that meet the changing needs of faculty, staff, and students. A dedication to outreach, diversity, open communication, and positive relationships are a hallmark of the college and Miller Library, and an expectation of all library staff members.

The Technical Services portion of this position supervises and evaluates a team of FTE staff and student assistants. The position is responsible for the life cycle management of all library resources, including catalog of print and electronic resources. The Director serves as a backup in managing the integrated library system, EBSCO Discovery Service, and other corresponding systems. This position oversees the cataloging and processing of all library and archives resources, maintaining accurate and up-to-date bibliographic records and statistics of all library holdings of print, electronic serials and database subscriptions, special collections and archives.

The Archives portion of this position supervises student assistants and any future staffing additions to Archives and Special Collections. The position is responsible for collection management and providing some research and reference services to faculty, students, staff, and visiting researchers; overseeing the processing and creation of finding aids for both college records and the archives collection; and collaborating with faculty and other college units, especially the Library’s LAT partner, Academic Technologies, and with the C.V. Starr Center for the Study of the American Experience, to enhance the impact and reputation of the archives. Some evening and weekend hours are required. Salary commensurate with experience.

Position: Director of Public Services  
Location: Washington College, Chestertown, MD  
Originally posted on the Maryland Library Association listserv.

Washington College seeks an experienced and forward-looking librarian to lead its Public Services department, comprising Research and Instruction, Circulation, and Resource Sharing functions. Reporting to the College Librarian, the Director of Public Services is a member of the library leadership team and regularly assesses and participates in planning the effective use of physical and virtual collections, space, technology to deliver programs and services that meet the changing needs of faculty, staff, and students. A dedication to diversity, open communication, and positive relationships are a hallmark of the college and Miller Library, and an expectation of all library staff members.

The position supervises and evaluates a team of two faculty research/instruction librarians, 2 FTE staff members, and many student assistants. The Director of Public Services coordinates
outreach activities and collaborates closely with librarians, staff, and student assistants to provide research, reference and resource sharing services, teach information literacy classes, support collection development, liaise with academic departments, and provide expertise regarding copyright and fair use. In addition, the Director of Public Services, under the guidance of the College Librarian and in collaboration with the Director of Archives and Technical Services, coordinates weeding of the collection. Some evening and weekend hours are required. Salary commensurate with experience.

Six Positions: Maryland & Northern Virginia

Position: Branch Manager II
Location: Harford County Public Library, Jarrettsville, MD
Full vacancy announcement available on ALA Joblist.

Description
Oversees and is responsible for managing the day-to-day operations, activities, and staff of an assigned branch designated as a level II due to variety of factors including by not limited to collection size and diversity; number of branch staff, and customer traffic; provides reference information, collection development and reader's advisory services to the public; oversees, plans, and implements children, young adult and adult programs; acts as liaison between branch staff and Administration; works closely with the Friends of the Library group; performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.

Minimum Requirements
- Master’s degree in Library Science or other Master’s degree in an approved library related curriculum from ALA-accredited institution.
- Ability to obtain State of Maryland certification as a Professional Librarian within six months of hire;
- Five years or more of related professional library experience, including direct information service and training of customers and staff on use of computers, databases, of which two years must be in a public library;
- Three years of supervisory experience;
- Ability to work day, evening, and weekends hours.

Position: Curator, Maryland & Historical Collections
Location: University of Maryland, College Park, MD
Full vacancy announcement is available on the CUA SLIS blog.

The University of Maryland Libraries, Special Collections & University Archives house premier research and teaching collections and pursues its mission in a collaborative, multi-faceted environment. The Curator of Maryland and Historical Collections has curatorial oversight over a rich collection area, which includes archival and manuscript holdings relating to the history and culture of the Maryland region (African-American history; agriculture; business history; the environment; family history and personal papers; cultural history, geography; newspapers; military history; politics and civic activities; women’s history); printed Marylandia; historic maps and photographs; historic preservation; women’s history and women’s studies collections; and other materials as determined by the collection policy. The Curator has responsibility for building, maintaining, interpreting, and providing access to these collections.
that support the teaching and research missions of the University and the research community at large. The Curator has principal responsibility for a robust program for collection development, reference services, instruction, outreach and scholarly support. In addition the Curator assists colleagues with collection management activities, which include accessioning, descriptive access, digitization and preservation for materials in the collection area. As a faculty librarian, the Curator exhibits an active service profile and scholarly agenda.

**Minimum Qualifications:**

**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.

**EXPERIENCE:**

**Required**
- At least four years of prior work experience at the professional level in an archival repository.
- Proven experience in managing projects from scoping to delivery; ability to set timetables, meet deadlines, manage budgets.
- A thorough understanding of archival principles, practices, and archival processing, including the ability to evaluate materials as to historical value.
- Excellent oral and written communications skills and an ability to work independently and collegially.
- Public service skills, including work experience at a reference desk in an archives or special collections setting.
- Prior experience supervising student assistants, volunteers, and support staff.

**Preferences:**

**EDUCATION:**

**Preferred**
- Advanced degree in American history (in addition to a Master of Library/Information Science (MLS) degree from an ALA-accredited program.)

**EXPERIENCE:**

- Experience with major outreach initiatives, collection development, and fundraising.
- Experience working with special collections related to one or more of the following subjects: state of Maryland history and culture, women’s history/women’s studies, and/or historic preservation.
- Knowledge of preparation of instructional materials and exhibition planning and installation.
- Experience with digital initiatives and/or digital humanities projects.
- Knowledge of current preservation and conservation practices.
- Knowledge of current trends and research in American history.

**Closing Date:** 05/12/2019

**Position:** University Archivist & Special Collections Librarian

**Location:** Salisbury University, Salisbury, MD

Full vacancy announcement is available on the [CUA SLIS blog](http://www.cua.edu/slis). Salisbury University is seeking a creative, dynamic, and flexible team player to join the staff of the SU Libraries as University Archivist and Special Collections Librarian. This position plays a key role in building the SU Libraries’ nascent, pedagogically-oriented Special Collections
and in expanding the University Archives, the latter of which will be especially important with the University’s upcoming centennial in 2025. This is a full-time, permanent status track library faculty position expected to begin in August 2019 or as soon thereafter as possible. The position reports to the Director of the Edward H. Nabb Research Center for Delmarva History and Culture and works closely with the Local History Archivist and the Curator of Exhibits and Engagement.

The Salisbury University Libraries comprise the main campus library and the Nabb Center for Delmarva History and Culture. Both are located in the state-of-the art Guerrieri Academic Commons, which opened in August 2016. The Libraries also include the Curriculum Resource Center. The SU Libraries are user-oriented with relatively small collections but a dynamic staff with a deep commitment to meeting the information needs of our students and faculty.

**Primary Job Duties:** Acquire, manage, arrange, describe, preserve, and provide access to the historical and operational records of the University as well as records documenting student and faculty experiences; process, preserve, and provide access to the SU Libraries’ Special Collections; plan and carry out the digitization of appropriate materials for inclusion in SU’s institutional repository; supervise student workers, interns, and volunteers; work with other staff to create exhibits, conduct outreach, and publicize collections through events and social media; work with classes and researchers; maintain good relations with donors and potential donors; serve on committees and task forces and be active professionally.

**Minimum Qualifications:** At the time of appointment, 1) a master’s degree in archives or master’s degree in library science or, alternatively, 2) a graduate degree in any area plus certification by the Academy of Certified Archivists. One year of experience working in an archives or special collections (may include as an intern, volunteer, or student worker). Familiarity with EAD, DACS, and other archival standards. Excellent computer skills, including experience with a collection management system such as ArchivesSpace or PastPerfect. Physical ability to lift archival boxes weighing up to 40 pounds and to push a loaded cart weighing up to 200 pounds. Must be committed to contributing to a culturally diverse educational and work environment.

**Preferred Qualifications:** Experience teaching students to use archival sources and at least six months of archival processing experience. Experience in providing archival reference as well as supervisory experience. Demonstrated knowledge of creating and managing digital content. Applications received by **May 15, 2019**, will receive first consideration. The position will remain open until filled. Salary is competitive and commensurate with qualifications and experience. Appointment will be contingent upon verification of eligibility to work in the U.S. Applications will be accepted via Salisbury University’s Online Employment Application System. Please visit our website [http://www.salisbury.edu/hr/careers/](http://www.salisbury.edu/hr/careers/) to apply online. See the FAQs of the Online Employment Application System for more information and instructions. To be considered an applicant, you must apply online and submit the following in order for your application to be complete: 1) a letter of interest; 2) curriculum vitae or resume; and, 3) the names and phone numbers of at least three professional references. If you have any questions about the position, please contact the search chair, Jennifer Martin at jmmartin@salisbury.edu. Please do not send any documents via email.

**Position:** Digital Collections Technician

**Location:** Corestaff Services, Museum Facility, Washington D.C. & Bowie, MD

Full vacancy announcement is available on the [CUA SLIS blog](http://www.salisbury.edu/hr/careers/).
Corestaff Services is seeking a qualified candidate for the position of Digital Collections Technician at a Museum in Washington, DC, with occasional duties in the facility suburban location of Bowie, MD. This is a full-time position on a five-year government contract, with present funding for one year.

**Duties and Responsibilities**

**Processing:** Processes digital files for access and preservation, including transcoding files, creating proxies, normalizing born digital and digitally acquired content, organizing files for preservation and following established standards to make digital files accessible in Museum Collections Search.

**Inventorying:** Ensures all digitized collections are accounted for and inventoried, reconciles issues between analog and digital surrogates, assures proper naming of digitized files, tracks file locations and creates records in proper databases.

**Copying:** Copies archival material off storage media including disc, flash drive, thumb drive, and optical media among other kinds of carriers to Museum computer network for preservation purposes.

**Preservation:** Uses a combination of tools provided by the Museum to verify and document file integrity, and normalize born digital and digitally acquired content.

**Quality Control:** Assures quality and consistency of digitized analog material and born digital content.

**Minimum Qualifications:**
- Bachelor's degree and at least one year of experience preferred
- Knowledge of fundamental collections management techniques, principles and theories and their application in tracking, monitoring or reporting
- Familiarity with digital conversion methods and specifications for access and preservation
- Interest in digital conversion and preservation practices
- Interest in cultural heritage, museums or libraries
- Preference will be given to candidates who have experience with digital conversion workflows, familiarity with processing born digital files, metadata creation and extraction and audio or video editing software.

**Additional Information:**
This position is located in the Digital Assets Management and Preservation Division (DAMP) of the National Institute for Holocaust Documentation (NIHD) at the United States Holocaust Memorial Museum. The division is responsible for the growing digital collection comprised of tens of millions of image files, tens of thousands of hours of video and audio media, hundreds of thousands of descriptions of items in our Collection, and several sources of metadata. The division endeavors to provide better user interfaces to support those using the collection via the web and by internal staff, manages or advises on Museum digitization projects, and is responsible for the preservation of all digitized Museum assets. The public face of the work can be seen at [http://collections.ushmm.org](http://collections.ushmm.org). The incumbent in this position works under the direction of the Director, DAMP.

The incumbent must be self-directed and self-motivated, able to work in a team environment, highly organized and have a detail-oriented approach to responsibilities. The position addresses digitization processes, quality control of digitization processes, and internal and web access to digitization output. Quality Control processes will include materials having been digitized by the Museum directly or by a vendor. Incumbent has continuing responsibility for
performing tasks relating to quality and post-processing of digital images and time based-media, raising issues and problems, and efforts to continuously improve throughput, efficiency, and quality. Activities include processing, color comparisons/correction, cropping, deskewing, inventorying, tracking, copying, preservation, and access using a wide variety of tools to ensure proper and safe processing of files.

Guidelines consist of professionally accepted digital collections management techniques and practices. Incumbent is expected to adhere to established digital collections management practices and procedures as well as generally accepted technical standards.

Incumbent is expected to perform a variety of assignments, ensure technical accuracy at all times, contribute suggestions for improving the various systems currently in use, and report problems affecting work to the responsible staff member.

The incumbent's work will affect the accuracy, reliability, and acceptability of further work processes, and will facilitate the work of other people, both inside and outside the organization. The incumbent's work directly affects the physical safekeeping and integrity of the Museum's digital collections stored both on-site and off-site. In some cases, the digital files represent the only carrier containing the important content and thus are irreplaceable and extremely valuable. Without continued professional care and documentation, these irreplaceable oral testimony interviews will neither be available to the public, accessible for scholarly research now and for future generations.

Further Information:
This is a full time contract position with benefits, including ten paid federal holidays, paid vacation and paid sick leave, Affordable Care Act (ACA) compliant health insurance and 401(k). There is no company sponsored relocation. Corestaff Services is a nationwide professional staffing services firm, specializing in administrative/clerical, information technology, library/museum, records management and human resources placements. Corestaff Services is an Equal Opportunity Employment Employer. People from racial minority groups, veterans and the disabled are strongly encouraged to apply.

For consideration, send your resume to contracts@corestaff.com
Position: Town Archivist
Location: Town of Garrett Park, MD
Full vacancy announcement is available on the CUA SLIS blog.

SUMMARY: Incorporated in 1898, Garrett Park is a small town located in a sylvan setting next to Rock Creek Park in southern Montgomery County, Maryland, and is listed on the National Register of Historic Places. Garrett Parkers have easy access to Washington DC by way of the MARC commuter train station located in town and Grosvenor-Strathmore Red Line Metro station approximately 1 mile away. The Town archives is supported by a resident-led Archives Committee.

The Town Archivist works independently in the Penn Place building on the ground floor with easy access to the Town Office located on the third floor. The Archivist will be assisted by and will supervise volunteers. The Archivist reports to the Town Manager.
RESPONSIBILITIES:

- Acquire, authenticate, preserve, organize and catalog public town records and materials donated from private collections
- Maximize the use of archival software, train and supervise community and student volunteers
- Organize oral history recordings and their transcription
- Respond to requests for archival documents
- Report on the status of the archives to the Garrett Park Archives Committee and Town Manager
- Grow the existing archival database by promoting interest in continuing contributions to the archives
- Ensure in-person and online access to the archives, which capture the 125-year-old history, culture and social life of Garrett Park
- Support the Town Office on government records and retention management

SUPERVISION EXERCISED: Volunteers

EDUCATION AND EXPERIENCE: The ideal candidate will have experience performing archival records management in small communities or non-profit organizations and at least a Bachelor’s degree, coursework, or certification in archival science. Experience cataloging government records and giving presentations based on archival documents to community and student groups is a plus.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Work independently and take decisive action
- Excellent interpersonal skills
- Experience using PastPerfect, Omeka, or other archival software and websites is a plus
- Ability to set and follow through on short- and long-term goals for the archive

Interested applicants please send a one-page cover letter and resume to managerandrea@garrettparkmd.gov

Position: Technical Information Specialist
Location: National Agricultural Library, Agricultural Research Service (USDA), Beltsville, MD
Salary: $117,191 to $152,352 per year
Full vacancy announcement available on USAJOBS

Summary
This position is located in the National Agricultural Library (NAL), Knowledge Services Division, Scientific Data Engineering Branch in Beltsville, MD. This position serves as the Branch Chief and as the senior NAL Technology Advisor with administrative and management responsibilities for policy making, planning, directing, and evaluating program technical requirements for NAL’s data products and services.

Responsibilities
Performs strategic planning and long-range projections/planning; establishes policies, programs, plans and budgets for the Division and Branch.
Assesses and develops technical operations and maintenance of capacity for NAL data products; reviews appropriate methods to modernize the information technology
infrastructure. Serves as a Contracting Officer's Representative (COR) for contracts related to the Knowledge Services Division's applications. Provides technical and administrative supervision as a first level supervisor by making selections for positions, assigning duties, reviewing work, identifying training requirements, and preparing performance evaluations. Works with internal and external stakeholders to conceptualize integrated and advanced information services and systems to support scientific discovery within the agricultural community.

Twelve Positions: Washington, D.C.

Posted on April 19, 2019 by LLAM News

Position: Senior Research Librarian
Location: O’Melveny & Myers LLP, Washington, D.C.
Full vacancy announcement available on LLSDC Jobline.

We have an immediate need for a Senior Research Librarian in our Washington DC office. The primary function of this position is to provide research support for attorneys, paralegals and members of support departments both in support of our clients and firm administrative functions. This includes locating information and documents from publicly available sources, internal information sources and subscription services at the request of attorneys or staff. Under the direction of the Library Manager, this position will be responsible for handling requests from the DC office as well as requests that are submitted to the virtual research system from other offices. The position will handle standard research requests, including ready reference requests, monitoring and providing information alerts to attorneys and staff, expert witness research, docket and case research and analytics research. In addition, this position will be responsible for handling local technical services functions, such as processing invoices, receiving new items and library maintenance.

Duties and Responsibilities:
Under the guidance of the Library Manager, the following functions will be performed:

- Perform ready reference research at the request of attorneys or staff
- Using various electronic or print resources, respond to research requests from DC attorneys and staff as well as requests submitted from all other offices to the virtual research system.
- Monitor various legal, industry, client or subject topics to provide attorneys and staff with current developments and activities.
- Provide alerts on various legal, industry, client or subject topics to patrons.
- Assist Electronic Services staff with password and access management for electronic resources.
- Work with the Electronic Services staff and other librarians to test and evaluate new electronic products.
- Work with Library team to develop and implement innovative services.
- Work with attorneys and staff to train them on electronic resources and to support them in the use of electronic resources.
- Work with the Electronic Services staff and other librarians in developing training or marketing material for Library resources.
- Handle local technical services functions, including receiving new items, processing invoices and maintaining the Library.
- Provide interlibrary loan support for the office.

Knowledge, Skills and Experience:
- Masters Degree in Library Science or related degree is required.
- Four years research experience in a legal environment is preferred.
- Experience with standard legal resources, such as Lexis, Westlaw, Bloomberg Law, WK Cheetah, Pacer and other related subscription services.
- Demonstrated experience with databases, software applications and integrated library systems.
- Ability to work under time constraints and in a high-pressure environment.
- Excellent written and verbal communication skills, with attention to accuracy and detail.
- Keen interest in technology and innovation.
- Strong organization skills, adept at multi-tasking and prioritization.
- Service-oriented, team player, with initiative and problem-solving abilities.

For more information, or to be considered for this position, please apply online at [https://www.omm.com/careers](https://www.omm.com/careers).
Response will be given to candidates who closely meet our qualifications. EOE M/F/D/V. No direct phone or email inquiries, please.

Position: Senior Research Librarian
Location: LAC Group, Washington, D.C.
Full vacancy announcement available on LLSDC Jobline.

LAC Group is seeking a full-time Senior Research Librarian to work for a law firm in Washington DC. The librarian will conduct domestic and international legal, non-legal, corporate, due diligence and business development research. This is an excellent opportunity for an experienced legal researcher.

RESPONSIBILITIES
- Perform complex legal and non-legal research using online and print resources.
- Assist attorneys and staff with research queries/strategy and current awareness monitoring using effective research techniques; Promote the best use of research tools to lawyers and other researchers.
- Conduct library orientation for all legal staff and new administrative hires.
- Assist with the library’s integrated library system, intranet pages, and other products and systems used to deliver information and services.
- Assist with budget analysis and cost efficiency.
- Assist with projects to increase the accessibility and utilization of research resources.

REQUIREMENTS
- MLIS from an ALA-accredited institution
- 4+ years’ experience in a research role in a law firm library
- Experience performing legal, corporate, business, competitive intelligence and due diligence research
- Proficient in Microsoft Office programs, SharePoint, and standard online research resources including, but not limited to Lexis, Westlaw, Bloomberg Law, CCH Cheetah, Hoovers. Experience with Restricted Party Screening databases (e.g. Amber Road) preferred
- General knowledge of tax, employee benefits, international law and business, complex litigation, and government affairs resources preferred
- Ability to analyze and synthesize information from a variety of sources, and apply critical and creative thinking to develop solutions to complex problems
- Demonstrated proficiency with library-relevant information technology applications, including integrated library systems
- Excellent written and oral communication skills

Position: **Law Library Project Manager**
Location: ZAI, Washington, D.C.
Full vacancy announcement available on [CUA SLIS blog](http://www.cua.edu). ZAI is seeking Law Library Project Manager with strong law library experience to provide administrative oversight and staff supervision. Candidates must have at least two years’ experience working in a law library with over 500,000 volumes, and have experience utilizing the Voyager Integrated Library System. Must have demonstrated the ability to manage collection maintenance operations in a law library, and shall have demonstrated project-based supervisory skills, including training employees and reviewing the work of others, of at least one year.

Experience with the following:
- Managing library accessioning, acquisitions, collection maintenance, preservation, and inventory services.
- Candidates must have experience reviewing the work of others,
- Working knowledge of maintenance, circulation and retrieval issues related to legal serials and monographs published in various foreign languages.
- Preference will be given to candidates who have foreign language proficiency, such as Arabic, Chinese, French, German, Greek, Hungarian, Italian, Japanese, Latin, Polish, Russian, Spanish, or Vietnamese, and the ability to use romanization tables.
- Experience in report writing and data analysis
- Please include total number of staff you have supervised

Position: **Web Services Librarian**
Location: ZAI, Washington, D.C.
Full vacancy announcement available on [CUA SLIS blog](http://www.cua.edu). ZAI is seeking a Web Services Librarian with at least three to five years of experience managing and developing library web sites. Candidates must be knowledgeable with web applications and standards. Preference will be given to candidates experience in life cycle development and customer interactions. Must possess an MLS from an ALA accredited school, or demonstrate related experience supporting information services web site. Seeking candidates with experience integrating library information resources and services.
- Coordinates the Library’s web presence, working collaboratively with other staff.
- Oversees the development and maintenance of the Drupal-based Library website, as well as its integration with other services like Libguides, the library catalog and the delivery of special collections finding aids.
- Takes a leadership role in developing digital projects and services that serve the agency community, particularly in the realm of digital objects publication and management.
- Ability to maintain the library website.
- Coordinates and implements requirements of Library Network teams for web content and services.
- Manage web content, conducts usability studies, collaborates with library staff and assists them with the development of new web content, and assists with the creation and oversight of web policies and standards.
- Proficiency with coding such as HTML, CSS, and JavaScript. Knowledge of Web accessibility standards and user-centered design principles.
- Working knowledge of usability testing and other ways to evaluate web services.
- Strong written and oral communication skills, and ability to write concisely and effectively for the web.

Position: **Library Director**

Location: ZAI, Washington, D.C.

Full vacancy announcement available on [CUA SLIS blog](https://cuaslisblog.com).

ZAI has a need for Library Director at a project located in Washington, DC. This is a working supervisory position. The Library Director will supervise ZAI personnel and work on assigned tasks as needed. The Library Director will have full authority to act for ZAI in the performance of the required library work and services. Preferred experience with research with legal, congressional, legislative history, regulatory research.

**Required Skill Sets:**
- Master’s degree in library/information science from an ALA-accredited institution
- Minimum one (1) year of supervisory experience
- Minimum (1) year of professional cataloging experience
- Minimum two (2) years of work experience in technical services operations, library setting
- Preferred experience with legal, legislative history, congressional, and regulatory research
- Experience with front desk support, reference, reference development, collection maintenance and management, acquisitions
- Experience with outreach, marketing, and developing new reference services
- Work experience with U.S. Federal document collections
- Strong skill/experience using an Integrated Library System (ILS), preferably OCLC WMS
- Experience managing or supervising library/information operations
- Experience working with Lexis, Westlaw, HeinOnline or CLEAR Investigative database software
- Experience with principles of authority control, including selecting and applying controlled vocabularies to local collections
- Experience in and/or practical working knowledge of library automation, personal computers (PC), and simple PC troubleshooting techniques.
- Experience using WORD, Excel, or other PC applications
**Other Assignments**

**Position:** Electronic Resources & Serials Librarian  
Location: American University, Washington, D.C.  
Full vacancy announcement available on [CUA SLIS blog](https://cuaslis.cua.edu).  

This position provides leadership, management and technical expertise for the library's growing collection of electronic and print serial resources. This position leads and manages the Electronic Resources and Serials Unit which is responsible for managing the lifecycle of the Library's collection of electronic resources and continuations including acquiring, renewing, licensing, preserving, budgeting, activates access via the Library’s Alma/Primo and related systems. Manages the library’s serials funds of approximately $5.7 million. Manages and maintains systems required for the uninterrupted access to these electronic resources to the university community. This position supervises and provides leadership to 3 FTE who provide support in fulfilling these responsibilities.

**Work Environment**
- Travel limited to attending conferences if library travel budget is available  
- Leads and supervises the Electronic Resources Unit of 3 FTE  
- Provides strategic planning for unit activities, initiates and coordinates projects and unit priorities  
- Responsible for supervisory personnel activities including hiring, training, coaching, and performance evaluation

**Position Type/Expected Hours of Work**
- 35-Exempt  
- Project Leader/Advisor B

**Salary Range:** $65,884 – $73,328

**Required Education and Experience**
- Master's degree, ALA-accredited Master's degree in Library and/or Information Science  
- 3-5 years of relevant experience  
- Knowledge of Alma, Primo, EZProxy, SUSHI, EDI, OpenURL/z39.50  
- Demonstrated interest and ability for professional activities including conference attendance, presentations, and maintaining current understanding of trends and research in the area of electronic resource management  
- Demonstrated leadership, communication, problem-solving, organization, and analytical skills  
- Aptitude for detail-oriented work; ability to collect, analyze, manipulate, and provide meaningful interpretation of data using relational databases, spreadsheet and other tools  
- Ability to establish and maintain effective working relationships  
- Knowledgeable about the legal framework within which libraries operate

**Preferred Education and Experience**
- 4-6 years of relevant experience

**Additional Eligibility Qualifications:** Hiring offers for this position are contingent on successful completion of a background check

**Current American University Employees:** If you are a current full-time or part-time staff member at American University, please log into AsuccessfulU through the myAU portal. Once in AsuccessfulU, please select the Careers tile which will take you to our internal career page.  

**Contact Us:** For more information or assistance with the American University careers site, email theworkline@american.edu.
Position: **Technical Services/Research Law Librarian**  
Location: CIA Office of General Counsel, Washington, D.C.  
Full vacancy announcement available on [CIA SLIS blog](#).

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

To perform this job successfully, you must be able to perform the following key responsibilities, as listed below:

- Serve as a central resource for managing OGC knowledge and information.
- Apply knowledge of legal information in the maintenance of a classification/metadata scheme.
- Provide guidance and training on the use and availability of resources and legal research capabilities.
- Perform complex research, including locating federal statutes, regulations, executive orders, cases, international treaties, conventions, agreements, and protocols.
- Create procedural and informational pathfinders, bibliographies, and other documentation.

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

**MINIMUM QUALIFICATIONS:**
- Master of Library Science (MLS) degree from an ALA-accredited institution
- Demonstrated knowledge of search technologies and concrete, advanced information retrieval techniques
- Experienced user of Lexis, Westlaw, and other common legal information platforms
- Demonstrated knowledge of the traditional legal research method
- Knowledge of cataloging principles, practices, and systems
- Enthusiastic commitment to customer service
- Excellent written and verbal communications skills
- Flexibility and strong interpersonal skills
- Demonstrated ability to work independently and collaboratively
- Minimum of two (2) years of experience as a librarian in a large law firm
- GPA of at least 3.0 on a 4-point scale

**ALL APPLICANTS MUST SUCCESSFULLY COMPLETE:**
- A thorough medical and psychological exam
- A polygraph interview
- A comprehensive background investigation
To be considered suitable for Agency employment, applicants must generally not have used illegal drugs within the last 12 months. The issue of illegal drug use prior to 12 months ago is carefully evaluated during the medical and security processing.

**Position:** [Japanese Language Cataloger](#)

**Location:** LAC Group, Washington, D.C.

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

**LAC Group** is seeking an experienced [Japanese Language Cataloger](#) for a major Federal library in the DC area. The cataloger will provide original and copy cataloging in addition to providing support on various physical processing of library items. The candidate must be familiar with AACR2, RDA, and MARC21 formats as they pertain to monographs, serials, and A/V. This role requires the ability to work at a quick pace and with close attention to detail. This is a 1-year term, full-time or part-time position, with benefits. Work must be performed on-site during business hours.

**Essential Duties and Responsibilities:**

- Perform original (including complex) and copy cataloging of Japanese language materials to facilitate their identification, access, and use
- Interpret and apply Library of Congress subject headings, the Dewey Decimal System, the AACR2, RDA, and the Online Computer Library Center (OCLC) manuals in cataloging and classifying library materials
- Maintain authority records and perform needed authority work in the database
- Consult with libraries in order to resolve cataloging and database problems, report trends in bibliographic services, answer questions, transmit information, and discuss options for handling library materials
- Provide inventory support
- Develop and deliver training programs to member library staff and others
- Develop constructive and cooperative working relationships with internal staff, staff from member libraries, and other relevant community leaders
- Keep records of inquiries, complaints, and comments as well as actions that are taken for members
- Provide accurate and timely information in a language and format that is easily understood by members and colleagues
- Perform database maintenance for bibliographic and authority records
- Loads MARC record files for member libraries and communicates necessary changes
- Maintain the integrity of the integrated library system through authority file control

**Qualifications:**

- MLS is not required but is preferred
- Must have 3 years of cataloging experience
- Ability to catalog in English and Japanese a must. Ability to catalog in other foreign languages, particularly East Asian languages, is a plus
- Must be proficient in the Japanese language; Native Japanese highly preferred
- Experience in cataloging art and scientific materials are preferred
- Must have experience using the RDA, Library of Congress Subject Headings (LCSH), and MARC 21 cataloging standards
  - Minimal training is available
- Must be able to physically process library material: create and affix spine labels
- Able to pass a background check

**Position:** Library Technician  
**Location:** Library of Congress, Washington, D.C.  
**Salary:** $37,955 to $49,338 per year  
**Full vacancy announcement available on** [USAJOBS](https://www.usajobs.gov).

**Summary**  
This position is located in the Middle East and South Asia Section, Asian and Middle Eastern Division, Acquisitions and Bibliographic Access Directorate, Library Services. The incumbent of this position performs major technician duties for the functions of acquisitions, cataloging, and serials control. A foreign language may be required for this position depending on the geographical area for which functions are being performed.

**Responsibilities**  
The position description number for this position is 128316.  
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

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

This is a non-supervisory, bargaining unit position.

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

Follows well-established procedures and specific instructions from the supervisor, and uses a variety of interrelated steps and procedures, to order and process different types of library materials from different acquisition sources.

Performs rudimentary searches of reference sources which may include print, automated files, and internal and external databases.

Receives, inspects, and processes library material in all formats received from all sources (governmental, exchange, gift, purchase). Learns to prepare acquisition acknowledgment letters. Assists in determining material that needs to be claimed and learns to issue appropriate claims to suppliers. Learns to process cancellations or adjustments to acquisition records.

Records receipts for specific types of serials, such as inkprint periodicals, on the appropriate entry in online or manual files. Learns to check in serials in other formats (e.g., bound volumes, microforms, CDROMs).
Open, sorts, and processes incoming mail, including regular, registered, certified and freight mail. Stamps materials with the appropriate acquisition stamp and date. Promptly forwards misrouted mail to its correct destination. Assures prompt delivery of time-sensitive mail. Maintains supplies and performs basic equipment maintenance.

Shelflists materials under close supervision, using standard tools and according to established procedures. Consults the shelflist or the appropriate classification schedule to verify whether the class number assigned is consistent with the subject heading(s). Completes the subclassification, and establishes the elements of the location symbol to the point at which the call number for each item is unique or places it in conflict with neighboring items. Corrects or updates bibliographic data when needed.

Searches entries in automated and manual catalogs. Updates and inputs data and records based on annotations prepared by senior staff. Adds copies to the database, transcribes the correct call number in the item, adds holdings to the file, and assigns copies to the reference or custodial collections.

Receives training in content designation for newly created and updated bibliographic records. With the assistance of a designated trainer, learns to perform database maintenance including modifications, updates, and corrections. Also works with a trainer to learn to create and revise bibliographic records, including initial bibliographic control records (IBCRs). Refers problems and items needing authority work to senior staff.

Following extensive library rules, procedures, and operations, processes library collections. Distinguishes the type of material, and separates and properly distributes all types of library collection items for processing. Completes appropriate forms for accessioning, recording, and statistical reports. Using large bibliographic databases, receives and sorts materials into bound and unbound categories. Checks in materials. Prepares materials for digital conversion or binding. Attaches call numbers. Disposes of items not considered useful for library programs.

Organizes data into a catalog record as prescribed by the appropriate rules for varying levels of cataloging and inputs the data online. Inputs data, such as completed call number and the technician’s charge online. Proofs records to ensure the correct tag sequence order.

Performs routine searches of various computer and card catalogs and files to locate and/or verify bibliographic or acquisitions data in support of various library functions for acquisitions and cataloging.

Efficiently searches specialized online databases, such as library-related databases including LC/ILS, ISSN, and OCLC to locate records for material in hand.

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

- Proficiency in a Turkic language, such as Azerbaijani or another language of Central Asia, as well as English.
- Ability to use computerized search tools, databases, an Integrated Library System (ILS), or other computer applications.
- Knowledge of library acquisitions and/or cataloging rules, practices and procedures.
- Ability to perform library functions that support the unit or section.
- Ability to plan and organize work assignments and set priorities in order to meet deadlines.
- Ability to communicate in writing in English in a clear, concise and organized manner.
- Ability to communicate effectively other than in writing.

**Position: Librarian (Law)**
Location: Office of the Secretary of the Interior, Washington, D.C.
Salary: $83,398 to $108,422 per year
Full vacancy announcement available on USAJOBS.

**Summary**
This position is part of the Office of Facilities and Administrative Services, Office of the Secretary of Interior. The incumbent will be responsible for overseeing and maintaining the Library’s legal and legislative collection (inventorying existing collection, requesting new editions and updates, etc.) to ensure that the most current information is available.

**Responsibilities**

- Oversees and maintains the Library’s legal and legislative collection (inventorying existing collection, requesting new editions and updates, etc.) to ensure that the most current information is available.
- Keeps abreast of the Interior Department’s legal and legislative initiatives to ensure that the Library’s law collection and services meet agency needs.
- Evaluates and selects new materials to be acquired for the Library’s collection, based on special knowledge of legal focus of the Department and its bureaus, agencies, and offices.
- Serves as the legal and legislative research liaison for the Interior Department’s Solicitor’s Office meeting the reference needs of attorneys, paralegals, and other Solicitor’s office staff.
- Produces and distributes to Departmental staff the Library’s bimonthly “Law Update”, highlighting major law review articles, federal and state court cases, and Presidential documents.
- Teaches training courses for Library patrons to assist them on the use of the Library’s legal and legislative print and electronic collections.
- Participates in the regularly scheduled staffing of the Library’s Reference Desk, answering patron questions and requests from Interior Department staff, federal agency employees, and the general public.
- Plans and sets up new exhibits highlighting the Department of the Interior and materials in the Library collection in the Library’s front entrance display cases.

**Position: Librarian (Research Specialist)**
Location: Library of Congress, Washington, D.C.
Salary: $69,581 to $90,461 per year
Full vacancy announcement available on USAJOBS.

**Summary**
The Congressional Research Service (CRS) seeks a Research Librarian for the Research &
Library Services Section of the Foreign Affairs, Defense, and Trade Division. The section broadly supports the work of Congress in issue areas including defense management and budget; defense policy and arms control; foreign policy and global issues; international trade and finance; the Middle East and Africa; and Asia, Europe, and the Americas.

**Responsibilities**

This Research Librarian position will provide research and library services to CRS policy analysts and congressional clients, focusing on Foreign Affairs. 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 non-partisan, authoritative, timely, 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 legal and public policy issues of interest to its Members and Committees.

Analyzes and solves research problems within designated issue areas, often under deadlines. Factors that affect the complexity of these problems include novelty, the difficulty in locating authoritative information, and the specialized nature of the issue area.

Conducts research projects for congressional and internal clients that often require substantial knowledge of public policy issues and specialized resources. Identifies, proposes, develops, and executes specialized research projects for clients. Collaborates and consults with internal and external subject specialists to develop and improve the projects. Uses specialized knowledge to negotiate with clients on the substance of research projects, which may include developing an array of different options and facilitating decisions related to sources, methodology, and form of a final product. Executes research methodologies and, in consultation with internal and external stakeholders, revises those methodologies as needed.

Designs and writes products describing the findings of specialized research projects and that may include abstracts, methodological descriptions, summaries, and tables. Authors or co-authors, in collaboration with analysts/attorneys and librarians, timely requested or anticipatory products. Uses and provides peer review of products. Updates own and others’ products. Works within a multi-level review process to ensure accuracy, appropriate scope, adherence to organizational policies and values, and responsiveness of all products. Delivers products to clients in writing, by phone, and in person.

Develops and maintains knowledge of the content in, and methods for accessing the content of, general and specialized research resources. Identifies, tests, and evaluates general and specialized research resources; performs market analyses on competing resources; recommends research resources for purchase or renewal; promotes the use of research resources.
resources by congressional and internal clients; and provides training and instruction to congressional and internal clients on research resources, including on relevant applications, features, and value in relation to other available resources.

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

- Ability to apply knowledge of research resources in foreign affairs
- Ability to conduct information research
- Ability to communicate in writing
- Ability to utilize information technology
- Ability to interact collaboratively with others
- Ability to focus on the client
- Ability to solve problems and make decisions
- Ability to communicate effectively other than in writing.

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

Position: Visual Information Specialist
Location: Library of Congress, Washington, D.C.
Salary: $69,581 to $90,461 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Global Legal Research Directorate, Law Library.
The position description number for this position is 381677.

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
The incumbent serves as a Visual Information Specialist in the Global Legal Research Directorate of the Law Library of Congress, and develops a variety of data visualization products to accompany foreign, comparative, and international law reports prepared by the Directorate, often requiring originality, creativity, critical thinking, attention to detail, and an awareness of audience and functionality to effectively address the information objectives. Applying thorough knowledge of visualization principles and design concepts, the employee designs and develops diverse visualization materials of moderate complexity, and assists with
product template redesign. Advises on the technical advantages and limitations of various formats, styles, media, and methods of presentation, recommending those that most effectively address the information objectives without compromising accuracy and authoritativeness. Attends interdivisional and inter-office meetings to assist in promoting the visualization services of the Directorate. Participates in the development of graphics-related performance criteria and systems and customer support requirements to ensure client needs are addressed by the publication system.

Applying thorough knowledge of visualization principles and graphic design concepts, the employee conceptualizes, designs, and develops professional and effective visualization products of moderate complexity, integrating, as appropriate, maps, graphs, tables, images, and text across various software platforms. Translates abstract, novel, and/or multi-theme legal subject matter into visualization tools of moderate complexity for a broad range of authors and other Law Library employees seeking to enhance clients’ understanding of essential information in written products and at briefings and educational seminars.

Uses applicable software (e.g., Adobe Illustrator and other Adobe Creative Suite apps; Microsoft Office including advanced Word, PowerPoint, and Excel; and GIS software such as ArcGIS) to develop and edit visualization products and materials. Reformats graphics created from various software applications (e.g., graphics created from data in spreadsheets, and maps created using mapping software) into appropriate formats in print, Web PDF, and HTML versions of Law Library reports and other publications. Edits, manipulates, and retouches visual information; modifies font type specifications; and decides on the size, style, color, and placement of infographics relative to the text to enhance the presentation of information, being mindful of general Library of Congress design specifications.

Provides visual design support to Law Library editors and other staff involved in enhancing the graphical components of Law Library products. Develops and revises templates and designs layouts for a variety of print and digital products of moderate complexity, such as Law Library reports, memos, letters, brochures, pamphlets, posters, and conference and event materials. Designs web and information graphics of moderate complexity such as icons, charts, diagrams, maps, and illustrations.

Assists in the planning, design, development, and implementation of visual support for projects. Serves as a resource for authors and technical staff to explain illustrative design software capabilities and limitations, and to help ensure a common understanding of project requirements.

Seeks guidance from other Directorate staff in responding to requests for which new approaches may be warranted to create professional and effective visualization materials that meet the objectives of incoming requests. Trains and/or shares information with Law Library staff related to graphic design techniques in which the incumbent is particularly adept.

The Incumbent coordinates with Law Library staff to develop and plan visual information-based products (e.g., infographics, interactive maps, static maps, charts, tables, and related products) and provides guidance and advice to develop technical solutions to enhance current
and plan future products. Consults with subject-matter experts, managers, authors, editors, and other Law Library staff to determine the visual requirements of projects; performs original and systematic research; and advises on the technical advantages and limitations of various formats, styles, media, and methods of reproduction, recommending those that most effectively address the information objectives of the project.

The incumbent recommends processes and procedures to ensure effective configuration management, and may assist with implementation. Consults with internal clients and coordinates with information technology (IT) staff and/or visual information and geospatial information systems staff to resolve integration or configuration-related issues of moderate complexity that affect the delivery of Law Library products containing visualization components.

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

- Ability to use graphic design and data visualization software systems.
- Ability to attend to detail in performing professional graphic design and data visualization assignments.
- Ability to plan, design, develop, and execute graphic design and data visualization projects.
- Ability to interact collaboratively with others.
- Ability to communicate effectively other than in writing.

Six Positions: Washington, DC

Posted on April 15, 2019 by LLAM News

Postion: Senior Research Librarian

Location: Miller & Chevalier Chartered, Washington, DC

Reporting to the Director of Library Services, the Senior Research Librarian will conduct domestic and international legal, non-legal, corporate, due diligence and business development research. The candidate must demonstrate: strong research and technology skills, experience in a law/corporate library setting, ability to assist in developing/maintaining the Library's technology and print applications, ability to assist Library users to appropriate sources, experience performing Conflicts research and an understanding of the ethical issues involved.

The Senior Research Librarian is expected to be a positive role model and mentor, and to perform all responsibilities with a commitment to providing superior service to the firm's clients, attorneys, advisors and staff, and maintaining an atmosphere of teamwork and continuous improvement.
Core Competencies and Job Requirements

- Master's degree in Librarianship or Information Science from an ALA-accredited institution
- Four or more years' experience in a research role in a law firm library
- Experience performing legal, corporate, business, competitive intelligence and due diligence research
- General knowledge of tax, employee benefits, international law and business, complex litigation, and government affairs resources preferred
- Ability to analyze and synthesize information from a variety of sources, and apply critical and creative thinking to develop solutions to complex problems
- Proficient in Microsoft Office programs, SharePoint, and standard online research resources including, but not limited to: Lexis, Westlaw, Bloomberg Law, CCH Cheetah, Hoovers. Experience with Restricted Party Screening databases (e.g. Amber Road) preferred
- Excellent written and oral communication skills
- Ability to build effective internal and external relationships; ability to deliver and explain research findings to attorneys both verbally and through written summaries and analyses
- Demonstrated proficiency and capabilities with library-relevant information technology applications, including integrated library systems
- Ability to work independently, take initiative, meet deadlines, and respond to changing priorities
- Knowledge of current and emerging technologies in digital and web-based library and research services
- Strong service orientation and a history of developing effective working relationships with others

Miller & Chevalier is an equal opportunity employer. All inquiries will be held in strict confidence. To apply, please email cover letter and resume to:

Ms. Cari Seidman
Human Resource Specialist
Miller & Chevalier Chartered
900 16th Street NW
Washington, DC 20005-5701
Email: cseidman@milchev.com

**Position:** Supervisory Librarian

**Location:** Germanic and Slavic Division and in the U.S./Anglo Division, Acquisitions and Bibliographic Access Directorate, Library Services, Library of Congress, Washington, DC

**Salary:** $137,849 to $166,500 per year

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

**Summary**

These positions are located in the Germanic and Slavic Division and in the U.S./Anglo Division, Acquisitions and Bibliographic Access Directorate, Library Services. The position description number for these positions is 383007.
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area. The incumbents of this position will work a flextime work schedule. This is a supervisory, non-bargaining unit position.

Responsibilities
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.

Has overall responsibility, as well as delegated authority, for the oversight and administration of the Division. Primarily responsible for the direction and management of the Division to efficiently achieve specified goals and objectives. Evaluates current and proposed programs and operations, develops new programs, and recommends actions to initiate, modify, or discontinue projects as appropriate. Serves as Security Officer of the Division and has final division authority and responsibility for the security and safe handling of materials while they are in the Division. Ensures other government property is properly handled and kept secure to avoid loss or damage. Provides direct administrative oversight of all the varied functions of the Division. These may include cataloging, acquisitions, and training as well as functions associated with other Library programs related to cataloging, acquisitions, and training. Analyzes and develops new cataloging practices and standards cited as authoritative by other libraries.

Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staffs, other legislative and executive agencies, executives of major publishers and vendors, and distinguished members of the public. Establishes and maintains close and cooperative working relationships with Library management and officials, government agencies, and other institutions with related interests, to advance the programs and objectives of the Library.

Engages actively in developing and maintaining effective liaison and public relations with representatives of State and Federal agencies, libraries, national foundations, and national learned societies and institutions. Visits these institutions to initiate and strengthen purchase, exchange, and gift programs obtaining first-hand information and establishing procedures for acquiring material needed for the Library’s collections for his/her geographic region. Represents the Library to significant groups of users of its services and relates the programs and activities of the Division to others. Represents the Library on matters pertaining to the work of the Division in conference with cooperative program partners, vendors, exchange
partners, publishers, donors, government agencies, etc., and at meetings of international committees, professional organizations, standard-making bodies, etc.

Serves as the primary advisor on the acquisition and cataloging of materials in the Division served. Counsels appropriate management staff and officials within the Library on matters related to the acquisition and cataloging of materials in the appropriate scope and format for the Division. Advises on the appropriate methods and techniques to use to achieve program goals and objectives. Provides leadership to facilitate the adjustment of operations to meet changing program needs, advances in technology, and variations in workload. Utilizes an expert knowledge of acquisitions and bibliographic access policies and practices and an intimate acquaintance with the requirements for the storage and retrieval of bibliographic information to improve acquisitions and bibliographic control policies and practices within the Library of Congress and throughout the library community. Serves as a principal liaison for the organization at professional conferences, seminars, and exhibits.

Formulates and administers policies affecting the Division. Develops, evaluates, and implements policy for the Service Unit affecting Library-wide programs. Explores and establishes long-range development plans and short-term strategies. Interprets and revises existing training policy and program guidance for use by others, including top management, in wide reaching decision making procedures. In the area of expertise, provides a major leadership role in the development of acquisition and bibliographic access standards, policies, practices, programs, and guidelines with a nation-wide impact.

Position: Librarian (Monographs and Special Formats Cataloger)
Location: Library's Cataloging section (DLT), Library of Congress, Washington, DC
Salary: $57,510 to $74,759 per year
Full vacancy announcement available on USAJOBS.
Summary
This position is on the staff of the Deputy Director (DD) in the Library’s Cataloging section (DLT). The primary purpose of this position is to provide descriptive and subject cataloging, original and copy, for monographs in English and foreign languages as well as special materials in a variety of formats to include artists books, fine press books, photo books, ephemera material, and others as assigned.

Responsibilities
The incumbent performs original descriptive cataloging, as well as semi-original and copy cataloging based on existing records, using national and local descriptive standards and NGA cataloging policies.

Ability to identify materials and construction techniques found in artists’ books and fine press books. Ability to identify standard descriptive access points on vertical file, ephemeral, and unique materials. Academic background in art history or studio arts. Professional knowledge of online cataloging systems, bibliographic utilities, and library services platforms. Professional knowledge of cataloging standards and principles such as MARC21, RDA, AACR2, DCRM(B),
LCSH, authority control practices, and a variety of descriptive vocabularies and thesauri related to arts and the humanities.

**Position:** Librarian (Digital Collections Development Coordinator)

Location: Collection Development Office, Office of the Associate Librarian for Library Services, Library Collections and Services Group, Library of Congress, Washington, DC

Salary: $99,172 to $128,920 per year

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

**Summary**

This position is located in the Collection Development Office, Office of the Associate Librarian for Library Services, Library Collections and Services Group.

The position description number for this position is 383773.

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

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

This is a non-supervisory, bargaining unit position.

**Responsibilities**

Reviews and analyzes a variety of complicated factors in evaluating existing and emerging digital content and its potential addition to the Library's collections. For content already selected for the Library, gathers and analyzes data on usage, cost (if applicable) and other points in order to make recommendations to management. Develops, coordinates, and/or conducts training programs for staff and users related to digital collections. Prepares user documentation guidance. Provides technical expertise for the implementation, maintenance and enhancement of digital content.

Develops new approaches for other experienced librarians to use in solving a variety of problems or in expanding services for the provision of access to digital content. Reviews publishing trends in the market to identify new resources, sources and technologies not already in the collections. Plans and develops programs to fill in gaps and augment collections to improve services to clientele. Develops and maintains services and guidance for the entire Library to facilitate operations in a number of different locations.

Identifies new content for the collections and works with Recommending Officers to have such content recommended for acquisition. Determines the quality of materials acquired from different sources. Interprets and advises on the contents of a collection, both cataloged and uncataloged, covering current and retrospective items. Participates in efforts to acquire through a number of different acquisition methods, including Copyright Office deposit. Ensures that the Library's collection of digital content is developed in coordination with the Library's programs to develop the traditional physical collections and the electronic resources collection. Works very closely with Recommending Officers and with appropriate staff in Library acquisitions and technical units in acquiring new content. Serves as a Recommending Officer for multi-disciplinary digital content. Provides institution-wide leadership related to the digital collections.
Serves as an expert regarding digital collections and shares such information with Library staff. Coordinates with staff both within Library Services and in other areas, primarily the Law Library and the Congressional Research Service. 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. Participates in or chairs Library committees and working groups. 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.

Identifies and analyzes innovative technologies including development of short-range plans for information technology applications, which have agency-wide impact and benefit. Participates in discussions related to the operations, maintenance and improvements to the Library’s systems that manage digital collections by representing the interests and needs of a wide variety of users. Monitors trends in emerging technologies and rights management. Keeps current with developments in technology products and services, including the use of proprietary and open source to manage digital content. Analyzes user requirements for new systems and services. Identifies user needs and matches those needs to existing capabilities or plans capabilities to satisfy identified needs within the constraints of human, physical and fiscal resources.

**Position: Library Technician**

Location: United States Holocaust Memorial Museum, Washington, DC

The United States Holocaust Memorial Museum is looking for an innovative and passionate individual to join our team as a Library Technician in the National Institute for Holocaust Documentation (NIHD). NIHD was created to build, preserve, and make accessible America’s Collection of Record—one of the world’s foremost collections of material and documentary evidence on the Holocaust.

**About the Role**

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, visiting scholars, and the general public. The Library Technician will perform collections management, reference, acquisitions, preservation, digital access, and cataloging duties, in support of Library operations in two Museum facilities. Some tasks require physical exertion, such as climbing step stools, pushing carts filled with collection materials, opening boxes, and retrieving and shelving materials.

The duty station may be relocated at the David and Fela Shapell Family Collections, Conservation and Research Center in Bowie, Maryland.
This is a temporary (one-year assignment), full-time donated position (non-Federal) paid with the Museum’s private funds. Salary is commensurate with experience.

How to Apply
Visit the application site for additional information, a more detailed position description, and to complete an application.

Position: Information Specialist
Location: Corestaff Services, Museum Facility, Washington, DC
Full vacancy announcement is available on the CUA SLIS blog.
Corestaff Services is seeking a qualified candidate for the position of Information Specialist at a Museum facility. The position is located in Washington, DC. The position is part of a multi-year contract. Present funding for the position is for the duration of one year.
The Information Specialist is required to support research and reference services and data management projects. Assignments may include activities in one or more of the functional areas described below:

Duties:

Research and Reference Services
– Conducts basic research services for patrons and staff who contact the museum by email, telephone, mail

  ▪ 1, online form, or in-person in the public space, using multiple resources including specialized research databases, the museum’s collections catalog, and relevant reference materials.
  ▪ Provides in-person services in the museum's public space, as assigned or needed.
  ▪ Surveys archival collections for inclusion in a major indexing project.
  ▪ Distributes registration forms to Holocaust survivors, or family members and friends on behalf of survivors, and provides information about the registration process.
  ▪ Performs other research and reference duties, as assigned.

Data Management

  ▪ Catalogs Holocaust-related name lists from the museum’s collections in a specialized database.
  1. Catalogs list records while adhering to standards developed specifically for the database.
  2. Fills out appropriate fields and attaches appropriate images.
  3. Updates the cataloging spreadsheet for tracking purposes.
  ▪ Assists in preparing name indexes for import to the database.
  1. Normalizes and cleans data using Excel and Access programs.
  2. Ensures data quality before importing to the database.
  ▪ Links digitized documents to existing name records in the database.
  – Identifies digitized documents available in the museum’s digital repository.
  – Matches the digitized documents to the appropriate name records.
- Indexes and adds missing names, if needed.
- Prepares Excel worksheets and/or Access files to import to the database.
- Assists in cleaning and updating existing catalog records or name records in the database.
- Performs other database management duties, as assigned

Two Positions: Maryland & Northern Virginia

Position: Curator, Maryland & History Collections
Location: University of Maryland College Park-Libraries, College Park, MD
Full vacancy announcement available on ALA Joblist.

The University of Maryland Libraries, Special Collections & University Archives house premier research and teaching collections and pursues its mission in a collaborative, multi-faceted environment. The Curator of Maryland and Historical Collections has curatorial oversight over a rich collection area, which includes archival and manuscript holdings relating to the history and culture of the Maryland region (African-American history; agriculture; business history; the environment; family history and personal papers; cultural history, geography; newspapers; military history; politics and civic activities; women’s history); printed Marylandia; historic maps and photographs; historic preservation; women’s history and women’s studies collections; and other materials as determined by the collection policy.

The Curator has responsibility for building, maintaining, interpreting, and providing access to these collections that support the teaching and research missions of the University and the research community at large. The Curator has principal responsibility for a robust program for collection development, reference services, instruction, outreach and scholarly support. In addition the Curator assists colleagues with collection management activities, which include accessioning, descriptive access, digitization and preservation for materials in the collection area. As a faculty librarian, the Curator exhibits an active service profile and scholarly agenda.

Position: Evening Reference and Instruction Librarian (Part-time)
Location: Northern Virginia Community College (NOVA), Sterling, VA
Salary Range: $26/hour
Full vacancy announcement is available on the CUA SLIS blog.

Basic Function
Provides reference, library instruction, and circulation services Monday through Thursday from 4-8 PM, with the possibility of additional hours not to exceed 29 hours per week, depending on funding and the candidate’s availability. This position is part-time with no benefits.

Duties and Responsibilities
Responsible for providing reference and circulation services. Responsible for teaching evening library instruction sessions. Responsible for providing assistance on library equipment and technology. Participates in library professional development programs.
Minimum Qualifications
At least 18 graduate credit hours in an ALA-accredited MLS or MLIS degree program. Library experience including in the use of integrated library systems and online information resources.

Preferred Qualifications
ALA-accredited MLS or MLIS. Experience working in an academic library. Experience providing library instruction or applicable teaching experience. Experience using Alma, Canvas, PeopleSoft, and Springshare products. Knowledge of Library of Congress Classification System.

Required Knowledge, Skills, and Abilities
Experience providing reference and circulation services. Experience using integrated library systems and online information resources. Skills in basic technology troubleshooting and use of computers. Strong customer service skills. Strong written and oral communication skills. Strong attention to detail. Ability to interact effectively with a diverse library user population. Ability to work independently.

Three Positions: Multiple Locations

Position: Associate Library Director for Patron Services
Location: United States Naval Academy, Annapolis, MD
Full vacancy announcement available on ALA Joblist.
Description
The United States Naval Academy invites applications for an exciting position as the Associate Library Director for Patron Services; who will provide leadership, vision and overall management of the circulation, reference and instruction services.

USNA is seeking a forward-thinking, user-oriented, collaborative leader with extensive knowledge of innovation and best practices in information literacy, reference services, and related undergraduate support and outreach programs. 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 Patron Services will also work with library leadership, staff and departments across the Yard working to ensure the growth of a vibrant 21st century library offering state-of-the-art information services to a premier undergraduate 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 summer 2019. Applications will be reviewed beginning April 17, 2019, but the position will remain open until filled. For more information about the position and how to apply, https://www.usna.edu/HRO/jobinfo/AssocLibrDir-2019.php

Position: Library Tech NF2*
Location: Department of the Navy, Quantico, VA
Salary: $10.18 to $12 per hour
Full vacancy announcement available on USAJOBS.

Responsibilities
SUMMARY OF DUTIES: Incumbent assists in a variety of technical and specialized clerical tasks, to support library work such as, acquiring, processing, distributing and disposing of library materials, maintaining patron registrar files, retrieving overdue library materials and/or show films. May train and provide work guidance for other library personnel. Ability to perform story time (ages 0-5)

Ability to search our collection and prepare story time reading calendars
Ability to shelf read children's section
Ability to learn technology related to library programming.
Ability to greet patrons in a friendly, courteous and professional manner
Other duties as assigned

**Position:** Librarian

Location: Department of State, Washington, DC
Salary: $99,172 to $128,920 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Office of The Deputy Assistant Secretary for Global Information Services, Office of Information Programs and Services, Library Division, Information Resources Branch (A/GIS/IPS/LIBR/IR). Responsible for managing, coordinating and implementing the DOS library systems and technology resources for the effective delivery of library services, as well as serving as its principle advisor regarding library systems automation and technology applications.

Responsibilities

- Plans, administers, implements, evaluates, maintains and supports all modules of Library's integrated Library System (ILS).
- Plans, evaluates and directs systems enhancements designed to improve library processes and services for users in accordance with Library’s strategic plan.
- Guides configuration and continued development of Library's online presence, and serves as key resource and mediator between Reference and Cataloging Teams engaged in configuring the system.
- Coordinates procurement, testing and implementation of new systems and products, as well as enhancements to current Library systems.
- Maintains close working relationship with system vendors with regard to submitting trouble tickets, configuring the systems to enhance end user experience and in representing the overall interests of the Library.

Posted in Job Vacancies

**Four Positions: Maryland**

Posted on April 1, 2019 by LLAM News
Position: Librarian III
Location: Rosedale Branch, Baltimore County Public Library
Salary range: $39,190-$60,736
Full vacancy announcement is available on the [CUA SLIS blog](#).
Schedule:
This is a full time position, working 40 hours a week with some evenings and weekends.

Job Summary:
- Assists customers in finding answers to a broad range of questions through use of print and on-line resources
- Guides customers in selecting appropriate materials for reading/viewing/listening either for personal pleasure or professional development
- Assists customers with technology related requests for service including e-reader devices
- Develops and maintains a portion of the Library's collection
- Plans and presents library-related programs and outreach services
- Serves on teams and committees within the branch and system-wide
- As needed, serves as Librarian in Charge by handling customer complaints and resolving facilities issues
- Supports innovation by embracing change, being flexible and anticipating customers' needs
- Demonstrates initiative by being a self-starter, rethinking processes, and effectively solving problems
- Demonstrates a commitment to teamwork by being an effective communicator and engaging in respectful and productive work relationships
- Actively pursues continuous learning by participating in training opportunities and sharing knowledge in the workplace

Job Requirements:
- Bachelor's degree from an accredited college.
- Successful completion of the Library Associates Training Institute (LATI) or an MLS from an ALA accredited school within two years of date of hire
- Knowledge of public library services and operations gained through one year of service as a Librarian
- Knowledge of print, electronic and online information resources
- Ability to establish and maintain relationships with customers, community groups and co-workers of diverse backgrounds
- Ability to plan, organize and present a variety of activities and presentations
- Demonstrate effective written and verbal communication skills
- Ability to stand at a public service desk for lengthy periods of time and move throughout the branch, the ability to bend, lift up to 25 pounds and push or pull a wheeled cart weighing up to 100 pounds
- Ability to bend, kneel, crouch and stretch for extended periods of time
- A commitment to customer service and the ability to work with people of diverse backgrounds
- Willingness and ability to travel throughout the system, work a variety of schedules that include evenings and weekends and accept system-wide transfers
- Must pass post-offer background screening
Please Note: This position closes on April 29, 2019.
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.

**Position: Librarian III**
Location: Catonsville Branch, Baltimore County Public Library
Salary range: $39,190-$60,736
Full vacancy announcement is available on the [CUA SLIS blog](http://www.cuaslisblog.com).

**Schedule:**
This is a full time position, working 40 hours a week with some evenings and weekends.

**Job Summary:**
- Assists customers in finding answers to a broad range of questions through use of print and on-line resources
- Guides customers in selecting appropriate materials for reading/viewing/listening either for personal pleasure or professional development
- Assists customers with technology related requests for service including e-reader devices
- Develops and maintains a portion of the Library’s collection
- Plans and presents library-related programs and outreach services
- Serves on teams and committees within the branch and system-wide
- As needed, serves as Librarian in Charge by handling customer complaints and resolving facilities issues
- Supports innovation by embracing change, being flexible and anticipating customers’ needs
- Demonstrates initiative by being a self-starter, rethinking processes, and effectively solving problems
- Demonstrates a commitment to teamwork by being an effective communicator and engaging in respectful and productive work relationships
- Actively pursues continuous learning by participating in training opportunities and sharing knowledge in the workplace

**Job Requirements:**
- Bachelor’s degree from an accredited college.
- Successful completion of the Library Associates Training Institute (LATI) or an MLS from an ALA accredited school within two years of date of hire
- Knowledge of public library services and operations gained through one year of service as a Librarian
- Knowledge of print, electronic and online information resources
- Ability to establish and maintain relationships with customers, community groups and co-workers of diverse backgrounds
- Ability to plan, organize and present a variety of activities and presentations
- Demonstrate effective written and verbal communication skills
- Ability to stand at a public service desk for lengthy periods of time and move throughout the branch, the ability to bend, lift up to 25 pounds and push or pull a wheeled cart weighing up to 100 pounds
- Ability to bend, kneel, crouch and stretch for extended periods of time
– A commitment to customer service and the ability to work with people of diverse backgrounds
– Willingness and ability to travel throughout the system, work a variety of schedules that include evenings and weekends and accept system-wide transfers
– Must pass post-offer background screening

Please Note: This position closes on April 29, 2019.
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.

Position: Manager of Digital Collections as Data
Location: Johns Hopkins University, Baltimore, MD
Starting Salary Range: $58,695 – $80,628 annually
Full vacancy announcement is available on the CUA SLIS blog.

General Summary/Purpose:
The Manager of Digital Collections as Data will develop a vision for and implement a program of digital collections as data. The Manager will provide leadership in further development and management of the Institutional Repository (“JScholarship”), direct digitization services including developing services for use of digitization services beyond the library, and collaborate with other Library departments to build strong digital collections that showcase Johns Hopkins unique resources. In particular, the Manager will focus on the growing set of resources and recommendations related to collections as data from the Always Already Computational project. The Manager will manage policies for digital content, identify trends and develop effective solutions, collaborations, and partnerships that advance the current and further needs of JHU's scholars, particularly in relation to creating digital collections and services for machine learning. Promote innovation, scholarship, and learning. Develop plans and resources to scale the Libraries’ digital imaging and digital preservation capacities. Facilitate the exploration of new methodologies enabled by digital technology, the analysis and management of complex data, the visualization of theoretical relationships, and sharing of research results. Partner with other Library staff in order to deliver programs and services. Work closely with the Data Management Directorate and act as Product Owner for collections related software development. Develop outreach strategies in close collaboration with public services and data services units to promote digital collections. Initiate strong working relationships with departments across campus in order to identify current and emerging scholarly projects for which digital tools and methodologies are appropriate. Participates in the planning of digital repositories that serve campus- and university-wide needs, focusing in particular on how to best leverage these tools to support a robust scholarly communications ecosystem. Develops and supports campus-based digital collections hosted in digital repository systems and other platforms used by JHU scholars.

Position: Librarian III
Location: Johns Hopkins University, Baltimore, MD
Starting Salary Range: $58,695 to $80,628 per year
Full vacancy announcement is available on the CUA SLIS blog.

General Summary/Purpose:
Reporting to the Assistant Director for Academic Liaison and Special Collections, the librarian for Modern European Languages and Literature actively engages with faculty, students, and staff to develop strong working relationships with the German and Romance Languages and Literature department and the Comparative Thought and Literature department. Librarian III provides proactive research support and innovative instruction by connecting faculty and students with library resources in both the general and special collections. S/he analyzes trends in humanities teaching and research programs, including the growing use of digital humanities tools and practices, to stay abreast of scholarship and scholarly communications and uses this knowledge to create and implement services to support these trends.

Two Positions: Washington, DC

Position: Deputy Director, Law Library
Location: Georgetown University Law Center, Washington, DC
Originally posted on LLSDC Job Listings.
Georgetown University Law Library, located in the nation’s capital, and within walking distance of the U.S. Congress and the Supreme Court, is one of the country’s premier legal research institutions, with a dynamic staff of more than 50 and a collection exceeding one million volumes. We strive to live up to our motto: “Supporting Scholarship, Excelling in Service, Leading in Technology.”

Reporting to the Law Library Director, the Deputy Director assists in the development and implementation of the mission, goals, and broad policy directions for the Law Library. This person works closely with the Director in providing leadership in strategic planning, administration, assessment, communication, and resource allocation; coordinates the activities and personnel in the law library; and assumes overall responsibility for the Law Library in the absence of the Director. The Deputy Director supervises the majority of the library’s departments, including those providing reference, research, cataloging and acquisition functions.

Required qualifications:
Master’s degree from an ALA-accredited school of library and/or information studies, or equivalent; at least 10 years of experience in a library system with increasing supervisory responsibility; commitment to and demonstrated success in mentoring and support for staff professional development; knowledge of a wide range of library and information resources and services; ability to establish and maintain effective working and collaborative relationships; effective verbal and written communication skills; ability to adapt to a rapidly changing environment. Additionally, candidates should have a broad academic library background and an understanding of the principles of library science, services, operations, technologies, and philosophy; as well as expertise in law librarianship, human resources management and business operations; and a strong understanding of management and leadership trends, concepts, and best practices coupled with a positive vision for the future of the academic library.
Preferred Qualifications:
Juris Doctorate from an ABA-accredited school of law, or equivalent; experience in an academic, research law library in a university setting; and successful instructional experience. Salary is commensurate with experience and qualifications.

To apply for this position, please submit an application via the [Georgetown University Human Resources Joblist](http://www.georgetown.edu) website and include a cover letter to the attention of Savanna Nolan, a current resume, and the names and contact information for three references. Preferably these documents should be combined into a single PDF. To ensure full consideration please submit your application by Tuesday, April 30, 2019.

If you have any other questions, please feel free to contact Savanna Nolan at sn647@georgetown.edu. Georgetown University is an equal opportunity/affirmative action employer fully committed to achieving a diverse workforce.

Position: Supervisory Librarian
Location: Immediate Office of the Chief of Naval Operations, Department of the Navy, Washington Navy Yard, DC
Salary: $96,970 to $126,062 per year
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).
Summary
You will serve as Supervisory Librarian (Director, Navy Library/Navy Department Library Branch Head) for the Navy Department Library (NDL) of NAVAL HISTORY AND HERITAGE COMMAND.

Responsibilities:

- You will be responsible for the overall programmatic, strategic, and operational functionality of the NDL, including reference and research, cataloging, and digitization functions.
- You will define overall program strategic goals and objectives and develop implementation plans at the strategic and operational level.
- You will prepare annual Program Objective Memorandum Program Requirements Review documentation, annual budgets, quarterly budget updates, and budget execution.
- You will perform supervisory duties to include assigning work to subordinates, providing technical oversight, developing performance plans, taking disciplinary measures, and identifying developmental and training needs.
- You will maintain oversight of the Rare Book Room, Deed of Gift, Special Collections and Online Reading Room.
- You will provide general oversight of book and manuscript collection management through direct management and supervision of the Library Branch.

Posted in Job Vacancies | Tagged Government Library, Law Library, Washington DC
Position: Law Library Aide, Montgomery County Circuit Court
Posted on March 28, 2019 by LLAM News

**Position:** Law Library Aide  
**Location:** Montgomery Court Circuit Court, Rockville, MD  
**Starting Salary:** $23,000/year (Part-time Position)

**LAW LIBRARY AIDE**  
PART-TIME 20 HOURS PER WEEK

**DEFINITION OF CLASS**  
The Law Library Aide performs duties associated with maintaining records and the collection for the Circuit Court Law Library and provides the highest standard of service to judges, litigants, attorneys, and courthouse staff. The employee in this position must recognize that visitors to the Court may be under significant stress and ensure they are treated with dignity and discretion. Information obtained in the course of the performance of these duties may be confidential or private in nature.

The Library Aide reports directly to the Law Librarian and Assistant Law Librarian and is ultimately responsible to the Court Administrator.

Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. The employee or the Court may terminate the employment relationship at any time, with or without cause. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in the any documents, including Montgomery County Personnel Regulations.

**EXAMPLE OF ESSENTIAL FUNCTIONS**  
To be successful, the employee in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. This job description reflects management's assignment of essential functions. It is not an exhaustive list of responsibilities and does not prescribe or restrict various additional diversified tasks and assignments that may be required by Judicial Officers and/or the Court Administrator.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Accurately and efficiently process books, including labeling, shelving, and filing.
- Work with the library's integrated library system to check in serials and monographs, control record quality, perform inventories, and run reports.
- Keep the library collections up-to-date and orderly. Assist library staff with writing, updating, and restocking information guides.
Perform reference services, including accessing on-line databases and print sources as required by judges, court personnel, attorneys, and the public, both in person and remotely.

- Maintain the libraries of the judges, magistrates, and other court departments.
- Maintain the law library’s conference room reservations calendar.
- Perform data entry and maintain library databases.
- Complete on-going library projects and assist with special law library events.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Employee must be detail-oriented, organized, adaptable, and able to function in a multifaceted environment.
- Ability to work a specific shift (e.g., 1:30 p.m. – 5:30 p.m. to close the library) with flexibility to accommodate occasional schedule changes, i.e. open the library on an as-needed basis.
- Ability to maintain a regular, punctual, and reliable level of attendance.
- Competently use office technology and library software.
- Ability to develop and maintain collaborative and professional working relationships with court personnel and the public.
- Ability to make decisions based on experience, good judgment, and established policies and procedures.
- Ability to set priorities and simultaneously process multiple duties and responsibilities.
- Employee must be both self-directed and a team player.
- Employee must have excellent written and oral communication and customer service skills.
- Ability to engage in moderate physical activity, such as climbing stairs, opening or lifting boxes of books, pushing carts, and shelving books.
- Willingness to become a notary public and perform notarizations for the public is strongly preferred, but not required.

**MINIMUM QUALIFICATIONS**

- B.S., B.A., or paralegal degree from an accredited university.
- Basic knowledge of the American legal system.
- Minimum of one year of library work experience or a Masters in Library Science or equivalent.
- Minimum of one year of customer service experience.
- Microsoft Office Applications proficiency.
- An equivalent combination of education and experience may be substituted with legal research experience.

**HOW TO APPLY**

1. [Download the Employment Application](#). (PDF)
   **NOTE:** The application form requires you to have Adobe Reader version 8 or higher. Visit the [Adobe Acrobat website](#) to download the latest Adobe Reader version for free. The application should open automatically in Internet Explorer, Firefox, and Safari. If you are using Chrome, see additional instructions about how to open the file in Chrome.
2. Complete the application in its entirety. Your application may be rejected if information is missing.
3. Be sure to save your application to your local computer early and often.
4. Once you are finished, email the completed application, cover letter, resume, and writing sample to [adminhr@mcccourt.com](mailto:adminhr@mcccourt.com). Completed application packages may also be hand-
Two Positions: Maryland & Virginia

Position: Digital Collections and Metadata Librarian
Location: Maryland Historical Society, Baltimore, MD
Full posting on University of Maryland MLIS Jobs.

The Maryland Historical Society seeks a full-time Digital Collections and Metadata Librarian. The position is responsible for providing leadership in the development, implementation, and assessment of metadata infrastructure, policies, and procedures to support discovery, access, management, and preservation of the Library collections. They will play a key role as the administrative owner of the Library’s and Museum’s digital asset management and preservation system. The candidate will contribute to strategic initiatives to build our digital collections, and capacity to collect, preserve, and make available digital and digitized content. The position reports to the Library Director and will work in close collaboration with colleagues across the Library and Museum collections teams.

Responsibilities

- Create or oversees the creation of high-quality original cataloging and metadata for museum objects, as well as digitized and born-digital special collections, applying national cataloging and metadata standards.
- Provide leadership in identification, planning, and implementation of data normalization and remediation projects.
- Provide clean-up, enrichment, and transformation of legacy records and migrates data between systems.
• Responsible for the management of library systems, including digital asset management system; manages configurations, plug-ins, software updates, and user accounts.
• Act as primary liaison for the institution to open sources software communities, and to hosting vendors. Responsible for thinking about how all collections systems interrelate, and designing and executing efficient and effective integrations and workflows across systems.
• Collaborates with colleagues to develop local standards and best practices for systems use.
• Works with colleagues in implementing professional standards and best practices and setting priorities for collection management, processing, description, digitization, and discovery.
• Participate in general planning and policy development in the support of strategic directions; assist in project development for fundraising activities as appropriate; plan and manage specific library projects.
• Participate in professional organizations, and keeps abreast of current theory, practice, and innovations in the field.

To apply:
Please submit a cover letter, resume with three professional references, and salary requirements to jobs@mdhs.org. Include in the subject line: Digital Collections and Metadata Librarian. Incomplete applications may not be considered. No phone calls, please.

**Position:** Student Success and Inclusion Librarian

**Location:** George Mason University, Fairfax, VA

**Salary:** Commensurate with qualifications, experience and rank; not less than $57,500.

Full vacancy announcement available on ALA Joblist.

**Description**

The George Mason University Libraries seeks an innovative and collaborative librarian to fill the position of Student Success and Inclusion Librarian. George Mason University has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff, and strongly encourages candidates to apply who will enrich Mason's academic and culturally inclusive environment.

Responsibilities:
The Student Success and Inclusion Librarian is a collaborative, student-centered teacher-librarian on the Teaching and Learning Team. The individual is responsible for providing library services such as information literacy instruction, research support, and outreach expertise for the Teaching and Learning Team’s academic and co-curricular partners. The position reports to the Lead, Teaching and Learning Team and works in an innovative and adaptive public service environment.

This individual will apply sound and current assessment principles and methodologies to maintain and revise the University Libraries’ Student Learning Assessment Plan. As the librarian responsible for coordinating the Student Learning Assessment Plan, the Student Success and Inclusion Librarian analyzes assessment data to improve instructional services, answer research questions, identify possible data relationships, and interpret results for internal reporting. This individual will work closely with other librarians and instructional staff to develop student learning assessment competencies as well.
The Student Success and Inclusion Librarian will identify, build, sustain, and assess relationships with campus units and organizations serving distinct student populations, and work towards campus goals around access equity and inclusion. These units include, but are not limited to, the Office of Diversity, Inclusion, and Multicultural Education (ODIME) and the Early Identification Program (EIP). The individual is also the primary library contact for all interactions with the Assistive Technology Initiative.

This individual will provide liaison services to assigned academic programs or departments, which includes information literacy instruction, student and faculty teaching/learning support, and may involve collection development responsibilities. The Teaching and Learning Team focuses on undergraduate education across the university, including (but not limited to) the Honors Program, the Communications Lab, Mason/NOVA ADVANCE, English Composition, the School of Integrative Studies, and the Bachelor of Individualized Study (BIS) program. As a member of the Teaching and Learning Team, incumbent will assist patrons in the use of teaching and/or research resources, and will provide general and specialized reference and research assistance.

The Student Success and Inclusion Librarian will actively participate in the work of the Teaching and Learning Team, including participating in and contributing to team-based projects. In the absence of the Lead, Teaching and Learning Team, this individual may be asked to fulfill a senior librarian supervisor role and mediate and resolve issues as necessary.

This individual will also engage in professional development, scholarship, and service, in accordance with university/library standards for appointment renewal and promotion. This includes serving on committees, task forces, projects, etc. within the Mason University Libraries, and the university.

Six Positions: Washington, DC

**Position: Librarian (Cataloger)**
Location: American Folklife Center, Special Collections Directorate, Library Services, Library of Congress, Washington, DC
Salary: $68,036 to $88,450 per year
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).

**Summary**
The Cataloger position is located in the American Folklife Center, Special Collections Directorate, Library Services.

**Responsibilities**
The purpose of this position is to assist in providing descriptive access to the Center's archives, one of the largest repositories of ethnographic materials from the United States and around the world. These collections include extensive audiovisual documentation of traditional arts,
cultural expression, and oral histories, documenting the songs, stories, and other creative expressions of people from diverse communities. Under the direction of the Head of the Archives, the incumbent performs the full range of original cataloging duties for unpublished or rare materials, which requires specialized knowledge of folklife, ethnomusicology, documentary studies, oral history, and/or considerable knowledge of analog and digital specialized format areas (manuscripts, photographs, audio and moving image materials, etc.).

Working in a team environment, follows cataloging rules and applies archival theory and practice for describing collection materials. Creates and edits MARC catalog records and Encoded Archival Description (EAD) finding aids. Establishes new personal and corporate names and uniform titles, with appropriate cross-references, for inclusion in the name authority file. Joins a team that administers the American Folklore Society (AFS) Ethnographic Thesaurus.

Analyzes material to determine its relationship to the existing collections. Assists in ensuring that records adhere to appropriate national and international standards. Interprets present and past cataloging rules. Demonstrates a high degree of accuracy, consistency, and cultural competency in performing work assignments.

The position description number for this position is 012616

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.

The Library of Congress may offer repayment for all or part of federally insured student loans. However, not all service units within the Library of Congress participates in the repayment of federally insured student loans. Therefore, determination to repay a federally insured student loan is subject to approval by the appropriate service unit.

**Position: Librarian (Electronic Resources)**


Salary: $93,714 to $149,141 per year

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

Summary

This position is located in the Applied Research and Methods (ARM), Office of the Managing Director. This position will serve as a senior Librarian and agency expert, responsible for
managing, coordinating, and implementing library systems and technology resources for the delivery of library content and services, as well as serving as the principle advisor on library systems and technology. To learn more about ARM and its Centers, please visit us at: ARM
Responsibilities
The ARM team is seeking an experienced professional to serve as a senior Librarian and agency expert responsible for managing, coordinating, and implementing library systems and technology resources for the delivery of library content and services; and serving as the principle advisor on library systems and technology. Duties involve, but are not limited to, the following:

• Providing innovative user-responsive access to the digital library materials, systems, and services; and designing and managing complex systems including all electronic resources throughout their life cycle of access, administration, support, and evaluation.
• Administering and configuring the library’s integrated library system, and collaborating with stakeholders to develop, configure, enhance, and maintain the library’s discovery environments and their supporting systems, such as electronic resource management system, link resolver, discovery layer, library Web sites.
• Leading usage and resource data collection projects to support collection decisions and budgeting allocations.
• Preparing and developing written guidelines, training guides, or Web-based resources relating to library automation products and services in the following areas, integrated library system, electronic resource management system, link resolver, discovery layer, library Web sites.
• Providing expert technical advice, guidance, and recommendations to other technical specialists and GAO management on short- and long-range planning for library systems and future conversion(s) to the next generation of systems as technology continues to change.
• Maintaining expert knowledge of emerging trends and issues in discovery, metadata, and user behavior that have potential for enhancing access to library resources and services; and evaluating potential new services and technologies and recommends policy and procedural changes that improve access or efficiency.
• Providing authoritative advice on library systems in the federal environment to other library and information professional within and outside GAO, participating in federal working groups and at the national level.

Position: Supervisory Librarian
Location: Germanic and Slavic Division and in the U.S./Anglo Division, Acquisitions and Bibliographic Access Directorate, Library Services, Library of Congress, Washington, DC
Salary: $134,789 to $164,200 per year
Full vacancy announcement available on USAJOBS.
Summary
These positions are located in the Germanic and Slavic Division and in the U.S./Anglo Division, Acquisitions and Bibliographic Access Directorate, Library Services.
The position description number for these positions is 383007.
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.
The incumbents of this position will work a flextime work schedule.
This is a supervisory, non-bargaining unit position.
Responsibilities
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.

Has overall responsibility, as well as delegated authority, for the oversight and administration of the Division. Primarily responsible for the direction and management of the Division to efficiently achieve specified goals and objectives. Evaluates current and proposed programs and operations, develops new programs, and recommends actions to initiate, modify, or discontinue projects as appropriate. Serves as Security Officer of the Division and has final division authority and responsibility for the security and safe handling of materials while they are in the Division. Ensures other government property is properly handled and kept secure to avoid loss or damage. Provides direct administrative oversight of all the varied functions of the Division. These may include cataloging, acquisitions, and training as well as functions associated with other Library programs related to cataloging, acquisitions, and training. Analyzes and develops new cataloging practices and standards cited as authoritative by other libraries.

Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staffs, other legislative and executive agencies, executives of major publishers and vendors, and distinguished members of the public. Establishes and maintains close and cooperative working relationships with Library management and officials, government agencies, and other institutions with related interests, to advance the programs and objectives of the Library.

Engages actively in developing and maintaining effective liaison and public relations with representatives of State and Federal agencies, libraries, national foundations, and national learned societies and institutions. Visits these institutions to initiate and strengthen purchase, exchange, and gift programs obtaining first-hand information and establishing procedures for acquiring material needed for the Library’s collections for his/her geographic region. Represents the Library to significant groups of users of its services and relates the programs and activities of the Division to others. Represents the Library on matters pertaining to the work of the Division in conference with cooperative program partners, vendors, exchange partners, publishers, donors, government agencies, etc., and at meetings of international committees, professional organizations, standard-making bodies, etc.

Serves as the primary advisor on the acquisition and cataloging of materials in the Division served. Counsels appropriate management staff and officials within the Library on matters
related to the acquisition and cataloging of materials in the appropriate scope and format for
the Division. Advises on the appropriate methods and techniques to use to achieve program
goals and objectives. Provides leadership to facilitate the adjustment of operations to meet
changing program needs, advances in technology, and variations in workload. Utilizes an expert
knowledge of acquisitions and bibliographic access policies and practices and an intimate
acquaintance with the requirements for the storage and retrieval of bibliographic information
to improve acquisitions and bibliographic control policies and practices within the Library of
Congress and throughout the library community. Serves as a principal liaison for the
organization at professional conferences, seminars, and exhibits.

Formulates and administers policies affecting the Division. Develops, evaluates, and
implements policy for the Service Unit affecting Library-wide programs. Explores and
establishes long-range development plans and short-term strategies. Interprets and revises
existing training policy and program guidance for use by others, including top management, in
wide reaching decision making procedures. In the area of expertise, provides a major
leadership role in the development of acquisition and bibliographic access standards, policies,
practices, programs, and guidelines with a nation-wide impact.

Position: Associate Dean, Libraries and Academic Innovation
Location: George Washington University, Gelman Library, Washington, DC
Full vacancy announcement available on ALA Joblist.

Description
The George Washington University Libraries and Academic Innovation (GW LAI) is seeking
applications for an Associate Dean (AD) to provide leadership to a vibrant and responsive
organization. GW LAI has embarked on an exciting path, serving as a catalyst to spark
innovation and new ideas throughout the George Washington University community.
Fundamental to our vision is the proactive role that GW LAI plays in sustaining and expanding
our intellectual partnerships with faculty and students across the university. This requires an
empowered, agile and highly collaborative staff that is willing to provide leadership and ensure
growth in responding to an ever-changing information landscape.

Experience, Knowledge, Skills and Abilities Preferred:

- Experience in leading and/or supporting research investigations into innovative
  information technologies.
- Advanced degree in an area studies field.
- Knowledge of special collections and archives.
- Strong project planning and management, with a successful track record of defining and
  meeting schedules with the resources that are available.
- Demonstrated experience with program development and collaboration.
- Experience with initiating grant opportunities and working on grant-funded projects.
- Experience with digital library planning and development.
- Experience as an instructor or providing instruction in collaboration with faculty in
  university-level courses.
- Experience with using technology to support knowledge management as well as teaching
  and scholarship.
• Track record of contributions to the field through scholarly publications and presentations.
• Demonstrated ability to build and maintain deep collaborative relationships to deliver effective services to users.
• Understanding of innovations in higher education, especially related to information, teaching & learning, and research.

**Position:** Data Services Librarian  
**Location:** George Washington University, Washington, DC  
Full vacancy announcement is available on the CUA SLIS blog.

The George Washington University Libraries and Academic Innovation (GWLAI) is seeking applications for a Data Services Librarian to specialize in data visualization or geospatial data competencies (GIS). The successful candidate will join a growing team that is leading the development and provision of services to support researchers in the discovery, access, analysis, management, preservation, and publication of data. The Data Services Librarian will support researchers across the full data lifecycle, helping meet the needs of data-intensive research and teaching in a wide range of disciplines in the social sciences, humanities, and sciences. In collaboration with others, they will help LAI grow its support of computational literacy and thinking and contribute to a portfolio of research and data consultations and classroom instruction. The Librarian will help deepen our workshop offerings in data visualization, data analysis, and/or GIS while contributing to a robust curriculum that currently includes topics such as programming in a number of languages and packages; working with data markup and encoding; using APIs and other techniques to retrieve data from online data sources and websites; and data cleaning and manipulation. In addition to helping GWLAI meet curricular needs by increasing the visibility of available data-related resources and services, the Data Services Librarian will be a teaching partner in GW’s first year writing and research instruction program.

The Librarian will collaborate with campus units including the Office of the Vice President for Research (OVPR) and the Division of Information Technology (DIT) in order to support research data management at GW. The selected candidate will help researchers address relevant management issues related to the research data lifecycle, including creating data management plans; developing preservation and storage plans for research data; selecting and using data repositories for archiving and sharing; and meeting funding requirements for data integrity and access. They will also provide guidance to researchers in establishing data management practices and in selecting appropriate tools and technologies to help with analyzing and managing data throughout the research lifecycle.

**Position:** Library Systems Specialist  
**Location:** ASRC Federal, Washington, DC  
Full vacancy announcement is available on the CUA SLIS blog.

ASRC Federal Mission Services, a subsidiary of ASRC Federal, is seeking a Library Systems Specialist to support our on-going programs at the EPA.

ASRC Federal Mission Services holds a nationwide contract for library and records management services with the U. S. Environmental Protection Agency. ASRC librarians, records
managers and support staff collect, organize and maintain library and records materials; assist EPA and external customers with document delivery/ILL, reference and research services, etc.

Key Role:

- Support, maintain, develop, upgrade, and troubleshoot library systems, including the Online Library System (OLS), the Library Network’s National Library Catalog, and accompanying operations modules for Circulation and Serials Management.
- Work closely the TOCOR/ATOCOR, system owners, system POCs, the OLS Work Group, and librarians in the EPA National Library Network to respond to requests for assistance, to provide reports, ad-hoc requests for data, as well as training on each aspect of the OLS and other library systems and resources.
- Respond to administrative and technical inquiries in a timely manner. Provide reports and statistics which are complete, concise, accurate, and delivered in a timely manner.
- Design and develop new applications and redesign and maintain existing applications in support of the EPA National Library Network operations. This may include database design, Web development, testing, documentation, implementation, training, day-to-day operations, data entry, security, user support, and knowledge of Section 508 regulations.
- Provide input on library resource acquisition, manage the deployment of complex library systems and participate in the development of procedures.

Five Positions: Washington, DC

Position: Sr. Research & Reference Specialist
Location: WilmerHale, Washington, DC
Full vacancy announcement available on AALL Career Center.

JOB SUMMARY
As a Senior Research and Reference Specialist, you will provide expert research and reference assistance in support of the various legal and administrative departments throughout the firm. You will assist in regular outreach to the practice by providing training, consultative support, and informational updates in the areas of print and electronic research.

PRINCIPAL DUTIES AND RESPONSIBILITIES*
- Works with research team to design, deliver and evolve a robust, valuable research function to the Firm.
- Provides expert research and reference assistance to attorneys in all practice areas in a timely and effective manner using various print and digital resources. Where applicable, provides in-depth analysis and summarization of results. Bills time to client/matters as appropriate.
- Provides consultative research and reference support advising lawyers on the optimal strategy and source selection to obtain most authoritative and cost-effective results.
- Provides consultative research support advising lawyers on the optimal strategy and approach to research analysis.
Provides experienced support administrative departments of the firm including, but not limited to, Business Development and New Business/Conflicts.

Assists in the development of new research and reference offerings and outreach, including bulletins, department and practice group presentations, and direct client services.

Mentors and trains more junior staff to provide support.

Provides reference desk coverage as assigned and follows internal procedures for the handling of requests as set by the Director and Manager.

Maintains expert working knowledge of the library collections, online database resources, interlibrary loan availability, document delivery, and other resources as appropriate. Demonstrates an experienced level of proficiency in primary database usage, search strategy and syntax, and licensing restrictions.

Participates in resource evaluation projects including pilots of new services, comparisons of resources, and preparation of related evaluative memos.

Assigned to focus on particular areas of the practice, administrative departments, and subject or topic areas as required by the Manager, Research & Reference Services, to meet the needs of the firm.

Assists Manager with the preparation of and/or delivery of relevant orientation and training programs. Gathers materials and drafts or edits handouts to support the program.

Works with manager to develop and maintain intranet reference collections. Assists with link checking, collection development, and integration of subject-specific resources into larger firm portal.

Assists Technical Services Manager in developing both the paper and digital resources collections. Aids Manager in the evaluation of new and existing research tools and makes recommendations for purchase or renewal or resources.

Works with the team on departmental projects and initiatives as requested.

Contributes to the firm’s Service Excellence initiative to consistently improve its image internally and externally. Displays professionalism, quality service and a “can do” attitude to internal members/departments of the firm as well as external clients and vendors via electronic and print correspondence, over the telephone and in-person.

Position: **Librarian**
Salary: $56,233 to $73,105 per year
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).

Summary
This position is located in the U.S. International Trade Commission, Office of Operations, Office of Analysis and Research Services, Library Services Division.

Responsibilities
As a Reference and Research Services (RRS) Librarian you will assist in the planning, operation, and administering the Library program according to regulations and controls, standards and guidelines, publisher’s catalogs, standard library classification and cataloging guides, specialized handbooks, interlibrary loan procedures, and professional organization recommendations. Assist in coordinating the technical operations of the library to meet current requirements of the organization’s mission and areas of interest. Assist in evaluating existing
programs in terms of services offered, content of collection, and the fulfillment of the organization’s needs. Contributes to the development of evolving library procedures and techniques to improve operations.

As a RRS Librarian, provides assistance to users in use of complex materials (e.g. foreign trade data, TSUSA, HTS, legislative histories, etc.) and in conducting research with obscure data and information sources via the library collections, periodicals, reports, CDs, microforms, government documents (both domestic and foreign), digital libraries and through contacts with other organizations. Uses United States and foreign (or international) statistical, industry, trade and technical periodicals and monographs, and any other on-line resource or vendor. Demonstrates abilities to handle questions that are particularly obscure and difficult.

Performs research and literature searches in retrieval systems such as EBSCO Discovery Service Lexis/Nexis, Westlaw and the Internet. Searches all the Library’s internal and commercial databases and other digital resources. Guides USITC staff and public users through different search strategies and techniques to locate information. Provides assistance and training to staff to optimize and promote the effective and efficient use of library resources and services. Performs searches in HeinOnline and other legal databases and demonstrates knowledge and application of OverDrive, a platform that supports the licensing, borrowing and sharing of legal e-books and reference works.

**Position:** Librarian (Collections Specialist)
**Location:** Collections Services Division, Global Legal Collection Directorate, Law Library, Library of Congress, Washington, DC
**Salary:** $81,548 to $106,012 per year
**Full vacancy announcement available on USAJOBS.**

**Summary**
This position is located in the Collections Services Division, Global Legal Collection Directorate, Law Library.
The position description number for this position is 382917.
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metro area.
The incumbent of this position will work a flextime work schedule.
This is a non-supervisory, bargaining unit position.

**Responsibilities**
Reviews a wide variety of brochures, catalogs, journals, and other sources for new items and sources for possible acquisition to improve the Law Library collections. Monitors publishing trends of electronic foreign law sources for possible acquisition.

Exercises considerable judgment and discretion in interpreting and applying guidelines, including deviating from or extending traditional methods, techniques, and practices or identifying areas for improvement in established methods and procedures. Assignments involve novel or obscure problems and/or special requirements for organization and coordination of collection development.
Selects new materials for the collection. Determines the need for new subscriptions and renewals. Determines the quality of materials acquired from different sources. Interprets and advises on the contents of a collection, covering current and retrospective items. Responsible for the development and maintenance of the foreign law reference collection. Participates in efforts to acquire items by gift. Examines unsolicited materials to determine whether they should be added to the library’s collection. Prepares justifications for acquiring new or additional materials for the collection.

Plans and implements acquisitions projects. Applies extensive knowledge of library functions to modify standard library practices related to acquisitions of a wide variety of library materials.

Negotiates with publishers for the acquisition of legal works, either through informal agreement or formal demand. Participates in acquisition budget preparation by reporting on prices, publishing trends, and collections needs. Assesses collections and archives considered for acquisition by the library, with regard to condition, contents, scope, storage history, and other aspects pertinent to the preservation and long-term survival of the material. Endorses recommendation for purchase and routes it elsewhere for action. Cancels recommendation if outside scope of established guidelines. Participates in the evaluation of approval plan dealers.

Maintains liaison with the Acquisitions and Bibliographic Access Directorate within the Library, the six overseas field offices, and maintains contacts with outside sources, such as vendors and other large law libraries to ensure the proper assessment of incomplete or conflicting information. Submits and monitors status of purchase orders requested and of claims made to the Acquisitions Units for needed or missing items.

Responds to a full range of complex or difficult inquiries. Primary contact point for the Foreign Law Specialists concerning the status of acquisition of needed material for the collection. Provides the Foreign Law Specialists and other users with assistance in locating relevant materials in the collection. Work is carried out in a fluid environment, where information and information sources are rapidly expanding, much of the subject matter is updating, and the technology is always evolving. May convey findings through written and oral reports, abstracts, summaries, charts, graphs, or other products.

**Position:** Reference and Digital Services Librarian

**Location:** Congressional Research Service (CRS) Knowledge Services Group, Library of Congress, Washington, DC

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

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

**Summary**

The Congressional Research Service (CRS) Knowledge Services Group is accepting applications under its 2019 Graduate Recruit Program for a Reference and Digital Services Librarian. This position will be filled at the GS-09 level (see “Duties” below).
Responsibilities

ABOUT THE GRADUATE RECRUIT PROGRAM:

Initial appointments under the Graduate Recruit Program will be made for a period up to 120 days beginning in the spring/summer of 2019. Initial appointments are expected to convert to permanent, contingent upon participants' performance and completion of all degree requirements, and availability of funding. Those students who return to school to complete their advanced degree program may be eligible for a permanent position once they obtain their degree.

ABOUT CRS:

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 shared staff to congressional committees and Members of Congress, CRS experts assist at every stage of the legislative process—from the early considerations that precede bill drafting, through committee hearings and floor debate, to the oversight of enacted laws and various agency activities.

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.

DUTIES FOR THIS POSITION INCLUDE THE FOLLOWING:

- Performs reference and instructional services, and will maintain and develop web-based information tools and services.
- Contributes to the development or enhancement of information tools to support CRS's research activities. Identifies project-related issues or problems, helps gather requirements for tools and systems to address these needs, and liaises with information technology specialists regarding incorporation of these requirements into new or enhanced information systems.
- Participates in digital content and data projects. Assists with ongoing assessment of CRS's information services through data gathering and analysis, and exploratory research on standard storage and access options and preservation strategies. Participates in research and evaluation, and in the planning, design, development, testing, and implementation of new digital services.
- Keeps abreast of developments affecting knowledge management, metadata, and information retrieval.

This candidate should have solid computer skills, including skills needed to work with databases, spreadsheets, and web applications in a network environment. The ideal candidate will be enrolled in or graduating from a Library Science (MLS) or equivalent degree program or have experience; knowledge of current and emerging practices of librarianship or other fields and disciplines related to the organization of information; and an understanding of the principles of information management, metadata, and information retrieval.
Position: Librarian (Music Reader Services Librarian)
Location: Music Section of the National Library Service for the Blind and Physically Handicapped (NLS), Washington, DC
Salary: $68,036 to $88,450 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is in the Music Section of the National Library Service for the Blind and Physically Handicapped (NLS) at Taylor Street. The Music Section is part of the Network Division at NLS, which is part of the Library Collections and Services Group, Office of the Librarian, The Library of Congress.

Responsibilities
The incumbent provides service directly to consumers of the National Library Service for the Blind and Physically Handicapped and serves as a knowledgeable resource in the specialized area of special format music scores and books for individuals who are blind or otherwise reading disabled. Services are rendered in person, or by correspondence, telephone, or digital media. Requests originate from the blind and visually impaired consumers or persons with physical disabilities making them unable to hold or manipulate a book or focus or move their eyes to read, and the NLS network libraries serving them; Congress; U.S. and foreign government agencies; national and international academic, research, and scientific institutions; the professional and business communities; and from the general public. The incumbent exercises initiative, tact, and flexibility in meeting the reference requirements of constituents ranging from students to experts in their fields. The incumbent maintains an in-depth knowledge of the operation and resources of the Music Section and of NLS as a whole, including information technologies as they apply to library, information and office services. The incumbent participates in the effort to make NLS music materials available in accessible digital formats.

Responds to reference inquiries of a complex, often of a specialized or technical nature, from a wide variety of published and unpublished sources and databases. Inquiries may be received by telephone, digital means, in person or in writing. Uses knowledge of specialized information sources including the structure, content, and access protocols of relevant sources to produce selected and annotated bibliographies and other types of documents on specific subjects within the music field. Searches authoritative sources of bibliographic records. Uses a thorough knowledge of NLS music resources and knowledge of information sources in other institutions or service units outside The Library of Congress.

Digitizes music materials following NLS Music Section guidelines and processes files to make them accessible and available via download for NLS patrons. Processes digital audio materials according to NLS guidelines for inclusion in the music collection. Prepares digitized materials for online cataloging and for inclusion on BARD. Works with NLS colleagues and specialists from The Library of Congress on digitization, encoding and metadata standards and implements latest standards. May create or edit and verify catalog records to conform with established cataloging rules and policies. May assist with management of digitization projects for braille music, large print and audio materials for inclusion in the music collection.
Monitors the quality of preserved materials to ensure adherence to established standards and specifications. Decides appropriate treatment for deteriorating items and those requiring special needs. Reviews and monitors the completion of preservation projects. Suggests and implements methods to improve quality and productivity in preservation reformatting. Recommends to the Head of the section titles or copies of titles for removal from the music print reference collection and from the circulating collections. Searches acquisitions lists and other sources for new titles and other materials in various formats for the collections.

Prepares written materials, including the writing and/or editing of documents, catalog records, guidelines, metadata, NLS music magazines, blog entries for the Music Section's blog, and reports. Compiles information packages for blind or otherwise reading disabled patrons. Selects items from periodicals and other sources for inclusion in special interest reference files. Produces material by gathering and verifying facts, writing and/or editing reports and developing and presenting information that is clear and meaningful to the intended audience. Analyzes, prepares, and organizes complex projects applying the appropriate established procedures and practices. Searches authoritative databases and modifies and edits online records.

Develops personal contacts, with NLS staff, network libraries, consumers, professional workers and researchers to establish and maintain cooperative work relationships in order to provide or exchange information and professional knowledge. Serves as a liaison in arranging appointments for visitors to NLS and its music section.

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

The position description number for this position is 383079.

The Library of Congress may offer repayment for all or part of federally insured student loans. However, not all service units within the Library of Congress participates in the repayment of federally insured student loans. Therefore, determination to repay a federally insured student loan is subject to approval by the appropriate service unit.

Three Positions: Maryland & Virginia

Position: Programming Coordinator
Location: Charles County Public Library, La Plata, MD
Salary: $52,509 annually
Originally posted on the Maryland Library Association listserv.
Charles County Public Library is seeking a qualified and experienced Programming Coordinator who, under the direction of the Assistant Director, coordinates with the Branch Managers and other library staff on all aspects of adult, teen, and children's programming and exhibitions; handles planning, development, and implementation of programs; facilitates internal communications necessary for successful execution of programs; and serves as Youth Services Coordinator.

Duties:

1. Coordinates all aspects of adult, teen, and children's programming, exhibitions and outside program presenters; including planning and development.
2. Coordinates and follows through on ordering all materials for CCPL programs.
3. Works closely with Mobile Services Department, Public Services Librarians, Children's Librarians, and Young Adult Librarians on collaborative programs for the library and in the community.
4. Schedules programming activities.
5. Oversees planning, development and implementation of programming in drawing customers to the library.
6. Performs duties of a youth services librarian including actively assisting in youth programming in the branches.
7. Maintains awareness of trends in youth services and issues affecting youth and communicates such to youth services staff and managers.
8. Participates in planning for the county with input from youth services staff.
9. Develops strategic partnerships and Serves as liaison to community agencies serving children and maintains regular contact with school librarians to ensure complementary services to students.
10. May write grants for funding of special projects.
11. May develop MOU’s for work with community groups and non-profit organizations.
12. Accountable for all monies dispersed for all branch programs.
13. Collects and analyzes statistical information and prepares regular reports for the Branch Managers, Marketing and Development Managers and Library Executive Director.
14. Researches and modifies ways to evaluate programs and services to garner the most accurate information.
15. Works closely with the Marketing Manager and the Development Manager to coordinate programs in the community.
16. Participates on the library management team, including participating in the performance evaluation process.
17. Coordinates the presentation of programs and collects data to prepare reports; maintains program records and evaluates outcomes. Makes recommendations based on outcomes.
18. Informs Branch Managers if there is a need to schedule staff for library programs.
19. Works with Branch Managers to communicate and coordinate programming policies, procedures, and departmental activities to the staff.
20. Professionally represents the library at community and organizational events that further the library's missions and goals.
21. Attends meetings and participates in committees and organizations that further the library's mission and goals.
22. Keeps abreast of library developments by attending workshops and educational programs.
and reading periodicals and or specialized literature.
23. Performs other duties as assigned.

**Position: Library and Media Technician**
Location: Carroll Community College, Westminster, MD
Salary: $31,096-$41,900
Originally posted on the Maryland Library Association listserv.

**JOB SUMMARY**

This position is responsible for the support, scheduling, and operation of the college’s Standard Definition cable channel (Channel 18) and for creating content and participating in support of the county’s shared High Definition channel. The Library and Media Technician will manage the media office, provide upkeep and maintenance of media equipment, supervise student employees, ensure delivery of media resources to classrooms, and work with Director and library faculty to explore new resources and services to provide to the college and community including creating, developing, and supporting social media services. Provide digital video production support for the college, including camera operation, direction, editing, distribution, and public online archiving of content. It reports to the Director of Library and Media Services.

**ESSENTIAL JOB FUNCTIONS:**

- Schedule, maintain, and program operation of cable television channel for college as well as contribute to and maintain video streams and digital archives.
- Produce digital video content of approved events, classes, and library resources. Includes directing, camera operation, editing, file conversion/creation, distribution, and public online archiving of content.
- Provide general Media Services office coverage to respond to needs presented by walk-in, phone, and online form requests. Retrieve media items and equipment for staff/students and use the library catalog system for check in/check out of materials.
- Arrange delivery and pickup and/or personally deliver and pick up from classrooms and other locations the requested media and equipment at scheduled times.
- Process media software acquisitions. Includes quality check, recording and assigning of a call number, notation of closed captioning and subtitling, labeling, shelving, and production of Audiovisual Software Collection listing.
- Arrange for agreements with course content licensors for use of video material in online courses. Confirm and report course enrollments. Acquire, verify, and submit billings for payment.
- Participate as a member of the Community Media Center’s equipment and PEG partner work groups.
- Perform other duties as assigned.

**Position: Teaching and Outreach Librarian**
Location: George Mason University, Fairfax, VA
Salary: Commensurate with qualifications, experience, and rank; not less than $57,000/year.
Full vacancy announcement available on [ALA Joblist](https://www.alajoblist.org).
Responsibilities:
The Teaching and Outreach Librarian is a collaborative, student-centered teacher-librarian on the Teaching and Learning Team. The individual is responsible for providing library services such as information literacy instruction, research support, and outreach expertise for the Teaching and Learning Team's academic and co-curricular partners. The position reports to the Lead, Teaching and Learning Team and works in an innovative and adaptive public service environment.

This individual works to expand and coordinate outreach and engagement activities for the Teaching and Learning Team and the Learning, Research and Engagement (LRE) division. This may include developing library events and programming, managing student orientations and retention events, and assisting with library marketing services. Additionally, this position manages the University Libraries’ InfoGuides workflow, maintenance, and assessment process.

The Teaching and Outreach Librarian will provide liaison services to assigned academic programs or departments, which includes information literacy instruction, student and faculty teaching/learning support, and may involve collection development responsibilities. The Teaching and Learning Team focuses on undergraduate education across the university, including (but not limited to) the Honors Program, the Communications Lab, Mason/NOVA ADVANCE, English Composition, the School of Integrative Studies, and the Bachelor of Individualized Study (BIS) program. As a member of the Teaching and Learning Team this individual will assist patrons in the use of teaching and/or research resources, and will provide general and specialized reference and research assistance.

The Teaching and Outreach Librarian will actively participate in the work of the Teaching and Learning Team, including participating in and contributing to team-based projects. In the absence of the Lead, Teaching and Learning Team, this individual may be asked to fulfill a senior librarian supervisor role and mediate and resolve issues as necessary.

This individual will also engage in professional development, scholarship and service in accordance with university/library standards for appointment renewal and promotion. This includes serving on committees, task forces, projects, etc. within the Mason University Libraries, and the university.

Four Positions: Maryland & Washington, DC

Posted on March 19, 2019 by LLAM News

Manager, Technical Services and Digital Technology
Location: Greenfield Library, St. John’s College, Annapolis, MD
Salary: $52,168.76
Full vacancy announcement is available on the CUA SLIS blog.
ESSENTIAL DUTIES AND RESPONSIBILITIES:
The Manager, Technical Services and Digital Technology, under the general supervision of the Library Director, provides leadership, development, coordination, and direction for the following areas: cataloging, classification, processing material, authority file maintenance, digital technology, library systems and database administration, serials processing, and basic bindery and preservation activities. The incumbent will identify, formulate and assess goals, priorities, policies, and procedures for these areas of responsibility and work closely and collaboratively with library staff to ensure efficient workflow and high-quality user experience. The incumbent will also work in conjunction with Library Director to manage technical services vendor relations and will supervise and train student assistants assigned to work with this position.

The incumbent will be responsible for managing the digital technology work being done at the library. Responsibilities will include: following best practices in digital collection creation and management, managing digitization projects and creating workflows, planning and managing format conversions and migrations; creating innovative and flexible solutions that meet the needs of the St. John’s College community, and seeking grant funding for digital initiatives. The incumbent will work in conjunction with the Associate Library Director and the Library Director on digitization projects.

The Manager, Technical Services and Digital Technology is responsible for systems administration, including management of library technology by coordinating the development, implementation and maintenance of the library’s technology, and keeping the library current and staff informed. This involves: leading in the evaluation, implementation and innovative use of technologies, including the implementation and management of the integrated library system (ILS); serving as a liaison with ITS Office staff in maintaining the library’s ILS and other related systems; suggesting suitable applications to improve library services; providing expertise and developing strategies for systems administration of digital records and commercial electronic resources through the online catalog and other discovery interfaces; collaborating with staff to develop recommendations for policies, procedures, workflows and practices that make effective use of various systems’ capabilities; problem-solving and troubleshooting for the ILS and other databases.

The incumbent will: perform original and copy cataloging in OCLC and the ILS for all types of library materials in accordance with accepted national standards using AACR2 and MARC codes and tags, LC classification and subject headings, RDA, metadata, Dublin Core, and other relevant standards; import name and subject authority records into the ILS; evaluate, test, and load commercial bibliographic records into the online catalog; ensure accuracy and quality of bibliographic and item record information for all materials.

The Manager, Technical Services and Digital Technology is also responsible for: managing materials and processes for items sent out to commercial bindery; repair and basic preservation activities; working with Circulation Assistant to ensure that sufficient stock of technical services supplies are available when needed; creating, maintaining, and updating appropriate procedure manuals. The incumbent will serve as the emergency building coordinator.
In all areas of responsibility: works independently yet shows good judgment in keeping the Library Director informed of developments outside the regular routines; keeps abreast of current trends and practices; engages in professional development activities including listservs, meetings, training sessions, and conferences; respects the confidentiality of patron requests and records and follows the current ALA Code of Ethics; prepares and submits various monthly, quarterly, and annual reports, and gathers statistics on technical services activities for various reports and surveys; contributes to library decision-making; is good office citizen (i.e. keeps work and break areas clean, responds to email and requests promptly, has a positive attitude, and respects the feelings and needs of co-workers).

Position: **Knowledge Manager**  
Location: WilmerHale, Washington, DC  
Full vacancy announcement available on [AALL Career Center](https://aall.aall.net/).  

**Job Description**  
WilmerHale is a leading, full-service international law firm with 1,000 lawyers located throughout 12 offices in the United States, Europe and Asia. Our lawyers work at the intersection of government, technology and business, and we remain committed to our guiding principles of providing quality, outstanding legal and client services; developing diversity among our lawyers and staff and fostering an environment that promotes an ambitious spirit, teamwork and collegiality by drawing on the exceptional talents and dynamic experience of our lawyers. Our goal is to reflect the diversity of our clients and the communities in which we practice.

**JOB SUMMARY**

Reporting to the Director, Programs and Planning, you will join a team of knowledge professionals within the IS Programs and Planning group, responsible for driving the Firm’s knowledge management activities. The Knowledge Management (KM) team, in cooperation with other IS groups, works with the legal practices to develop and execute methods for effective knowledge sharing, efficient matter execution and value-added collaboration throughout the Firm. The KM team implements and supports processes and systems for capturing, organizing, and making accessible and actionable the knowledge assets of the Firm.

As part of the team, you will support KM technologies, and lead operational tasks associated with maintaining the content in those systems, including using document automation, Artificial Intelligence powered contract analysis, search and other technologies where appropriate. You will help drive awareness and adoption of knowledge-sharing resources and identify innovative methods for the Practice to leverage enterprise knowledge, expertise and technology for superior and efficient client service.

The Knowledge Manager assists with proactively supporting firm-wide client service initiatives. The Knowledge Manager provides quality service to internal members/departments of the Firm and external clients and vendors by displaying professionalism via electronic and print correspondence, over the telephone and in-person and by encouraging an atmosphere that rewards a “can do” attitude.
Position: Administrative Librarian
Location: African and Middle Eastern Division, General and International Collections Directorate, Library Services, Library of Congress, Washington, DC
Salary: $126,148 to $189,600 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is located in the African and Middle Eastern Division, General and International Collections Directorate, Library Services.

We encourage qualified applicants from a variety of library, scholarly, academic, and information science backgrounds, with expertise in the appropriate regions, languages, and collections, to apply for this opportunity to support the Library's strategy and to establish the program as a center of excellence in area studies.

Responsibilities
The African and Middle East Division Chief is the Library's principal expert/specialist in matters dealing with the countries, languages and regions covered by that division. The Chief has full professional responsibility for coordinating activities of the Library related to that geographic area, and for directing the development and maintenance of the Library's collections pertaining to these regions, including the integration of digital technology, and facilitating the effective use of these collections by scholars, researchers, and others worldwide. The Chief formulates the vision, establishes the mission and goals, determines objectives, directs the staff and resources, and evaluates overall performance of the division. He/she sets policies for, administers, and supervises division staff, programs, services, and activities. The Chief is responsible for cultivating relations with potential donors, securing funds for new initiatives, acquiring new collections, and establishing new services. The Chief provides national leadership in the fields of knowledge and information as they relate to the division's geographic responsibility and represents the library at national and international meetings, events and programs, especially those related to the division's regions and countries.

Has overall responsibility for the oversight and administration of an entire department or a highly complex program within the department or agency, including responsibility for collections and research at the highest national level.

Plans, leads, and manages the division's collections, resources, services, and programs to assure that the division is a major contributor to national information, knowledge, and understanding of the relevant countries and regions in all of their variety and diversity. Provides direction and leadership for the Library in response to the rapid changes in foreign societies, in information flows from and about the regions covered by the division, and in emerging research agendas related to the division's area of responsibility. Maintains a comprehensive knowledge of these countries and regions and of the scholarly resources and collections necessary for the study of the region, with in-depth knowledge in at least one related discipline/area.
Constantly evaluates the Library’s holdings in this area and seeks to acquire new collections as they become available. Identifies sources for new collections and information resources, secures outside funding, cultivates relationships with potential donors, and continuously seeks to improve the quality of the Library’s collections and access to information in the division’s area of responsibility.

Maintains personal authority and credibility in research/library communities based on a solid record of publications and professional accomplishments. Provides national and international leadership in accomplishing the division's mission, which includes leadership within the Library and among research libraries in the U.S. and abroad.

Applies cross-disciplinary approach to achieve integrated solutions applicable across the foreign area divisions for the Library's long-term digital content life cycle management. Ensures smooth, rational, and appropriate relationships between print and digital collections under the custody of the division.

Recommends strategies for integrating digital content, preservation and services into the Library's existing policy, procedures, work flow, and organizational framework for print collections. Assures implementation of collection development policies and procedures for traditional print collections and for digital content resources, working toward the integration of all collections and services. Develops digital collections and digital access approaches, often in collaboration with colleagues inside and outside the institution. Manages custodial responsibilities for print and digital collections, including balancing systematic analysis, evaluation, and direction with operational requirements and work flow considerations.

Develops policies for the acquisition of important collections to ensure that the Library's collections meet the needs of scholars, researchers and all other patrons. Policies involve matters relating to the conduct of initial solicitations and negotiations with prospective donors, appraisal of collections, conversion of materials on deposit to gifts, restrictions on use, conditions of use, and security of the collections. Negotiates with prospective donors who are prominent in the field. Directs staff engaged in these activities.

The position description number for this position is 058866.

This is a supervisory, non-bargaining unit position.

**Position: Librarian (Law-Legal Research Analyst)**
Location: Law Library, Washington, DC
Salary: $68,036 to $88,450 per year
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).

Summary
The Legal Research Analyst works under the broad supervision of managers from divisions within the Law Library (1) analyzing legal materials; (2) responding orally and in writing to inquiries requiring proficient skills in conducting legal and legislative research involving the
law of particular jurisdictions and international law; and (3) communicating with Law Library users and staff by assisting in their research work and preparing Law Library work products for publishing and distribution.

Responsibilities
Fluency in English, working proficiency in at least one foreign language.

To successfully perform the duties of this position, the incumbent must (1) demonstrate the ability to apply accepted research techniques and utilize broad knowledge in applying domestic and international legal and legislative principles and concepts; (2) possess expert proficiency in analyzing global legal issues and preparing informative documents using legal and research materials in foreign languages; and (3) have proficient oral and written communications skills to maintain efficient and effective collaboration with staff and present complex legal principles, concepts, and issues to culturally and educationally diverse audiences.

Contributes to ongoing legal research projects, publications, presentations, and legal bibliographic materials, and participates in producing the Law Library’s research work in digital and analogous formats. Uses skills, software applications and tools to prepare, edit, and finalize products for publishing or transmission, adhering to the Law Library’s technical and editorial standards.

Provides research support and assistance to staff. Collaborates with others on designing, developing, and maintaining authoring and publishing programs, assists with development and production of the Law Library’s online products and publications, performs web page content control functions, and communicates with Law Library authors concerning work products.

Assists in surveying Law Library’s collection for areas of specialization or assigned jurisdictions. Prepares indexes of a wide variety of legal documents, and supports metadata development for LLC products.

Prepares metadata for Law Library products according to established guidelines. Participates in developing the Law Library’s controlled vocabulary affecting searching capabilities involving basic legal principles and concepts, identifying key words and phrases and ensuring that terms with possible multiple meanings are clarified.

Applying Law Library standards and a broad knowledge of legal and legislative principles and concepts, prepares concise and informative summaries of laws, treaties, regulations, court decisions, and other legal documents.

Plans, coordinates and participates in briefings, presentations, and other educational programs conducted by the Law Library. Translates legal documents from English to a foreign language or from a foreign language to English.
Conducts research in limited segments of specialized or technical research projects for Law Library clients resulting in written or oral reports, memoranda, letters, annotated bibliographies, research guides, brochures, infographics, and other publications. The research may require using standard reference tools and applying techniques and practices that have gaps in specificity requiring some interpretation to cover new or evolving subject matter. Assignments involve dealing with legal research problems, questions, or situations within assigned jurisdictions.

May convey findings through written and oral reports, abstracts, summaries, charts, graphs, or other products. Requests typically require some analysis on the part of the analyst to determine the specific research area and the types of information that will most directly meet the requester’s needs. Searches internal and external legal information and government databases. Develops search techniques and files for handling requests for legal information. Reviews information obtained in response to an inquiry for its relevance to the inquiry. Identifies and examines publications, electronic resources, and trends in applicable fields of law and assists with collection development.

Provides legal and legislative reference services involving legal issues for an educationally and culturally diverse clientele, including Members of Congress, the judiciary, government agencies, foreign governments, scholars, academics, the practicing bar, the press and the general public.

Assists Law Library clients in adapting and modifying research methods and techniques. Analyzes specialized or technical information from a wide variety of sources in English and foreign languages when responding to basic questions for legal and legislative information.

Draws upon broad knowledge of legal and legislative print and electronic collections when preparing responses. Prepares written responses to inquiries requiring a tailored response. Prepares finding aids and related written products describing research methodologies.

Position: Library – Knowledge Management Analyst (Law Library, Wilmington, DE)

Posted on March 14, 2019 by LLAM News

Position: Library-Knowledge Management Analyst
Location: Lucas Group, Wilmington, DE

Position: Library – Knowledge Management Analyst
Location: Wilmington, DE

Compensation: Salary competitive with Philadelphia market and commensurate with experience, comprehensive benefits including fully paid health coverage.

Description: Full time role performing a variety of functions within law library:

Responsibilities:
Collect, organize and manage the firm’s internal knowledge base;
Accurately perform due diligence analysis and conflicts of interest searches, analyze data and prepare reports that provide concise and relevant information to attorneys;
Provide research in a fast-paced environment using a variety of legal and non-legal resources. Accurately extract data and summarize research to meet specific needs of attorneys across practice groups;
Keep apprised of new and changing information resources and make recommendations for enhancing research techniques/systems;
Perform legal and business research;
Design, develop and continuous improvement of existing knowledge assets and related learning materials;
Analyze information requirements and providing services to develop and maintain information in the form of knowledge assets;
Ensure accuracy, timeliness and usability of available knowledge on an ongoing basis for internal distribution.

Please submit your resume or questions in confidence to:

Kevin Flynn

kflynn@lucasgroup.com
Legal Division Senior Executive Search Consultant

Seven Positions: Maryland & Washington D.C.

Position: Resident Librarian
Location: Albert S. Cook — Towson University, Towson, MD
Full vacancy announcement is available on the CUA SLIS blog.
This three-year Library Residency program is designed to provide an early-career librarian from an underrepresented group the opportunity for rapid professional growth while bringing new perspectives and fresh ideas to Towson University Libraries. The first two years of the program will be dedicated to orientation to the profession of academic librarianship and development of projects and experience in departments throughout the library including Research and Instruction, Content Management, Special Collections & University Archives, Library Information Technology, Library Advancement and Assessment, and Access Services. In the final year of the program the Resident will specialize in their chosen area(s) and work on a capstone project suited to their 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 or creative work at a conference or as a publication. The Resident will
The Resident Librarian will benefit from formal and informal mentorship, funding and encouragement of professional development, and a focus on career planning. Towson University Libraries Residency program is part of the Association of College and Research Libraries (ACRL) Diversity Alliance.

**Position:** Research & Instruction Librarian for Arts & Communication  
Location: Albert S. Cook Library — Towson University, Towson, MD  
Full vacancy announcement is available on the [CUA SLIS blog](http://www.cua.edu/slis).  
The Albert S. Cook Library seeks an early career librarian to serve as a research and instruction librarian and as liaison and subject specialist to the departments of Art and Design, Art History, Art Education, Communication Studies, and related disciplines as assigned. Plans and teaches information literacy in liaison areas and other disciplines. This position is a 12-month faculty status position. Librarians are expected to progress successfully along the promotion and permanent status track and participate fully as members of the library faculty. Rank is determined by qualifications at time of appointment. MLS or equivalent from an ALA-accredited institution required. Review of applicants will begin immediately and continue until the position is filled.

**Position:** Learning Technologies Librarian  
Location: Albert S. Cook Library — Towson University, Towson, MD  
Full vacancy announcement is available on the [CUA SLIS blog](http://www.cua.edu/slis).  
The Albert S. Cook Library seeks an early career librarian with responsibility for providing leadership and direction for the Research & Instruction department's digital services and technology initiatives and applying innovative solutions to information resources and services. Serves as liaison and subject specialist to the department of Educational Technology and Literacy and related disciplines as assigned. This position is a 12-month faculty status position. Librarians are expected to progress successfully along the promotion and permanent status track and participate fully as members of the library faculty. Rank is determined by qualifications at time of appointment. MLS or equivalent from an ALA-accredited institution required. Review of applicants will begin immediately and continue until the position is filled.

**Position:** Electronic Resources & Discovery Librarian  
Location: Albert S. Cook Library — Towson University, Towson, MD  
Full vacancy announcement is available on the [CUA SLIS blog](http://www.cua.edu/slis).  
Towson University's Albert S. Cook Library seeks a dynamic and innovative individual to serve as the Electronic Resources & Discovery Librarian. This position will provide leadership and expertise in integrating, organizing and managing the library's electronic resources and assist the Assistant University Librarian (AUL) for Content Management with all aspects of the life cycle of e-resources, including purchasing, licensing, access, and maintenance of all electronic materials. The Electronic Resources & Discovery Librarian will work cooperatively with units across the library to ensure that the library's subscription databases, e-journals and e-books are discoverable and accessible by patrons. The successful candidate would serve as a liaison and subject specialist to department(s) and related disciplines as assigned; plan and teach information literacy in liaison area and other disciplines; design and implement library initiatives to support student success and retention; and participate in library assessment.
initiatives. This faculty librarian will maintain an active research program focused on the role, impact, dynamics, and trends of electronic and digital resources in higher education and academic libraries.

This position is a 12-month faculty status position. Librarians are expected to progress successfully along the promotion and permanent status track and participate fully as members of the library faculty. Rank is determined by qualifications at time of appointment.

Position: **Manager of Biomedical Applications Integration and the Identity Management Process**

Location: Dahlgren Memorial Library — Georgetown University Medical Center, Washington, D.C.

Full vacancy announcement is available on the [CUA SLIS blog](http://example.com).

**Dahlgren Memorial Library (DML)** acquires, organizes, and provides access to information services and resources in support of the mission of the University and GUMC, and consults and collaborates with GUMC faculty, staff, and students to integrate information resources and technologies into teaching, learning, research, patient care, and service.

The **Manager of Biomedical Applications Integration and the Identity Management Process** is the in-house technical expert for all of the Dahlgren Memorial Library [DML] applications in support of the research, education and patient care missions of DML & GUMC. Reporting to the Assistant Dean for Resources & Access Management, this position has duties that include but are not limited to:

- Administering the DML Cybertools Integrated Library system (the only library system created specifically for health sciences libraries) inclusive of patron data maintenance and data loads, reporting, and system wide updates.
- Supporting health and life sciences resource 24/7/365 access and identity management by coordinating communications with the OpenAthens vendor, identifying, managing and troubleshooting access issues between DML, OpenAthens, resource vendors, UIS and patrons.
- Serving as primary liaison between DML, GU UIS, and MedStar / MGUH IT representatives, including support of library resources added into the Electronic Health Record according to established standards.
- Integrating knowledge resources and identity management for GUMC initiatives towards open science, data management and clinical partnerships.
- Performing second level support for remote access issues for a wide spread, geographically diverse user community.
- Maintaining functionality and content of the DML web site with a focus on the time sensitive needs of the biomedical researcher and ADA compliance with guidance from and in collaboration with the Web Team and DML Senior Management.
- Managing constant, on-going interoperability between library applications and other systems & services [3M, OCLC, WRLC, Illiad client software etc.]
- Supervising continuing efforts to "brand" DML purchased resources to maximize user support.
- Running routine and pop-up analytical reports for use by DML senior management & external parties in GUMC.
- Representing and supporting DML interest in consortial and collaborative library endeavors.
- Providing guidance on best practices for health sciences resource meta-data obtained from and provided to resource vendors.
- Exploring new library technologies and making recommendations for further investigation and potential acquisition in support of the medical and research community.
- Troubleshooting unique systems, hardware and software issues, client upgrades and migrations for library staff computing.
- Coordinating oversight, management and inventory of the 80+ public computers and printers in DML – a highly visible and highly utilized resource for the GUMC community located in the BioMedical & Academic Computing Center [BACC] Laboratory and the BACC Classroom. This includes management of the BACC Squad students – 10 students trained to assist users with utilization of the library computers including specialized biomedical and statistical software.
- Investigating security issues with publishers, OpenAthens and UIS, and MedStar Georgetown University Hospital (MGUH) IT department as needed.
- Providing backend support for tools on the Springshare platform, namely LibGuides, LibCal and LibAnalytics.
- Promoting library resources and services to GUMC schools and departments.
- Providing information on relevant library acquisitions, services, resources, and news through participation in the DML library liaison program.
- Providing reference, curricular and research support through individual/group consultation and team collaboration including instruction of students in workshops, orientations and required courses in the School of Medicine pre-clinical longitudinal curriculum on ad-hoc basis.

**Requirements**

- Library Science, Information Science, Computer Science or other relevant Masters Degree from an accredited institution.
- Significant experience in managing and integrating systems, applications and data for a library or similar organization.
- Evidence of excellent oral and written skills; ability to communicate clearly and effectively and work well with diverse members of an academic medical center community, including co-workers.
- Demonstrated understanding of client/server environments, information standards, data and web applications.
- Strong service orientation. Willingness to learn new skills and quickly adapt to changes in technology and the academic environment.
- Commitment to accuracy and attention to detail; excellent organizational and project management skills; ability to work in a fast-paced, team environment.

**Preferred Qualifications**

- Experience supporting the research, teaching and clinical efforts of an academic health and life science community.
- Supervisory experience.
- Web site management and API programming skills.
Extensive experience with ILS management and authentication
Advanced knowledge of system and data standards in a library or university setting.
AHIP [Academy of Health Information Professionals] accreditation; expected to pursue accreditation once hired.

Review of applications will begin immediately and continue until the position is filled. Preliminary phone interviews will result in 2-5 candidates invited for on-site interviews until the position is filled.

Current Georgetown Employees:
If you currently work at Georgetown University, please exit this website and login to GMS (gms.georgetown.edu) using your Net ID and password. Then select the Career worklet on your GMS Home dashboard to view Jobs at Georgetown.

Submission Guidelines:
Please note that in order to be considered an applicant for any position at Georgetown University you must submit a cover letter and resume for each position of interest for which you believe you are qualified. These documents are not kept on file for future positions.

Need Assistance:
If you are a qualified individual with a disability and need a reasonable accommodation for any part of the application and hiring process, please click here for more information, or contact the Office of Institutional Diversity, Equity, and Affirmative Action (IDEAA) at 202-687-4798 or ideaa@georgetown.edu.

Need some assistance with the application process? Please call 202-687-2500. For more information about the suite of benefits, professional development and community involvement opportunities that make up Georgetown’s commitment to its employees, please visit the Georgetown Works website.

Position: Metadata and Cataloging Librarian (Knowledge Analyst) – Research & Statistics
Location: Federal Reserve Board, Washington, D.C.
Full vacancy announcement is available on the ALA JobLIST.

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

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

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

The responsibilities and duties will include:

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

Requirements

Required:

- MLS/MLIS from an ALA-accredited institution
- Ability to solve problems independently or collaboratively, using sound judgment and analytical skills; ability to meet deadlines; excellent service-orientation; strong written and oral communication skills
- Full-time experience in library systems, cataloging, and authority work, in a variety of formats, including monographs, electronic resources, serials, and, if possible, data assets
Mastery of original and complex copy cataloging standards and practices, such as MARC21, Dublin Core, FRBR, FRAD, RDA, AACR2-R, LCRI/LCPSSs, LCSH, and LC classification schedules

Expertise in multiple types of metadata, including descriptive, structural, technical, and operational

Experience with metadata quality control, including use of automated routines for metadata maintenance

Experience working with library systems and metadata tools, including: integrated library systems (ILS); OCLC Connexion; LC’s Cataloger’s Desktop and Class Web; MarcEdit, OpenRefine; RDA Toolkit

Familiarity with emerging standards and information technologies in the metadata and electronic resources management area

Knowledge of XML and linked data technologies (e.g., XSLT, RDF, OWL, SPARQL, BIBFRAME)

Experience analyzing and remediating existing metadata to meet current standards

Basic programming skills

Desired:

Experience with institutional repository systems (e.g., OCLC CONTENTdm, Fedora, Omeka, DSpace, Dataverse, or comparable products)

Experience cataloging data assets

Familiarity with taxonomy development

SharePoint experience

Experience collecting and analyzing metrics for library services

Knowledge of economics, finance, and business

Knowledge of project management principles

Position: Librarian (Law)

Location: Department of Justice Offices, Boards, and Divisions, Washington, D.C.

Salary: $56,233 to $126,062 per year

Full vacancy announcement available on USAJOBS.

Summary

Library Staff is seeking to hire a highly qualified Librarian for one of their library locations to assist in meeting the informational needs of the attorneys within Department of Justice (DOJ). The DOJ Library System provides a complete range of library and related information services to DOJ employees within the various DOJ Offices, Boards, and Divisions (OBDs).

Responsibilities

- Provide reference and research services to Library users.
- Serve as librarian liaison in communicating with library patrons, library staff, other national libraries, library and information centers, experts in government agencies, associations, the private sector, and/or research groups.
- Provide legal and non-legal reference and research services tailored to meet researchers’ specific needs, including in-depth searching to assess information and program requirements.
- Provide presentations, training, and education; Promote library services, programs, and materials;
- Develop and maintains Web-based subject guides.
- Develop special reports, bibliographies, and other publications.
• Provide guidance to library patrons on how to access information resources, including books, multimedia recordings, archival materials, electronic database information, digital materials, electronic journals, and bibliographic citations.
• Search and locate information from a variety of sources and electronic databases;
• Assist in selecting and maintaining library collections (legal and non-legal), in print and electronic formats; and Assemble usage statistics and other library metrics.
• Responsibilities will increase and assignments will become more complex as your training and experience progresses.

Four Positions: Maryland

Posted on March 11, 2019 by LLAM News

Circulation Manager II
Location: Reistertown Branch, Baltimore County Public Library
Salary range: $39,190-$60,736
Full vacancy announcement is available on the CUA SLIS blog.
Job Summary:
  – Takes an active role in recruiting, training, supervising and evaluating circulation staff.
  – Accurately assesses staff abilities.
  – Develops staff strengths and coaches to improve performance.
  – Works in collaboration with the Branch Manager to set performance expectations and customer service goals for circulation staff.
  – Mentors, develops and works closely with the Assistant Circulation Manager.
  – Works in collaboration with the management team to ensure that high quality customer service is delivered to customers.
  – Assists customers at public service desk and resolves complex customer account transactions.
  – Works with other in-charge staff to address time-sensitive security and facilities issues.
  – Models continuous learning and encourages and supports continuous staff development.
  – Generates and submits reports to Fiscal Services, Human Resources and Administrative Offices.
  – Assists in monitoring the work of contractual staff.
  – Actively supports teamwork and the policies and values of the Baltimore County Public Library.
  – Performs all essential circulation staff functions as determined by branch and system needs.
  – Demonstrates BCPL’s Workplace Competencies and proficiency in Core Services.

Position: Part-Time Substitute Reference Librarian
Location: Loyola Notre Dame Library, Baltimore, MD
Full vacancy announcement is available on the CUA SLIS blog.
The Loyola Notre Dame Library is seeking a part-time substitute Reference Librarian. This individual will work on an as-needed basis, primarily during evening and weekend shifts, under the direction of the Information Literacy Coordinator/PR Librarian. This position is scheduled to work no more than 19.5 hours per week.
Duties and Responsibilities:

Staffs the research/information desk; responds to faculty, student, and staff requests for information in person, via phone, email, or chat. 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. Provides excellent customer service to patrons and establishes good working relationships with colleagues, students and faculty. Assists Access Services staff with patrons as needed. Performs other duties as assigned.

Position: **Collection Development Librarian**
Location: Library Headquarters, Anne Arundel County Public Library  
Salary range: $53,523 – $94,458  
Full vacancy announcement is available on the [CUA SLIS blog](#).

Minimum Requirements:  
Possession of a Master’s Degree in Library Science from an American Library Association-accredited program plus three years professional-level library experience in collection development including one year supervisory responsibility.

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.

Preferred Requirements:

Experience identifying, evaluating and selecting materials for children, young adults, or adults in a variety of formats for a diverse community.

- Comprehensive knowledge of literature and films for children, young adults, or adults.
- Strong computer skills; including the analysis of data sets and familiarity with Acquisitions module of an integrated library system.

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.

**Children’s Services Supervisor**
Location: Brunswick Community Library, Frederick County Public Libraries  
Salary: $47,688.00 – $57,225.00  
Full vacancy announcement is available on the [CUA SLIS blog](#).
Exempt; full-time; 40 hours per week (varied workdays and hours within the FCPL operating schedule); full benefits; position is subject to system-wide reassignment

This professional management position assures that children, their families, and caregivers experience the joy of reading in a friendly, creative, and dynamic Children’s Department at the Brunswick Community Library. Supervision is given to professional and paraprofessional Children’s Services staff; supervision is received from the Branch Administrator.

Essential Duties and Job Responsibilities

- Manage all operations of the Children’s Department
- Assign responsibilities, direct, evaluate and provide leadership to Children’s Services staff
- Provide specialized reference and research service related to children
- Initiate new and original initiatives for Children’s programming and services and provide leadership to staff for the same
- Build relationships and partnerships with community organizations, businesses, and leaders for financial and advocacy support
- Write grants to obtain additional funding support for special projects
- Develop and deliver age-appropriate programs, workshops and training to support patron needs
- Market children’s collections and services through traditional methods and social media
- Develop, recommend and monitor the services, policies and procedures of Children’s Services working with other Children’s Services Supervisors and in collaboration with the Youth Services Manager
- Develop strategic directions for the Children’s Department in alignment with FCPL strategic plan
- Lead or participate in system-wide planning for Children’s Services or any other area as assigned
- Develop and present Children’s Services training to FCPL staff
- Provide reference, information and readers advisory services to patrons of varied ages, abilities and skill levels
- Manage departmental scheduling and statistics; compile and prepare reports, data and other written work
- Keep abreast and implement use of current technologies to enhance personal and branch efficiency as well as patron services
- Understand, support and interpret departmental, FCPL and systems policies and procedures to staff and the general public
- As needed, serve as Librarian-in-charge
- Serve on Branch Management Team including representing interests of Children’s Services
- Actively support the values of Frederick County Public Libraries
- Represent the Library on internal and external committees and in meetings relating to children’s services; participate on system-wide and branch teams
- Actively participate in local, state and national library associations; attend seminars, workshops and continuing education activities; maintain professional affiliations to keep
abreast of current and emerging trends, innovation, technology, services, early literacy, spaces and other related areas of library planning and services

- Perform other related duties as required

Four Positions: Washington, DC

Posted on March 11, 2019 by LLAM News

Position: Deputy Law Librarian for Collections
Salary: $126,148 to $189,600 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Office of the Law Librarian, Library Collections and Services Group, Office of the Librarian.
The position description number for this position is 381810.
This position has no promotion potential.
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.
This is a supervisory, non-bargaining unit position.

Responsibilities
As designated by the Law Librarian, the Deputy Librarian has authority and responsibility for the day-to-day operations of the Law Library. The incumbent also has the authority to act upon designated matters and make decisions in collaboration with the Law Librarian. Those decisions could have broad or long-range impact on one or more significant programs or collections within the Law Library. The Deputy works collaboratively with the Law Librarian, establishing priorities, and the design, launch and execution of Law Library initiatives.

The Deputy Librarian is responsible for the acquisition, organization and preservation of the Law Library’s collection, ensuring the quality of the collection and rapid and effective access to it. The incumbent oversees the planning, development, management and usability of digital legal and legislative information resources hosted on site from the Law Library’s physical materials and from remotely-hosted digital materials collaboratively developed with Law Library partners worldwide. Serving under the Law Librarian of Congress, the incumbent assists with achieving success on matters related to building and sustaining a preeminent portal to a world-class repository of global legal information that includes all levels of government from local governing bodies to transnational governing institutions. The incumbent ensures that Law Library collections and services meet the statutorily mandated requirements of the Law Library of Congress to serve the foreign legal research and analytical needs of the U.S. Congress. The incumbent develops and maintains relationships to further local, national, international and transnational partnerships. The incumbent also works collaboratively with senior Library of Congress managers to ensure integration of Law Library
virtual services with Library of Congress digital priorities. The incumbent coordinates efforts with information entities in the U.S. Congress and other legislative branch agencies on Library legislative information initiatives.

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

Responsible for the formulation and administration of collection and service policies affecting the mission of the Law Library of Congress. Participates in the development, evaluation, and implementation of high-level policy for agency wide programs. Serves as the key advisor on various programs and events of the Service Unit. Counsels senior management staff and officials at multiple levels of the Service Unit; and senior staff, private sector clients, and vendors concerning matters within the scope of the incumbent’s activity. Serves on inter-agency, national, and/or international special work groups, task forces, or expert panels on special projects or studies critical to the resolution of far-reaching operating issues and problems.

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

**Three Paid Summer Assistant Positions**

Location: Supreme Court of the United States, Washington, DC

The Supreme Court of the United States has openings for 3 paid Summer Assistant positions in the Library:

Technology & Collections Management
- [https://www.usajobs.gov/GetJob/ViewDetails/525746200](https://www.usajobs.gov/GetJob/ViewDetails/525746200)

Research Services – [https://www.usajobs.gov/GetJob/ViewDetails/525746300](https://www.usajobs.gov/GetJob/ViewDetails/525746300)

Technical Services & Special Collections
- [https://www.usajobs.gov/GetJob/ViewDetails/525747300](https://www.usajobs.gov/GetJob/ViewDetails/525747300)
Seven Positions — Washington, D.C.

Position: Research Analyst
Location: Finnegan, Washington, DC
Originally posted on LLSDC Job Listings.

The Washington DC office of Finnegan is seeking a Research Analyst to join our library services department. Under the direction of the Director of Research and Information Services, the Research Analyst will utilize knowledge of legal research, databases and library reference methods to conduct various types of research and document retrieval in a timely and cost-effective manner. This position will also participate in the firm's educational initiatives by providing training, orientation and consultative services in addition to keeping abreast of trends in the legal industry to contribute to the advancement of the goals of the department and the firm.

Responsibilities include providing legal, business, scientific, technical and other reference documents upon request using both internal and outside sources; extensive legal, business, IP and general research assistance using print and electronic resources; recommending appropriate research services and/or resources in response to inquiries from firm personnel; initiating and monitoring alerts from various databases; providing client development research support, including background research and competitive intelligence on current or potential clients and markets; remaining current in research techniques and available resources relevant to providing high quality library and research services; coordinating and/or providing library resource and/or training to attorneys and staff and, other duties as needed.

Successful candidates must have a MLS degree and two or more years of research experience in a law firm, law library or corporate setting, demonstrated knowledge of legal and business databases such as Lexis/LexisAdvance, Westlaw, ProQuest Dialog, CourtLink, Hoover’s and Microsoft Office Suite, working knowledge of SharePoint, and strong data entry and word processing skills; knowledge of intellectual property databases is preferred.

To apply for this position, please send your resume and cover letter to:

Robin Smith
Staff Recruiting Manager
901 New York Avenue, NW
Washington, DC 20001-4413
Fax: 202.408.4400
Resume@finnegan.com
Position: **Senior Librarian**  
Location: LAC Group, Washington, D.C.  
Full vacancy announcement is available on the [CUA SLIS blog](http://example.com).

**LAC Group** is seeking an experienced **Senior Librarian** to lead a team of librarians and library technicians at an Information Center at a major Federal agency in Washington, DC. This is a full-time (40 hours a week; Monday to Friday) long-term opportunity. Work must be performed on-site.

**Responsibilities:**

- The Senior Librarian will be responsible for implementing a long-term plan for a digital transition of the library to include: a teaching series, remote library searches, acquiring an information system that would include relevant borrowing rights and licenses for the client, database migration, and other tasks to be determined.
- The Senior Librarian will be responsible for overseeing the coordination, development, and evaluation of information resources and training materials and programs.
- The assignment includes short and long-range planning, coordination with Agency stakeholders and user community, collection management and development.
- The Senior Librarian will be responsible for cultivating a high level of customer service at all times.

**Qualifications:**

- MLIS from an ALA-accredited graduate program
- 5 years of progressively responsible experience in managing information centers in a variety of settings (private, government, and academic preferred)
- Knowledge of current digital information technologies
- Knowledge of the principles and practices of contemporary library and information management including working with commercial vendors, collection development, serials management, and cataloging.
- A strong ability for time management, coordination, leadership, and decision making
- Ability to accomplish results through professional level outreach
- Experience with specialized databases, library instruction cultivation
- Background in the management and use of electronic resources, databases, services, and applications including eBooks and social media.
- In-depth knowledge of at least 2 of the following:
  - Digital librarianship
  - Digital literacy
  - Information technology
  - School Library media
  - Serials management
  - Cataloging
  - Reference services
  - Collection Development
  - Database migration
- Knowledge of copyright laws and copyright restrictions
- Knowledge of world and foreign affairs, international relations, geography, and history
- Ability to work in a cross-cultural environment
- Strong communication and collaboration skills
- Strong written and oral communication skills

**Position:** Digital History Scholar and Academic Librarian  
**Location:** The German Historical Institute (GHI), Washington, D.C.  
Full vacancy announcement is available on the [CUA SLIS blog](http://slis.cua.edu/).

The German Historical Institute (GHI) Washington DC is part of the Max Weber Foundation – German Humanities Institutes Abroad. It fosters research in the fields of German, American, transatlantic, as well as global and transregional, history. The present profile-building research topics of the GHI Washington are the history of knowledge, migration history, and digital history. In its function mediating between scholars in Germany and North America, the GHI Washington has a broad international network of scholars.

The library of the German Historical Institute is a public infrastructure with about 50,000 volumes. It is a member of the Germany’s Common Library Network (GBV) and is currently staffed by a head librarian with a library science certificate (100%) and an assistant (75%). The collection’s specializations derive from the respective research emphases of the institute. The library has a hybrid nature. In the last several years, it has significantly increased its holdings in digital media and will continue to pursue this path as much as possible.

The research area of Digital History at the GHI operates at the intersection of various disciplines, approaches, and target audiences. It establishes connections among historians who work with digital and traditional methods and supports projects intended primarily for professional historians in their research and instruction as well as online “Digital Public History” projects that aim to reach a broader audience. In addition to organizing an annual transatlantic conference on various aspects of Digital History, the GHI also co-convenes the regular Digital Cultural Heritage D.C. Meetup. The GHI cooperates closely with American research institutes and infrastructures. With a Digital History fellowship and internships, this research field at the GHI fosters intensive exchange among representatives of “Digital History” in Europe and North America.

The successful applicant will spend 30% of his or her working hours providing academic management for the GHI Library and 70% managing and further developing Digital History as a focus of the GHI’s research and scholarship program.

**The academic management of the GHI Library includes responsibility for:**

- Conceptual and strategic development of the library (including expanding holdings, removing unneeded volumes and digital resources) in light of recent technological developments and user strategies.
- Close cooperation with the director and other management personnel, with the research coordinator, and with all the scholarly personnel of the GHI.
- Management of research data and the further development of strategies for Open Access or hybrid publications (in coordination with the editors of the institute), and potentially the development of a document server.
• Ideas for the use of library spaces.
• Selection of literature and licenses that should be acquired for the scholars at the institute in coordination with these scholars and with the Max Weber Foundation’s business office in Bonn.
• Cooperation and networking with libraries in Germany, North America, and the institutes of the Max Weber Foundation.

The management and further development of Digital History as a focus of GHI research and scholarship includes especially:

• Applying for and possibly managing grant-funded and institute research projects and cooperative networks.
• Supporting scholars at the GHI Washington in carrying out long-term digital projects already in progress and in conceiving of and applying for new projects that have digital components.
• Actively working with the working group for Digital Humanities of the Max Weber Foundation.
• Responsible for coming up with ideas for the further development of the GHI’s digital research infrastructure for the inclusion, securing, and later use of research data, as well as for combining the digital offers of the GHI together with cooperating partners and other institutes of the Max Weber Foundation.
• Representing the GHI Washington in national and international forums for Digital History/Digital Humanities and in alliances for digital research infrastructures in coordination with other members of the field of “Digital History.”
• Conducting research as well as publishing and presenting at workshops and conferences, as well as developing ideas for conferences and events and carrying them out.

Required qualifications:

• You have a college degree in a humanities field that does historical work, as well as at least a master’s degree in library and information science with proven emphases in the field of digital humanities, or you have successfully completed a study in digital humanities or information science with proven competence in a history-related field.
• You are familiar with Open Access models and library policies and procedures, as well as the management of metadata and licenses.
• You are familiar with standard data assignment (e.g., Integrated Authority Files) and incorporating them into the semantic web.
• You have good knowledge of Digital Humanities tools and methods and are connected in the relevant scholarly networks.
• You are motivated to support, further develop, and come up with new concepts for GHI digital research infrastructures and digital projects, in coordination with the management of the institute, its scholars, as well as the IT department.
• You speak very good English and can communicate well in German.
• You have intercultural competence and feel comfortable in a foreign institute.
• You enjoy sharing your informational competence with others.
• You are communicative and enjoy working on a team.
• You possess a great deal of initiative and independence, you get actively involved, and you enjoy new challenges.

Additional preferred qualifications:
• Experience in coming up with and carrying out projects, completing grant applications, and developing international cooperative projects with new partners.
• Experience managing historical research data.
• Experience working in a research institute or a research library.
• Experience in the field of citizen science/scholarship.
• Competence in applied computer science.

The successful candidate will initially be given a two-year contract, although an extension is possible.

The Max Weber Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. The Max Weber Foundation is a family-friendly employer committed to supporting a healthy work-life balance. For some information on living and working conditions for families in Washington, DC, please see https://www.ghi-dc.org/ghi-staff/opportunities-at-the-ghi/work-and-family.html?L=0.

The job location is Washington, DC. Applicants who fulfill the requirements for a deployment from Germany will be paid in accordance with TVöD E13 (Federal) in addition to the stipulated foreign allowances for covering the higher cost of living in Washington, including a rental subsidy. Applicants may be employed with a U.S. work contract only if they already possess a valid work and residence permit; in this case, they would be paid on the basis of the salary scale developed by the German embassy in Washington.

Please submit your application with the usual files (CV, list of publications, transcripts and/or diplomas) in one pdf-document with the subject line “Library Management/DH” by April 28th, 2019 to Director of the German Historical Institute Washington Prof. Dr. Simone Lässig c/o applications@ghi-dc.org German Historical Institute 1607 New Hampshire Ave. N.W. Washington, D.C. 20009-2562 U.S.A.

Please send a second pdf-file with a cover letter including your contact information and a list of your most important qualifications for the position.

The interviews are scheduled for June 4th/5th, 2019, in Washington, DC. For questions on the salary or concerning work/life balance at an institute outside of Germany, please don’t hesitate to contact our administrative director, Anne Kadolph (kadolph@ghi-dc.org). For questions about the particulars of the advertised position, please contact Dr. Sarah Beringer (beringer@ghi-dc.org). Further information on the GHI, its mission, and its current research program is available at www.ghi-dc.org.

Position: Data Librarian
Location: Library of Congress, Washington, D.C.
Salary: $81,548 to $106,012 per year
Full vacancy announcement available on USAJOBS.

Summary
The Congressional Research Service (CRS) seeks a Data Librarian for its Knowledge Services Group (KSG). The selectee will identify, acquire and curate data sets, manage data collections and facilitate the discovery of data sets used by CRS analysts, attorneys and information professionals. The selectee will also participate in the development of data repositories and work with stakeholders to identify and evaluate systems, tools and services used in data operations.
Responsibilities
The data librarian performs duties related to data acquisition, data curation and data management. This includes identifying and locating authoritative data sets used across CRS, recommending appropriate metadata schemas and workflows to describe, document, annotate and catalog data sets to enable discovery and re-use. The data librarian participates in the development of data repositories and data catalogs to store and archive data sets for long term access, and develops and maintains best practices and procedures.

The data librarian works with stakeholders to identify and extract data, assists and instructs staff on the use of tools to convert, transform, clean and prepare data for analysis. He/she supports staff in the use of statistical, quantitative analysis and/or data visualization tools. The data librarian coordinates the development and implementation of data projects that support the mission of CRS, and serves as a liaison for collaboration between the Knowledge Services Group and other CRS divisions/offices as well as service units and offices within the Library of Congress.

Data Librarian duties include:

Applies specialized knowledge of qualitative and quantitative data used in research and analysis, identifies and locates authoritative data sets used across CRS.

Works with stakeholders to identify and extract public/open data on a recurring basis using complex processes and automated tools where appropriate, and/or merge or compile data from multiple sources.

Plans, organizes, and/or coordinates the development and implementation of data projects of critical significance that support the mission of CRS and/or one or more of its divisions or offices.

Serves as a liaison for collaboration between the Knowledge Services Group, other CRS divisions and offices, and other Library of Congress service units and offices.

Candidates with a Master of Library Science (MLS) or equivalent degree or experience; knowledge of current and emerging practices of librarianship or other fields and disciplines related to data management are encouraged to apply.

About CRS:
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.

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.
This is a non-supervisory, bargaining unit position.

The tour of duty for this position is full-time.

The position description number for this position is 382234.

The incumbent of this position may elect to work a flexitime or compflex work schedule.

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 data sources and data structures used in public policy analysis.**
- Ability to locate, evaluate, acquire, and organize data sets.**
- Ability to handle data and perform data operations.**
- Ability to manage projects.
- Ability to interact collaboratively with others.
- Ability to communicate effectively other than in writing.

Position: **Acquisitions/Government Documents Technician**
Location: Supreme Court of the United States, Washington, D.C.
Salary: $41,369 to $66,191 per year
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).

Summary
This is a full-time position with the Library of the Supreme Court of the United States in Washington, D.C.
Closing Date: Monday, 03/18/2019, 11:59 PM EDT

Responsibilities
The Acquisitions/Government Documents Technician performs a wide variety of tasks related to filing of loose-leaf materials, processing government documents, acquisitions, and general Technical Services and Special Collections Department support. These tasks include:

- Filing loose-leaf services according to publishers’ written instructions;
- Tracking missing or circulating volumes needed for supplementation;
- Investigating and solving all filing problems including claims;
- Receiving and claiming all government depository material;
- Shelving government documents by Superintendent of Documents Classification System;
- Assists with the digital conversion of acquisitions records;
- Develops and updates metadata as required;
- Distributing library material to Library staff, Chambers’ personnel and Court Offices’ personnel;
- Assisting the Serials staff with locating materials for binding;
- Generating statistics for the position’s task areas;
- Retrieving Records and Briefs and transcripts of Oral Arguments;
- Performing miscellaneous duties as assigned.

Conditions of Employment
- U.S. Citizenship
- Meet Experience Requirements (see Qualifications)
- Employment is subject to successful completion of a security background check.
- If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See: [www.sss.gov](http://www.sss.gov)

**Qualifications**
Experience with loose-leaf supplementation and filing procedures is required. One to two years of library work experience is preferred. Familiarity with Superintendent of Documents Classification and Depository Library Systems is also required. Knowledge of Millennium or other automated library system is preferred. Experience with Microsoft office applications is preferred.

**Education**
Two or more years of college is required.

**Position:** [Contract Specialist](#)
Location: Institute of Museum and Library Services, Washington, D.C.
Salary: $68,036 to $88,450 per year
Full vacancy announcement available on [USAJOBS](#).

**Summary**
Applicants that previously applied under announcement # DE-10355591-19-EL, need to reapply under this vacancy in order to be considered for this position.

**Responsibilities**
This position is located in the IMLS, Office of Chief Financial Officer (OCFO). The incumbent is responsible for the full range of pre- and post-award contracting and acquisition processes. The incumbent directs acquisitions from clarifying description of requirements through analysis, negotiation, contract delivery and administration. The incumbent reports to the Contracting Officer in OCFO.

The incumbent is responsible for cradle-to-grave contract activities for actions typically under the commercial item threshold. Works collaboratively with IMLS staff to procure supplies and services that may require specialized provisions, terms and conditions, and advises technical personnel on the development of their requirements document. In conjunction with the program office, prepares solicitations with performance work statements, instructions for responding, and evaluation criteria. Duties to included, but not limited too:

- Performs market research to determine the availability of small businesses and existing government-wide contract vehicles, and whether to apply small business set-asides.
- Formulates contracting approaches, and acquires supplies, services or construction through the use of both formally advertised simplified acquisition procurements and orders against existing multiple award schedules/government-wide acquisition contracts.
- Administers contracts and/or plans and conducts contract price analysis of a variety of pre-award and/or post-award procurement actions.
- Tracks and reports on the agency’s contracting portfolio through the Contract Management Report.
- Issues requests for quotations, technical implementation of contracts/purchase orders, blanket purchase agreements, and monitors contractor performance.
Analyzes prices, discount rates, delivery dates, transportation charges, etc., and seeks negotiated discounts on purchases.

Performs new and recurring assignments using for commercial item procedures. User requirements may involve standardized specifications and use of established sources of supplies and services, or may require formal advertising to develop contracts or schedules for supplies and services not previously procured. Specialized services may include interior design and office relocation, conference planning and management, printing through GPO, publications procurement, survey instruments, research, etc.

Monitors fulfillment of goods and services following issuance of purchase order, contract, credit card purchase, and printing requisitions, including coordination of delivery dates to ensure that delivery of goods or performance of services meets terms and conditions of the contract.

Reviews supply and service requests from program offices for adequacy and completeness to determine that sufficient and proper specifications or purchase descriptions are included for preparation of solicitation documents.

Selects appropriate clauses from tables contained in the Federal Acquisition Regulation, as well as those which are used locally for special conditions.

Work with technical personnel to resolve questions concerning applicability of specifications, classification of terms, or acceptance of alternate items.

Reviews submitted quotations and makes award recommendations for proposed contracts, and determines cost effectiveness and compliance with legal and regulatory requirements.

Performs contract administration, including performance evaluation, addresses contract delinquencies, responds to IMLS staff questions, contract termination, incremental funding, and close-out.

Other duties as assigned.

**Conditions of Employment**

- US Citizenship Required.
- This position requires a background investigation.
- Relocation expenses will not be authorized.
- This position may require completing a one-year probationary period.
- Only experience obtained by the closing date of this announcement will be considered.
- Status candidates must meet time-in-grade requirements (52 weeks at the next lower grade level).

**Condition of Employment**: Applicants must currently have a Federal Acquisition Certification in Contracting, Level I (or DAWA Level 1 equivalent). Certificate or equivalent must be attached to your application.

**Qualifications**

Applicants must meet all qualifications and eligibility requirements by the closing date of the announcement (or date of referral if OCR) including the following specialized experience and/or education, as identified below. For more information on the qualifications for this position, go to: [https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/contracting-series-1102/](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/contracting-series-1102/)

**Position**: Program Specialist

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

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

Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).
Summary
This position is located in the Office of Museum Services (OMS) and serves as the Program Specialist. The incumbent will participate in grants management work involving Federal grants and cooperative agreements and provide grants-related assistance and services to both applicants and awardees. The position works on various phases of the receipt and processing of museum grant applications as well as the monitoring and assessing of awardee performance.

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

Conditions of Employment
- US Citizenship Required.
- This position requires a background investigation.
- Relocation expenses will not be authorized.
- This position may require completing a one-year probationary period.

Only experience obtained by the closing date of this announcement will be considered.

Status candidates must meet time-in-grade requirements (52 weeks at the next lower grade level).

Qualifications
For the GS-11 level: To be qualified for this position, you must be able to state and verify that you have experience that demonstrates your ability to perform the work at the GS-11 level or equivalent pay band in the Federal service. One must demonstrate at least one (1) year of specialized experience to at least the GS-9 level or equivalent that involves principles and practices of the museum field and/or the cultural sector.

OR
Ph.D. or equivalent doctoral degree
OR
Three (3) full years of progressively higher level graduate education leading to such a degree in museum studies.

FACTOR: MANDATORY SELECTIVE FACTOR – KNOWLEDGE OF THE PRINCIPLES AND PRACTICES of the museum field and/or the cultural sector, INCLUDING THE ROLES, PURPOSE, AND VALUE OF MUSEUMS WITHIN COMMUNITIES; THE ROLES, RESPONSIBILITIES, AND FUNCTIONS OF STAFF WITHIN MUSEUMS; AND THE TYPICAL ACTIVITIES WITHIN A MUSEUM SUCH AS COLLECTIONS STEWARDSHIP (E.G., CARE, MANAGEMENT, ACCESS) AND PROGRAMMING (E.G., SCHOOL PROGRAMS, EXHIBITIONS, PUBLIC PROGRAMS).

Carefully read the following descriptions of experience. This position requires that candidates demonstrate work experience involving knowledge of the principles and practices of the museum field and/or the cultural sector. Examples of such experience would include:

(1) Understanding of the roles, purpose, and value of museums within communities;
(2) Experience with the roles, responsibilities, and functions of the staff within museums; and
(3) Experience undertaking activities within a museum or cultural organization such as collections stewardship (e.g., care, management, access) and/or programming (e.g., school programs, exhibitions, public programs).

Make sure your resume supports the mandatory selective factor and describes your qualifications and experience for the position. Failure to show evidence of this experience will result in disqualification.

Posted in Job Vacancies | Tagged Government Library, Law Library, Public Services, Special Library, Technical Services, Washington DC

Three Positions- Washington, DC
Posted on March 2, 2019 by LLAM News

Director of Law Library and Information Services
Location: American University: Washington College of Law: Pence Law Library, Washington, DC
Originally posted on LLSDC Job Listings.
American University Washington College of Law (AUWCL) seeks applications for the position of Director of the Law Library and Information Services. This person will provide innovative and dynamic leadership in support of students, faculty, and the overall educational mission of the law school. Required qualifications include both a J.D. degree from an ABA-accredited law school and a Master's degree from an ALA-accredited Library/Information Services program; at least six years of progressive experience, including supervisory responsibilities, in an academic library setting; expertise in innovative information technologies; and a proven passion for educating a law school community about such technologies. The successful applicant will demonstrate strong oral and written communication skills, a proven talent for collaboration, and a track record of scholarship and national engagement with the information services and law librarian profession. Status and salary to be determined commensurate with qualifications.
Applications should be submitted on Interfolio: [http://apply.interfolio.com/60789](http://apply.interfolio.com/60789). General questions regarding the application process should be directed to Lynn Seumo, Faculty Coordinator, at seumo@wcl.american.edu or (202) 274-4139. Although there is no formal deadline, the search committee will begin interviewing candidates as soon as applications are received, so interested persons are encouraged to apply as soon as possible.

**Position:** Assistant Librarian  
**Location:** Miller & Chevalier, Washington, DC  
Originally posted on LLSDC Job Listings.

Reporting to the Director of Library Services, the Assistant Librarian will conduct domestic and international legal, non-legal, corporate, due diligence and business development research. The candidate must demonstrate: strong research and technology skills, experience in a law/corporate library setting, ability to assist in developing/maintaining the Library’s technology and print applications, ability to assist Library users to appropriate sources, experience performing Conflicts research and an understanding of the ethical issues involved.

The Assistant Librarian is expected to be a positive role model and mentor, and to perform all responsibilities with a commitment to providing superior service to the firm’s clients, attorneys, advisors and staff, and maintain an atmosphere of teamwork and continuous improvement.

**Core Competencies and Job Requirements:**

- Master’s degree in Librarianship or Information Science from an ALA-accredited institution; J.D. desirable
- A minimum of three to five years’ experience in a research role in a law firm library
- General knowledge of tax, employee benefits, international law and business, complex litigation, and government affairs resources and research techniques
- Experience performing corporate, business, competitive intelligence and due diligence research
- Ability to analyze and synthesize information from a variety of sources and apply critical and creative thinking to develop solutions to complex problems
- Proficient in Microsoft Office programs, SharePoint, and standard online research resources including, but not limited to: Lexis, Westlaw, Bloomberg Law, CCH Intelliconnect/Cheetah, RIA Checkpoint, HeinOnline, Dun & Bradstreet, Hoovers, SEC/EDGAR, Restricted Party Screening database (e.g. Amber Road)
- Excellent written and oral communication skills
- Ability to build effective internal and external relationships; deliver and explain research findings to attorneys both verbally and through written summaries and analysis
- Demonstrated proficiency and capabilities with library-relevant information technology applications, including integrated library systems
- Ability to work independently, take initiative, meet deadlines, respond to changing priorities
- Knowledge of current and emerging technologies in digital and web-based library and research services
- Cataloging skills and experience working with print and electronic resources
• Strong service orientation and a history of developing effective working relationships with others
• Ability to read, write and speak English; legible handwriting

Miller & Chevalier is an equal opportunity employer. All inquiries will be held in strict confidence. To apply, please email cover letter and resume to:

Ms. Cari Seidman
Human Resource Specialist
Miller & Chevalier Chartered
900 16th Street NW
Washington, DC 20005-5701
cseidman@milchev.com

**Position:** Supervisory Librarian (Head, Science Reference Section)
**Location:** Science, Technology, and Business Division (ST&B), Library of Congress, Washington, DC
**Salary:** $114,590 to $148,967 per year
**Full vacancy announcement available on USAJOBS.**

**Summary**
The Science, Technology, and Business Division (ST&B) provides reference and research service to Congress, government agencies, and researchers. Constituents are served in person and via email, the telephone, other electronic communication, and traditional correspondence. The position description number for this position is 342216. This is a supervisory, non-bargaining unit position. Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

**Responsibilities:**
The incumbent’s performance will be assessed on the basis of the quality and effectiveness of the Section’s ability to provide reference and research service to its collections in support of the Library’s mission; the effectiveness of communication and cooperation with other staff members of the Library of Congress and outside organizations; the extent and quality of participation in the management of the Divisions, including the assumption of supervisory responsibilities in the absence of the Chief on a rotating basis with other section heads; the extent and quality of ensuring staff participation and consultation; and effective leadership, training, and management of subordinate staff in incorporating the Library’s values into their activities.

Two Positions-Maryland & Virginia

**Position:** Chief, Neighborhood Library Services
**Location:** Central Library, Enoch Pratt Free Library, Baltimore, MD
**Salary:** $80,735.00/Year
**Full vacancy announcement available on ALA Joblist.**
Description
The Chief of Neighborhood Library Services (NLS) is a member of the Library Leadership Team and, under general direction from the CEO, provides leadership, oversight and management of the Neighborhood Libraries Services Division. This division is comprised of twenty one branch libraries; four district managers; 18 branch managers and an executive assistant. The NLS offices will be located in the newly renovated State Library Resource Center/ Central Library in downtown Baltimore.

Baltimore is a diverse city, made up of distinct neighborhoods with very specific needs. The Enoch Pratt Free Library (EPFL) provides services to all of these communities through a variety of innovative services. EPFL’s mission is “to provide equal access to information, services, and opportunities that empower, enrich, and enhance the quality of life for all.” The Library values diversity and equity, and recognizes the importance of these to Baltimore. In keeping with these values, NLS is reflective of these values and responsive to identified community needs. Its Chief must be community-oriented; energized by innovation and calculated risk-taking; responsive to community needs and proactive in making connections with organizations and groups that support and comprise Baltimore’s communities. Additionally, the Chief should be an empowering force for the District and Library Managers, while simultaneously communicating and upholding Leadership decisions.

The ideal candidate is a big picture thinker with outstanding leadership and management skills who will bring new and fresh ideas to a changing organization. Excellent communication and presentation skills are essential. Experience in developing new and responsive models of service in an urban library setting is required. Preparation and management of the division’s operating budget and standard operating procedures are also required.

The Chief of Neighborhood Library Services has a passion for serving people and a customer service orientation that fosters internal and external customer service and workplace excellence. A demonstrated commitment to equity, diversity and inclusion is needed.

The preferred candidate has a knowledge of and experience with development and implementation of policy and/or standard operating procedures; experience with successful evaluation, measurement and accountability practices.

Position: Content Strategy Officer
Location: George Mason University, Fairfax, VA
Full vacancy announcement available on ALA Joblist.
The George Mason University Libraries seeks an innovative, collaborative, service oriented and forward-focused leader for its newly configured Content Strategy unit. Reporting to the Associate University Librarian for Learning, Research, and Engagement, the Content Strategy Officer (CSO) provides leadership in the broadly defined area of research materials content and collection strategies. While directly supervising a small team of two high-level classified staff and a graduate research assistant, the incumbent will guide and coordinate the selection and collection development responsibilities of 20 subject specialist librarians (who are organized in three disciplinary teams and spread across three campuses) as well as those of another dozen
staff with selection responsibilities. Additionally, the position serves as the primary content and collections contact with VIVA (Virtual Library of Virginia), WRLC (Washington Research Libraries Consortium), and ASERL (Association of Southeastern Research Libraries).

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 CSO will take a prominent role, working closely with the Head, Resource Acquisition and in collaboration with not only the AUL for LRE but also with other key library leaders and managers with research collections responsibilities to strengthen existing models of content provision as well as explore and develop new approaches for providing research content to the George Mason University scholarly community.

Responsibilities:
The Content Strategy Officer's primary role is to direct, coordinate and assess the Libraries’ overall content strategy (including the identification and selection of scientific and scholarly research materials) as it relates to the Libraries’ research collections, whether owned, subscribed to, shared, open, accessed or otherwise made available to the George Mason University scholarly community.

Posted in Job Vacancies | Tagged Academic Library, Maryland, Public Library, Virginia

Four Positions: Maryland & Washington D.C.

Position: Corporate Records Management Specialist
Location: Maryland-National Capital Park and Planning Commission (M-NCPPC), Silver Spring MD
Full vacancy announcement is available on the CUA SLIS blog.
The Maryland-National Capital Park and Planning Commission (M-NCPPC) is a State-chartered agency operating within Montgomery and Prince George's Counties. It is a nationally-recognized and award-winning agency providing land use planning; stewardship for natural, cultural and historic resources; and delivery of recreation programs to the communities it serves. Additional information on the agency can be found at www.mncppc.org.
The agency is seeking a Corporate Records Management Specialist within the Corporate Records Program (Division of Corporate Policy and Management Operations). This position will assist in implementing and monitoring the agency's records management program under the supervision of the Records Management Program Administrator. The successful candidate must have a positive attitude; and, be motivated, enthusiastic, willing to learn, and able to work as a member of a team. Experience should include knowledge of records management theory and practice.

Examples of Important Duties

- Assists with day-to-day operations of the Records Center & Archives facility, which includes: coordinating records transfers; assisting with research requests; preparing records for destruction, performing data entry; digitizing records; and, conducting inventory reviews.
• Assists with drafting internal operating procedures, forms, and guidance documentation to meet program needs.
• Works to ensure agency and program compliance with applicable State regulations. This includes assisting with regular updates to the agency’s records retention schedule; drafting and submitting records destruction certificates; and, transferring records to State custody.
• Conducts pick-up and/or delivery of records to agency offices via the use of agency vehicle. Often moves large quantities of heavy record boxes. Assigns inventory locations and logs data into records management system.
• Conducts training and outreach to agency offices on records management practices and related topics.
• Provides limited supervision and guidance to technical staff on records or archival projects and general operations.

PREFERRED QUALIFICATIONS:
• Master’s Degree in Museum Studies, Library and Information Science, Archives, Records Management or History is highly desired.
• Strong command of archival theory and best practices including planning and managing a records or archives program.
• Experience with records/document management systems.
• Knowledge of electronic records issues, systems analysis, systems development concepts and data storage methods, media, and security.
• Knowledge of the technical requirements for digital preservation, including hardware, software, metadata schema and file formats.
• Proficiency with Microsoft Office applications.
• Strong analytical, communications and customer service skills.

Minimum Qualifications
1. Bachelor’s Degree in Archives/Records Management, Library and Information Science, Museum Studies, History or any related field.
2. Two (2) years of experience in records management that includes substantive work in the range of duties and responsibilities in this class specification.
3. An equivalent combination of education and experience may be substituted, which together total 6 years.
4. Valid driver’s license in accordance with both State and Commission rules and regulations. Driver’s license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee’s ability to drive Commission vehicles or perform driving duties required by the position of assignment.
5. Must pass Commission medical examination.

Supplemental Information

Class/Specification Title: Corporate Records Management Specialist
Working Conditions:
Works in an office and warehouse setting; may work outdoors briefly on an incidental basis. Carries or otherwise moves or uses objects weighing up to 49 pounds on own and heavier objects with assistance. May be subject to various job demands such as high volume of work and tight deadlines. This position will require travel to local facilities for records pick-up/delivery, meetings, and presentations as needed.
Position: Business Research Librarian
Location: Eversheds Sutherland (US) LLP, Washington D.C. or Atlanta GA
Full vacancy announcement is available on the CUA SLIS blog.
We have an exciting opportunity for a Business Research Librarian in the Washington, DC or Atlanta, GA office of Eversheds Sutherland (US) LLP. We are searching for someone who wants to be a valued contributor and member of a talented and dynamic team of lawyers, paralegals and staff.

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

Responsibilities and Duties:
• Strategically and proactively identify business opportunities that align with the Firm’s objectives using a creative approach to resources and internal/external data as needed.
• With input from the attorneys and other stakeholders, develop metrics of success around the business opportunity research process, including building a knowledge base of opportunities, capabilities, Firm relationships and experience.
• Develop a deep understanding of Firm capabilities and client intake process in order to proactively match Firm capabilities with events and business relationships that trigger business opportunity for the Firm.
• Provide research on companies, industries, competitors, and individuals as requested by attorneys or members of CPD and synthesize this information into analytical reports, and assist other business research librarians with the same. Fulfill requests including executive biographies, basic company reports, litigation profiles, and conference attendee information.
• Create, monitor and distribute daily news alerts on clients, companies, topics, and trends using appropriate online resources to support attorneys and Business Development Managers.
• Understand existing tools and resources, and assist in the evaluation, differentiation and selection of business and news information resources.
• Provide back-up to the legal reference desk rotation, responding to requests from attorneys and staff on behalf of the department.
• Maintain research statistics for the business research team.
• Additional duties and responsibilities as requested by the Director of Research Services.

Knowledge, Skills, and Abilities:
• Master’s Degree in Library or Information Science from an accredited college or university or significant professional business development research or financial analytical experience.
• Seven to ten years in a law firm, corporate library or similar business research role preferred. Experience with online databases including CapitalIQ, D&B Hoovers, and West Monitor Suite.
• This position requires excellent communication skills, both oral and written; excellent interpersonal skills; attention to detail; strong organizational and time management skills; a customer service orientation; tact and professionalism when dealing with clients; and an interest in continued learning and problem solving.
• Computer skills with knowledge of MS Office Suite and proficiency in Word, Excel and Outlook is required. Familiarity with online news, business, legal and industry resources.
Eversheds Sutherland (US) LLP is committed to promoting diversity and inclusion within our Firm and in the larger legal profession. We believe that diverse skills, knowledge and viewpoints make us a stronger firm. Eversheds Sutherland (US) LLP maintains a policy of affording all employees and applicants equal employment opportunities without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity or expression), national origin, age, disability, genetic information, marital or familial status, domestic violence victim status, ancestry, amnesty, citizenship status, military and veteran status, or any other characteristic protected by law. Unlawful discrimination, harassment and retaliation will not be tolerated in any of the Firm’s offices or any other work-related setting. Qualified individuals with a disability may request a reasonable accommodation in order to apply for a position or to enable them to perform the essential functions of a position for which they are otherwise qualified. EEO.

Position: Senior Research Services Manager
Location: Hogan Lovells, Washington D.C.
Full vacancy announcement is available on the [CUA SLIS blog](http://example.com).

Knowledge plays a vital role at Hogan Lovells. The strategic purpose of the Knowledge team is to ensure that all those involved in delivering legal advice to clients have access to the knowledge and information required to deliver a technically excellent, efficient service; to devise new and innovative ways of sharing that knowledge with clients as part of client relationship management; to input knowledge into the firm’s continuous process improvement initiatives around legal service delivery; and to ensure that the firm is harnessing new technology to support those objectives.

The Research Services team forms part of the Knowledge function. The team supports the firm’s excellence in service delivery and quality, and supports the efficiency and effectiveness of our lawyers. The team are always abreast of the latest legal and business news and their experience enables them to add valuable commercial context to research requests.

The Senior Research Services Manager will manage the US Research Services team, reporting to the Head of Global Research Services. The role will work closely with the Senior Research Services (Resources) Manager

- Lead the implementation of the global Research Services strategy within the US market.
- Identify and implement opportunities for service development and change within the US service.
- Working with the Head of Global Research Services, manage and lead the implementation of global processes, tools and technologies within the US service.
- Maintain a dialogue with lawyers across the US practice to ensure that the service continues to meet practice needs. Ensure the team stays aware of changing business needs and evolves accordingly.
- Raise awareness of tools across the lawyer community, ensuring the team establish close working relationships with relevant practice area Knowledge Lawyers to promote research tools and services.
- Work closely with the Senior Research Services (Resources) Manager to ensure effective resource decision-making and Research staff support for trial/pilot, evaluation, training, and marketing of research products to lawyers;
• Ensure that US Research Services align to the regional knowledge needs, led by the Regional Head of Knowledge, Americas.
• Stay aware of new products in the research space, working to advance the firm’s innovation in the use of AI legal research tools.
• Responsibility for the day-to-day management of the US Research team to ensure delivery of: (1) a high value legal and business research enquiry service; (2) a global current awareness service across legal information and regulatory change, competitor and business intelligence; and (3) a range of advanced research skills training on research tools and techniques;
• Manage the research service provided to our US lawyers; ensure high service standards and efficient work processes across a dispersed team located in Washington DC, New York, Denver, Louisville and Northern Virginia;
• Set and provide regular performance and service delivery metrics to assure Knowledge and business leadership of quality behaviors, standards and cost-effective service delivery.
• Manage the Research Services team staff evaluations, recruitment processes, training and development;
• Assist in the formulation of the annual Research Services budget.
• All members of the firm are expected to participate in our Global Citizenship program.

QUALIFICATIONS
• Minimum eight (8+) years of law firm library experience in a senior level/managerial capacity;
• Master of Library Science from an ALA accredited school preferred;
• Demonstrated leadership skills and team management/staff supervision abilities;
• An understanding of the legal market and business landscape. Familiarity with emerging technologies and an appreciation for the changing role of research and legal information in the digital age;
• In-depth knowledge of a range of US and international legal and business research databases and resources, their functionality and content; and
• Expert search experience with the ability to advise and coach on research searching strategies.

Competencies
• Strong communication and people management skills with an ability to influence and lead with high energy;
• A true team player. Collaborative, accountable;
• Ability to influence and persuade team members, lawyers, and other key stakeholders to drive innovation and change;
• A strong customer service focus and high client care standards with the ability to lead a high-performing team in a pressured environment;
• Resilient, adaptable, innovative and forward thinking; agile and able to move quickly with the changing needs of the firm;
• A lateral thinker who is resourceful and flexible with an inquiring mind;
• Strong intellectual capacity with the ability to apply new ideas.
• Organized with the ability to juggle and prioritize multiple competing demands.

COMPETENCIES
• Strong communication and people management skills with an ability to influence and lead with high energy;
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• A lateral thinker who is resourceful and flexible with an inquiring mind;
• Strong intellectual capacity with the ability to apply new ideas.
• Organized with the ability to juggle and prioritize multiple competing demands.

HOURS
Core Hours are Monday through Friday, 9:00am to 6:00pm. Must be flexible to work additional hours.
This job description sets forth the authorities and responsibilities of this position and may be changed from time to time as shall be determined.
Hogan Lovells is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, age, national origin, disability, sexual orientation, gender identity or expression, marital status, genetic information or protected Veteran status.

Position: Library Technician
Location: Library of Congress, Washington, DC
Salary: $41,369 to $53,774 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is located in the American Folklife Center, which acquires, organizes, describes, preserves, and makes available for research use a wide variety of multi-format ethnographic materials in both physical and digital formats.
The position description number for this position is 383009

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.

Responsibilities
Incumbent applies numerous established practices in processing materials, consisting of multi-format ethnographic materials, including digital files, manuscript materials, still images, audio recordings, and moving images. Recognizes various types of material in order to receive. Accession, sort, and arrange collections in different ways (e.g., by format, alphabetic, chronological, geographic, or numeric). Prepares material for use and storage by performing basic filing, archival housing, hand-marking, automated labeling, bar coding, and
shelving tasks. Consults about material that is duplicate, extraneous, or in need of evaluation for special preservation treatment. Performs collection management activities for a variety of material, including pulling and refilling, transferring material to and from off-site storage, keeping stack location guides up to date, preservation stabilization such as replacing worn folders and boxes, relabeling, marking for identification and security, shelf reading, and collection shifting.

Prepares a variety of material for digital and other reformatting by counting items, transporting to duplication service, and reviewing duplicated collection materials for adherence to established quality standards.

Compiles and maintains records of processing activities and completes appropriate forms for statistical reports.

Performs a sequence of detailed routines in searching online databases to identify what physical and digital items are in the division’s care and helps track where they are. Compiles and enters information in automated and manual systems for inventories, container lists, or other kinds of finding aids using box and folder information and other data gathered during processing or provided by senior staff. Prepares preliminary access or inventory records for single items or collections using judgment to apply a substantial number of established procedures of the division to capture call numbers, creator names, titles, dates, and physical description. Searches online and print resources to research and verify information including place names and creator names. Proofs records to ensure accuracy and updates data as needed. Determines the correctness of data within the appropriate fields. Identifies duplicated entries.

Develops and maintains a good working knowledge of library systems and tools.

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 use a variety of data sources and search tools.

Knowledge of library and archives processes and procedures.**

Knowledge of collection management.**

Ability to plan work and meet deadlines.**

Ability to communicate and interact with others.
Knowledge of folklife, ethnomusicology, history, oral history, and related fields.

Ability to communicate effectively other than in writing.

Posted in Job Vacancies | Tagged Government Library, Law Library, Maryland, Public Services, Technical Services, Washington DC

Four Positions: Maryland

Posted on February 25, 2019 by LLAM News

Position: Applications Integration Developer
Location: Washington Research Library Consortium, Bowie, MD
Full vacancy announcement available on ALA Joblist.
We are looking for a smart creative applications developer/integrator to deliver software and services to our partners using modern tools and practices.

JOB TITLE: Applications Integration Developer

SUMMARY: The Washington Research Library Consortium (WRLC) is a collaborative partnership with nine universities (American University, The Catholic University of America, Gallaudet University, George Mason University, The George Washington University, Georgetown University, Howard University, Marymount University, and The University of the District of Columbia) providing innovative and cost-effective access to shared information resources, services and expertise. The Applications Integration Developer is building, enhancing, integrating and monitoring high availability IT services responsive to the evolving needs of the WRLC partner universities.

The Applications Integration Developer will be using Linux and open source software extensively on a daily basis, including Drupal, Solr, and Fedora Commons to name just a few. We manage these services with expanding use of orchestration tools (eg. Ansible), containers (eg. Docker) and cloud infrastructure (eg. AWS). Much of the position’s work involves integrating applications with the unified library services platform, library data resources, and vendor provided web services.

Position: Resident Librarian
Location: Albert S. Cook Library, Towson University, Towson, MD
Full vacancy announcement is available on the CUA SLIS blog.
This three-year Library Residency program is designed to provide an early-career librarian from an underrepresented group the opportunity for rapid professional growth while bringing new perspectives and fresh ideas to Towson University Libraries. The first two years of the program will be dedicated to orientation to the profession of academic librarianship and development of projects and experience in departments throughout the library including Research and Instruction, Content Management, Special Collections & University Archives, Library Information Technology, Library Advancement and Assessment, and Access Services. In the final year of the program the Resident will specialize in their chosen area(s) and work on a capstone project suited to their 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 or creative work at a conference or as a publication. The Resident will serve on library and university committees and participate in professional organizations. The Resident Librarian will benefit from formal and informal mentorship, funding and encouragement of professional development, and a focus on career planning. Towson University Libraries Residency program is part of the Association of College and Research Libraries (ACRL) Diversity Alliance.

**Position: Research/Instructional Services (RIS) Librarian**  
Location: Salisbury University, Salisbury, MD  
Full vacancy announcement is available on the [CUA SLIS blog](https://www.cuslis.org/).  
Primary Job Duties: Serve as the librarian liaison to several academic departments. The librarian will be responsible for instruction, collection development, and other support for the liaison departments’ teaching and research-related information needs. Effective and creative instruction is especially important. Participate in providing face-to-face and electronic reference services, including some evening and weekend hours. Cooperate with other librarians in library-wide instructional activities, such as developing activities for and teaching sessions of freshman English classes. Serve on committees and task forces and be active professionally. RIS Librarians at SU also typically assume primary responsibility for coordinating some area of activity, such as scholarly communications, reference desk, instruction, or social media; what that area will be for this position will be a subject for discussion, and training will be provided, as needed.

**Position: Library Services Specialist**  
Location: University of Maryland, College Park, MD  
Salary: $38,204- $45,845  
Full vacancy announcement is available on the [CUA SLIS blog](https://www.cuslis.org/).  
Position Summary:  
Within a team environment responsible for creating orders for library materials in all formats. Identifies and resolves problems associated with orders and approval plans. Communicates with selectors, vendors and the library community. Promotes a collaborative continuous learning environment within the University of Maryland Libraries.

Minimum Qualification:  
Bachelors Degree and one year of experience directly related to the primary duties of the job. Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.
**Position:** [Research Librarian](#)
Location: Supreme Court of the United States, Washington, DC
Salary: $81,548 to $126,062 per year
Full vacancy announcement available on [USAJOBS](https://usa.gov).
Summary
This is a full-time position with the Library of the Supreme Court of the United States in Washington, D.C.
Closing Date: Monday, 03/11/2019, 11:59 PM EST

Responsibilities
Provides in-depth, comprehensive legal and multidisciplinary research for Chambers, law clerks, Court Officers, staff, and others. Serves as a research expert in culling through resources in a wide array of formats and fields of inquiry to provide thorough responses to questions. Determines efficient and effective search strategies while under intense time pressure and tight deadlines. Organizes and synthesizes complex search results to meet research needs and expectations, working closely with individual requestors. Performs collection development through selection responsibilities and resource evaluations. Provides training and orientation to law clerks and new employees regarding Library resources and services. Participates in the design and maintenance of a complex relational database for research inquiries. Maintains broad programmatic responsibilities for long-term projects which impact the overall effectiveness of the Research Department and the Library. Works as a member of the Research Department with substantial independence on individual requests and projects, as well as in collaboration with staff in all Library departments.

**Position:** [Manager, Electronic Resources](#)
Location: Crowell & Moring, Washington, DC
Originally posted on [LLSDC Job Listings](https://llsdc.org).
Job Summary:
The Manager, Electronic Resources supports the acquisition, access and utilization of online research resources and tools across the firm.

Job Responsibilities:
- Coordinates with IS, vendors, and librarians to maintain and improve access to electronic resources, testing, configuring, updating, and troubleshooting the department's electronic tools and resources.
- Coordinates product demos, product comparison and selection, implementation, outreach and continual support of online research resources.
- Carries out effective planning, communication and implementation of new online resources as well as online resource upgrades and changes.
- Provides support and training to help maximize use of research resources & technology.
- Spearheads testing, troubleshooting and resolution of technical issues in the specific browser and computer environments; works with IS department and vendors to resolve technical issues that arise.
• Assists with online resource purchasing and negotiating of licensing agreements.
• Oversees activities related to the management of e-resources, including e-subscription routing and documentation in ILS (EOS) and other systems.
• Facilitates access to online resources through maintaining and enhancing department intranet pages.
• Responds to questions from attorneys and staff regarding research systems and resources
• Supports utilization of and integration of current awareness tools.
• Assists in updating and maintenance of online resource management tool, Onelog.
• Performs other special projects or duties as needed.
• Travel may be required.

Position: Librarian
Salary: $56,233 to $73,105 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Office of U.S. Monographs Section, U.S./Anglo Division, Acquisitions & Bibliographic Access Directorate, Library Services.

It is a hybrid position that combines major duties of both the acquisition specialist and the cataloger.

There is a foreign language requirement for this position depending on the geographical area for which cataloging or acquisitions functions are being performed.

Responsibilities
The position description number for this position is 058498.
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.

Catalogs a variety of materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Establishes personal and corporate names and uniform titles for inclusion in the name authority file. Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloged reference collection, online databases, the World Wide Web, and the collections of the Library. Recommends resolutions to problems and inconsistencies in the cataloging process.
Provides services and deals with materials that are non-technical in nature, of limited technical complexity, or easily acquired. Coordinates proper purchasing information, correct bibliographic identification, and correct coding in the information system. Contacts dealers, subscription agents, vendors, overseas offices, government agencies, and/or exchange partners to coordinate the order process. Consults acquisition reference material to determine whether recommended item is appropriate for purchase, copyright claim, exchange, gift, loan, or other type of acquisition. Examines recommendations for acquisition to identify processing and custodial requirements and to identify acquisition of out-of-scope materials. Maintains liaison with recommending officials and subject specialists to understand their needs. Consults acquisition reference material to determine whether recommended item is appropriate for purchase. Reviews and approves invoices for payment for all formats of material. Determines availability of funds.

Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accordance with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.

**Position:** Library Technician  
**Location:** Digital Resources Division, Global Legal Collection Directorate, Law Library of Congress, Washington, DC  
**Salary:** $45,972 to $59,762 per year  
**Full vacancy announcement available on USAJOBS.**

**Summary**  
The Library Technician (Metadata) is supervised by the Chief of the Digital Resources Division, Global Legal Collection Directorate, Law Library of Congress. The incumbent’s duties include creation of descriptive metadata for legal documents, including primary and secondary source materials, based upon an examination of materials. This is a non-supervisory, bargaining unit position. The position description number for this position is 344548

**Responsibilities**  
The incumbent generates descriptive metadata for a large volume and wide-range of digital legal documents including primary and secondary source materials; reads document content and assigns appropriate metatags that may reflect any or all of the following elements: description, type, creator, subject, spatial coverage, temporal coverage, and collection; develops knowledge of Law Library's metadata standards and guidelines, in order to assign appropriate
metatags to specific documents. Metadata is applied in a manner that facilitates online searching and helps ensure that documents are easily retrievable.

The incumbent uses various software tools to enter and update descriptive metadata in documents and web pages; and utilizes spreadsheet or similar tools to organize large amounts of metadata and transfer information to metadata fields in digital files, including PDF documents.

The incumbent uses pre-designed spreadsheets or similar tools to organize and track information about digital legal documents and related metadata. As directed, updates information and maintains version control of spreadsheets containing metadata; maintains integrity of digital legal documents and ensure that metadata status of documents is apparent through a file-naming convention or similar methods; and helps develop organizational schemes for ongoing metadata projects that will facilitate review and updates on project status.

The incumbent organizes digital legal collection materials to facilitate the provision of online access; uses appropriate folders and files to organize digital objects; works from samples provided by legal subject matter experts to create additional spreadsheets that reflect the organizational structure of different types of legal materials that will be used to provide online access to such materials; and follows webpage templates and web posting guidelines to publish and maintain digital files and metadata online.

The incumbent assists in the implementation of projects related to the digital collection management; performs work assignments to support achievement of project goals; serves as a member of project teams and may serve as team leader to provide guidance in the creation project-related metadata and provide quality review of the work of team members. As directed, tries out work flows and work procedures to establish productivity benchmarks and identify potential bottlenecks. Based on results, provides feedback to improve initial project planning and ongoing project management.

The incumbent maintains effective working relationships with various individuals in the Division and across the Law Library; participates in Division meetings and contributes to discussion related to search and retrieval of legal materials via the Law Library’s website; serves as a resource for information about Law Library metadata creation and standards. As assigned, participates in committees or working groups consider metadata issues or issues related to digital access.

Performs other duties as assigned.

**Position:** Electronic Management Specialist  
Location: American University, Washington, DC  
Salary: $21.98 – $22.69/hr  
Full vacancy announcement is available on the [CUA SLIS blog](https://www.cua.edu/).
Summary/Objective
The E-Resources Management Specialist works independently within the Electronic Resources Management Unit to provide support for all of the Library’s electronic resources, including journals, databases, e-books, datasets, and aggregator collections via the library’s Electronic Resource Management System, OCLC WorldShare, LibGuides, and EZProxy. The position’s primary responsibilities include maintenance of resource and license records in the ERMS and OCLC WorldShare, management of e-resource usage data collection and reporting, maintaining archival units for the LOCKSS server, maintaining definitions on the EZProxy server, working with the Electronic Resources Management Unit to troubleshoot end-user access issues.

Four Positions: Washington DC & Maryland

Posted on February 15, 2019 by LLAM News

Position: Research Analyst
Location: Ballard Spahr, LLP, Washington, DC
Originally posted on LLSDC Job Listings.

The Research & Intelligence Center of Ballard Spahr is looking for a Research Analyst to join its team of researchers in providing expert, customized research and analysis firm-wide. Under the direction of the Lead Research Analyst, the Analyst gathers, analyzes and delivers expert information on a variety of subjects, people or companies in response to on-demand requests.

The selected individual will also support business, industry, market and other business development or strategic research initiatives by working collaboratively with the Business Intelligence/Competitive Intelligence Team.

This position can be located in any city with a Ballard office, including Philadelphia, Minneapolis, the District of Columbia and other locations in the U.S. The shift must cover M-F 12 p.m. to 8 p.m. ET.

Knowledge of research methodology as well as resources for all media types in the areas of law relevant to the firm’s practices; proven primary and secondary research skills with the ability to analyze and synthesize large amounts of data and information into actionable information; strong intellectual curiosity and ability to delve deeply during the research process to identify patterns, trends and other insights; strong writing skills and ability to present ideas and communicate complex information clearly and concisely; proficiency with Lexis, Bloomberg, D&B Hoovers, Capital IQ and other legal and corporate research services; ability to manage multiple projects simultaneously, successfully and within tight deadlines.

The ideal candidate will have a Masters in Library Science or equivalent degree from an ALA accredited school and two or more years of experience providing support for research and business & competitive intelligence services in a fast paced professional environment with law firm experience strongly preferred. A JD or other relevant advanced degree may be substituted along with substantial experience.
Ballard Spahr is not accepting resumes from search firms for this position.

Ballard Spahr LLP offers excellent compensation, a comprehensive benefits package and a generous paid time off program is offered. For immediate consideration, please visit our career page [http://www.ballardspahr.com/Careers.aspx](http://www.ballardspahr.com/Careers.aspx) and submit your cover letter, resume, writing sample and salary requirements online.

Ballard Spahr is an equal opportunity employer committed to fostering a culturally diverse environment. The firm encourages applications from a diverse pool of candidates, and all qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, age, national origin, handicap or disability, citizenship, sex, pregnancy, childbirth or related medical condition, sexual orientation, gender identity and expression, transgender status, sex stereotyping, genetic information, ancestry, veteran status or any other category protected by applicable law.

**Position: Supervisory Librarian**

Location: Department of the Navy, Washington Navy Yard, Washington, DC  
Salary: $81,548 to $106,012 per year  
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).

**Summary:**
You will serve as a Supervisory Librarian in the Reference and Readers’ Service Section of the Navy Department Library, a branch of the NAVAL HISTORY AND HERITAGE COMMAND (NHHC).

**Responsibilities:**

- You will provide supervision, guidance, and direction to reference librarians and library support staff regarding all matters of reference and readers’ services.
- You will write position descriptions, staff performance evaluations, and ensure timely and efficient procedures for providing reference assistance and NHHC website content development to clientele.
- You will provide comprehensive reference, research, advisory, evaluative, and instructional services to individuals and groups in support of the library’s mission.
- You will perform online searching in commercial and worldwide web databases.
- You will develop, format, and ensure accuracy and integrity of the library’s website and social media pages.

**Position: Assistant Library Manager II**

Location: Multiple Locations, Baltimore County Public Library  
Salary range: $52,508-$81,424  
Full vacancy announcement is available on the [CUA SLIS blog](http://www.cualibers.com/blog/).

**Job Summary:**

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

**Position:** Mobile Engagement Administrator  
**Location:** Adult and Comm. Engagement, Baltimore County Public Library  
**Salary range:** $52,508-$81,424  
Originally posted on the Maryland Library Association listserv.

**Job Summary:**

- Demonstrate effective communication and relationship building skills with diverse customers and staff.
- Demonstrates commitment to teamwork by engaging in respectful and productive work relationships.
- Seeks creative and appropriate solutions to address varying departmental and system operational needs.
- Embraces productive change and demonstrates flexibility in response to changing community needs.
- Exercises good judgment when making decisions and applying policies and procedures to workplace issues.
- Models continuous learning and holds staff accountable to continued professional development.
- Recruits, trains, supervises and evaluates full-time and part-time librarian and circulation/driver staff. Accurately assesses staff abilities. Develops staff strengths and coaches staff to improve performance.
- Actively contributes to the Adult and Community Engagement team to ensure that high quality library services and resources are delivered to customers.
- Works in collaboration with the department manager to set and communicate a compelling vision for mobile engagement outreach.
- Works effectively with county agencies, outside contractors and others who provide vehicle maintenance.
- Leads staff by modeling the appropriate workplace behaviors and effectively communicating with staff regarding individual and team expectations.
- Oversees the provision of information service, readers' advisory service, and programming/outreach services to adults of various abilities, cultures and skill levels.
- Oversees the development and maintenance of materials and services that are used by customers.
- Monitors and analyzes data and prepares reports.
- Performs all essential librarian functions as determined by branch and system needs.
- Demonstrates Baltimore County Public Library's Workplace Competencies and proficiency in Core Services.
- Actively supports the values of Baltimore County Public Library.

Four Positions: Washington, DC

Posted on February 13, 2019 by LLAM News

Position: Library Technician (Technical Services Technician)

Location: Technical Services Section of Prints & Photographs Division, Library of Congress, Washington, DC

Salary: $41,369 to $53,774 per year

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Technical Services Section of Prints & Photographs Division, which acquires, organizes, describes, preserves, and makes available for research use a wide variety of original and historical visual materials in both physical and digital formats.

The position description number for this position is 128788.

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

Responsibilities

Incumbent applies numerous established practices in processing materials, consisting of original and historical visual formats including photographic prints and negatives, fine and historical prints, documentary and architectural design drawings, posters, cartoons, and digital files. Recognizes various types of material in order to receive, accession, sort, and arrange collections in different ways (e.g., by format, alphabetic, chronologic, geographic, or numeric). Prepares material for use and storage by performing basic filing, archival housing, hand-
marking, automated labeling, bar coding, and shelving tasks. Consults about material that is
duplicate, extraneous, or in need of evaluation for special preservation treatment.

Performs collection management activities for a variety of material, including pulling and
refilling, transferring material to and from off-site storage, keeping stack location guides up to
date, preservation stabilization such as replacing worn folders and boxes, relabeling, marking
for identification and security, shelf reading, and collection shifting.

Performs a sequence of detailed routines in searching online databases to identify what
physical and digital items are in the division’s care and helps track where they are. Compiles
and enters information in automated and manual systems for inventories, container lists, or
other kinds of finding aids using box and folder information and other data gathered during
processing or provided by senior staff. Prepares preliminary access or inventory records for
single items or collections using judgment to apply a substantial number of established
procedures of the division to capture call numbers, creator names, titles, dates, and physical
description. Searches online and print resources to research and verify information including
place names and creator names. Proofs records to ensure accuracy and updates data as needed.
Determines the correctness of data within the appropriate fields. Identifies duplicated entries.

Develops and maintains a good working knowledge of microcomputer operations and of
designated microcomputer software packages for word processing, database management,
statistical compilations, and bibliographic production.

Other duties as assigned.

**Position:** Library Technician (Documents)
Location: US Senate Library, Washington, DC
Salary: $44,292 – $68,652
Full posting on the University of Maryland blogMLIS.

**NATURE OF WORK**
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
Deadline for Applications

February 19, 2019

Applications will NOT be accepted after 11:59 p.m.

The online application can be found on the Human Resources Department’s employment page on the Senate’s public website – https://oampublic.senate.gov/constituent/login/cbc95c84-c77b-4fef-b2b4-fca822c9cb7f. All applicants should complete a Secretary of the Senate Application for Employment (and, if applicable, an Application for Veterans’ Preference and supporting documentation specified on that form) and attach a cover letter and current resume to the online application through the link listed above.

Qualified candidates will be contacted if selected for an interview.

Do NOT mail. No phone calls please.

Position: Head of Access Services

Location: Mullen Library, Catholic University of America, Washington, DC

Full vacancy announcement is available on the CUA SLIS blog.

Overview
Access Services assists in the delivery of research materials in print and electronic format to faculty, students, and the broader library community. It encompasses consortium loan, interlibrary loan, document delivery, circulation, course reserves, collection security, and stacks management. Through innovative leadership, creative planning and management, a thorough understanding of resource sharing technologies, and continuous training and motivation of staff, the Head of Access Services ensures that all functions of the department are performed to meet the goal of providing users with access to the information they need, as efficiently and effectively as possible.

Responsibilities
Provides administrative oversight of Access Services, including planning for user services and management of resources and personnel. Recommends for hire, supervises and trains full-time and part-time staff in the provision of stacks management, resource sharing, reserves, circulation, and collection security services in Mullen Library. Establishes Access Services policies and procedures, in consultation with the Director of Research & Instruction and approval of the University Librarian. Develops and implements new services to meet changing user needs. Manages collection of patron service charges, fines, and fees. Fosters a philosophy of efficient, professional, and courteous customer service. Provides individual and group outreach to faculty and students on Access Services policies, procedures, and services. Coordinates Access Services-related matters with staff in the library system, the Washington Research Library Consortium (WRLC), Technology Services, Enrollment Services, the registrar, the public safety office, and Alumni Relations. Represents the library at WRLC committee
Position: **Evening Circulation Supervisor**  
Location: Mullen Library, Catholic University of America, Washington, DC  
Full vacancy announcement is available on the [CUA SLIS blog](https://www.cua.edu/slis/).  
The Evening Circulation Supervisor handles all circulation activities; closes the library stacks and manages evening building security Sunday – Thursday; assists the Circulation & Student Supervisor, supervising part-time staff; assists with stacks management and resource sharing activities, as needed; and collects statistical data on circulation services. The Evening Circulation Supervisor reports to the Head of Access Services.

**Responsibilities**

- Handles all circulation services in Mullen Library: borrowing, renewing, and processing returned materials; conducts searches and recalls for items not on the shelf; and collects fines and fees. With the Circulation & Student Supervisor, implements policies and procedures for circulation services, regularly reviews the policies and procedures, and recommends revisions. Closes the library and the stacks from Monday to Friday.
- Assists with on-site coordination of May Gallery events as necessary. Provides backup support for reserves, security desk, and other areas as needed.
- Assists Circulation & Student Supervisor in the following activities: training and on-site supervision, and scheduling of part-time circulation services employees and ensuring that training is successful and that all circulation services employees follow policies and procedures.
- Assists with stacks management, resource sharing, and other Access Services duties. Able to work a flexible schedule seven days a week.
- Collecting appropriate statistical data and incorporating it into monthly and annual written reports of Access Services activities.

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**Four Positions: Maryland**

**Position: Assistant Law Librarian**  
Location: Montgomery County Circuit Court, Rockville, MD  
General Salary Schedule: $46,795 – $77,166  

**DEFINITION OF CLASS**

The Assistant Law Librarian serves as the principal assistant to the Law Librarian in the operation of the Montgomery County Circuit Court Law Library, as well as the libraries in judges’ chambers and other court offices. This position deals with various levels of library patrons and is responsible for providing equitable information services to the public, legal
community, judicial officers and court personnel. Employee must have experience with and an in-depth understanding of legal research.

Employee is expected to have a thorough knowledge of Court organization, office practices and make independent decisions in dealing with the public and employees. Information obtained in the course of the performance of these duties may be confidential or private in nature. The employee in this position must recognize that visitors to the Court may be under significant stress and ensure that they are treated with dignity and discretion.

The Assistant Law Librarian reports directly to the Law Librarian and is ultimately responsible to the Court Administrator.

EXAMPLE OF ESSENTIAL FUNCTIONS

To be successful, the employee in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. This job description reflects management's assignment of essential functions. It is not an exhaustive list of responsibilities and does not prescribe or restrict various additional diversified tasks and assignments that may be required by Judicial Officers and/or the Court Administrator.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist in the administration, development and daily operation of the law library. Also assist with various library and courthouse projects, access to justice initiatives and library events.
- Perform all duties of the Law Librarian in his/her absence.
- Perform reference services using print and online resources for judges, court staff, attorneys and the public.
- Instruct patrons in the use of library systems and technology and provide general information on the use of library facilities and services.
- Assist the Law Librarian with recommending, developing and supervising reference and customer service procedures that provide equitable service and meet the research needs of varied library patrons in a manner reflecting professional law library theory and practice.
- Develop and maintain library's integrated library system and online public access catalog. This includes instructing staff; troubleshooting; and cataloging print, online and electronic resources.
- Write and graphically design library guides, newsletters and other informational materials for court personnel and other library patrons. This includes contributing content to the library website and courthouse intranet.
- Assist in evaluating and implementing new and evolving technology for the retrieval of legal and non-legal information.
- Process new materials and preserve existing materials.
- Assist in maintaining and developing the legal collection, both print and non-print, for all judicial chambers and other circuit court departments.
- Prepare invoices for payment, keep records of library purchases and communicate with vendors.
- Maintain continuing education by attending professional library association meetings, researching legal and library issues and engaging in other professional education opportunities.

**Position: Part-Time Substitute Reference Librarian**
Location: Loyola Notre Dame Library, Baltimore, MD
Full vacancy announcement is available on the CUA SLIS blog.
The Loyola Notre Dame Library is seeking a part-time substitute Reference Librarian. This individual will work on an as-needed basis, primarily during evening and weekend shifts, under the direction of the Information Literacy Coordinator/PR Librarian. This position is scheduled to work no more than 19.5 hours per week.

**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. Provides excellent customer service to patrons and establishes good working relationships with colleagues, students and faculty.
4. Assists Access Services staff with patrons as needed.
5. Performs other duties as assigned.

**Position: Library Assistant II**
Location: Harford County Public Library, Norrsville-White Hall, MD
Full vacancy announcement is available on the CUA SLIS blog.
Position Summary: Performs a variety of clerical duties related to the circulation of library materials, including but not limited to answering phones and greeting and directing customers, checking materials in and out, registering customers for library cards, providing orientation services and explaining library policies and procedures, maintaining accurate customer accounts; performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.


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

**Essential Functions:**

**Position Functions:**

1. Checks materials in and out;
2. Answers phones and greets and directs customers to appropriate areas;
3. Registers customers for library cards;
4. Provides orientation to library users and explains library policies and procedures;
5. Maintains accurate customer accounts;
6. Calculates and collects fines and fees, records monies collected, and issues refunds to customers, as appropriate;
7. Maintains and files customer requests;
8. May:
   ▪ Maintains accurate daily financial records, including balancing daily, weekly, or monthly reports, as directed;
   ▪ Performs physical maintenance of the periodical and newspaper collection by processing, labeling, converting, withdrawing, and filing reports for missing issues;
   ▪ Repairs damaged library materials;
   ▪ Cleans, re-packs, re-labels, and recycles library materials;
9. Informs customers of library activities, rules and services;
10. Assists in promoting special programs and services to encourage greater use of the library;
11. Instructs customers and volunteers on the use of library equipment, i.e. copier, TV, VCR, cassette/CD player;
12. Operates equipment such as, cash register, debit/credit card machines, receipt printers, etc., to carry out customer service responsibilities;
13. Prints Pull Item Lists and routes materials to appropriate branch.

Position: Consumer Health Coordinator
Location: National Network of Libraries of Medicine, Southeastern/Atlantic Region (SEA), Health Sciences and Human Services Library, University of Maryland, Baltimore, MD
Salary: $55,000

Full vacancy announcement is available on the CUA SLIS blog.

The National Network of Libraries of Medicine, Southeastern/Atlantic Regional Medical Library (NNLM SEA), housed within the University of Maryland, Baltimore (UMB) Health Sciences and Human Services Library (HS/HSL), seeks a librarian to coordinate and facilitate consumer health outreach and education activities in the region. The Consumer Health Coordinator ensures an organized approach to NNLM SEA outreach services by promoting consumer health library development, providing consultation services, and assessing and responding to the information and educational needs of public and consumer health librarians. This librarian also promotes the services and products of the NLM and NNLM.

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

Reporting to the Executive Director of SEA, this is a full-time, grant funded, non-tenure, and non-permanent status track faculty position at a rank of Librarian I or II. Previous professional library experience is welcome, but not required.
Librarian (Electronic Resources Coordinator),
Library of Congress, Washington, D.C.

Posted on February 8, 2019 by LLAM News

**Position:** Librarian (Electronic Resources Coordinator)

Location: Library of Congress, Washington, D.C.
Salary: $96,970 to $126,062 per year
Full vacancy announcement available on USAJOBS.

**Summary**
This position is located in Collection Development Office of Library Services, and reports to the Collection Development Officer. The incumbent of this position serves as Electronic Resources Coordinator and assumes both a leadership and liaison role in working with staff from all areas of the Library to build the collection and to enhance access to electronic resources.

**Responsibilities**
Reviews and analyzes a variety of complicated factors in evaluating existing and emerging electronic resources and their potential addition to the Library's digital offerings to users. For resources already selected for the Library, gathers and analyzes data on usage, cost and other points in order to make recommendations to management. Develops, coordinates, and/or conducts training programs for staff and users related to electronic resources. Prepares user documentation guides as well as resolves problems regarding user access or online database use. Provides technical expertise for the implementation, maintenance, and enhancement of electronic resources.

Develops new approaches for other experienced librarians to use in solving a variety of problems or in expanding services for the provision of access to electronic resources. Reviews publishing trends in the electronic resources market to identify new resources, sources and technologies not already in the collections. Plans and develops programs to fill in gaps and augment collections to improve services to clientele. Develops and maintains services and guidance for the entire Library to facilitate operations in a number of different locations.

Serves as an expert regarding electronic resources and shares such information with Library staff. Coordinates with staff both within Library Services and in other areas, primarily the Law Library and the Congressional Research Service. 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. Serves as chair of the Electronic Resources Management Group and participates or chairs other Library committees and working groups. Maintains positive relationships with the Library's electronic resources vendors. 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.

Plans and implements innovative technologies including development of short-range plans for information technology applications, which have agency-wide impact and benefit. Participates in the operations, maintenance and improvements to the Library’s electronic resources.
management system by representing the interests and needs of a wide variety of users. Monitors trends in emerging technologies and rights management. Keeps current with developments in electronic products and services, including the use of proprietary and open source to manage electronic resources.

**Qualifications**

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

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

Ability to identify, acquire and work with electronic resources in a research library environment.

Ability to interact collaboratively with others and provide consultation or liaison services in a research library environment.

Knowledge of the principles, concepts, and techniques of collections development in a research library.

Ability to analyze problems and develop solutions to plan and carry out library programs.

Ability to communicate effectively in writing.

Ability to communicate effectively other than in writing.

Six Positions: Maryland

Posted on February 6, 2019 by LLAM News

**Position:** Director, Department of Public Libraries

Location: Montgomery County Public Libraries, Rockville, MD

Full vacancy announcement available on ALA Joblist.

Introduction:

Located adjacent to the nation’s capital, Montgomery County is the most populous county in the state of Maryland and one of the most diverse counties in the nation.

The County Government is composed of the Executive and Legislative branches. The Executive Branch implements and enforces Montgomery County’s laws and provides executive direction to the government. Its chief executive officer is the County Executive. There are over 30 executive branch departments and agencies that help to deliver services to over 1 million
Montgomery County is proud of the services it offers. These include some of the best in the nation, which we strive to deliver in keeping with our Vision Statement and Guiding Principles.

Montgomery County’s newly elected County Executive has outlined seven Priority Outcomes for the County’s future. These include:

The Position:

Montgomery County is seeking to fill the Director for the Department of Public Libraries. The position is appointed by the County Executive and confirmed by the County Council. This position is accountable to the Chief Administrative Officer (CAO).

Montgomery County’s newly elected County Executive has outlined seven Priority Outcomes: Thriving Youth and Families, A Growing Economy, A Greener County, Easier Commutes, A More Affordable and Welcoming County, Safe Neighborhoods, and Effective, Sustainable Government.

The Director of the Department of Public Libraries will be responsible for directing the operations of the Department of Public Libraries, implementing, and evaluating overall County public library policies and programs to provide a full range of public library service to meet changing community needs including: books, records, periodicals and other media for loan as well as reference material and online access to computerized information networks through Community libraries. The complexity of the work is reflected in the need for planning, directing and integrating a broad range of educational cultural functions, programs and services. Directing the public library system is essential to the mission of the County Government and affects all residents and communities in the County.

**Position:** Business Analyst  
**Location:** Harford County Public Library, Belcamp, MD  
Full vacancy announcement available on [ALA Joblist](#).  
**Description**

The analyst performs regular tasks and special projects involving the library collection, extraction, analysis, and dissemination of system generated data; maintenance and administration of the Polaris Integrated Library System (ILS), and database management.

**Application Period:** Posted: February 4, 2019. Closing Date: March 1, 2019  
**Reporting Relationship:**  
This position reports to the Virtual Services Manager
Supervisory Responsibility:

This position has no direct supervisory responsibilities, but may serve as a coach and mentor for other positions in the department.

Position: Librarian II, Preservation and Conservation Department
Location: Central Library, Enoch Pratt Free Library, Baltimore, MD
Salary: $47,604.00/Year
Full vacancy announcement available on ALA Joblist.

Description
The Enoch Pratt Free Library is accepting applications for a Librarian II to head the Preservation and Conservation department.

Under the direction of the Collection Development Manager, the Head of Preservation and Conservation manages the preservation and binding activities for the library and oversees the work of the unit’s 3 support staff. Enoch Pratt Free Library (EPFL) consists of a Central Library, 21 branches, and 3 mobile vehicles. Preservation is one of three units in the Collection Development Department, which also includes the Acquisitions and Selection Units. The EPFL Central Library serves as the State Library Resource Center (SLRC), as well as the downtown branch of EPFL, and the preservation activities support the mission of both.

Requirements
Master’s degree in Library or Information Science from an ALA-accredited program. Formal training or education in preservation/conservation and a minimum of 3 years’ experience treating paper-based materials. Two or more years of supervisory experience. Computer skills and proficiency in the use of Microsoft Office software (Word, Excel, etc.)

Position: Metadata Specialist
Location: LAC Group, Prestigious Government Library, Beltsville, MD
Full vacancy announcement is available on the CUA SLIS blog.

LAC Group seeks a Metadata Specialist to work on a full-time, on-going project for our client, a prestigious government agency located in Beltsville, MD. We are seeking an enthusiastic individual that has skills in metadata and working with web-based information to help a library that specializes in agriculture, biology, natural resources, and the environment. This position will be full-time, 40 hours per week, working onsite at the library in Beltsville. This is an excellent opportunity with a growing organization and we are looking for someone who can start immediately.

Responsibilities:

- Creation of metadata records, datasets specific records for a governmental proprietary website and enterprise data catalog
- Experience with researching Web-based information and knowledge of natural resources information sources
• The metadata enhancement required in this project requires an understanding of scientific methods to translate information for metadata descriptions and datasets, so a background in science is highly desired
• The candidate will be familiar with the issues and resources related to natural resources and the environment, including knowledge of life cycle assessment data (LCA). LCA is a science-based method to measure the environmental, social and economic impacts of a product or service over its life cycle. This does not refer to a biological, project or financial asset management life cycle

**Position: Librarian II**
Location: Landsdowne Branch, Baltimore County Public Library
Salary range: $35,520-$55,111
Full vacancy announcement is available on the [CUA SLIS blog](http://CUA SLIS blog).

**Job Summary:**
1. Assists customers in finding answers to a broad range of questions through use of print and on-line resources.
2. Guides customers in selecting appropriate materials for reading/viewing/listening either for personal pleasure or professional development.
3. Assists customers with technology related requests for service including e-reader devices.
4. Develops and maintains a portion of the Library’s collection.
5. Plans and presents library-related programs and outreach services.
6. Serves on teams and committees within the branch and system-wide.
7. As needed, serves as Librarian in Charge by handling customer complaints and resolving facilities issues.
8. Supports innovation by embracing change, being flexible and anticipating customers’ needs.
10. Demonstrates a commitment to teamwork by being an effective communicator and engaging in respectful and productive work relationships.
11. Actively pursues continuous learning by participating in training opportunities and sharing knowledge in the workplace.

**Position: Acquisitions and Electronic Resources Assistant**
Location: Loyola Notre Dame Library, Baltimore, MD
Full vacancy announcement is available on the [CUA SLIS blog](http://CUA SLIS blog).

The Loyola Notre Dame Library (LNDL) seeks a collaborative, organized, and detail oriented individual to join the Acquisitions unit located in the Collections and Access Services Department. This individual works across library units and with university faculty to purchase library content and make it easily available and discoverable to the university communities that the library serves. The successful candidate will report to the Acquisitions and Resource Management Librarian.

**Position Responsibilities:**
* Orders library content;
* Processes payments and tracks expenditures;
* Communicates with vendors to investigate and resolve account or purchase issues;
* Manages receipt and transfer of library materials to units in the Library;
* Participates in gathering usage statistics and data analysis;
* Oversees processing and maintenance of subscriptions;
* Assists in managing student worker assignments;
* Assists with basic electronic resource troubleshooting;
* Performs other duties as assigned.

Six Positions: Washington, DC

Posted on February 6, 2019 by LLAM News

Position: Library Technician
Location: Library of Congress, Washington, DC
Salary: $45,972 to $59,762 per year
Full vacancy announcement available on USAJOBS.

Duties
Summary
The Library Technician's duties encompass all aspects of collection accessioning, maintenance, preservation, and retrieval. The incumbent's duties include accessioning new material, preparing items for preservation and updating and maintaining the largest and most complex legal collection in the world.

Position: Librarian (Acquisitions Specialist)
Location: Copyright Acquisitions Division, Office of the Chief of Operations, Copyright, Library of Congress, Washington, DC
Salary: $56,233 to $73,105 per year
Full vacancy announcement available on USAJOBS.
Summary
Copyright is a form of legal protection provided by the laws of the United States (Title 17, U.S. Code) to authors of literary, dramatic, musical, artistic, and other works. The Copyright Acquisitions Division augments the Library's collections by acquiring works through the mandatory deposit requirement of the Copyright Act of 1976. The position identifies, selects and acquires materials, and contacts domestic publishers regarding the mandatory deposit of published works.

Position: Librarian
Location: District of Columbia Courts, Washington, DC
Salary: $81,548 to $106,012 per year
Full vacancy announcement available on USAJOBS.
Duties
Summary
Under the supervision of the Chief Judge, Clerk of the Court, the Library Committee and the Director of Administration, the Librarian handles the informational needs of the court, oversees the management of the court libraries and supervises use of computer-assisted legal research.

Responsibilities
The incumbent serves as head of the D.C. Court of Appeals Library and provides information services to chambers and court personnel, demonstrates a strong commitment to excellent
client service, and administers the library in a manner that supports and achieves the common goals of the court. Functions and operations include:

- Plans and implements the full array of established library functions, e.g., reference, acquisitions, technical services, collection management, library administration, and bibliographic work and cataloging, and all operations necessary to fulfill them
- Tracks D.C. legislation and regulations, and maintains files of D.C. Council committee reports for use in legislative history research
- Identifies, preserves, and archives materials of historical importance to the court, particularly primary sources of D.C. law and legal history
- Implements effective means to keep library user groups aware of library resources and services, and provides instructions in use of library materials
- Performs library orientation for new law clerks and court personnel
- Supervises use of computer-assisted legal research and informs clientele of any enhancements or changes; supplies input in making recommendations for new software and contracts for electronic resources; and arranges training for personnel

**Position: Library Technicians**
Location: LAC Group, Major Federal Library, Washington, DC
Full posting on University of Maryland MLIS Jobs.
LAC Group is seeking Library Technicians to support a project processing East Asian language materials for a major Federal library in the Washington, DC area. This is a long-term full time (40 hours a week; Monday to Friday) benefited contract position. Candidates must be available to start ASAP.

**RESPONSIBILITIES**

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

**QUALIFICATIONS:**

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

**Position: Legal Research Analyst**
Location: Joint Committee on Taxation, Washington, DC
Full posting on University of Maryland MLIS Jobs.
Position overview:
The staff of the Joint Committee on Taxation is a nonpartisan staff that assists Members of Congress, Congressional tax-writing committees, and their staffs with development and analysis of tax legislative proposals. We are seeking a highly-motivated professional to join us as a Legal Research Analyst to assist in the organization and management of our print and electronic library collection. You will also work with our lawyers, economists, and accountants
on research projects involving a wide range of subjects, including individual tax, business tax, international tax, tax-exempt organizations, and pensions and benefits. You will work closely with, and under the direct supervision of, our Tax Resource Specialist. Your duties will include, but will not be limited to, the following:

- Organizing and managing print and online library resources for internal staff access;
- Maintaining a comprehensive collection of compiled legislative histories on taxation;
- Conducting legislative research on tax, economic, and financial policy matters and maintaining a centralized repository of such research as part of our online library resources;
- Monitoring and reporting on current legislation, congressional hearings, and seminars;
- Archiving staff work product in accordance with established guidelines and policies; and
- Digitizing historical committee publications and records for publication to our external webpage.

**Position: Research Analyst**

Location: LAC Group, Prestigious Law Firm, Washington, DC

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

LAC Group is seeking a dynamic Research Analyst to work as part of an energetic, creative and service orientated team at a prestigious law firm’s Washington DC office. The Research Analyst is primarily responsible for responding to reference and document delivery requests from attorneys, legal assistants and administrative personnel firm-wide and supporting other department activities, as needed.

Responsibilities:

- Responding to reference and basic research requests;
- Serving as the document delivery specialist;
- Assisting with current awareness monitoring;
- Performing password maintenance and related tasks;
- Participating in collection development activities; and
- Contributing content to the intranet and department newsletter.

**Five Positions: Virginia**

Posted on [February 6, 2019](#) by LLAM News

**Position: Digital Developer**

Location: George Mason University, Fairfax, VA

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

Description

The George Mason University Libraries seeks to fill the position of a Digital Developer. 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.

This is a forward-looking, transformative, collaborative position, supporting the Libraries as it builds new digital collections and develops and maintains digital systems and services in
support of research, teaching and learning. We are seeking candidates who have developed
skills typically associated with a strong academic background in computer science. While
having end-to-end responsibility for some applications, the Digital Developer will also consult
and work collaboratively with library faculty and staff, instructional faculty, researchers, and
students on a variety of digital projects. Position reports to and receives project priority
direction from the Director, Digital Technologies and Services.

Position: **Policy and Government Librarian**
Location: George Mason University, Fairfax, VA
Full vacancy announcement available on [ALA Joblist](#).

**Description**
The George Mason University Libraries seek to fill the position of the Policy & Government 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 Schar School for Policy and Government; and developing corresponding library collections and outreach initiatives. The position, part of the Social Sciences Team, reports to the Lead, Social Sciences Team, and works in an ever-changing public service environment.

Position: **Metadata Librarian**
Location: George Mason University, Fairfax, VA
Full vacancy announcement available on [ALA Joblist](#).

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

Responsibilities:
The Metadata Librarian establishes procedures for the creation, maintenance, and reuse of metadata for digital and nontraditional library collections. The incumbent performs quality control on metadata for digital collections; transforms metadata for ingest into Mason's institutional repository, digital collections platforms, and Mason's contribution to Digital Virginias (a new DPLA hub). The Metadata Librarian is expected to stay abreast of evolving national and international post-MARC cataloging developments; assist in the development, documentation, and implementation of new policies and procedures; and work collegially across the Libraries, University, and Washington Research Library Consortium. The incumbent performs complex copy and original description of a variety of audiovisual and other materials.
as needed and creates and edits name authority records for inclusion in the Library of Congress Name Authority File. The Metadata Librarian may also participate in catalog management and record enhancement activities; retrieve and edit record sets, train and oversee the work of staff; and serve on local and regional library committees as appropriate.

**Position: Assessment Librarian**  
**Location:** George Mason University, Fairfax, VA  
Full vacancy announcement available on [ALA Joblist](#).

**Description**  
Assessment Librarian

The George Mason University Libraries seek to fill the position of the Assessment 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 assists in leading the library assessment program, participating in any activities that seek to measure the University Libraries’ effectiveness in the implementation of its mission and values with the overall goal of promoting action for continuous, data-based improvement. Incumbent is responsible for designing and conducting assessment activities in collaboration with library faculty and staff, with a focus on user experience.

**Position: Community Assistant Branch Manager (Librarian II)**  
**Location:** Falls Church, Fairfax County, VA  
Salary: $53,104.27 – $88,507.12 Annually  
Full vacancy announcement is available on the [CUA SLIS blog](#).

Manages a community library in the absence of the branch manager. Directly supervises Information Services staff. Trains and counsels staff and evaluates their performance. Responds to the needs of library users of all ages, educational levels and cultural backgrounds at the information desk. Advises patrons of all ages on leisure reading. Makes suggestions for the collection to collection management. Conducts online searches and troubleshoots equipment as needed. May speak to community groups to market library services. Conducts tours of the branch and presents programs for adults. May conduct information department meetings. Works with departmental volunteers. Participates on management team to develop objectives and work plans for the branch. Works on system-wide projects for the enhancement of library services.

**Two Positions- Washington, DC & VA**

**Position: Librarian (Law)**  
**Location:** Public Services Division, Directorate of Law Library Services, Law Library, Library of Congress, Washington, DC  
Salary: $68,036 to $88,450 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Public Services Division, Directorate of Law Library Services, Law Library.
The position description number for this position is 11004.
This is a non-supervisory, bargaining unit position.
Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement

Responsibilities
The incumbent of this position is exempt from flex-time and comp-flex time and is assigned to work a special fixed/rotational schedule that involves day, evenings, weekends and holiday schedules; and the selected incumbent “must be consistently able and willing to work evenings, weekends and holidays based on the operational and service requirements of the Law Library as a condition of employment.”

Responds to United States legal and legislative reference inquiries from Members of Congress, congressional committees, the White House, federal courts, Government agencies, libraries, the bar, and the general public. Inquiries may be received by telephone, in person, in writing, and by electronic means. Locates information, often of a specialized or technical nature, from a wide variety of published and unpublished legal and legislative information sources and electronic databases. Conducts legal and legislative research, and produces written responses to United States federal and state legal and legislative reference inquiries requiring tailored responses. Prepares reports, bibliographies, letters, memoranda, finding aids, informational brochures, research guides and other written products. Gathers information from a wide variety of sources, both automated and in print or other media. Facilitates services to readers, analyzes information, and disseminates it in answer to requests. Advises researchers in research methodologies.

Analyzes and organizes specialized information, and evaluates and prioritizes work. Assesses new or unusual circumstances and develops variations in approach, and/or solutions for incomplete or conflicting information. Identifies, examines, and evaluates major publications and trends in the law. Analyzes, evaluates, organizes, compiles, and disseminates legal and legislative information and materials in various media. Directs users to the proper specialists, resources, or services within the Law Library and other areas of the Library of Congress. Clarifies vague requests for legal and legislative information through the use of proper and/or specialized bibliographic and research tools.

Surveys and evaluates print and electronic collections to identify currency issues. Identifies, recommends and resolves collection processing issues relating to assigned areas / subjects / jurisdictions of the Reading Room collections. Recommends alternative titles to and the removal of titles from assigned portions of the Law Library reference collections. Searches acquisitions lists for new titles and other materials in various formats for the Reading Room’s collection as requested.
Reviews collections on a continual basis and exercises care to ensure collection material is properly handled and kept secure to avoid loss or damage. Reviews a variety of foreign and domestic sources for information about available materials. Contribute to digital collection developers and management projects, such as web archiving and/or compiling and organizing web-sites based on current public policy issues. Determines permissibility of copying materials based on the preservation needs of the material. Understands current and public policy issues in his/her area of expertise in order to develop collections that anticipate researcher inquiries and demands.

Provides training for junior reference and circulation staff, and legal information technicians. May be assigned to review and/or revise work to provide initial quality control and aid in the training process. Conducts analysis of the training needs and services.

Develops personal contacts to establish and maintain cooperative work relationships in order to provide or exchange information and professional knowledge. Explains information to groups and individuals with varying levels of understanding or knowledge of the operations, services, mission, and/or programs of the Library of Congress and the Law Library, as well as law, and legal and legislative research methodology. Depending on Law Library priorities and requirements, attends workshops, conferences, seminars, or meetings relating to trends and issues in law and law librarianship for the purpose of professional development. Provides orientations to distinguished visitors and conducts tours, as assigned.

Maintains liaison or communicates with individuals both within and outside the organization. Professional contacts are with library patrons, supervisors, library staff, other national libraries, library and information networks, information centers, experts in government agencies, associations, the private sector, and/or research groups. Motivates and influences clientele to fully utilize programs and services. Meets with researcher, analyzes questions and requirements; suggests search strategies; and evaluates resources from the general, special and/or reference collections regardless of format.

Position: Librarian
Location: Washington Headquarters Services (WHS), History and Library Directorate (HLD), Department of Defense, Arlington, VA
Salary: $68,036 to $88,450 per year
Full vacancy announcement available on USAJOBS.
Summary
This position is located in the Washington Headquarters Services (WHS), History and Library Directorate (HLD). The incumbent works as a Librarian within the Pentagon Library and is a member of a team in charge of reference, instruction, and outreach at the Pentagon Library, which consists of approximately 250,000 items including books, pamphlets, serial publications, bound and unbound periodicals, DoD and Army documents and publications.

Responsibilities
Your typical work assignments may include the following:
Provides on line literature searches of a wide range of subject literature, requiring a broad knowledge of a wide range of topics. Oversees circulation system. Provides technical advice, guidance, and instruction to library technicians involved with circulation procedures. Oversight includes review and problem-solving of the charging, discharging, overdue accounts, interlibrary loan, and reserve request systems.

Responsible for collection development. Selects materials for inclusion in collection to assure appropriate support of the Pentagon Library mission, as well as missions of our customer components, to include but not be limited to Office of The Secretary of Defense, Joint Staff, and uniformed services. Identifies and obtains appropriate Department of Defense (DOD) and other US Government documents.

Participates in management functions and the formulation of library policy and procedures in concert with the other librarians, library staff, and Branch Chief. Encourages and acts upon suggestions for work improvement.

Five Positions- Maryland

Position: Library Manager- Senior Level
Location: Southern Maryland Regional Library Association, Inc. (SMRLA, Inc.), Charlotte Hall, MD
Salary: from $76,000 DOQ. Position open until filled.
Full vacancy announcement available on ALA Joblist.

Application Procedures

All applicants must complete an application, which can be found on our website https://smrla.org/jobs
Failure to submit a completed application and resume will result in your application being considered incomplete. Incomplete applications will not be forwarded to the selection committee for review. All applications must be received by February 28, 2019.

Nature of Work
Professional, responsible position coordinating the activities and managing day-to-day operations of SMRLA, Inc.’s automation systems, interlibrary loan, and delivery under the leadership of the CEO. Performs assigned liaison services between the regional library and tri-county public libraries and agencies. Participates in planning and implementing information services for tri-county public libraries. Coordinates several tri-county public services librarian meetings. Serves as a consultant to member libraries on information services as assigned.

Requirements
Minimum Qualifications
Master’s Degree in Library Science from an ALA accredited institution. Two years of supervisory experience plus three additional years of management and leadership experience. Working knowledge of Internet and general computer applications, including knowledge of textual and structured databases. Ability to secure certificate as a Professional Public Librarian in the State of Maryland within 120 days of appointment.

Position: **Head, Materials Management**  
Location: Library Headquarters, Anne Arundel County Public Library, Annapolis, MD  
Salary: $66,492.00 – $117,344.00 (Yearly Salary)  
Full vacancy announcement available on [ALA Joblist](https://www.ala.org/jobs).  

**Description**  
This is advanced and highly responsible work responsible for collection management and development, acquisitions, and technical services including supervising and overseeing the selection and acquisition of traditional and emerging formats of library materials and oversight of the cataloguing and processing department. Work includes significant participation in committee and consultative activities in recommending the broad policies and operating procedures for the system, including those involved in developing vendor specifications for materials delivery, and guidelines for collection development and weeding which are implemented by branch staff to keep the collection customer-oriented and current. The responsibilities further extend to recommending the annual operating budget request for materials, oversight of these budget expenditures, and evaluation of usage patterns.

**Requirements**  
Possession of a Master’s Degree in Library Science from an American Library Association-accredited program, and a minimum of 6 years professional librarian work experience in a public library, including 4 years of supervisory experience and 3 years (within last 10 years) experience in collection development, acquisitions, and oversight of a substantial budget. Related experience in technical services management preferred. Ability to secure certification as a Professional Public Librarian in the State of Maryland within 120 days following appointment; ability to meet re-certification requirements by completing 90 contact hours of continuing education every 5 years.

Position: **Special Projects Assistant**  
Location: Loyola Notre Dame Library, Baltimore, MD  
Full posting on [University of Maryland MLIS Jobs](https://www.umd.edu/).  

The Loyola Notre Dame Library seeks a collaborative, enthusiastic, and organized individual to work in the Cataloging and Metadata Unit to complete special projects that will enhance access to library materials through effective cataloging practices. This individual will report to the Cataloging and Metadata Librarian and focus on updating catalog records and coordinating student worker assignments. 19 hours/week Monday-Friday between 9:00 am and 5:00 pm through June 30, 2019.

**Position Responsibilities:**  
- Manage and carry out library catalog cleanup projects to improve access to library materials;
• Assist in time-sensitive cataloging projects;
• Assist with supervising student workers;
• Copy catalog library materials using appropriate cataloging standards;
• Troubleshoot issues related to catalog records as needed;
• Other duties as assigned.

Required Qualifications:
• Bachelor’s degree;
• Demonstrated ability to work accurately with attention to detail;
• Ability to work independently and collaboratively to achieve objectives;
• Proficiency in use of Microsoft Windows operating system and Microsoft Office;
• Ability to use computer keyboards, sit at a desk, and/or read from a computer screen for extended hours;
• Ability to lift 40 lbs. with or without accommodation.

Preferred Qualifications:
• Experience in a related position where knowledge of technical rules and standards for library cataloging were applied;
• Experience finding, editing, and importing bibliographic records from OCLC to the catalog and managing local holdings;
• Previous experience using Ex Libris Aleph or other integrated library system;
• Familiarity with OCLC products and services;
• Experience supervising.

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 “Special Projects Assistant” in the subject line to Anna Loewenthal, Cataloging and Metadata Librarian, at aloewenthal@loyola.edu.

Position: Part-time Information Desk
Location: Multiple Openings, Anne Arundel County Public Library
Salary: $17.61/hour
Full posting on University of Maryland MLIS Jobs.

Minimum Requirements:
Bachelor’s Degree; excellent customer service skills; computer experience using MS WINDOWS; knowledge of the Internet as a research tool; research-related experience; and ability to learn the Library’s research & circulation systems, policies and procedures.

Responsibilities:
Provide reference and readers’ advisory service; instruct and help customers in the use of library resources.

MANDATORY TESTING &TRAINING: Ability to attend a skills test on February 18th, 2019. If hired, must be available to attend and successfully complete all training during the month of March: Initial training will take place March 4th through March 8th, 2019; then eighteen additional hours of on-the-job training between March 11th through March 22nd, 2019. A
second week of training from March 25th through March 29th, 2019; then eighteen additional hours of on-the-job training between April 1st and April 12th, 2019.

**Position: Assistant Circulation Services Manager**
Location: Pikesville Branch, Baltimore County Public Library  
Salary range: $34,068-$52,508  
Full vacancy announcement is available on the CUA SLIS blog.

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

**Schedule:**
This is a full time position, working 40 hours a week with some evenings and weekends.

**Job Summary:**

- Under the general direction of the Circulation Services Manager, assists in the overall operations of the Circulation Department in a branch library.
- Participates in the supervision, training, and performance evaluation of circulation staff.
- Assists the Circulation Manager in development and implementation of circulation practices that are aligned with BCPL customer service expectations.
- Develops and maintains a thorough understanding of BCPL rules and policies and ensures their appropriate application to customer service transactions.
- As a member of the library management team; plans, organizes, and communicates workplace changes required of the Library.
- Uses management and technology tools to improve efficiency and ensure excellent customer service.
- Enforces library rules and policies and handles security issues and emergency situations as necessary.
- Actively participates on system-wide committees and promotes the Library in the community.

**Three Positions: Maryland**

**Position: Reference and Research Specialist**  
Location: Gordon Feinblatt LLC, Baltimore, MD  
We are seeking a qualified candidate for a Reference and Research Specialist position with the library of our law firm. Candidate will have a four year degree as well as research experience; advanced degree in library science or law a plus. Responsibilities include: legal and business research and reference for legal staff; monitoring of news, litigation and legislation, and preparation of related updates; creation and management of intranet content; library technical
services operations, including catalog maintenance and publications ordering; and other duties as assigned. Strong organizational skills and attention to detail are a must. Candidate should be proficient in the use of both print and online legal resources, such as Westlaw and Bloomberg Law.

Please send cover letter and resume to: Gordon Feinblatt LLC, Attn: Sara Billard, 233 E. Redwood Street, Baltimore, MD 21202, E-mail: sbillard@gfrlaw.com
For more information about Gordon Feinblatt LLC, please visit our website: www.gfrlaw.com. EOE.

Position: Catalog/Index Librarian (Legislative Librarian I)
Location: Department of Legislative Services, Annapolis, MD
Salary Range: $40,400 – $62,900
DEPARTMENT OF LEGISLATIVE SERVICES
Office of Policy Analysis

RECRUITMENT NOTICE

Position: Catalog/Index Librarian (Legislative Librarian I)

Salary Range: $40,400 – $62,900

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

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

SEND RESUME WITH LETTER OF INTEREST TO:
Department of Legislative Services
Human Resources Office
90 State Circle, Room 311
Annapolis, MD 21401-1991
Fax: 410 946-5140 or 301 970-5140
The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation or legislative policy.

1/16/2019

**Position: Circulation Assistant III**

Location: Lansdowne Branch, Baltimore County Public Library

Salary range: $27,497-$40,815

Originally posted on the Maryland Library Association listserv.

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

**Schedule:**

This is a full time position, working 40 hours a week with some evenings and weekends.

**Job Summary:**

- Performs routine circulation functions such as processing incoming, withdrawn, and problem materials, mail, reserves, and various reports
- Assists customers at the public service desk with library card registration, self-service technology, basic catalog searched and computer sign-up and questions
- Shelves materials and performs shelf reading tasks
- Assists with opening/closing procedures
- May handle building/equipment concerns, security issues & emergency situations
- Prepares cash drawers and may make cash deposits and prepare reports for Fiscal Services

Two Positions: Washington, DC & Virginia

**Position: Library Systems Administrator**

Location: American University, Washington, DC

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

**Description**

The Library Systems Administrator is the technical expert and senior administrator, developer and product manager for the University Library’s Ex Libris cloud-based library unified services platform serving the entire campus community. This position provides managerial leadership.
in planning, implementing, and executing integrated library automation systems, applications, and technology services that enable the Library’s efficient operations and effective strategic initiatives. In addition, this position builds and maintains connections between the library’s cloud-based unified services platform and other service platforms and/or electronic services. This position builds and inspires effective teams within the University Library’s organization, serving as a strategic project manager of working groups that include personnel from several Library units and may include campus partners, stakeholders and vendors. The position works closely with the Office of Information Technology (OIT) and external IT partners, particularly within the Washington Research Libraries Consortium (WRLC), which include nine area academic libraries to coordinate, develop, and implement services and systems.

Required Education and Experience

- An accredited ALA Master’s degree in library and information science or equivalent degree and experience in library systems administration
- Minimum of four (4) years of professional experience in the management and maintenance of computing systems in an academic library
- Experience developing and managing library automation systems in a collaborative environment (Alma, Primo required)
- Proficiency with web scripting languages, APIs, system interoperability, and other tools (e.g., AngularJS, OAI-PMH, SWORD, Python, Perl, PHP, JavaScript, Unix shell scripting)
- Working knowledge of bibliographic and metadata tools (e.g. MARC records, BIBFRAME, Dublin Core, EAD, OpenURL, link resolvers, knowledge bases
- Knowledge of web accessibility standards and usability practices
- Demonstrated knowledge of issues and trends related to information technology
- Strong analytical skills for complex software and/or hardware issues
- Ability to recommend and support decisions on process and workflow changes; experience with open source software, applications, web tools and new technology
- Ability to apply Incident, Problem, and Change Management processes to assigned work projects
- Ability to troubleshoot and resolve complex system-related technical problems, implement or recommend corrective measures and provide end-user support
- Ability to perform project management activities such as work breakdown, resource estimating, project planning, tracking/oversight, scheduling tasks, negotiating deliverables, project administration and status reporting
- Demonstrated high customer service, diplomacy and professionalism
- Experience managing successful short and long terms projects in a collaborative team environment
- Experience training others and interacting with stakeholders across the Library and/or externally
- Excellent interpersonal skills that reflect a commitment to inclusion and the ability to develop strong working relationships with a dynamic and diverse community
- Demonstrated excellent skills to effectively communicate technical information in a clear and understandable manner to diverse audiences
- Demonstrated utilization of iterative improvement cycles to maximize user quality experiences
• Ability to lead team members, contract support personnel and others assigned on a project basis, which includes planning and setting goals; monitoring progress; and providing coaching, guidance and feedback

**Position:** Lead, Teaching & Learning Team  
**Location:** George Mason University, Fairfax, VA  
**Full vacancy announcement available on [ALA Joblist](#).**

**Description**

The George Mason University Libraries seeks an innovative, collaborative, and service-oriented leader for its newly configured and expanded Teaching & Learning Team. 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 Teaching & Learning Team Leader will take a prominent role in the Libraries’ development of key partnerships and collaborations, focusing on undergraduate educational initiatives across the university, in providing intensive, and broad-based instructional and related services.

**Responsibilities:**

Reporting to the Associate University Librarian for Learning, Research, and Engagement (LRE), the Lead, Teaching & Learning (T&L) Team is responsible for the leadership, supervision, planning, and administrative oversight for a team comprised of some five professional faculty librarians (including the Team Lead) and eight Library Specialist III and Library Specialist II classified staff – with the primary responsibilities of engaging undergraduates (particularly those in years one through three, from broad-based groups’ undergraduate-focused programs and initiatives) in their research and information literacy-based learning. This person will demonstrate an ability to thrive in a team-based environment, participating in the engagement activities and collaborative programs of the T&L Team.

In addition to managing the T&L Team, the Lead regularly works with the Associate University Librarian for LRE in outreach activities with the myriad programs focused on undergraduate education across the university, including (but not limited to) the Office of Student Scholarship, Creative Activities, and Research (OSCAR); the Honors Program; the Communications Lab; Mason/NOVA Advance; English 101 and 302; and the Mason Early Identification Program.

This individual will lead the development of a service portfolio for the Libraries’ broad-based undergraduate information literacy and general instructional programs, in collaboration with the other LRE division team leads and managers. Working closely with the other team leads, managers, and directors within the LRE division, and across the Libraries, this position will provide leadership and oversight – particularly in the planning and assessment of instructional, learning, and literacy-based activities and programs. Additionally, this position will oversee the Libraries’ online learning services (for distance education, blended, and traditional course instructional and learning support), Virtual Reference, and Assistive Technology/Accessibility Services.

The Team Lead will foster an environment encouraging exploration, innovation, and implementation of new approaches to teaching and learning within Mason’s libraries; build collaborative and mutually beneficial working relationships with people of varying
backgrounds; be committed to professional development and growth of all T & L team members; and collaborate with faculty in developing initiatives that foster the integration of information literacy and research skills amongst undergraduate student populations.

The Team Lead will also act as the Libraries’ point person for the ADVANCE Mason/NOVA Partnership; assist with the development of possible new Libraries’ learning and collaborative environments as part of ongoing university-wide planning for a learning commons in the Johnson Center; and, as appropriate, work with or as a member of committees serving state, regional, or national consortia, notably VIVA (the Virtual Library of Virginia) and WRLC (the Washington Research Libraries Consortium).

Two Positions: Maryland

Posted on January 16, 2019 by LLAM News

Position: Assistant Director
Location: Caroline County Public Library, Denton, MD
Salary Range: $72,150 hiring. Benefits include health and dental, and participation in the Maryland State Retirement System.

The Caroline County Public Library seeks a dynamic, innovative, community-oriented leader to serve as full-time Assistant Director. The Assistant Director must work effectively with staff, customers, trustees, Friends of the Library, and public officials. Successful candidate must have a passion for providing 21st century library service to a rural community, and must be able to quickly adapt to the changing needs of the community and the evolution of library services and technology. The Assistant Director assists the Executive Director in overseeing and managing day-to-day operation of the library system, and oversight of a number of staff, departments, projects and programs. Excellent written and verbal communication skills, along with superior ability to collaborate with library staff and community partners are required. High level of computer proficiency required.

Requirements: Qualified applicants must possess a MLS degree from an ALA accredited institution and either have or be eligible for a Professional Public Librarian Certification from Maryland State Department of Education; have at least five to seven years of directly related experience; possess a Maryland Class “C” drivers license or an equivalent from another state.

Application Process: Submit a cover letter, resume, and three professional references to employment@carolib.org by February 15, 2019. Resumes received after February 15, 2019 will not be considered.

View complete job description at: www.carolib.org

Position: Reference Librarian for LAC Group
Location: Prestigious Government Library, Greenbelt, MD

Originally posted on University of Maryland MLIS Jobs.
LAC Federal seeks a Reference Librarian for a position with a prestigious government library located in Greenbelt, MD. Work will be performed on-site. This is a 27-week assignment for 24 hours each week, candidates must be able to work onsite Monday, Wednesday and Friday.

RESPONSIBILITIES

- Providing reference assistance, library instruction for print and electronic resources, collection development and the creation of bibliographies.

QUALIFICATIONS

- Master's degree in Library/Information Science from an institution accredited by the ALA; or degree in progress
- Experience working in a customer service capacity
- Excellent oral and written communication skills – ability to work well in a team
- Experience in providing reference services through regular duty at the reference desk and by responding to virtual information requests using a variety of databases
- Ability to learn quickly, be adaptable, and take on new tasks
- Thorough knowledge and experience in cataloging workflows; Experience with RDA, OCLC, MARC21 and other standards used in cataloging preferred
- Proficiency in Microsoft Office, including Outlook, Word and Excel.
- Attention to detail; demonstrated organizational skills.

Three Positions: Virtual, Washington, DC & Virginia

Position: Librarian - LAC Group
Location: Federal Library, Alexandria, VA

LAC Group is seeking a Librarian to support a Federal Library in the Alexandria, VA, area. The Librarian will provide research, reference, interlibrary loan, cataloging, and training and outreach support for a collection consisting of physical and digital items. This is a long term full-time contract (40 hours 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-intensive environment

**Catalogers (Virtual)**

Location: Virtual role for a major Federal Library, Washington, DC

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

LAC Group is seeking experienced Catalogersto provide high-quality original cataloging for a major Federal Library in the Washington, DC Metro Area. This is a fully remote/virtual role. This is a long term part time opportunity (up to 20 hours a week).

Responsibilities:

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

Qualifications

- MLS or MLIS from an ALA-accredited institution
- 5+ years of original cataloging experience in an academic or large special library
- Expert knowledge of RDA, LCSH, LCC, MARC21 and other standards used in cataloging monographic materials
- Must be NACO certified or have extensive experience in P class literature
- Proven experience with any/all of these LC classifications a plus
  - D
  - E
  - F
  - G
  - H
  - J
- Demonstrated history of BIBCO level cataloging
- Thorough knowledge and experience in cataloging workflows
- Understanding of item based workflow and requirement to create high level bibliographic and/or NACO records in a minimal amount of time
- Knowledge of NACO procedures
- Strong computer skills related to downloading, installing and using specialized software from OCLC and LC
- Familiarity with OCLC’s Connexion, Cataloger’s Desktop and the RDA Toolkit
- Strong computer & analytical skills
- Ability to work in a virtual environment
- Excellent command of English
- High attention to detail

**Position: Metadata Specialist**

**Location:** Prestigious Federal Library, Washington, DC

Full vacancy announcement is available on the [CUA SLIS blog](http://www.cuaslis.com). LAC Group seeks an experienced full-time Metadata Specialist for a position with our client, a prestigious federal library in the Washington DC area. This position is a full-time, benefited position, working on-site at the client’s facility.

**Responsibilities:**

- Guide the development of functional information architecture requirements for Web applications and search, with other team members
- Develop and manage information architecture for search application, map metadata, and controlled vocabularies to deliver focused, relevant information via site search or browse.
- Analyze content and advice users on content and metadata to improve findability of content
- Develop search optimization best practices and strategies
- Troubleshoot findability issues and recommend actions to improve overall findability
- Perform relevancy testing and suggest changes for better results

**Qualifications:**

- An MLS degree or a degree in computer science, or a related field
- 2-3 years’ experience working with metadata standards and digital objects
- Experience in search services, and a strong understanding and familiarity with controlled vocabularies and the principles and mechanics of effective information management tools including taxonomy formulation, metadata development, navigation design, and enterprise search.
- Experience in Office 365 or SharePoint 2016 is highly desirable
- Knowledge of utilizing computer technology and software (e.g., word processing, spreadsheet, and database software; web-based tools)

If interested, please email your resume to me directly at katy.davis@lac-group.com
Two Positions: Washington, DC & Maryland

Position: Reference Librarian (Southeast Asia or South Asia)
Location: Scholarly Services Section, Asian Division, General and International Collections Directorate, Library Services., Library of Congress, Washington, DC
Salary: $56,233 to $73,105 per year
Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Scholarly Services Section, Asian Division, General and International Collections Directorate, Library Services.
The position description number for this position is 012535.
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.
This is a non-supervisory, bargaining unit position.
Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Responsibilities
The divisions in General and International Collections are the Library's primary gateway to the collections and reference services dealing with the non-English-speaking world. Reference librarians in these divisions provide assistance to researchers in the culture, history, literature, politics, political structure, economies, humanities, and social sciences of these countries and regions. Clients include Congress, foreign and U.S. Government agencies, national and international academics and scholars, research and scientific institutions, the professional and business communities, and the general public. Librarians respond to inquiries that are received in person, by telephone, by correspondence and by electronic media.

Reviews various brochures, catalogs, journals, and other sources of items for possible acquisition to develop collections in areas of subject or geographic responsibility. Uses standard methods, techniques, concepts, and principles to perform assignments, which may involve materials in multiple languages and writing systems.

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

Monitors the condition of collection materials to ensure adherence to established preservation standards and specifications. Brings deteriorating items and those with special needs to the attention of division management. Orient users and explains procedures and regulations governing use and handling of materials in the collection.

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

Provides in-person and telephone reference services in a reading room. Responds orally or in writing to inquiries related to assigned field of responsibility. Searches standard databases where the information is relatively stable, such as for bibliographic citations of a general nature. Seeks assistance for locating materials that are not readily accessible.

Develops knowledge of resources in other agencies or institutions to provide informed referrals. Assists patrons with specialized collections under the direction of senior staff.

Coordinates the acquisition of items of limited technical complexity, or those easily acquired. Consults acquisition policies to determine whether items are appropriate for purchase, copyright claim, exchange, gift, or other type of acquisition. Examines recommendations to identify processing and custodial requirements and to identify out-of-scope materials.

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

Assists in preparing research guides and finding aids on specific topics of recognized client interest using standard search strategies. Assists senior librarians in revising or updating research materials.

Identifies foreign and international print and electronic resources in a field of specialty to address user needs that are easily determined from interviews or written requests. Provides reference and research services of limited technical complexity. Prepares and updates standard guides to specialized collections and resources.

**Position:** Library Associate  
**Location:** Harford Community College, Bel Air, MD  
**Salary:** $14.21 – $16.35 (Hourly Wage)  
**Full vacancy announcement available on [ALA Joblist](http://ala.org).**

**Description:**  
The Library Associate provides customer service at the Library circulation desk and performs a wide range of technical services functions. Duties include, but are not limited to, registering new Library patrons, checking books and other computer and digital equipment in and out, collecting fines and fees, creating student ID cards, and other tasks associated with the circulation desk; assisting and instructing patrons in the use of computer workstations, printers, and other equipment; assisting library users with Microsoft software applications on HCC systems; cataloging library materials in multiple formats; facilitating interlibrary sharing and borrowing; data entry; and other duties as assigned by the supervisor.
Work schedule is up to 20 hours per week, to include day, evening and weekend hours.

Requirements:
An associate’s degree and a minimum of two years of library or related paraprofessional, customer service experience are required. Intermediate-level ability to trouble-shoot computers and printers in a Windows environment; and excellent communication skills are also required. Knowledge of library-specific computerized systems such as Integrated Library Systems (ILS) and national databases such as OCLC is desired.

Physical requirements include the ability to shelve books, including the ability to lift up to 10 lbs. overhead, stand and stoop for extended periods, and go up and down a step ladder multiple time.

For best consideration apply online by January 29, 2019.

Three Positions: Washington, DC

Position: Librarian (Reference)
Location: American Folklife Center, Special Collections Directorate, Library Services, Library of Congress, Washington, DC
Salary: $68,036 to $88,450 per year
Full vacancy announcement available on USAJOBS.

Summary
These positions are located in the American Folklife Center, Special Collections Directorate, Library Services.
The position description number for this position is 382817.
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.
This is a non-supervisory, bargaining unit position.
Relocations expenses will not be authorized for the person(s) selected under this vacancy announcement.

Responsibilities
The reference librarian is responsible for providing reference, research, consultation, and liaison services; instructions and training; and security for American Folklife Center (AFC) collections. AFC holds nearly 6 million items of ethnographic and historical documentation recorded from the nineteenth century to the present. These collections, which include extensive audiovisual documentation of traditional arts, cultural expressions, and oral histories, offer researchers access to the songs, stories, and other creative expressions of people from diverse communities. The collections are among the Library’s most varied in medium, format, physical condition, and intellectual property rights requirements, with attendant concerns for security, preservation, and safe handling. The collections are accessed by means of complex, diverse, and often multi-layered intellectual controls and surrogates in written and digital forms. As one of the largest ethnographic archives in the world, AFC plays a
critical role in establishing a positive image of the Library and furthering the Library’s goal of providing a high level of responsive, effective, and professional public access and outreach services to the full range of Library users worldwide, including members of Congress and their staff, other agencies, scholars, researchers, and communities of origin.

The AFC is looking for reference librarians to strengthen collection access in the following areas:

Music and dance of the world
Music, dance and narratives of indigenous communities
Public Memory and collective experience
Narrative and verbal arts

Provides comprehensive reference services in response to requests received in person, by telephone, or via electronic means. Communicates with a wide variety of patrons with non-routine questions regarding access, handling, and use of AFC materials, maintaining a high degree of tact and courtesy. Interviews researchers, analyzes their questions and requirements, and recommends material appropriate to their needs. Oriented readers to the reading room and its services. Guides researchers in employing search strategies that tap the full range of the Division’s reference tools and resources to meet the researcher’s need. Provides information on the collections, finding tools, and relevant reference sources. Locates information, often of a specialized or technical nature, from a wide variety of published and unpublished sources and electronic databases relating to folklife materials.

Exercises substantial research skills to assist in documenting and presenting the collections. Reviews and analyzes specialized or technical information from a wide variety of sources. Begins to develop competence in a subject area of specialization within the Division. The subject area is chosen in consultation with and is approved by the section head. Through research in folklife, ethnomusicology, and related fields, and in a specialized subject field, as well as constant examination of new literature and development of professional contacts, maintains awareness and knowledge of folklife, developments in the field of audiovisual librarianship, and availability of reference and resource materials. Performs research involving the use of ethnographic materials and reference sources and drafts reference aids in consultation with the section head or senior staff. As requested, carries out research and provides documentation for the creation of catalog records and finding aids.

Participates in planning and performing outreach efforts including provision of information services through the use of new technologies. Develops and maintains personal contacts and cooperative work relationships to provide or exchange information. Attends workshops, conferences, seminars or meetings relating to audiovisual librarianship and the development and use of ethnographic materials in general and in a specialized subject area. Participates in outreach efforts, such as responding to comments and queries in electronic forums where Library collections are presented. Participates in planning programs and recommending policies related to reference and research services in the Division, making suggestions to promote effective means for connecting a broad audience with the collections. As assigned, provides tours and other oral presentations for staff, research groups, and other visitors to the Division.
Recommends new acquisitions based on established collection plans and arranges for purchase/donation. Actively researches available items and determines appropriateness to overall collection. Screens unsolicited offers, using professional judgment to reject inappropriate offers. Pursues contacts with owners/donors of appropriate works and undertakes all arrangements for acquisition or donation. Coordinates with the acquisitions coordinator for delivery of new items. Maintains knowledge of the relative strengths and weaknesses of the collections.

Position: Library Technician (Information and Technical Services)
Location: Congressional Research Service (CRS), Knowledge Services Group (KSG), Library of Congress, Washington, DC
Salary: $45,972 to $59,762 per year
Full vacancy announcement available on USAJOBS.

Summary
The Congressional Research Service (CRS), Knowledge Services Group (KSG) seeks a library technician (information and technical services) to process and maintain research materials used by CRS staff. The selectee also responds to requests for information and documents by internal and external clients.

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

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

The Library technician will perform the following duties:

- Identifies documents and other materials relevant to the CRS mission, and assists in making the materials accessible to staff. This includes downloading digital documents or digitizing printed materials and uploading files to internal repositories.

- Checks in serial publications, receives and processes newly received materials, and updates holdings information in the library catalog.

- Searches library catalogs and databases to verify bibliographic information. Creates metadata for digital documents or collections, applying established taxonomies as appropriate.

- Maintains print collections, including sorting, shelving, and weeding materials; shifting collections; assisting with collection inventories to identify gaps and duplicates. Assist in developing and maintaining digital collections.
• Assists in the staffing of the CRS research facilities and/or congressional reading rooms.

• Provides ready reference and document delivery services: identifies, retrieves, and delivers documents from a range of sources and in diverse media, contacting libraries and other cultural institutions, government agencies, publishers, and authors as needed.

• Delivers a variety of documents and data, making copies of CRS seminars and workshop materials in response to client requests.

• Conducts searches on a variety of electronic resources to locate appropriate documents or to find factual information such as names and contact information for congressional liaisons or addresses of organizations.

Position: Librarian

Location: Federal Library and Information Center (FEDLINK), Library of Congress, Washington, DC

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

Full vacancy announcement available on USAJOBS.

Summary

The Federal Library and Information Center (FEDLINK) is an interagency organization of federal agencies established originally as the Federal Library Committee by the Librarian of Congress, at the behest of federal librarians and the Office of Management and Budget (The Bureau of the Budget).

Responsibilities

Initiates, establishes, and maintains professional relationships with librarians, cooperative partners, and other specialists in order to establish contracts and share information as well as to coordinate processes within FEDLINK and between FEDLINK and its partner companies and customer agencies. As a consultant, recommends changes in procedures, workflows, and tools. Regularly explains technical information to individuals or groups. Conducts workshops and orientation sessions for staff and visitors. Represents the organization at conferences, seminars and exhibits. Attends workshops, conferences, seminars, or meetings in librarianship and other relevant fields for the purpose of professional development and to represent FEDLINK and its membership. Serves as a liaison with companies in a specific subject area or areas, e.g. cataloging, Interlibrary Loan, or reference services. As assigned, serves as liaison to FEDLINK working groups, e.g. the FEDLINK Education Working Group; serves on other LC committees or task forces as the work requires.

Provides advice and instruction in the use of training methods and materials. Resolves complaints from trainees. Recommends additional aids to meet the needs of the training program. Resolves important and very specific issues that may arise in the training program. Adapts current methodologies and guidelines to accommodate unique training situations. Provides training to federal library staff and partner network staff at the FEDLINK training facility, at regional locations, or at individual member locations around the world. Travels to numerous locations in order to accomplish duties. Collects, organizes, and/or analyzes training
success statistics. Monitors and develops plans to implement training goals and to assure achievement of learning objectives within the FEDLINK program. Recommends and contacts speakers for FEDLINK events. Provides initial intensive instruction and ongoing training of lower grade staff, temporary staff, and interns, reviewing and revising the work as needed. Presents papers at meetings and conferences.

Organizes and coordinates assignments that involve complex and novel or obscure problems and/or special requirements. Uses initiative and resourcefulness to deviate from or extend accepted methods, techniques, and practices. Recommends solutions or resolves important issues when precedents do not apply. Recommends new companies and service areas for the FEDLINK program. Revises existing technical specifications for statements of work to reflect changes in technology and practices. Serves as Contracting Officer's Technical Representative for one or more areas of FEDLINK services, and as chair of technical panels evaluating proposals from vendors of library services. Identifies areas for improvement in established methods. Develops and shares new information sources. Performs detailed analyses and evaluations of requests. Prepares reports, analyses, and other documents related to information and research efforts.

Wants and/or edits materials of a highly complex subject matter utilizing an extensive knowledge of a subject area to provide accurate interpretation and explanation of the subject. Analyzes and reviews the preparation and organization of complex projects. Performs the review of the preparation and processing for the final material being produced. Provides technical guidance and trains new staff or interns in processing large and difficult projects.

Three Positions: Washington, DC

Position: Manager, Research and Business & Competitive Intelligence (All Offices)
Location: Any city with a Ballard office, including District of Columbia, Ballard Spahr

The Research and Intelligence Center of Ballard Spahr is looking for a Manager to lead in the development, implementation and delivery of research and business & competitive intelligence services to attorneys and others firm wide. The Manager, Research and Business & Competitive Intelligence Services will work collaboratively with RIC staff, attorneys, paralegals and department administrators to promote, assess and continuously improve these services.

Under the direction of the Director, the Research and Business & Competitive Intelligence Manager will work as part of the management team, which includes the Senior Operations Manager, the Senior Manager, Knowledge Sharing & Training Services, the Manager, Information Access Services and the Manager, Knowledge Sharing & Training Services.

The selected individual will develop research as well as business & competitive intelligence service goals and objectives that align with the firm's strategic plan; meet with department and practice group leaders to foster communication and continuously align with their strategic initiatives; supervise the Lead Research Analyst and Lead Business & Competitive Intelligence
Analyst; prepare budget recommendations for research and business & competitive intelligence services; review, evaluate and recommend research and business & competitive intelligence resources and promote the use of research and business & competitive intelligence services firm wide.

This position can be located in any city with a Ballard office, including Philadelphia, New York, Minneapolis, District of Columbia and other locations in the U.S.

Knowledge of library technologies for communication, research intake, knowledge sharing and resource management; advanced knowledge of Quest for research intake is a plus; strong writing skills and ability to present ideas and communicate complex information clearly and concisely; strong interpersonal skills and the ability to maintain effective working relationships with all levels of firm personnel and diverse groups of people and demonstrated problem-solving skills and the ability to work effectively under pressure while managing multiple priorities and deadlines.

The ideal candidate will have a Masters in Library Science or equivalent degree from an ALA accredited school is required and five or more years of experience as a leader in a fast paced professional environment with law firm experience strongly preferred. A JD or other relevant advanced degree may be substituted along with substantial experience.

Experience must include managing research and business & competitive intelligence services, including, but not limited to, supervising staff, assessing and improving workflows and collaborating with other department leaders to accomplish the goals and objectives of the RIC department. A thorough knowledge of research methodologies as well as resources for all media types in the areas of law relevant to the firm’s practice, and proficiency with major legal and business databases and a proven primary and secondary research skills with the ability to analyze and synthesize large amounts of data into actionable information or practical intelligence.

Ballard Spahr is not accepting resumes from search firms for this position.

Ballard Spahr LLP offers excellent compensation, a comprehensive benefits package and a generous paid time off program is offered. For immediate consideration, please visit our career page http://www.ballardspahr.com/Careers.aspx and submit your cover letter, resume, writing sample and salary requirements online.

Ballard Spahr is an equal opportunity employer committed to fostering a culturally diverse environment. The firm encourages applications from a diverse pool of candidates, and all qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, age, national origin, handicap or disability, citizenship, sex, pregnancy, childbirth or related medical condition, sexual orientation, gender identity and expression, transgender status, sex stereotyping, genetic information, ancestry, veteran status or any other category protected by applicable law.
Position: **Library Technician (Special Collections Support)**  
Location: Collection Services Division within the Global Legal Collection Directorate in the Law Library of Congress, Washington, DC  
Salary: $56,233 to $73,105 per year  
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).

**Summary**  
This position is located in the Collection Services Division within the Global Legal Collection Directorate in the Law Library of Congress, which has custody of legal serials and monographs. It is a hybrid position that combines the major technician duties of cataloging, serials control and acquisitions.

**Responsibilities**  
Creates and revises initial bibliographic control records (IBCRs) for a variety of materials and formats in an automated cataloging environment. Completes routine authority work; consults with librarians for more complex headings, and refers problems to librarians. Selects and assigns classification numbers. Performs content designation on newly created and updated bibliographic records. Performs database maintenance including modifications, updates, and corrections. Resolves routine problems and inconsistencies in the cataloging process promptly and independently, involving librarians or the section head on only more difficult problems.

Receives and accesses one or more special category materials. Retrieves material for reclassification, cataloging or reassignment from various locations. Logs materials into and out of the workflow. Distributes material to the correct location, shelf, or individual staff member. Handles returns from the bindery, conservation or the Rare Book Cataloging Team (RBCT). Inventories new material and older material never before inventoried. Files loose-leaf materials when necessary. Performs end-stage processing for materials; creates labels for materials. Routes processed materials to the correct locations in the Law Library. Works to resolve bibliographic problems raised during shelf-list conversions, pin & linking activities and physical inventories of the collection. Follows a substantial number of pertinent instructions concerning the recognition and comparison of dates, authors, titles, etc.

Communicates with a wide variety of patrons by telephone, letter or electronic means regarding routine and non-routine questions on services to publishers and other specialized library services. Assists public patrons in finding material. Provides complex technical information in clear, straightforward language. Provides referrals to library and non-library services such Copyright, Cataloging in Publication (CIP), U.S. Postal Service (USPS), etc. based on an extensive knowledge of these services and the differences among them. Determines the best way to formulate requests, and select and present information.

Efficiently searches online databases such as OCLC or integrated library systems, to locate records to use for copy cataloging, or to identify duplicate records of previously processed records. Searches names, uniform titles, series, and subject access points on bibliographic records to verify their existence in the appropriate Library authority files. Performs special searches of various online catalogs to locate and/or verify bibliographic data for acquisitions functions. At times, incumbent will also have need to consult various print resources such as shelf-lists, National Union Catalog (NUC) volumes, etc. to complete searches begun using online
tools. Completes complex manual and computerized searches in multiple systems to identify the relationship of the piece in hand to the collection as a whole.

Position: **Supervisory Librarian (Chief, Asian and Middle Eastern Division)**
Location: Asian and Middle Eastern Division, Library of Congress, Washington, DC
Salary: $134,789 to $164,200 per year
Full vacancy announcement available on [USAJOBS](https://www.usajobs.gov).

Summary
The Chief of the Asian and Middle Eastern Division works under the general direction of the Director for Acquisitions and Bibliographic Access, and is responsible for the administrative management and technical direction of the Division. The Chief is responsible for the general acquisitions and cataloging of materials from Asia and the Middle East and some cataloging and/or processing of materials from the Nairobi, Cairo, Jakarta, Islamabad, and New Delhi Overseas Offices.

Responsibilities
The Supervisory Librarian supervises a group of employees performing work up to the GS-14 level. Performs the human resource management functions relative to the Division. Establishes performance expectations and clearly communicates them to staff. 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. Ensures staff at all levels are trained in and fully comply with safety regulations.

Has overall responsibility, as well as delegated authority, for the oversight and administration of the Division. Primarily responsible for the direction and management of the Division to efficiently achieve specified goals and objectives. Evaluates current and proposed programs and operations, develops new programs, and recommends actions to initiate, modify, or discontinue projects as appropriate.

Recommends the various allotments necessary for the effective expenditure of funds appropriated for the building of the Library's collections for his/her area of the world. Has overall responsibility for ensuring continuous controls are maintained over expenditures within approved allotments, and of appropriated, gift, and trust funds, etc. Authorizes encumbrances against these allotments at the beginning of the fiscal year, adjusting as necessary throughout the year. Recommends and justifies changes in the approved allotments as circumstances require in his/her geographic region.

Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staffs, other legislative and executive agencies, executives ~ of major publishers and vendors, and distinguished members of the public. Establishes and maintains close and cooperative working relationships with Library management and officials, government agencies, and other institutions with related interests, to advance the programs and objectives of the Library.
Provides a major leadership role in the development of acquisition and bibliographic access standards, policies, practices, programs, and guidelines with a nation-wide impact. Also provides a major leadership role in the development of training, cooperative cataloging, and cataloging distribution policies and practices. Reviews and approves official documents on cataloging (e.g., texts published in the Library’s Cataloging Service Bulletin and manuals of cataloging that may be needed or produced in any unit of the Library). Recommends and advises on changes to national and international standards affecting bibliographic access (e.g., Resource Description and Access (RDA), and the MARC 21 Format for Bibliographic Data).

Two Positions: Maryland

Position: Library Director
Location: H. Furlong Baldwin Library, Maryland Historical Society, Baltimore, MD
Full vacancy announcement available on ALA Joblist.

The Maryland Historical Society has an immediate opening for a dynamic, imaginative Library Director to oversee the institution’s H. Furlong Baldwin Library which houses over 7 million documents and books dating from pre-colonization to the present day. In addition, the library collection includes a vast photography collection and a range of audio and digital collections. The Library Director will articulate a clear vision for this vital component of the institution, guide daily functions and shape the larger institutional role of the library.

The ideal candidate for this position is an experienced team player who has overseen diverse collections, created public programming to promote library holdings and who enjoys interfacing with the public, scholars, donors and the Board of Trustees. The Library Director will be a member of MdHS’s Senior Staff and will interact with all departments to create relevant innovative programming and exhibitions. They will be flexible, enthusiastic, and enjoy tackling a diverse range of responsibilities. The ideal candidate will have experience in building collections as well as deaccessioning collections to bring refinement and focus to the library’s holdings.

This position reports to the Vice President of Collections and Interpretation and will oversee a department composed of 4 staff members.

Position Details:

This is a full-time position based at the organization’s offices in the Mount Vernon neighborhood of Baltimore. Some evenings and weekends required Salary is commensurate with education and experience and includes benefits. The Maryland Historical Society is an equal opportunity employer that seeks to expand the diversity of its staff.

To Apply:
Please submit a resume, a cover letter describing your interest in and qualifications for the job, 3 professional references and 2 writing samples to jobs@mdhs.org. Include in the subject line: Library Director Application. Incomplete applications will not be considered. No phone calls, please.

**Position:** Customer Experience Manager  
Location: Administrative Branch, Howard County Library System, Ellicot City, MD  
Salary: $67,068 – $117,605  
Full vacancy announcement available on ALA Joblist.  
The Customer Experience Manager is responsible for conceptualizing, developing and implementing enhancements to educational experiences and services to exceed customers’ expectations and advance the mission and vision of Howard County Library System

**RESPONSIBILITY**

- Positions Howard County Library System (HCLS) as a major component of public education for all ages  
- Effectively lives the Seven Pillars of HCLS’ strategic plan (Authentic Values, Strategic Vocabulary, Everyone a Leader, Winning Teamwork, Community Partnerships, The Power of Us, and Fiercely Loyal Customers), motivating others to do so as well  
- Fully embraces HCLS’ educational mission, effectively communicating our curriculum, which comprises Three Pillars (Self-Directed Education, Research Assistance & Instruction, Instructive & Enlightening Experiences)

**JOB REQUIREMENTS**

- Proactively employs a range of methods to engage current and future customers and gather information that will be used to optimize their experience  
- Directs the design and implementation of initiatives to advance customer service and experience  
- Develops and implements quantitative and qualitative measures to ensure service and experience exceeds customers’ expectations  
- Conducts studies and research to discover new tools, technologies and products to serve customers  
- Makes recommendations regarding resource allocation or service modifications based on data analysis  
- Contributes to the design of facilities and points of service to promote customer-centric organization of space and resources  
- Design, teach and assess continuing education classes that advance staff’s knowledge and skills to create exceptional customer experiences  
- Collaborates with managers at all levels to advance customer service and experience  
- Ensures customers receive timely, personalized, accurate and thorough responses to questions, concerns and recommendations communicated through askhcls (email)  
- Serves as a member of the Leadership Team, contributes to the strategic plan, provides input on policies, procedures, initiatives and decisions  
- Participates in continuing education events (seminars, workshops, conferences, online) to strengthen knowledge and skills

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