One Position: Maryland

Position: Librarian
Location: Agricultural Research Service
Salary: $87,198 – $113,362

Full vacancy announcement available on USAJOBS.

This position is located within Agricultural Research Service, Field Organization, National Agricultural Library (NAL), Information Products Division in Beltsville, MD.

In this position, you will provide customer service to individuals with questions regarding NAL’s physical and digital collections, Web content and online services.

Duties:

- Delivers client-focused, innovative services that support and are responsive individuals to the information needs of NAL customers.
- Serves as a recognized authority on the content and configuration of the online collections, bibliographic databases and research tools available through NAL.
- Participates in various USDA, NAL teams and committees.
- Tracks and monitors incoming questions to ensure timely resolution.
- Provides advanced levels of support by troubleshooting complex access issues or problems with electronic content delivery.

Three Positions: Washington, DC

Position: Assistant Law Librarian for Collections
Location: Library of Congress
Salary: $132,552 – $199,300

Full vacancy announcement available on USAJOBS.

This position is located in the Global Legal Collection Directorate, Law Library. The position description number for this position is 257148. The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area. This is a supervisory, non-bargaining unit position. Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Duties

This position is not eligible for permanent remote telework.
The Assistant Law Librarian for Collections is responsible for the acquisitions, 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 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 collection and service 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.

Directs efforts to develop and promote national and international metadata and technology standards for legal information in the semantic web environment. Coordinates with appropriate internal and external offices including national and international stakeholders to identify issues, challenges, strategies for success, and best practices for digital legal content. Leads efforts to identify potential partners to participate in the Law Library’s virtual presence by developing and implementing strategies for partner participation. Oversees the evaluation of digital content from various organizations to determine scope, depth, breadth and presentation of legal and legislative information produced by the Library and by potential partners. Specifically, develops strategies and identifies partners to collaborate in creating a portal to and repository of legal and legislative information from around the world, including indigenous peoples (example partners include native or indigenous peoples or organizations, local, state, national, international, and transnational governments and organizations).

Responsible for the formulation and administration of collection and service policies affecting the mission of the Law Library of Congress.

Participates in the development, evaluation, and implementation of high-level policy for agency-wide programs. Serves as the key advisor on various programs and events of the Service Unit. Counsels senior management staff and officials at multiple levels of the Service Unit; and senior staff, private sector clients, and vendors concerning matters within the scope of the incumbent’s activity. Serves on inter-agency, national, and/or international special work groups, task forces, or expert panels on special projects or studies critical to the resolution of far-reaching operating issues and problems.

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

Establishes and maintains close and cooperative working relationships with managers and officials within the Law Library and the Library of Congress.

**Position: Technical Services/Research Law Librarian**

Location: Central Intelligence Agency

Salary: $64,137 – $131,341

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

Technical Services/Research Law Librarians assist with the management of core legal information repositories for the Office of General Counsel.

As a Technical Services/Research Law Librarian for 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; providing current awareness of legal developments across OGC practice areas; and 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

**Position:** Cataloging Technician  
**Location:** Supreme Court of the United States  
**Salary:** $44,237 – $63,906

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

This is a full-time position with the Library at the Supreme Court of the United States in Washington, D.C.  
**Closing Date:** Friday, January 7, 2022, 11:59 PM EDT  
Please note that this vacancy has a limit of 200 applicants. The job opportunity announcement will automatically close if that limit is reached prior to the closing date.

**Duties**

The Cataloging Technician enters all edited copy-cataloging records into Online Computer Library Center (OCLC) and into the local integrated library system. Processes all newly received monographs, classified serials, Records and Briefs and continuations for shelving. Processes the transfer of superseded material from the main collection to the Library’s active remote collection; deletes outdated material and removes bibliographic details from the catalog and from OCLC; creates original analytic records directly in OCLC, and uploads and transfer the same to the local catalog. Responsible for sorting and filing all microfiche at the Library’s active remote collection in the Thurgood Marshall Federal Judiciary Building; distributes library materials to Court personnel; responds to telephone inquiries and supports public research requests for Records and Briefs material. Performs other duties as assigned.

Three Positions: Maryland

**Position:** Director of Research Services  
**Location:** Miles & Stockbridge PC

Full vacancy announcement available on [AALL Career Center](http://www.aallnet.org).  

The Director of Research and Information manages the Research Information Center (RIC) and leads a team of three (3) research and information professionals, promoting an environment of proactivity, collaboration, teamwork, and accountability to serve the needs of the firm. The objective of the team is to deliver information resources innovatively and cost-effectively to members of the firm. Primary duties include but are not limited to the following:

**PRIMARY RESPONSIBILITIES:**

- Develop short and long term strategic goals and objectives for the department
- Manage procurement activities, including analyzing usage data, developing KPIs, and negotiating favorable pricing and terms.
- Create, manage and seek approval for the RIC budget, which includes managing vendors, negotiating contracts, and ensuring terms and service meet the needs of the firm
- Develop cost reduction strategies and realign tools by eliminating redundancy, maximizing the use of online versions and/or renegotiating vendor agreements
Develop practice area specialties, liaise with Marketing and Business Development departments, support firm competitive intelligence research, and maintain proper risk management standards

- Research and monitor trends in library services and information resources, including new technologies, and look for opportunities to align those tools and services with the firm's goals and information needs
- Direct all activities for research and reference collection development and maintenance, including the acquisition of research and reference materials and sources. Reviewing, evaluating, and recommending new research materials/resources for firm utilization, with PGL approval and partnership
- Ensure departmental awareness and education/training on developments in legal research, technology, information management, and other developments related to law research and reference operations
- Ensure swift processing of departures and arrivals, with a minimum of disruption.

Requirements

EDUCATION, EXPERIENCE & REQUIREMENTS:

- Master's degree in Library & Information Science from an ALA accredited program, preferably with course work in law librarianship or legal bibliography
- Minimum of three (3) years of experience
- Law firm experience preferred
- Previous experience with direct supervision, budgeting, project and organizational planning
- Must exercise the highest level of confidentiality and integrity
- Demonstrated ability to work effectively in a team environment
- Detail oriented and highly organized
- Strong written and verbal communication skills
- Demonstrate critical thinking, problem solving and good judgement
- Well-developed and professional interpersonal skills to interact effectively with all organizational levels of the Firm.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Responsibilities may require an adjusted work schedule, evening and/or weekend hours to meet deadlines
- Some occasional travel may be required to regional offices
- This job operates in an office setting and is largely sedentary, requiring the routine use of a computer and other standard office equipment. The ability to open file cabinets, lift files, bend and stand on a stool may also be required.

Position: Library Services Specialist
Location: Towson University
Salary: $40,487

Originally posted on the SLA Career Center.

Towson University (TU) is one of the nation’s top 100 public universities. Located north of Baltimore, TU currently enrolls over 22,000 students and is the second-largest university in the prestigious University System of Maryland. Towson University values diversity and fosters a climate that is grounded in respect and inclusion to cultivate the intellectual and personal growth of the entire university community.

The Albert S. Cook Library at Towson University is seeking a Library Services Specialist to provide services to library users by performing a variety of functions related to the operations and procedures of the Access Services Unit and has primary responsibility for managing the collection as stacks coordinator and evening student employee supervision. Provides high quality customer service, communicates the library’s mission and provides guidance on adherence to library procedures and policies. The regular hours of this position are Tuesday – Saturday 12p.m.-8pm. Our library is committed to recruiting and retaining a diverse library staff by considering applicants from a wide variety of backgrounds and experiences. Towson University places a high priority on the importance of diversity, equity, and inclusion. You can read the campus’ commitment to diversity statement here: https://www.towson.edu/about/diversity.html.

Responsibilities and Duties

Serves as stacks coordinator for the department ensuring print materials are shelved correctly, efficiently and in a timely manner; shelves library materials according to the Library of Congress classification system; monitors and maintains the overall condition and appearance of the stacks; provides input when appropriate, regarding retention and maintenance of library materials; contributes to decisions regarding planning for shifting projects; coordinates shelving, shifting, and shelf-
reading activities performed by library staff; collaborates with the department’s student supervisor to assign stacks maintenance tasks to all circulation student assistants; maintains a quality control system to monitor the shelving accuracy of student assistants; shelf-reads and monitors the organization of assigned stack area to ensure that materials are in proper order; sorts, retrieves books and other materials from tables and other areas of the library and return them to the sorting area; monitors the in-transit list, search for overdue and missing items; identifies, reports problems, and recommends solutions related to stacks to the Circulation Manager; process library materials to users using an automated circulation system; check in returned library materials; retrieve and re-shelve course reserve materials as they are requested and used by patrons; assist patrons with use of catalog and library website by using online systems and information seeking skills to locate library information resources; and gathers and reports data and may help with the analysis of the data as requested for library reports.

Qualifications and Skills

- Bachelor’s degree
- One year of library experience.
- Excellent interpersonal, communication, and customer service skills.
- Skill in using Microsoft applications, e-mail, and internet navigation.
- Ability to learn and effectively use technology required for the work of the position.

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.

Salary and Benefits

$40,487 annually and full University benefits that include annual leave, up to 14 holidays, personal and sick days; excellent health, life, and retirement plans; and tuition remission. Applicants with TU or USM service may receive salary credit. To learn more about our benefits, click here.

If you are motivated, innovative and team-oriented, we would love to hear from you.

For consideration, please submit a cover letter and resume with your online application.

This position will be open for a minimum of 14 days.

The safety of our students, faculty, staff, and neighbors has been our top priority and the focus of every one of our decisions since the earliest days of the COVID-19 pandemic. The University System of Maryland (USM) has recently determined that mandating a COVID vaccine for all faculty, staff, and students at all schools in the USM is both a reasonable and necessary means of protecting our health and safety. As a prospective hire at TU, proof of your full COVID19 vaccination must be demonstrated before you begin employment with the University.

Position: Library Services Specialist
Location: Towson University
Salary: $40,487

Originally posted on the SLA Career Center.

Towson University (TU) is one of the nation’s top 100 public universities. Located north of Baltimore, TU currently enrolls over 22,000 students and is the second-largest university in the prestigious University System of Maryland. Towson University values diversity and fosters a climate that is grounded in respect and inclusion to cultivate the intellectual and personal growth of the entire university community.

The Albert S. Cook Library at Towson University is seeking a Library Services Specialist to provide services to library users by performing a variety of functions related to the operations and procedures of the Circulation Department and provides high quality customer service in support of the library’s mission. The regular hours for this position is Tuesday -Friday 8am-4pm and Saturday 12pm-8pm. Our library is committed to recruiting and retaining a diverse library staff by considering applicants from a wide variety of backgrounds and experiences. Towson University places a high priority on the importance
of diversity, equity, and inclusion. You can read the campus’ commitment to diversity statement here: https://www.towson.edu/about/diversity.html.

Responsibilities and Duties

Leads the creation of training materials, onboarding sessions, and ongoing professional development for library student employees from all library departments; offers student cross-training sessions for Academic Commons partners’ student assistants; with direction from the Student Success Librarian, trains students and others on the voice and shared services of Cook Library’s Academic Commons; manages and troubleshoots bookings for the Academic Commons collaborative booking system; manages calendars and priorities for shared Academic Commons conference rooms and spaces; interviews, hires, and trains Academic Commons student assistants; supervises work of Academic Commons student assistants; sets schedules for Academic Commons student assistants; approves bi-weekly timesheets and evaluates performance of student assistants each semester; keeps abreast of changing best practices for coaching and mentoring student assistants; responds to customer information needs using online systems to locate library information resources; processes library materials for users in a quick, efficient, and courteous manner using an automated circulation system; retrieves and loans course reserve items for users and file returned material; registers patrons for library services when appropriate; assists users with questions concerning circulation policies and patron records; establishes and maintains positive working relationship with co-workers and customers; refers patrons with complex circulation questions or concerns to the Circulation Supervisor; and assists with other circulation duties such as processing faculty reserves, book searching, creating and updating patron records and USMAI transit processing.

Qualifications and Skills

- Bachelor’s degree
- One year of library experience.
- Excellent interpersonal, communication, and customer service skills.
- Skill in using Microsoft applications, e-mail, and internet navigation.
- Ability to learn and effectively use technology required for the work of the position.

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.

Salary and Benefits

$40,487 annually and full University benefits that include annual leave, up to 14 holidays, personal and sick days; excellent health, life, and retirement plans; and tuition remission. Applicants with TU or USM service may receive salary credit. To learn more about our benefits, click here.

If you are motivated, innovative and team-oriented, we would love to hear from you.

For consideration, please submit a cover letter and resume with your online application.

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Posted in Job Vacancies | Tagged Academic Library, Law Library, Maryland, Special Library
Three Positions: Maryland

Position: Library Associate – Teen Services
Location: Harford County Public Library

Originally posted on the Maryland Library Association listserv.

The Library Associate performs a variety of reference services within a branch in order to assist customers in using the library and its services to their fullest advantage. Assists customers with locating materials, information, using electronic resources and emerging technologies. Plans and provides library programming. Meets minimum public service hours as defined by Library Administration.

Requirements:

- Bachelors degree;
- Ability to attend Library Associate Training Program and to complete the program within 2 years after starting the program for Library Associate I;
- One or more years of related experience; Computer experience including internet, use of computer databases and downloading digital materials to a personal device;
- Ability to work day, evening, and weekends hours

Application Process: Applications for this position are completed and accepted via online submission only. Please visit us at Harford County Public Library https://www.hcplonline.org/ and click on Library Jobs tab for vacancy announcement details and application instructions.

Position: Assistant Director of the Network of the National Library of Medicine Web Services Office
Location: University of Maryland, Baltimore
Salary: $80,000

Originally posted on the SLA Career Center.

Under a five-year cooperative agreement (2021 – 2026) with the National Library of Medicine, the HSHSL serves as the headquarters for the NNLM Web Services Office (NWSO). NWSO is responsible for developing and maintaining reliable Web services for NNLM in compliance with the US Department of Health & Human Services information policies. The Assistant Director of NWSO is responsible for leadership and development of NNLM web projects and the infrastructure that supports them.

The NNLM consists of seven Health Sciences Libraries functioning as Regional Medical Libraries covering the United States as well as three national offices and three national centers. For more information about the structure and purpose of the NNLM, please visit https://nnlm.gov/about/about-nnlm

Reporting to the Executive Director of NWSO, the Assistant Director of NWSO provides oversite and leadership of the NWSO staff, including a web developer and a systems administrator. In collaboration with staff and the Executive Director, the Assistant Director of NWSO will support Drupal and WordPress websites, a Moodle Learning Management System, and several additional related systems. Previous management experience is desirable but not necessary.

This is a grant-funded, non-permanent status faculty appointment renewable on an annual basis. This position will be at the rank of Librarian II or III. The incumbent will be eligible for promotion and is expected to participate fully as a member of the library’s faculty.

Responsibilities:
- Oversee, plan, and develop the knowledge infrastructure, tools, and digital resources supporting NWSO and the NNLM.
- Provide day-to-day operational support and track progress for NWSO’s ongoing projects.
- Maintain an open dialog with stakeholders – including NNLM, RMLs, Offices, and Centers – regarding the development of infrastructure and services.
- Supervise NWSO staff including a Web Developer and a Systems Administrator, setting goals consistent with NNLM and HSHSL goals and initiatives.
- Conduct periodic training and feedback sessions for stakeholders for NWSO provided resources and tools.
- Respond to incoming support requests concerning NNLM technologies and troubleshoot issues.
- Balance technology needs of the NNLM with available budgets.
- Identify software to be used by RML, Office, and Center staff and assist them with selection and implementation of appropriate emerging technologies.
- Coordinate archiving of NNLM data and systems architecture.
- Oversee NNLM Web Advisory Team
- In collaboration with the NWSO Executive Director, provide strategic direction for NWSO initiatives.

Professional participation through presentations or publications regarding innovative library applications for practice or programs in health sciences libraries.

Position Requirements:

- Master of Library Science from an ALA-accredited program or equivalent advanced degree
- Minimum of 3 years of progressively responsible library experience.
- Strong service orientation and ability to work effectively with colleagues, health professionals, and consumers in a diverse, multi-cultural community
- Experience working in technology support and/or development
- Good communication (public speaking and writing) and interpersonal skills.
- Familiarity and experience working with Content Management Systems such as Drupal
- Familiarity with Learning Management Systems such as Moodle

Preferred:

- Ability to develop, articulate, and advocate a vision for applications and knowledge-based systems and the resources needed to support them in a team setting.
- Demonstrated project management experience.
- Experience developing and supporting database driven applications
- Experience managing and developing staff.
- Demonstrated teaching and training experience.
- Knowledge of technology applications and trends in health sciences libraries.
- Comfort with change and experience in change management.

APPLICATIONS:

Application materials must include a CV/resume; cover letter which includes the source of advertisement; 3 references including names, titles, relationship to applicant, phone numbers, email addresses; 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 15th, 2021.

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.

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. For assistance related to employment, please contact the Staffing department at HRJobs@umaryland.edu.

If you anticipate needing a reasonable accommodation for a disability under the Americans With Disabilities Act (ADA), during any part of the employment process, please submit a UMB Job Applicant Accommodation Request. You may also
Position: Collection Development Strategies Librarian (Open Rank)
Location: University of Maryland Libraries
Salary: $52,000 – $75,000

Full vacancy announcement available on ALA Joblist.

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

Nature of Work:

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

Duties and Responsibilities:

Collection management (95%)

- In collaboration with the Director of Collection Development Strategies and the Deselection and Transfer Steering Committee (DTSC), develops and manages project-oriented activities, including making decisions regarding the disposition and location of library materials (e.g. Hornbake storage organization, microfilm de-duplication, shifting of collections within McKeldin Library, collaboration with Severn Library, etc.).
- Plans and makes decisions associated with the effective maintenance of existing collections and related deselection/retention, preservation, and storage issues, including Severn Library.
- Develops a program of data analysis to inform collections strategy and applies data to collections decisions.
- Manages Library resource desiderata processes.
- Serves as a liaison with colleagues in Cataloging and Metadata Services, Acquisitions, Continuing Resources and Data Services, and Preservation.
- Serves as a liaison for the Development Office and Gifts-in-Kind program.
- Serves as liaison between the University of Maryland Libraries and regional and national collections initiatives (Big Ten Academic Alliance, University System of Maryland and Affiliated Institutions, HathiTrust, etc.), shared print, and specialized data repositories into the Library’s collections framework.
- Works with the Collection Development Strategies Graduate Assistant to monitor and update collections-related intranet (LIBI) and public web pages.
- Serves as a standing member of the Collection Development Committee (CDC) and chairs Deselection and Transfer Steering Committee (DTSC).
- Assists with the formulation and review of Library collection development policies and related workflows.
- Assists in monitoring and responding to mediated requests received through the demand driven acquisitions (DDA) program, and monitors and addresses requests for materials generated by the Library’s suggestion services (“Suggest a Book”, etc.).
- Monitors local, system-wide, and vendor provided reports to identify collection related trends and patterns.

Other Duties and Responsibilities (5%)
- Participates in university and/or library activities and training related to promoting diversity, equity, inclusion, and accessibility.
- Contributes to achieving the University’s and/or the Libraries’ diversity, equity, inclusion, and accessibility goals.
- Performs other duties as assigned.

For the full position description and faculty requirements, please go to [http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions](http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions).

Position is appointed to Librarian Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant’s experience and relevant credentials. Applicant must meet the Libraries’ requirements for promotion, which includes a commitment to professional development, service, and self-directed research, scholarship, and/or creative activities. For additional information, consult the following website: [http://www.president.umd.edu/policies/2014-ii-100b.html](http://www.president.umd.edu/policies/2014-ii-100b.html).

APPLICATIONS: Electronic applications required. Please apply online at [https://ejobs.umd.edu/postings/90988](https://ejobs.umd.edu/postings/90988). You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter, which includes the source of advertisement, a curriculum vitae, and names/e-mail addresses of three references.

Applications will be reviewed as they are received and accepted until January 30, 2022.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.

Requirements

- Master’s degree in Library and/or Information Science from an ALA-accredited institution or a non-USA equivalent; or a graduate degree relevant to the position’s duties.
- Minimum three years of increasingly responsible professional library experience in an academic or research library, or equivalent, including collection management or technical services.
- Demonstrated ability to work effectively with faculty, staff, and students in a multicultural and diverse environment.
- Excellent interpersonal, and communication skills.
- Strong analytical skills and experience gathering, assessing, interpreting, and presenting quantitative and qualitative data for varied audiences.
- Demonstrated ability to plan, coordinate, and implement effective projects.

Preferred:

- Experience with creating collection development and management policies and strategies.
- Experience with tools used for data manipulation, analysis, and visualization (e.g. Excel, Access, Python, OpenRefine, Tableau, Jupyter Notebooks).
- Aptitude for learning and adapting emerging technologies.
- Familiarity with licensing practices for electronic resources.
- Strong record of professional engagement.

Faculty Requirement: This position is appointed to Library Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant’s experience and relevant credentials. Library Faculty at the University of Maryland must demonstrate accomplishments and/or evidence of potential for future accomplishments in three areas: 1) librarianship, which includes the assigned area(s) of responsibility and professional development; 2) service, which includes participation in library, university, local, and national committees and professional organizations beyond the assigned area(s) of responsibility; and 3) research, scholarship, and/or creative activities, which includes self-directed inquiry and results dissemination to advance the state of the profession. Library faculty who are successful in meeting these criteria are awarded continuous employment in the form of Permanent Status. For additional information on faculty status at the University of Maryland Libraries, consult: [https://www.president.umd.edu/policies/2014-ii-100b.html](https://www.president.umd.edu/policies/2014-ii-100b.html).
Five Positions: Washington, DC

Posted on December 17, 2021 by LLAM News

Position: Archivist
Location: Library of Congress
Salary: $60,129 – $78,167

Full vacancy announcement available on USAJOBS.

This position is located in the American Folklife Center 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. This is a non-supervisory, bargaining unit position.

Duties

The incumbent is responsible for the organization and description of manuscript, multiformat, and other archival collections, which typically contain a wide range of unique and often unpublished materials, often numbering thousands of items, including handwritten or digital journals and correspondence, business ledgers, photographs and drawings, scrapbooks, and audiovisual recordings.

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

Assembles information to help resolve administrative and legal matters affecting the arrangement and availability of collections. Applies prescribed criteria for the retention or disposition of duplicate and extraneous matter. Identifies material for conservation treatment and coordinates the preparation of material for permanent housing. Produces detailed descriptive guides for research use online. Evaluates and upgrades older finding aids to bring them into conformity with current archival descriptive standards.

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

Attends workshops, conferences, seminars, or meetings in librarianship and other relevant fields for the purpose of training and professional development. Displays knowledge of collections in the Library. Presents information to groups and individuals with a similar understanding of the subject. 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. is position is not eligible for permanent remote telework.

**Position:** Deputy Assistant Director (American Law Division)

*Location:* Library of Congress  
*Salary:* $132,552 – $199,300

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

The Congressional Research Service (CRS) seeks a Deputy Assistant Director to operationalize the Assistant Director’s vision in leading and managing the American Law Division (ALD), which addresses all legal questions that arise in a legislative context or are otherwise of interest to Congress. CRS provides confidential, objective, nonpartisan, authoritative, and timely research, analysis, and consultative support exclusively to the U.S. Congress.

**Duties**

This position is not eligible for permanent remote telework.

The Deputy Assistant Director is part of the executive-level leadership of CRS and will operationalize the Assistant Director’s vision in leading and managing the American Law Division (ALD). Working directly with congressional committees and Members of the House and Senate and their staff, ALD attorneys contribute to an informed national legislature as it considers legal and policy issues of importance to the American people. Areas of research, analysis, and consultative support include all facets of law in the United States, including administrative, business, civil rights, constitutional, energy, environmental, health, immigration, intellectual property, international, labor, military, national security, procurement, tax, and trade law. ALD attorneys also ensure that the Constitution Annotated of the United States, the official record of the U.S. Constitution, remains accurate and timely through historical research, analysis of current developments in constitutional law, and review and assimilation of practice materials and academic discourse.

On behalf of the Assistant Director, the Deputy Assistant Director ensures optimal operations and administration of the division on both substantive and management matters. Intellectual curiosity, an ability to learn, creativity, optimism, enthusiasm for public service, solicitude, flexibility, respect for and an ability to execute administrative duties rapidly and accurately, responsiveness, business acumen, and an ability to understand and interpret the strategic vision of another leader are attributes that would contribute to success in this position.

The Deputy Assistant Director assists in monitoring, measuring, and calibrating division research and publication activities in relation to its mission of serving Congress; supports the planning and execution of congressional outreach that ensures that the division is identifying appropriate legal questions facing Congress; follows through with ensuring division operations that provide objective, authoritative, and high quality legal analysis that meets the needs of congressional clients; translates the Assistant Director’s vision into action with respect to intellectual leadership of legal areas within the division’s responsibility; collaborates with other executives and subordinate managers on the CRS mission; and serves with full delegated authority of the Assistant Director in her absence. The Deputy Assistant Director also performs special or sensitive substantive, consultative, or managerial assignments as requested by the Assistant Director.

**Major duties of this position include:**

Demonstrates intellectual leadership in the formulating, framing, conducting and communicating of research policy and analysis conducted in the division, in terms of subject matter expertise, methodology and relevance to congressional needs. Reviews the written products of staff to ensure that the Service’s quality standards are met. In collaboration with other senior managers, ensures coverage of all issues identified throughout the Service. Oversees implementation of the research agenda, including approaches, frameworks, or methodologies. Monitors, updates, and adjusts the research agenda to meet the changing needs of Congress, reassesses/reallocates capacity and communicates adjustments to supervisors and staff. Coordinates research activities with managers in other divisions to promote research and analysis across the Service. Performs the human resource management functions relative to the staff supervised. Ensures that supervisors and staff conduct research and analytical activities in a collaborative manner that incorporates expertise from multiple disciplines available from both inside and outside the division. Establishes and clearly communicates performance expectations for staff members in support of agency goals. Provides informal feedback and periodically formally evaluates staff on
performance measures and results. Establishes and maintains effective working relationships with various high-level individuals, including committees and officers of the United States Congress, other legislative agencies and the Library of Congress, executive branch departments and agencies, professional organizations, universities, and other research organizations in order to advance the programs and objectives of the Congressional Research Service. This is a supervisory, non-bargaining unit position.

The position description number is 058851. The salary range indicated reflects the basic pay adjustment of the Washington, D.C. metropolitan area.

**Position:** Director of the Kluge Center  
**Location:** Library of Congress  
**Salary:** $132,552 – $199,300

Full vacancy announcement available on USAJOBS.

This position is located in the Kluge Center, Library Collections and Services Group. The position description number for this position is 420767. The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area. This is a supervisory, non-bargaining unit position. Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

**Duties**

This position is not eligible for permanent remote telework.

The Director of the Kluge Center at the Library of Congress (the Library) coordinates and promotes activities that support scholars doing intensive research at the Library. The incumbent reports directly to the Associate Librarian for Researcher and Collection Services (ALRCS) with scholarly evaluations and program recommendations. The Director is responsible for the management of the Kluge endowment, and for fundraising efforts for fellowships and programming, recruiting resident visiting scholars, developing events that disseminate research done by Kluge scholars at the Library and that address challenges facing democracy, overseeing the Library’s Scholars Council, and supervising the selection process for the Kluge Prize as well as events involving Kluge Prize winners.

The Director must have distinction as a scholar and leadership experience related to major scholarly projects.

Has overall responsibility, as well as delegated authority, for the oversight and administration of broad, emerging, and/or critical agency programs or operations. Responsible for the direction and management of the Kluge Center and for public programs that present scholarly content. Provides direction to the programs by identifying and recommending policy initiatives and major research projects suitable for the Library to undertake as special scholarly or literary events. Evaluates current and proposed programs and operations and recommends actions to initiate, modify, or discontinue projects as needed.

Coordinates and promotes activities that support scholars performing intensive research at the Library of Congress. Recruits and supports scholars to come to the Library by coordinating selection processes and committees and arranging related programming. Responsible for fundraising efforts for fellowships and scholarships; oversight of the Scholar Council planning conferences, symposia, and lectures; and managing the Kluge Prize selection process and events featuring Kluge Prize winner.

Supervises staff of the Kluge Center, as well as resident scholars and academic interns. Responsible for public outreach related to selection processes for fellows and scholars.

Establishes performance expectations, which are clearly communicated. Provides informal feedback and periodically evaluates staff on organizational performance. Resolves informal complaints and grievances. Takes personnel actions as necessary. Provides advice and counsel to staff members and subordinate managers related to work and policy matters. Effects disciplinary measures. Reviews and approves or disapproves leave requests. Assures that organization staff at all levels are trained and fully compliant with safety regulations.
Initiates and maintains relationships with foundations and other public and private agencies and organizations that can provide support for scholarly programs and public events. Establishes and maintains effective working relationships with various high-level individuals, including leadership at universities, academic associations, and cultural institutions; the Congress; think tanks; and foundations. Establishes and maintains close and cooperative working relationships with The Library of Congress department management and officials, other government agencies, and institutions with related interests, in order to advance the programs and objectives of The Library of Congress and the Kluge Center.

Serves as the primary agency advisor on the Kluge Center, scholarly programs, and scholarly events. Recognized as an agency authority in formulating new policies and program objectives that have a broad or long-range impact on the quality of scholarly programs and operations.

Position: Research Librarian (Domestic Social Policy)
Location: Library of Congress
Salary: $60,129 – $78,167

Full vacancy announcement available on USAJOBS.

Summary

The Congressional Research Service (CRS) Domestic Social Policy Division is accepting applications under its 2022 Graduate Recruit Program for a Research Librarian. This position will be filled at the GS-09 level (see “Duties” below).

This position is not eligible for permanent remote telework.

About the Graduate Recruit Program

Initial appointments under the Graduate Recruit Program will be made for a period up to 120 days. Initial appointments are expected to convert to permanent, contingent upon the participant’s successful performance, 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

The Congressional Research Service (CRS) seeks a Research Librarian for the Research & Library Services Section of its Domestic Social Policy Division. The section broadly supports the work of Congress in issue areas including income security, veterans’ benefits, health care, education, labor, housing, child welfare, and nutrition assistance.

This Research Librarian position is expected to provide research and library services to CRS policy analysts and congressional clients, focusing on issues related to support for children and families, nutrition assistance programs, and healthcare.

Candidates earning a Master of Library Science (MLS) or equivalent degree and background working in a library, information center, or research organization are especially encouraged to apply.

The research librarian position carries promotion potential to the GS-13 level.
Position: Eckles Librarian  
Location: George Washington University

Full vacancy announcement available on ALA Joblist.

The George Washington University Libraries & Academic Innovation (GWLI) seeks nominations and applications for the Eckles Librarian. The regular schedule for this position is Monday through Thursday, 11:30 am – 8:30 pm; and Friday 9:00 am – 6:00 pm. Additional evening and weekend hours may be required. This is a designated on-site position and not eligible for telework. For more information on the university and GW Libraries, visit http://library.gwu.edu. For more information on Eckles Library, visit https://library.gwu.edu/eckles-library.

Basic Qualifications:

- ALA-accredited Master’s degree in library or information science or other advance degree with relevant
- Demonstrate the ability to partner with academic departments to advance scholarship in the
- Demonstrate the ability to collaborate with others in an environment committed to equity, diversity and
- Demonstrate excellent oral and written communication

To be considered, please complete an online application at https://www.gwu.jobs/postings/87772, upload a cover letter that includes an assessment of skills related to basic qualifications, and a curriculum vitae. Only complete applications will be considered. Review of applications will begin on January 6, 2022 and will continue until the position is filled. Employment offers are contingent on the satisfactory outcome of a standard background screening.

The university is an Equal Employment Opportunity/Affirmative Action employer that does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or on any other basis prohibited by applicable law.

Posted in Job Vacancies | Tagged Academic Library, Government Library, Public Services, Technical Services, Washington DC

Two Positions: Maryland

Posted on December 14, 2021 by LLAM News

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

Originally posted on the SLA Career Center.

Description

The Health Sciences and Human Services Library (HSHSL) at University of Maryland, Baltimore (UMB) seeks an innovative, forward-thinking Data Services Librarian to provide robust research data-related services for UMB faculty, staff, and students. This dynamic librarian advances the Library’s efforts in data sharing and in research data management, discovery, and access.

The Data Services Librarian is a member of the Data and Bioinformation Services Department. They will join a data services librarian and bioinformationist to become a core member of the Library’s Center for Data and Bioinformation Services (CDABS). The librarian also collaborates with faculty and staff within the HSHSL and with partners throughout the University. This is a permanent status-eligible full-time, non-tenure track faculty position reporting to the Associate Director for Research and Information Services. For more information about the HSHSL, visit http://hshsl.umd.edu/.
The HSHSL is actively committed to diversity within its community and welcomes applications from people with underrepresented backgrounds and identities. The HSHSL seeks professionals who are invested in creating an inclusive environment by embracing empathy, respect, and self-reflection, and who strive to incorporate those values in their work and interactions.

RESPONSIBILITIES:
Consult with faculty, students, and staff about data aspects of research projects.
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.
Assist researchers with writing data management plans.
Identify software and tools and develop services supporting the discovery and management of research data.
Provide support for CDABS data visualization service.
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 HSHSL.
Participate in the growth of the UMB Data Catalog by creating dataset records associated with UMB-related scholarly publications and engaging in outreach activities to UMB scholars.
Engage actively in committees within the HSHSL, the University, and professional organizations.
Engage in professional development, service, and publication/presentation opportunities.

POSITION REQUIREMENTS:
Master’s degree from an ALA-accredited program.
Background or experience indicating an ability to become proficient with quantitative or qualitative research tools such as R, Python, SAS, SPSS or STATA.
Knowledge of the research data lifecycle and data management and sharing best practices.
Familiarity with appropriate data repositories and public data sets.
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 using a variety of data analysis, visualization, and mapping tools.
Experience with conducting quantitative or qualitative research and data analysis.
Experience in an academic, research, or health sciences library.
Familiarity with data curation and preservation practices
Experience providing instruction to a range of audiences, including faculty and students.

Application Process:
Review of applications begins immediately and continues until the position is filled.
Best consideration will be given to completed applications received by Friday, January 7, 2022.
Include the following documents as part of the application package: 1) a resume or curriculum vitae;
2) a cover letter that describes applicant's interest in the position. The cover letter should also include a statement describing the applicant’s experience in supporting diversity, equity, and inclusion efforts in their work; applicants who have not yet had the opportunity for such experience should note how their work will further UMB's commitment to diversity. 3) On a separate page, a signed/dated affidavit stating, “I verify that my CV is current and accurate” – does not need to be notarized.

COVID-19 Protocols:

All University of Maryland, Baltimore (UMB) on-campus employees are expected to be “fully vaccinated” against COVID-19. Employees will be considered “fully vaccinated” two weeks after receiving the second dose of a two-dose vaccine or two weeks after receiving a one-dose vaccine.

SALARY: $55,000., minimum – 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 campus is located in downtown Baltimore, blocks from Orioles Park at Camden Yards, Raven's Stadium, and the Inner Harbor, a recreational waterfront destination. 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 HSHSL is one of the largest health sciences libraries in the United States with a track-record of user-centered innovative services and programs. Fifty-six 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 HSHSL also serves as the headquarters for the Network of the National Libraries of Medicine (NNLM), Region 1 and the NNLM Web Services Office.

The HSHSL serves the schools of Dentistry, Medicine, Nursing, Pharmacy, Social Work, and the Graduate School. It supports 6300 students and over 7200 faculty and staff members. UMB is a 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. More details about 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. For assistance related to employment, please contact the Staffing department at HRjobs@umaryland.edu.

If you anticipate needing a reasonable accommodation for disability under the Americans with Disabilities Act (ADA) during any part of the employment process, please submit a UMB Job Applicant Accommodation Request. You may also contact HRDiversity@umaryland.edu. Please note that only inquiries concerning an ADA request for reasonable accommodation will be responded to from this email.

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

Originally posted on the SLA Career Center.

Purpose of Position

The HSHSL's Information Services Division is seeking a part-time, contractual library assistant to staff the information services desk during the evening hours, Monday – Thursday.

In the evening, the HSHSL is used primarily as a student study hall. However, it is important to have a staff member at the Information Services Desk to answer directional questions, circulate a book, assist with a printing question, or report a building issue.

This is a contractual position that will service for no more than four months, during the academic school year. The hours will be Monday – Thursday from 7:00pm – 11:00pm (16 hours).

Position Responsibilities:

Staffs the HSHSL's Information Services Desk:
Interacts with library users by answering directional questions and providing referrals.
Performs circulation functions such as checking books in and out.
Assists library users with printer/scanner/photocopier questions.
Implements library policies and procedures

Uses the HSHSL’s staff HELP system to report building issues and library submission form to report unusual library incidents.
Two Positions: Maryland

Posted on December 10, 2021 by LLAM News

Position: Executive Director of the Thurgood Marshall Law Library
Location: University of Maryland, Baltimore

Full vacancy announcement available on SLA Joblist.

The University of Maryland Francis King Carey School of Law seeks to fill the position of Executive Director of the Thurgood Marshall Law Library

Come join the Thurgood Marshall Law Library at the University of Maryland Francis King Carey School of Law- ranked this year as one of America’s Best Employers (Forbes Magazine)! The law school campus is located in the heart of historic downtown Baltimore, steps away from a daily rotation of food trucks, seasonal farmer’s market, one of the oldest indoor markets in the country (Lexington Market), Camden Yards, and the Inner Harbor. The university’s shuttle provides easy access to other parts of the city. Baltimore has a rich history as a major transportation hub with the intersection of its seaport and the oldest railroad in the United States (Baltimore & Ohio). The economy has since shifted from industry and trade to knowledge and service. As a thriving intellectual hub, it is home to numerous academic campuses and libraries. With easy access to mountains and beaches, a quick drive or train ride to Philadelphia, New York, DC, and multiple airports, Charm City lives large.

The Thurgood Marshall Law Library is committed to innovation from playing an instrumental role in the robust, required legal research instruction program to the digitization of unique civil rights collections. We welcome applicants who are interested in building on this foundation and helping to lead forward-thinking initiatives that align with the university’s core values: respect and integrity; well-being and sustainability; equity and justice; and innovation and discovery.

Job Summary:

The Executive Director of the Thurgood Marshall Law Library reports directly to the Associate Dean for Library & Technology. This is a library faculty position that oversees all library services and coordinates interdepartmental activities within the law library. This position works closely with the Associate Dean and contributes meaningfully to the development and implementation of the mission, goals, and broad policy directions for the law library (e.g., strategic planning, assessment, communication, budget and resource allocation). In partnership with the Associate Dean, this position will ensure that a commitment to diversity, equity, inclusion, and accessibility is reflected in library services, operations, and staff.

Essential Responsibilities include:

- Collaborate with library and law school leaders to provide innovation and oversight of library services during periods of stability and change.
- Coordinate delivery of faculty and student services across all library departments.
- Ensure day-to-day library services and staff reflect a commitment to diversity, equity, inclusion, and accessibility.
- Actively support and encourage professional development of library staff.
- Lead or participate in substantial library procurements such as large vendor contracts or significant equipment purchases.
- Assist with identification of library funding needs and work with the institutional advancement team to develop potential funding sources.
Represent the library in coordination with the Associate Dean at faculty programs, on law school committees, at student events, and in other appropriate campus- and system-wide activities.

Required Qualifications include:

- Master’s in Library Science (or related) and Juris Doctor from an ABA accredited program required. Applicants with 10 or more years of progressive experience in law libraries may substitute for JD.
- Minimum five years of professional library experience with at least three years of supervisory experience required in higher education.
- Demonstrated commitment to diversity, equity, inclusion, and accessibility
- Demonstrated excellence in change management
- Strategic and analytical thinking skills with the ability to solve problems and make decisions in a rapidly evolving and unpredictable environment
- Understanding of library leadership trends, concepts, and best practices
- Demonstrated success working across library departments
- Ability to work effectively and creatively with an active, diverse, research-oriented faculty, student body, and staff
- Ability to develop and maintain positive working relationships with members and affiliates of the law school community
- Effective verbal and written communication skills

Preferred Qualifications include:

- Experience in strategic planning, administration, assessment, budget and resource allocation
- Expertise in human resources management and business operations
- Experience in collection services (e.g., acquisitions, access, licensing)
- Experience with an ILS migration
- Record of innovation in law libraries
- Teaching experience

Salary and Benefits:

- Salary is competitive and commensurate with qualifications and experience.
- This position offers a generous benefits package that includes 22 vacation days, 14 floating and fixed holidays, 15 sick days; comprehensive health insurance and retirement options; and tuition remission for employees and their dependents at any of the University System of Maryland schools.
- The position is a 12-month library faculty appointment. The successful candidate will be expected to meet library and university requirements for permanent status and promotion within established timeframes.

Availability: The position is available immediately.

To Apply: Interested applicants should apply online at https://www.umaryland.edu/jobs/ and include a cover letter, CV/resume, the names and contact information of three references, and a separate signed/dated affidavit page (stating “I verify that my CV is current and accurate”). Individuals from historically marginalized communities are strongly encouraged to apply. The position will remain open until filled. To ensure consideration, submit your materials by 11:59pm on January 3, 2022.

Position: Librarian
Location: National Institutes of Health
Salary: $87,198 – $134,798

Full vacancy announcement available on USAJOBS.

The National Institutes of Health (NIH) Library is pleased to announce an exciting employment opportunity for an exceptional candidate to serve as a Librarian. If you have experience providing library services and bibliometrics in a clinical or biomedical research setting and want to play a significant role in a dynamic organization, then consider joining the NIH Library team.

Duties
Serves as a technical authority in the provision of bibliometric services in very complex subject areas related to biomedical research
Provides consultations on designing and using bibliometric analyses, training on bibliometric theory and techniques, and customized analysis designed to meet specific needs of NIH staff
Initiates, plans, and carries out work activities and projects related to bibliometric services.
Calculates citation impact scores using the latest bibliometric techniques and put those scores into context to help NIH staff understand how useful laboratory or program publications have been to other scientists.
Provides research services for users including locating and evaluating the information and data.

Posted in Job Vacancies | Tagged Academic Library, Government Library, Public Services, Technical Services

Four Positions: Washington, DC

Posted on December 10, 2021 by LLAM News

Position: Manager of Library Services
Location: Kutak Rock LLP

Originally posted on LLSDC Job Listings.

Summary – The Manager of Library Services will oversee the operations and manage strategic initiatives for the National Library Services Department in support of Firm Practice Area business goals and initiatives. This position is in the DC office.

Responsibilities:

- Manages the research services function of the Library Services Department to provide strategic information support to the firm, including determining research priorities and investigating and recommending new resources and tools.
- Provides research consultation and analysis, research project strategy, and manages specialized topical, legislative, docket, and regulatory research and customized monitoring services.
- Manages the research resource use tracking software (Research Monitor) and generates and analyzes use reports as needed for evaluation and renewal of online resources.
- Manages the monitoring, selection, and dissemination of curated information and news to individual attorneys and defined interest groups based on subject interests, special requests, client needs, and for competitive intelligence.
- Supports Marketing by researching information in support of business development efforts.
- Manages firmwide Library vendor relations.
- Negotiates License Agreements for research resources, and manages their implementation and lifecycle.
- Establishes policies for the use of Library research resources and tools and for training.
- Manages Library Services Department orientation for new timekeepers.
- Directs recruitment, hiring, and training of Library Services Department staff.
- Supervises the Reference Librarians and Library Assistant, including providing mentoring in research methods and skills and encouraging professional development
- Prepares and monitors the Library Services Department budget.

Qualifications:

- Requires a Master’s Degree in Library Science from an ALA-accredited program.
- At least 8 years of progressively responsible library experience in a law firm or corporate environment.
- Extensive database search experience and relevant research expertise to manage a sophisticated law firm research library

For information about applying, please contact Cameron Gowan at Cameron.Gowan@KutakRock.com
**Position:** Library Services Manager  
Location: Legal Placements Inc.

Originally posted on LLSDC Job Listings.

Our client, an international law firm, is seeking a National Manager of Library Services. This position will be based in the firm's Washington, DC office and the client is offering a flexible schedule hybrid/remote work environment. Qualified applicants should have a minimum of five to eight progressive years of library experience, with strong preference for that experience to be focused on management. A Master's Degree in Library Science is required and while prior law firm experience is preferred, we are open to candidates outside of the legal industry that possess strong leadership and time management skills. To inquire further about this opportunity and to learn more, please reach out to Miana Ford, Miana@legalplacements.com.

**Position:** Analyst in Economic Development Policy  
Location: Library of Congress  
Salary: $103,690 – $134,798

Full vacancy announcement available on USAJOBS.

The Congressional Research Service (CRS) Government and Finance Division (G&F) is seeking an Analyst in Economic Development Policy to serve the United States Congress by providing expertise on policy issues pertinent to economic development, transition, and recovery, including economic disruption and disaster resilience. Work may include design and evaluation of options for Congress to inform the debate on economic development policy and related issues.

**Duties**

The ideal candidate will have experience conducting applied analysis that blends a background in economic development policy with detailed knowledge of economic transition principles at all levels of government. This may include knowledge of economic development, transition, and recovery programs and policies within the Department of Housing and Urban Development (HUD) and the Federal Emergency Management Agency (FEMA), such as the Defense Production Act. Experience with economic development interventions for disruptions such as financial shocks, natural disasters, climate change, energy transitions, or other crises is preferred. The successful candidate will demonstrate the ability to draw from a multidisciplinary background to provide rigorous public policy analysis for some of the most complex issues for Congress. Strong policy research, writing, and presentation skills are essential, as is the ability to work as part of a collaborative team. Candidates with experience explaining complex public policies, programs, and economic principles in terms that resonate with audiences without their level of expertise are encouraged to apply.

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

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

Analyst duties include:

Preparing a variety of objective, non-partisan analytical studies and descriptive background reports, memoranda and other written materials on subjects or public policy issues of national significance that are within the employee's area of professional knowledge.

Providing personal consultation and assistance to congressional committees, Members and staff on public policy issues throughout the legislative process by providing information and analysis, and applying professional subject-area knowledge.

Participating in CRS seminars, workshops, and/or outreach programs for congressional committees, Members and staff.

Participating in or leading team research projects and seminars.
Locating and providing information requested by Members and committees of Congress and their staff.

The employee is also expected to develop over time the skills necessary to provide public policy and legislative analysis and consultation to congressional committees, Members, and staff at increasingly sophisticated levels.

This position is not eligible for permanent remote telework.

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 004748.

The incumbent of this position may elect to work a flexitime or compflex work schedule.

RELOCATION EXPENSES ARE NOT AUTHORIZED FOR THE PERSON(S) SELECTED UNDER THIS VACANCY ANNOUNCEMENT.

Position: Legislative Information Specialist
Location: Library of Congress
Salary: $60,129 – $78,167

Full vacancy announcement available on USAJOBS.

The Congressional Research Service (CRS), Office of Legislative Information Services, seeks a Legislative Information Specialist. This position is under the Legislative Analysis Services Section (LASS), which provides data enhancements to Congress.gov, the authoritative legislative database consulted widely by lawmakers, policymakers, academics, and members of the public who are seeking accurate, objective information on both new and amended federal legislation.

Duties

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 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.

Legislative Information Specialist duties include:

Performs a variety of tasks, often on a rotational basis, related to both legislative information and congressional client information. The incumbent identifies points in the congressional proceedings where legislative action has occurred; evaluates the nature and technical meaning of legislative measures; monitors a variety of print and electronic quality control reports; identifies and diagnoses problems occurring in web-based legislative data; and assists in the development of special products and projects for the United States Congress and CRS. The incumbent also researches, identifies, enters, updates, organizes, and maintains data, and performs quality control rotational duties.

The selectee examines the Congressional Record and other complex legislative documents to determine the status and results of congressional proceedings (e.g., floor statements, hearings, votes, amendments, etc.). Identifies points in congressional proceedings where legislative action has occurred. Locates the full text of legislative measures and identifies the multiple stages within the legislative process. Verifies key elements (e.g., bill number, title, date of introduction, sponsor(s), co-sponsor(s), committee(s) of jurisdiction, etc.) of legislative measures.

Coordinates and consults with congressional staff, CRS colleagues, and Library of Congress staff to ensure the accuracy, integrity, and authenticity of legislative information and authority records. Assists in the identification and resolution of legislative data and administrative issues by working cooperatively with congressional staff and colleagues.
This position is not eligible for permanent remote telework.

The position description number for this position is 235738.

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

The tour of duty for this position is full-time.

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

This is a non-supervisory, bargaining unit position.

RELOCATION EXPENSES ARE NOT AUTHORIZED FOR THE PERSON(S) SELECTED UNDER THIS VACANCY ANNOUNCEMENT.

One Position: Maryland

Posted on December 7, 2021 by LLAM News

Position: Communications Specialist
Location: Prince George’s County Memorial Library System

Originally posted on MLA JobLine

Responsibilities: The Communications Specialist is responsible for all English and Spanish, internal and external library communications at the direction of the COO for Communication and Outreach and Director of Dynamic Content and Engagement. Communications duties include media relations, communications writing, social media, government relations, public information officer duties, and contributing to major campaigns. Some essential functions include: Serve as the Library’s primary media relations contact for pitching stories, responding to interview requests, publishing media releases, and issuing emergency operations notices (internally and externally). Coordinate the Library’s media relations strategy with all appropriate stakeholders. Serve as the Library’s primary English and Spanish communications writer and copy editor for all media releases, scripts, formal remarks/talking points for stakeholders, reports, public email communications, grant reports, advocacy/government relations, employee announcements via the staff intranet, and the Library’s website. Contribute to the Library’s social media by acting as a content lead or co-lead for one or more platforms, and reply to any customer inquiries received via social media. Coordinate and/or support major communications campaigns in conjunction with other Communication and Outreach colleagues and departments. Staff media or Library principals at select Library or community events during the business day and/or after hours as needed. Develop scripts, produce, and maintain the Library’s phone recordings in collaboration with the Library’s IT Department and Public Services Division. Manage the Library’s access to communications platforms. Visit us online at PGMLS.info to view the full job listing.

Requirements: Bachelor’s Degree in Communications, Marketing, English, Creative Writing, or a related field required. Master’s degree or commensurate experience in a related field preferred. Bilingual in English and Spanish required, with strong written and verbal professional communication skills. Flexible professional writing style (in English and Spanish) that supports a range of different deliverables, including media releases, website copy, social media, email communications, scripts, reports, and remarks/talking points. Three or more years of experience coordinating media relations for an institution or business. Strong public speaking skills. Valid driver’s license for use of Library vehicles.

Salary Range: PGCMSL offers competitive compensation based on prior experience, education, and position requirements. Medical, dental, vision, life insurance, paid time off (holidays, vacation, sick and personal) and retirement benefits are offered.

Application Process: Interested candidates should apply online, upload a current resume and letter of interest, and complete the required skills assessment test. Visit us online at pgcmls.info/employment.
Special Requests:
Closing Date: This is an open until filled recruitment and may close at any time without prior notice.

Posted in Job Vacancies | Tagged Maryland, Public Library

Two Positions: Washington, D.C.

Posted on December 7, 2021 by LLAM News

Position: Librarian
Location: Library of Congress

Full vacancy announcement available on USAJOBS.

Catalogs a variety of materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Establishes personal and corporate names and uniform titles for inclusion in the name authority file.

Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloger’s reference collection, online databases, the World Wide Web, and the collections of the Library. Recommends resolutions to problems and inconsistencies in the cataloging process.

Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements to cataloging-related issues.

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accordance with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.

Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information. Consults with Team Leader and cataloging policy staff to recommend changes and additions in descriptive and subject cataloging rules. Offers suggestions and advice to Team Leader on operational and technical problems. Collaborates with Team Leader and other staff in planning and implementing team activities including: workflow procedures, team priorities, cataloging projects of an experimental nature, goal setting and strategies for meeting team production goals. Assists others inside and outside the Library with language, subject and cataloging problems.

This position is not eligible for permanent remote telework.

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.

Library employees must be fully vaccinated by Monday, January 3, 2022. New hires must be fully vaccinated by the date of their appointment.

Employees are considered fully vaccinated when it has been at least two weeks since they received the second dose of a two-dose COVID-19 vaccine (e.g., Pfizer/BioNTech or Moderna) or the single dose of a one-dose vaccine (e.g., Johnson & Johnson/Janssen). At this time, booster shots are not necessary to be considered fully vaccinated.

Upon request, employees must provide proof of vaccination to the Health Services Division.

Consistent with applicable law, the Library will consider individual exceptions to the vaccination requirement based on an employee’s medical condition or sincerely held religious belief. Employees with an approved exception will be subject to weekly testing and other COVID-19 safety protocols as directed, including, for example, wearing masks and social distancing.

Library of Congress employees are prohibited from using illegal drugs, including marijuana. The Library is part of the Federal Government and abides by federal law, so regardless of individual state or District of Columbia laws, marijuana use is illegal, considered criminal activity, and can affect your employment at the Library. In addition, past drug use and activities (e.g., selling or distributing) may deem you ineligible for employment.

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 at least one of the following subject areas: Science, Medicine, Biology and/or Agriculture.

Ability to use integrated library systems, applications, or other information technologies.

Ability to organize, analyze, and interpret data related to acquiring and/or cataloging library materials.

Ability to develop and maintain relationships and provide consultation and liaison services.

Knowledge of library acquisitions and/or cataloging rules, practices, and procedures.

Ability to communicate in writing.

Ability to communicate effectively other than in writing.

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

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

Or

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

In addition to meeting the basic entry qualification requirements, applicants must have directly related education and/or specialized experience.

GS-9
Two full years of progressively higher-level graduate education or master’s in library science or equivalent graduate degree, e.g., LL.B. or J.D., related to the position.

You must submit a legible copy of your college/university transcripts to your online application. Unofficial transcripts are acceptable at the time of application. Official transcripts will be required if selected. Failure to submit the required legible documentation at the time of application will result in disqualification of your application.

Foreign Education – Education completed outside the U.S. must be deemed equivalent to conventional/accredited U.S. education programs to be acceptable for Federal employment. If your college/university is outside the U.S., your transcripts must be accompanied by a report from a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators (AICE). Failure to submit a foreign education evaluation report will result in disqualification of your application.

Position: Librarian
Location: Administrative Office of the U.S. Courts

Full vacancy announcement available on USAJOBS.

CSO is seeking a self-motivated Librarian for the National Programs Branch to support the AO library by managing the library and supporting access to its legal resources. The incumbent will manage the AO Library as a solo librarian, facilitate and improve AO library services, conduct research and reference services for the AO executive management and AO staff, provide support for special initiatives and projects, develop and maintain the AO’s physical and digital collections, and provide or coordinate training and communications on library and legal research resources.

The duties of this position include, but are not limited to:

Managing the AO Library and supporting access to its legal resources such as handling access to library and legal research resources, including login and password administration.

Facilitating database training sessions between users and vendors; assisting with coordination of IT security reviews of research resources; and arranging, sorting, and shelving library materials in the AO Library.

Managing the library’s interlibrary loan services, including acquiring materials requested by AO staff and lending AO materials to participating libraries.

Providing research and reference support and creating alerts and monitoring services for AO staff.

Marketing library services and providing regular communications and outreach to AO staff regarding new resources, training, and services; designing formal training, presentations, and articles on topics of interest to AO staff.

Managing the Integrated Library System (ILS) and Discovery instance for the AO Library; and creating and updating the AO Library’s bibliographic/authority records.

Assisting with updating information on the National Library Program web pages; and updating information and content on the AO Library’s web pages.

Collaborating with other AO offices on issues relevant to library programs and services.

Managing the AO Library budget.

Serving as Contracting Officer’s Representative (COR) for library procurements of physical and online legal research resources; managing the national mailing lists and shipments for federal court librarians.

Providing support to AO staff using databases and working with vendors to troubleshoot technical issues for users.

Serving as the point of contact for court librarians and other agencies who need assistance finding AO publications and contacts for research questions.

Participating in working groups and task-forces relevant to library resources, and assisting with national library program meetings and training conferences.

Developing and providing customized presentations on library services to court users.

CONDITIONS OF EMPLOYMENT

AO employees are required to attest to their vaccination status. New employees are required to complete a Certification of Vaccination Form. The information provided on the form will be treated as confidential information and will be managed by the AO Human Resources Office.

All information is subject to verification. Applicants are advised that false answers or omissions of information on application materials or inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Selection for this position is contingent upon completion of OF-306, Declaration of Federal Employment during the pre-employment process and proof of U.S. citizenship for competitive status positions or conversion to a competitive status position with the AO. If non-citizens are considered for hire into a temporary or any other position with non-competitive status or when it is confirmed by the AO Human Resources Office there are no qualified U.S. citizens for a competitive
status position (unless prohibited by a law or statute), non-citizens must provide proof of authorization to work in the U.S. and proof of entitlement to receive compensation. Additional information on the employment of non-citizens can be found at USAJOBS Help Center | Employment of non-citizens/. For a list of documents that may be used to provide proof of citizenship or authorization to work in the United States, please refer to Form I-9, Employment Eligibility Verification. All new AO employees will be required to complete an FBI fingerprint-based national criminal database and records check and pass a public trust suitability check. New employees to the AO will be required to successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights/responsibilities, visit https://www.e-verify.gov/. All new AO employees are required to identify a financial institution for direct deposit of pay before appointment. You will be required to serve a trial period if selected for a first-time appointment to the Federal government, transferring from another Federal agency, or serving as a first-time supervisor. Failure to successfully complete the trial period may result in termination of employment. If appointed to a temporary position, management may have the discretion of converting the position to permanent depending upon funding and staffing allocation.

Qualifications

Applicants must have demonstrated experience as listed below. This requirement is according to the AO Classification, Compensation, and Recruitment Systems which include interpretive guidance and reference to the OPM Operating Manual for Qualification Standards for General Schedule Positions.

Specialized Experience: Applicants must have at least one full year (52 weeks) of specialized experience which is in or directly related to the line of work of this position. Specialized experience is demonstrated experience and knowledge in managing a library and supporting access to legal research resources; conducting research and providing reference services; and experience in library procurement processes and procedures.

Basic Qualifications: Applicants must meet ONE of the qualification requirements as described below:

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

A total of at least 4 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services. (Transcripts Required)

Education

This position allows for either education or a combination of education and specialized experience. Transcripts must be provided to confirm status.

Additional information

The AO is an Equal Opportunity Employer.

Two Positions: Maryland

Posted on December 3, 2021 by LLAM News

Position: Monographs Cataloger
Location: University of Maryland Libraries
Salary: $60,000 – $75,000

Full vacancy announcement available on ALA Joblist.

Founded in 1856, University of Maryland, College Park is the state’s flagship institution. Our 1,250-acre College Park campus is just minutes away from Washington, D.C., and the nexus of the nation’s legislative, executive, and judicial centers of power. This unique proximity to business and technology leaders, federal departments and agencies, and a myriad of research entities, embassies, think tanks, cultural centers, and non-profit organizations is simply unparalleled. Synergistic opportunities for our faculty and students abound and are virtually limitless in the nation’s capital and surrounding areas. The University is committed to attracting and retaining outstanding and diverse faculty and staff that will...
enhance our stature of preeminence in our three missions of teaching, scholarship, and full engagement in our community, the state of Maryland, and in the world.

With collections including 4 million volumes and more than 40,000 serials subscriptions, the University of Maryland Libraries allocate 75 percent of its materials budget to electronic resources. Maryland ranks 39th among the 115 member libraries of the Association of Research Libraries and has an operating budget of $23.7 million. The University of Maryland Libraries benefit from being situated geographically within minutes of the nation’s capital and its departments, agencies, and research centers.

The Monographs Cataloger is responsible for: (1) Performing original and complex copy cataloging of monographs held by the University of Maryland Libraries, in all subjects and in various languages; (2) Creating and updating records following the standards of the Program for Cooperative Cataloging, producing BIBCO and NACO records as appropriate; (3) Applying relevant national, University System of Maryland and Affiliated Institutions (USMAI), and local policies; (4) Performing complex problem solving related to bibliographic database corrections; (5) Providing support for library employees for resolution of problems with bibliographic, holdings, and item records.

Reporting to the Director of Cataloging and Metadata Services, the Monographs Cataloger participates in planning and implementation of policies, workflows, and special projects to achieve departmental goals and objectives. This position assists in the planning and management of assigned projects; on occasion may take a leadership role on a project and is expected to participate in committees and group activities in the department, division, and University Libraries.

Librarians hold faculty status and contribute to the teaching, service and research mission of the University. As a member of the Library faculty, the Monographs Cataloger 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 is appointed to Librarian Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant's experience and relevant credentials. Applicant must meet the Libraries' requirements for promotion, which includes a commitment to professional development, service, and self-directed research, scholarship, and/or creative activities. For additional information, consult the following website:


The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.

The University of Maryland Libraries are committed to advancing diversity, equity, inclusion, and accessibility. We support university and library efforts to create a more just campus environment, understanding the unique, interdisciplinary focus of libraries and archives as collectors and curators of the historical, literary, artistic, and scientific record. We provide collections, services, and programs that reflect the diversity of our community, heighten cultural awareness, and incorporate the histories, experiences, and expressions of those who have been historically marginalized and/or underrepresented. We work to ensure equitable access to our facilities, resources, and services.

Requirements

Education:

Master’s degree in Library and/or Information Science from an ALA-accredited institution or non-US equivalent, or a graduate degree in a subject area relevant to the position’s duties.

Experience:

- Minimum of three years of professional experience performing original and complex copy cataloging of monographs in an academic, research, or special library.
Knowledge of and proficiency with automated library systems, RDA and related policy statements, LC classification, LCSH and related thesauri, MARC 21 formats, and OCLC Connexion.

Understanding of technical services operations, Library of Congress cataloging practices and procedures, emerging cataloging issues and trends.

Ability to catalog European language materials.

Ability to manage a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints.

Excellent interpersonal skills.

Ability to work both independently and collaboratively in a congenial team environment and to interact effectively with a broad variety of personnel within and outside of the department.

Ability to communicate clearly, knowledgeably and personably, orally and in writing, with all persons potentially affected by the scope of the work.

Evidence of strong customer service orientation.

Ability to meet standards for achieving permanent status.

PREFERRED:

Experience:

- Participation in PCC programs, especially NACO and BIBCO.
- Supervisory experience.
- Familiarity with linked data models such as BIBFRAME;
- familiarity with common metadata standards.
- Experience in creating metadata for digital projects.

Position: Technical Information Specialist
Location: National Institutes of Health
Salary: $72,750 – $134,798

Full vacancy announcement available on ALA Joblist.

This is to fill Technical Information Specialist positions within the NIH Library. If you have experience providing information and data services in a 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

Duties

- Responsible for application administration and configuration of the library’s digital library applications to include the library catalog, link resolver, proxy server, document delivery ticketing, and support ticketing.
- Tests and evaluates new or updated databases, software, modifications, or other changes to automated library systems.
- Provides technical support for various functions including manual and automated metadata creation and management, and cross-walking metadata between standard formats.
- Assists in designing and writing training plans, class manuals, web-based training modules, and publicity for the instruction program.
- Participates in digital library development, automation, and maintenance projects, collaborating with stakeholders to determine project goals, optimal design strategy, and information architecture.
- Participates in administering the technology infrastructure contracts, including the integrated library catalog; annual maintenance contracts for library-held hardware and software, and web development contracts.
**Position:** Library Technician (Collections)  
**Location:** Library of Congress  
**Salary:** $49,157 – $63,906

Full vacancy announcement available on USAJOBS.

**Summary**

This position is located in the Collections Services Division, Global Legal Collection Directorate, Law Library.

**Duties**

The incumbent retrieves and supplies the legal materials; performs preliminary searching of non-duplicates; conducts all steps necessary to complete baseline inventory of retrospective volumes in the Law Library. This include creating and updating the holding records, with the proper construction of summary holding information for serial materials; sorts, arranges, and shelves incoming or returning materials in the various Law collection areas; maintains the most current and comprehensive sets of legal materials along with their associated advance sheets, supplementary pamphlets or pocket parts. Identifies and processes superseded volumes.

Applies knowledge of the full range of library rules, procedures, and operations to resolve a wide variety of problems relating to managing maintaining and securing a voluminous and complex legal and government document collection of approximately 2.9 million items. Demonstrates initiative in recognizing and solving problems, inconsistencies, and errors in piece identification and labeling before such items reach final destination.

Collates materials in a variety of formats and languages for making a preliminary determination on whether the set or series are complete. Creates item records in the ILS for all volumes collated for binding or filming. Creates online binding tickets for units to be sent to the Library’s binding unit and/or updates the holdings records to reflect newly bound or filmed material. Working with the collection, takes the appropriate steps to suppress issues sent for binding/filming from public display in the catalog.

Prepares items for digitization, including creating basic metadata and updating holding records to reflect new formatting. Independently locates items not readily available on the shelf. Determines advanced search strategies and conducts bibliographic and special searches in automated or manual files for incompletely or inaccurately cited requests or insufficient bibliographic data. Assists Law Library of Congress staff and clients with locating items by checking in files, such as the Class K Shelf-list and other automated and manual Law Library files. Searches the Library’s ILS to determine the location of the requested item. Reports findings on specific identification of items and other pertinent information, such as number and location of copies/sets, assignments, date recorded, etc.

Performs special searches of various computer, card catalogs and files to locate and/or verify receipt, location, and internal distribution of legal and government document publications. Ensures bibliographic and/or acquisitions data elements are accurate and input into software applications, reflecting item level control of the material.

This position is not eligible for permanent remote telework.

The position description number for this position is 363669.

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.

**Position:** Lead Library Technician (Copyright)  
**Location:** Library of Congress  
**Salary:** $49,157 – $63,906
Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Deposit Copies Storage Section, Records Management Division, Office of Copyright Records, Copyright Office. The position description number for this position is 354223. 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.

Duties

This position is not eligible for permanent remote telework.

This position, Lead Library Technician, may work in any of the areas of PRR, reporting to the relevant section head or supervisor, and may perform a variety of technical tasks required by that section or area.

While performing daily activities, the incumbent is responsible for ensuring proper handling and security of all Library and Copyright Office materials.

Provides support to public service librarians or other staff members assigned to work in the reading room. Charges records materials in and out of their assigned locations using manual and automated systems, and shelves library and records materials in proper sequence. Tracks loaned or borrowed materials to insure timely return. Retrieves patron requested materials from storage. Routes collections, records or materials to other organizations as required. Validates the internal or external routing of materials, securing items prior to routing or transporting to ensure safe delivery. Ensures materials are transported using secure conveyances. Inspects materials while handling them, and notifies supervisor or librarians of condition of materials needing attention. Identifies and prepares library materials (such as unbound periodicals and books needing repairs) for binding or rebinding. Repairs minor damage to print materials.

Following established protocols, prepares records, records or collections for image preservation and reproduction, resolving material sequencing discrepancies. Mends material, according to standards, as necessary prior to processing, when it is possible to properly do so. Records missing materials or other irregularities according to policy. Provides assistance in the use of equipment, ensuring that equipment is clean and in proper working order for optimum performance. Uses assigned manual or automated systems for records inventory maintenance, updating them as required for records inventory maintenance.

Serves as a technical resource for peers and lesser experienced colleagues. As assigned, reviews work for accuracy, timeliness, and completeness. Provides practical training and oversight, as assigned, to staff on use of automated and manual systems, proper handling and safeguarding of materials. Distributes and balances the workload among employees in accordance with established work flow or job specialization, assuring timely accomplishment of the assigned workload, and that each employee has enough work to keep busy. Keeps in touch with the status and progress of work, and makes day- to- day adjustments in accordance with established priorities, obtaining assistance from the supervisor on problems that may arise. Estimates and reports on expected time of completion of work, and maintains records of work accomplishments and time expended and prepares production reports, as requested. Instructs employees in specific tasks and job techniques and makes available written instructions. Gives on the job training to new employees in accordance with established procedures and practices.

Performs clerical and administrative support tasks such as maintaining time and attendance records; processing incoming and outgoing mail for the office, including preparing mail and freight records; photocopying materials including organizing and collating materials; and maintaining and ordering office supplies. Reports equipment problems to the helpdesk.

Properly labels storage containers and ensures materials within containers is listed on manifest sheets or is contained within container. Types office records such as memoranda, reports, requests, and other routine written material. Distributes mail and other materials. Answers telephone inquiries and refers calls to appropriate staff or supervisor. Makes calls to obtain information required. Receives and logs incoming records and records to be processed, assures receipt of all materials. Reviews records for completeness and accuracy. Maintains log of records received through manual or automated systems. Maintains metrics of all records in all classes and prepares weekly statistics.
Prepares weekly statistics as required. Assists staff members in locating records, personally conducting searches for records. Prepares equipment to accept standard and non-standard records. Answers routing questions regarding policies and procedures. Performs basic cataloging indexing duties.

One Position: Washington, D.C.

Posted on November 30, 2021 by LLAM News

Position: Librarian (CIP and Dewey Section)
Location: Library of Congress
Salary: $60,129 – $78,167

Full vacancy announcement available on USAJOBS

Catalogs a variety of materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Establishes personal and corporate names and uniform titles for inclusion in the name authority file.

Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloger’s reference collection, online databases, the World Wide Web, and the collections of the Library. Recommends resolutions to problems and inconsistencies in the cataloging process.

Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements to cataloging-related issues.

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accordance with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.

Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information. Consults with Team Leader and cataloging policy staff to recommend changes and additions in descriptive and subject cataloging rules. Offers suggestions and advice to Team Leader on operational and technical problems. Collaborates with Team Leader and other staff in planning and implementing team activities including: workflow procedures, team priorities, cataloging projects of an experimental nature, goal setting and strategies for meeting team production goals. Assists others inside and outside the Library with language, subject and cataloging problems.

This position is not eligible for permanent remote telework.

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.

Conditions of Employment
Library employees must be fully vaccinated by Monday, January 3, 2022. New hires must be fully vaccinated by the date of their appointment.

Employees are considered fully vaccinated when it has been at least two weeks since they received the second dose of a two-dose COVID-19 vaccine (e.g., Pfizer/BioNTech or Moderna) or the single dose of a one-dose vaccine (e.g., Johnson & Johnson/Janssen). At this time, booster shots are not necessary to be considered fully vaccinated.

Consistent with applicable law, the Library will consider individual exceptions to the vaccination requirement based on an employee’s medical condition or sincerely held religious belief. Employees with an approved exception will be subject to weekly testing and other COVID-19 safety protocols as directed, including, for example, wearing masks and social distancing.

Library of Congress employees are prohibited from using illegal drugs, including marijuana. The Library is part of the Federal Government and abides by federal law, so regardless of individual state or District of Columbia laws, marijuana use is illegal, considered criminal activity, and can affect your employment at the Library. In addition, past drug use and activities (e.g., selling or distributing) may deem you ineligible for employment.

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

Knowledge of library acquisitions and/or cataloging rules, practices, and procedures.**

Ability to use integrated library systems, applications, or other information technologies.**

Ability to organize, analyze, and interpret data related to acquiring and/or cataloging library materials.**

Ability to develop and maintain relationships and provide consultation and liaison services.

Ability to communicate in writing.

Ability to communicate effectively other than in writing.

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

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

Or

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

In addition to meeting the basic entry qualification requirements, applicants must have directly related education and/or specialized experience.

GS- 9
Two full years of progressively higher-level graduate education or master’s in library science or equivalent graduate degree, e.g., LL.B. or J.D., related to the position.

You must submit a legible copy of your college/university transcripts to your online application. Unofficial transcripts are acceptable at the time of application. Official transcripts will be required if selected. Failure to submit the required legible documentation at the time of application will result in disqualification of your application.

Foreign Education – Education completed outside the U.S. must be deemed equivalent to conventional/accredited U.S. education programs to be acceptable for Federal employment. If your college/university is outside the U.S., your transcripts must be accompanied by a report from a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators (AICE). Failure to submit a foreign education evaluation report will result in disqualification of your application.

Position: Web Services Librarian
Location: University of Maryland Libraries
Salary: $65,000 – $75,000

Full vacancy announcement available on ALA Joblist

Description
Reporting to the Manager, Digital Programs and Initiatives (DPI), the Web Services Librarian is charged with leadership, project management, and hands-on work related to the planning, coordination, design, implementation, maintenance, and evaluation of the Libraries’ website and other major online user interfaces. Through user experience (UX) assessment methodologies and web usage analytics, this position will chart a path of continuous improvement for the Libraries’ web presence that adjusts to evolving user needs, effectively utilizes new web technologies and practices, and reflects the Libraries’ core values, including a commitment to inclusive design.

The Web Services Librarian will engage with the UMD Libraries’ community of learners and scholars to articulate solutions that meet the diverse and evolving needs of online users. This position will collaboratively develop a shared vision and a philosophy for the Libraries’ web presence, which will drive most of the sites’ architecture, organization, and design. The incumbent will coordinate with personnel from across the Libraries to improve the Libraries’ virtual environment and web presence, and lead a cross-unit advisory group on matters related to strategic goals, initiatives, design, content, and usability of the Libraries’ web properties. Among others, the incumbent will work closely with the Director of Strategic Communications and Outreach, the Discovery Strategies and Systems Librarian, Digital Services and Technologies’ (DST) web designers and developers, and library administration and management. The Web Services Librarian will communicate requirements and design needs with the technical development team and will check in with that team on a regular basis to adjust and revise requirements, as needed. The incumbent will also directly supervise the Libraries’ Web Designer, support their development, and deploy their skills to projects and assignments effectively.

As a cross-library position, the Web Services Librarian is responsible for overall analysis, design, integration, content coordination, and evaluation of the Libraries’ online user interfaces. Where appropriate, this includes implementation, integration, evaluation, and improvement of user-interface customizations and integrations of proprietary library products affecting: discovery/searching of information resources, interlibrary loan, room reservations, library research guides, and other functional areas. The position works closely with technical as well as public-facing colleagues to integrate both proprietary and open source platforms into the Libraries’ interfaces.

Requirements
Minimum Qualifications:
Education:

Master’s degree in Library or Information Science from an ALA-accredited institution of higher education or a non-US equivalent by the start of employment, or an advanced degree with two years relevant experience.

Experience:

Two years of professional experience designing and developing websites or other web-based applications.

Knowledge, Skills, and Abilities:

- Knowledge of current web technologies and best practices
- Knowledge of best practices for usability testing, web analytics, and other UX assessment methodologies
- Knowledge of current web accessibility standards
- Knowledge of information architecture design, taxonomy/ontology creation, and writing content for the web
- Ability to manage CMS-driven websites
- Ability to write and design web content using, at a minimum, HTML and CSS
- Ability to manage complex technical projects
- Ability to work both independently and as part of a team
- Excellent communication and interpersonal skills
- Excellent problem-solving skills

For the full position description and faculty requirements, please go to http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions.

Position is appointed to Librarian Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant’s experience and relevant credentials. Applicant must meet the Libraries’ requirements for promotion, which includes a commitment to professional development, service, and self-directed research, scholarship, and/or creative activities. For additional information, consult the following website: http://www.president.umd.edu/policies/2014-ii-100b.html.

APPLICATIONS: Electronic applications required. Please apply online at https://ejobs.umd.edu/postings/89320. No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter, which includes the source of advertisement, a curriculum vitae, and names/e-mail addresses of three references.

**Position:** Outreach and Partnership Specialist  
**Location:** Prince George’s County Library System  
**Salary:** $53,946.18

Originally posted on the [Maryland Library Association](http://www.marylandlibraryassociation.org).

Responsibilities: You are invited to serve the residents of Prince George’s County by connecting them with library programs and services through partnerships and outreach activities. You are passionate about public service, making meaningful connections, and realizing social impact through grassroots and institutional collaborations and initiatives. You are adept at assessing customer and community needs, and have the ability to engage with a range of population groups, including K-12 students, immigrants, and returning residents.

You will: Develop, implements and assess the Library’s outreach and collaboration strategy in consultation with Program Services Dept, branch staff, and appropriate colleagues. Develop relationships with schools, community agencies, organizations and institutions with aligned missions to create mutually beneficial involvement both within and outside of the branches. Work with Communication and Outreach Division colleagues to develop marketing and communications materials for special initiatives and outreach activities. Identify outreach opportunities and develop programs, demonstrations, information sharing, tabling, etc. to engage current and potential library customers. Coordinate system wide off-site outreach activities for all library customer groups, including non-English speakers, immigrants, and refugees. Provide professional development to branch staff on the provision of outreach and community support.

Requirements: Bachelor’s degree from an accredited college or university and three years of experience in a library, education, or non-profit setting; – or – Master’s degree in information science, non-profit/arts administration or related field and one to three years of experience preferred.
Bilingual in English and a second language preferred. Hold a valid driver’s license. Considerable knowledge of principles of youth development, reading skills acquisition, childhood learning theories and philosophies and educational techniques required.

Salary Range: $53,946.18 Salary/year.

Application Process: Interested candidates should apply online at Outreach and Partnership Specialist, upload a current resume and letter of interest, and complete the required skills assessment.

Special Requests:
Closing Date: This is an open until filled recruitment and may close at any time without prior notice.

Two Positions: Maryland

Posted on November 24, 2021 by LLAM News

Position: Materials Assistant Director
Location: Harford County Public Library

Full vacancy announcement available on ALA Joblist.

The Materials Assistant Director assists in overseeing the Materials Management and Technical Services Departments operations, activities, staff, and workflow. Takes part in developing, planning, and executing library and department objectives, supporting the selection, purchasing, cataloging, and processing of physical and digital materials the library provides to the citizens of Harford County.

Essential Duties

1. The Materials Assistant Director assists in the management of activities, operations, and workflow of the Materials Management and Technical Services Department.
2. Assists in the selection of library materials, both digital and physical, serving as a staff resource on intellectual freedom.
3. Manages aspects of the departmental budget
4. Establishes priorities and action plans with Director and develops workflow patterns and staff work plans.
5. Resolves problems related to materials processing, ordering, converting, delivery, and cataloging.
6. Ensures all materials are readily accessible to the public and maintains current knowledge of public service issues.
7. Negotiates contracts with vendors, including utilizing databases for magazine subscriptions, standing order titles, and special collections maintenance.
8. Executes library objectives by translating materials initiatives and activities that support public service goals.
9. Performs long range planning and priority goal setting for the library collections in the system.
10. Promotes and facilitates teamwork between the divisions and other library staff.
11. Oversees the processing, ordering and maintaining special collections to include designing packaging, ordering replacement items and repairs.
12. Evaluates statistics and determines actions based on results; recommends and implements changes to procedures and departmental policies.
13. Takes a leadership role in implementing changes and in fulfilling the goals and objectives of the library.

Supervision Functions

1. Supervises assigned staff, as well as assigned volunteers and participates in the hiring process;
2. Oversees the onboarding and training of staff and volunteers of direct reports and as assigned;
3. Administers the Performance Recognition System (PRS), the librarys performance evaluation system, in accordance with published guidelines;
4. Approves the annual leave and checks and tabulates timesheets for direct reports and assigned staff;
5. Prepares monthly reports, meeting agendas, and schedules;
6. Interprets and implements system-wide policies and procedures;
Ensures staff receive and understand the system and department communications via written or electronic format or in-person meetings;
Assists in the scheduling and facilitation of department/team meetings

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. Learns new skills and technologies to retain proficiency in areas of expertise;
5. Is dependable and punctual;
6. Maintains a positive, friendly, and cooperative attitude and provides consistent customer service;
7. Upholds all library policies and procedures as defined in Harford County Public Library's Policies and Procedures Manual;
8. Performs other duties as assigned.

Reporting Relationship
This position reports to Materials Management & Technical Services Director. Does supervise staff. May supervise volunteers.

Work Week
Primary work schedule consists of weekday shifts, but may occasionally require evening and weekend hours.

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's Values statement, customer service guidelines, and all other policies detailed in the Policies and Procedures Manual.

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

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

This and all library positions are eligible for system-wide transfer.

Harford County Public Library is an Equal Opportunity Employer.

To Apply:

Applications for this position are completed and accepted via online submission only at www.HCPLonline.org. Review vacancy announcement and requirements, under Library Jobs tab. A resume is required for this position; 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.

Minimum Requirements

1. Masters Degree in Library Science or related field in an approved library related curriculum from ALA-accredited institution;
2. Three or more years of related professional experience or equivalent combination of technical training, education, and/or experience;
3. Two or more years of supervisory experience;

Knowledge, Skills, and Abilities

1. Knowledge of the principles, practices, and procedures of administrative management associated with ordering, receiving, processing, cataloging; and moving inventory; and the ability to interpret them to the staff and the public;
2. Broad knowledge of library materials, publishing, readers advisory, and public library/reference work;
3. Knowledge and understanding of ILS (Integrated Library System) software with strong problem-solving skills;
4. Ability to assess community needs and develop, plan, implement, and execute library materials processing initiatives to meet those needs.
5. Knowledge of relevant electronic resources and databases, and of modern research and investigative techniques and procedures;
6. Knowledge of customer service principles and practices;
7. Ability to supervise and mentor both clerical and professional staff while working in a team environment;
8. Ability to act as a representative of Harford County Public Library to the public;
9. Ability to effectively coordinate, supervise, train, and communicate with other staff members;
10. Ability to maintain effective working relationships with other professionals;
11. Ability to prepare and maintain accurate records;
12. Ability to operate relevant computer systems and software programs, and office machines;
13. Ability to prioritize, multitask and plan appropriately to ensure timelines and deadlines are met;
14. Ability to be adaptable, flexible, and patient with customers and staff;
15. Strong communication skills, both verbal and written.

**Position:** Development Manager  
**Location:** Prince George’s County Memorial Library System

Originally posted on the [Maryland Library Association listserv](https://listserv.marylandlibraries.org/).

Responsibilities: The Development Manager is a member of the Leadership Team and reports to the Library’s Chief Operating Officer for Communication and Outreach. The Development Manager is responsible for managing—at the direction of the CEO and COO for Communication and Outreach—all aspects of fundraising to support the development and enhancement of Library services that meet the needs and interests of Prince George’s County residents. The Development Manager is also the primary liaison between the library staff and the PGCMLS Foundation Board and the Library’s friends groups. The Development Manager is responsible for cultivating innovative financial resources to support new/expanding Library services and executing fundraising strategies and initiatives that may include annual fund drives, planned giving, major gifts, endowment planning, grant solicitation/reporting, and assisting with Library advocacy efforts.

The Development Manager has promotion potential to a director-level position. Requirements: Bachelor’s degree in business management, public administrations, marketing, communications, or related field required. 7+ years fundraising and development experience. Experience developing funding proposals and securing gifts and grants in excess of $100,000. Certified Fundraising Executive credential strongly preferred. Membership in fundraising professional associations preferred. Bilingual in English and a second language preferred. Knowledge of board governance and skill in cultivating board engagement. Excellent presentation skills. Strong organizational and networking skills. Experience growing and managing a comprehensive fundraising department that includes outreach to government officials, individual major gifts, foundation grants and/or special events. Demonstrated ability to manage grant writing and write successful grants and funding proposals. Knowledge of public relations and marketing.

Salary Range: PGCMLS offers competitive compensation based on prior experience, education, and position requirements. Medical, dental, vision, life insurance, paid time off (holidays, vacation, sick and personal) and retirement benefits are offered.

Application Process: Interested candidates should apply online, upload a current resume and letter of interest, and complete required skills assessment tests.

View the full job announcement at: [PGCMLS](https://www.pgcmdls.org/)

Posted in **Job Vacancies** | Tagged Maryland, Public Library, Technical Services

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**One Position: Virginia**

Posted on **November 24, 2021** by LLAM News
Position: Librarian/Cataloger  
Location: BAE Systems, Springfield, VA

Originally posted to the CUA Jobs group.

Job Description

BAE Systems is seeking a Library professional to support a government customer with cataloging of their collection of geospatial and textual products (maps, charts, CDs, DVDs, textual material, intelligence documents, handheld photography and digital datasets), manage inter-library loans, perform research in support of the mission, and maintain the library collection.

Required Education, Experience, & Skills

3+ Years of professional experience with geography, cataloging, document management, and research. Must have familiarity of inter-library loans and excellent customer service skills.

Preferred Education, Experience, & Skills

Masters Degree in Library Science from an accredited organization; experience using MARC and other professional metadata standards

About BAE Systems Intelligence & Security

BAE Systems, Inc. is the U.S. subsidiary of BAE Systems plc, an international defense, aerospace and security company which delivers a full range of products and services for air, land and naval forces, as well as advanced electronics, security, information technology solutions and customer support services. Improving the future and protecting lives is an ambitious mission, but it’s what we do at BAE Systems. Working here means using your passion and ingenuity where it counts – defending national security with breakthrough technology, superior products, and intelligence solutions. As you develop the latest technology and defend national security, you will continually hone your skills on a team—making a big impact on a global scale. At BAE Systems, you’ll find a rewarding career that truly makes a difference.

Intelligence & Security (I&S), based in McLean, Virginia, designs and delivers advanced defense, intelligence, and security solutions that support the important missions of our customers. Our pride and dedication shows in everything we do—from intelligence analysis, cyber operations and IT expertise to systems development, systems integration, and operations and maintenance services. Knowing that our work enables the U.S. military and government to recognize, manage and defeat threats inspires us to push ourselves and our technologies to new levels.

At BAE Systems, we celebrate the array of skills, experiences, and perspectives our employees bring to the table. For us, differences are a source of strength. We’re laser-focused on high performance, and we work hard every day to nurture an inclusive culture where all employees can innovate and thrive. Here, you will not only build your career, but you will also enjoy work-life balance, uncover new experiences, and collaborate with passionate colleagues.

Posted in Job Vacancies | Tagged Government Library, Special Library, Technical Services, Virginia

One Position: Washington, DC

Posted on November 24, 2021 by LLAM News

Position: Librarian (Systems)  
Location: National Defense Library  
Salary: $87,198 – $113,362
Summary

National Defense University (NDU) supports the joint warfighter by providing rigorous Joint Professional Military Education to members of the U.S. Armed Forces and select others in order to develop leaders who have the ability to operate and creatively think in an unpredictable and complex world. Priority Placement Program (PPP) Military Spouse Preference (MSP) eligible candidates will receive priority consideration at the full performance level only.

Duties

1. Coordinates technical and bibliographic processes related to access, selection, acquisition and maintenance of electronic resources and serials and databases.

- Works independently and collaboratively with all levels of staff.
- Ensures smooth integration of electronic subscriptions into the library's library management system, resolving access issues. Coordinates serials database maintenance, oversees cataloging of serials.
- Assists with license agreements for electronic resources, working directly with vendors, manages license compliance issues and use policies to library staff and users.
- Has current awareness of new trends, standards and emerging technologies in electronic resources.
- Conducts training, briefings and provides presentations to library and university staff. Assists with coordinating demos and trial subscriptions of new electronic resources.
- Identifies, evaluates and implements new technologies for management of and access to electronic materials using analytical and problem-solving skills.
- Coordinates integrated access to electronic resources via portal software or other technologies such as link resolvers, utilizing Open URL standards and other emerging technologies.

2. Functions as a back-up to provide technical support for the library management system.

- Under the direction of the senior systems librarians, participates in the development, coordination and ongoing evolution of the library's library management system.
- Provides expert technical assistance in resolving users problems with web-based resources and desktop applications.
- Works with NDU network and IT staff in monitoring the library's library management, and other automated/electronic information products and services. Assists with system upgrades, profiling and troubleshooting as required. Stays current of trends in library automation and emerging technologies which could ensure the library's continuing role of excellence in the military academic community.

3. Provides leadership in planning, obtaining, and organizing electronic resources across the library.

- Possess familiarity with metadata standards, and the creation of digital collections.
- Applies organizational techniques and knowledge of information retrieval to enhance access for users.
- Automates gathering of usage statistics where possible across various library platforms to inform annual report.
- Serves as a liaison to other Divisions in the library providing technical assistance and participating in the planning, development and evaluation of digital services and the enhancement/conversion materials to electronic formats.

Performs other duties as assigned.

Three Positions: Washington, D.C.
Position: Director, Special Collections Directorate  
Location: Library of Congress  
Salary: $132,552 – $199,300

Full vacancy announcement available on USAJOBS.

The Director has overall responsibility, as well as delegated authority, for the oversight and administration of broad, emerging, and critical agency programs or operations. Is primarily responsible for the direction and management of the Directorate and is charged with developing, building, and curating the digital and physical collections, stewardship and management of the collections, and sharing the collections by providing resources for researchers seeking to use the vast collections of the Library. Has responsibility for creating and managing metadata according to national standards for archival collections and for cartographic, music, and graphic materials. Has responsibility for researcher focused services, including multiple reading rooms and websites, as well as special collections access guidance, orientation, and instruction.

Working closely with the Center for Learning, Literacy, & Engagement, the Office of Communications, and the Center for Exhibits & Interpretation, leads the Special Collections Directorate in creating and participating in outreach initiatives, exhibits, and special events to creatively share the Library’s collections. Represents Researcher & Collections Services on a broad variety of Library-wide programs and projects to engage visitors and audiences online and on-site with the Library’s unique, special, and rare collections.

Plans, directs, and ensures the security of the collections in collaboration with appropriate management staff in the Divisions and officials throughout the Library. Is responsible for the provision of effective service to Congressional and government offices, to other Federal, academic, and public libraries, and to general readers and lifelong learners from the U.S. and abroad. Plans and directs the production of authoritative information such as research guides.

Plans and directs activities financed by gift, trust or permanent loan funds associated with the Library’s collections. In collaboration with the Development Office and the Librarian’s Office, proposes, plans, and directs activities financed by grants from institutions and foundations, or carries out negotiations with donors or prospective donors. Is responsible for budget and personnel planning within the divisions under his/her direction to assure a coordinated program designed to meet the mission and goals of the Special Collections Directorate, RCS, and the Library.

Serves as the primary advisor to the AL-RCS on various programs and events of the Special Collections Directorate. Works closely with the Director of the Center for Learning, Literacy and Engagement, as well as the Center for Exhibits and Interpretation within the Office of the Librarian to create and promote engagement of users with the Library’s Special Collections. Counsels senior management and officials at multiple levels of the Library of Congress; senior staff of the Directorate; and private sector clients and vendors on agency matters.

Works closely with the Center for Learning, Literacy & Engagement and Office of Communications to plan, support, and implement events and programs to share the Library’s unique collections. Leads the Special Collections Directorate engagement activities, creating and participating in outreach programs, special events, multimedia, and social media. Represents Researcher & Collections Services on a broad variety of Library-wide programs and projects to engage visitors and audiences with the Library’s unique, special, and rare collections, as well as build new generations of Library users.

Establishes performance expectations for subordinate managers. Provides informal feedback and formally evaluates direct reports on organizational and individual performance. Provides advice and counsel to staff members and subordinate managers. Effects disciplinary measures. Reviews and approves or disapproves leave requests.

Promotes the spirit and practice of diversity and Equal Employment Opportunity programs, ensuring that the commitment to equal opportunity is carried forward in all aspects of Human Resources management. The Director is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to ensure 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, the incumbent initiates non-discriminatory practices and affirmative action for the area under his/her direction 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.

Qualifications
The competencies below are required for this position. Those marked with a double asterisk (**) are considered the most...
critical competencies for this position.

A candidate’s resume must show a proven record of accomplishment that clearly demonstrates he or she has:

Ability to lead and manage a program/area of responsibility**: The successful candidate has acquired and administered human, financial, material, and information resources to accomplish an organization’s mission. Accomplished strategic and operational goals for an agency/organization and in doing so had the following responsibilities: 1) developed program performance objectives/targets that support the organization’s mission and goals, 2) conducted regular reviews and prepared annual assessments of accomplishments and outcomes/results, 3) advised senior level officials, 4) oversaw day-to-day operations directly and through subordinate supervisors, 5) worked with both internal and national external organizations to achieve program goals, 6) evaluated current and proposed programs and operations and recommended actions to initiate, modify, or discontinue projects, 7) developed and integrated policies and processes for your area of responsibility, and 8) planned, acquired, and organized resources and people.

Knowledge of the principles, concepts, and techniques of library and archival practices**: The successful candidate has applied professional knowledge of library and information management principles, concepts and techniques to manage library functions and carry out library programs in a research library setting; using this knowledge to create content, organize material, and provide access to special and digital collections. Experience with the following: 1) setting priorities and policies for rare and special collections management, including archival processing; 2) cataloging or description of digital collection items; 3) evaluation of collection materials to determine strategies to organize and make accessible, including strategies to address large quantities of unprocessed collections; 4) providing leadership for a collection development program; and 5) working closely with library subject specialists in setting reference service priorities and targets.

Ability to build coalitions and professional networks**: The successful candidate has identified, built, and maintained relationships and professional networks to gain support and commitment from scholars and other learners; the publishing and creative community; and colleagues in the library and archival field. This includes: 1) participating in and representing the institution at professional association meetings; 2) working collaboratively with other departments, agencies and organizations to further agency goals and objectives; 3) establishing cordial relationships with donors and potential donors to obtain additions to Library collections; and 4) working with the archival and research library community to identify trends and issues related to the collections and services of the Library.

Ability to lead people and manage a diverse workforce: The successful candidate has led 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: managed the budget and personnel planning for organizational units under his/her direction; established performance expectations for subordinate supervisors and staff; provided formal and informal performance feedback and evaluated staff; and promoted the goals of equal employment opportunity and ensured the office was free of discriminatory employment practices.

Ability to lead and inspire change: The successful candidate has the ability to lead and inspire change in developing and implementing agency values, principles, and direction. This includes the ability to think creatively and recognize innovation; 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; demonstrate flexibility; and promote a culture of change and growth.

Ability to present information orally through briefings, consultations, and other presentations: The successful candidate has conveyed analysis and information orally through briefings, consultations and other presentations, in both planned and extemporaneous situations. This included shaping the appropriate amount, form, depth and level of detail, and content of information to the needs of the receiver/audience.

Ability to communicate effectively in writing and review and assess the writing of others: The successful candidate has written clear, cogent, accurate, well-organized, and understandable written products in the area of information or library management, such as: 1) strategic planning and forecasting documents; 2) policies; 3) budget requests; 4) funding proposals; 5) program goals and objectives; 6) project plans; 7) contract statements of work; 8) program performance documentation; 9) annual reports; and, 10) library program information for the Congress. This includes targeting the amount, form, depth and level of detail, and content of the information to the needs of the receiver/audience. Evaluated the written products of others to meet the quality standards of the organization.
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.

Education

BASIC REQUIREMENTS:

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

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

or

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

You MUST submit a legible copy of your college/university transcripts to your online application. Unofficial transcripts are acceptable at the time of application. Official transcripts will be required if selected. Failure to submit the required legible documentation at the time of application will result in disqualification of your application.

Foreign Education – Education completed outside the U.S. must be deemed equivalent to conventional/accredited U.S. education programs to be acceptable for Federal employment. If your college/university is outside the U.S., your transcripts must be accompanied by a report from a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators (AICE). Failure to submit a foreign education evaluation report will result in disqualification of your application.

Position: Middle Eastern Studies Liaison & Reference Librarian, Research Services

Location: Georgetown University Library

Located in a historic neighborhood in the nation’s capital, Georgetown offers rigorous academic programs, a global perspective, exciting ways to take advantage of Washington, D.C., and a commitment to social justice. Our community is a tight knit group of remarkable individuals interested in intellectual inquiry and making a difference in the world.

Requirements

The Middle Eastern Studies Liaison and Reference Librarian supports the teaching and research activities of the University by developing and managing—in all relevant formats—the Library’s collection in Middle Eastern and Arabic Studies and other subject areas as assigned; by providing research, reference, and instructional services; and by coordinating the content and organization of appropriate Web pages.

Research and Instruction:

This position serves as the expert for all services related to sources for study of the Middle East and Arabic language and culture, and provides general reference and information services in the social sciences, business, and the humanities. Interprets and analyzes the information needs of students, faculty, and other library users. Recommends and directs users to appropriate sources of information including those in the Special Collections Research Center and digital collections. Teaches library research sessions in subject areas congruent with collection responsibilities and creates research guides and other instructional materials. Employs new technologies to enhance reference and instruction services—e.g., social networking tools, multimedia, and learning management systems—in order to reach users in an increasingly online environment. In addition, the Middle Eastern Studies Liaison and Reference Librarian is responsible for identifying, creating, managing, and maintaining the content of the Web pages and other online resources related to his/her field.

Collection Development:
This position serves as the Library’s principal liaison to faculty, graduate and undergraduate students engaged in the study of the Middle East and Arabic speaking world. For the assigned subject areas, the librarian will develop collections in line with the pedagogical and research needs of the University; work closely with faculty to understand and be responsive to their research and curricular needs; keep them informed of the Library’s activities, and integrate the Library’s collection and service resources into faculty research and curricular activities.

Additionally, the librarian contributes to the development of cooperative collection development initiatives with other libraries and library consortia; recommends annual allocations, manages vendor approval plans, and assists in monitoring the library materials budget in assigned disciplines.

Work Interactions
The Middle Eastern Studies Liaison and Reference Librarian reports to the Head of Research Services, along with ten other subject liaisons and reference librarians. This position works closely with other department colleagues and with the department's gifts unit, with the Director of Copyright & Scholarly Communication, the curators in the Booth Family Center for Special Collections, and with staff of the ordering, receiving, and electronic resources & serials units of the Technical Services Department. The Middle Eastern Studies Liaison and Reference Librarian also engages with faculty, students, and staff in assigned areas, developing strong relationships and promoting the Library’s relevant services and collections. Work is performed primarily in an office environment.

Requirements and Qualifications
Degree requirement: Master’s Degree in Library Science from an ALA-accredited institution

Required Qualifications:
Incumbent is expected to read print of various sizes, move book trucks weighing up to 40 lbs., retrieve books, and operate computers and peripherals.
A minimum of two years of experience working with students, faculty, and staff in a public service capacity (outreach and instruction) in an academic or research library environment
Reading fluency in Arabic with research-level knowledge of the Middle East or Arabic language and culture studies
Experience with collection development in an academic or research library, including familiarity with core print and e-resources relevant to the Middle East
Ability to communicate effectively orally and in writing, and work collaboratively with a range of individuals
Expertise in or familiarity with current instructional and multimedia technologies
Expertise in or familiarity with web-authoring applications
Demonstrated interest in the application of information technologies in the social sciences
Strong service commitment to working with students, faculty, staff, and other communities
Commitment to fostering an equitable and inclusive workplace, and an ability to work effectively with a diverse faculty, staff, and student population
Either a bachelor's degree in Middle Eastern Studies, Arabic language and culture or a related area; or experience with Middle Eastern Studies collections and research methods

Preferred Qualifications:
Second graduate degree in Middle Eastern studies, Arabic studies or a related field, equivalent years of work, and/or other equivalent expertise
Knowledge of scholarly publishing and research dissemination practices, ideally in the Middle East and North Africa
Record of participation or interest in professional development activities (presentations, participation in professional organizations, etc.)
Reading fluency in Turkish

Environment:
The Georgetown University Library is an agile organization located in the nation’s capital, committed to advancing Georgetown University’s global leadership in academics and research, while also addressing the requirements of the changing landscape of higher education and the evolving nature of scholarly communication. By providing preeminent services, collections and spaces, the Library contributes to the creation, dissemination and preservation of knowledge, as well as the transformation of learning and research.

The Library is committed to recruiting and retaining a diverse staff dedicated to excellence in service, continuous learning, and leadership within the library profession. With diversity as one of its core values, the Library not only seeks to actively recruit and retain a diverse workforce, but also ensures the acquisition of a diverse collection of materials and a climate of openness and respect for all traditions, cultures, and ideas.

The Library actively promotes its values – lifelong learning, collaboration, leadership, quality, integrity, and diversity - in its daily tasks. Whenever possible, the Library offers flexible work schedules and telework options, and supports continuous learning opportunities in order to achieve the highest quality of service that can be offered.
The University offers a comprehensive benefit package which includes health insurance, tuition benefits for employees and their children, retirement benefits, as well as flexible work schedules and telework options.

Please note that COVID-19 has reshaped the way interviews and work locations will be managed at this time. The safety and well-being of our colleagues and applicants is our first priority. The Georgetown University Library anticipates conducting all interviews virtually. Due to the COVID-19 pandemic, and the University’s need to limit the number of on-campus employees, the successful applicant may be asked to perform their job remotely for a limited period of time until the University can permit more employees to work on campus.

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.

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.

Benefits:

Georgetown University offers a wide variety of comprehensive and competitive benefits. Benefits packages include comprehensive health, dental and vision plans, disability and life insurance coverage, retirement savings programs, tuition assistance, voluntary insurance options (including group legal, accident, and critical illness), and much more. Whatever your need, the Office of Faculty and Staff Benefits will be standing by to support you. You can learn more about the benefits offered to eligible faculty and staff at https://benefits.georgetown.edu or view the online interactive benefits guide for more information.

Position: Reference Librarian
Location: Alston & Bird (Washington, D.C. office or other office)

Originally posted on the SLA Career Center.

Description

COVID-19: Vaccination Requirement: One of the essential functions of this position is the ability to work on-site at one or more of Alston & Bird’s offices. Effective August 30, 2021, Alston & Bird requires all employees who access our offices to be fully vaccinated against the COVID-19 virus. By submitting your resume for consideration, you acknowledge that you will comply with A&B’s vaccination and office access policies. Any questions about A&B’s vaccination requirement should be directed to Trevor Barker.
THE FIRM

At Alston & Bird, our people trust the people they work for, take pride in what they do, enjoy the people they work with, and serve the communities in which they live. Our environment has been praised as one of the most open and receptive in the United States, not only among law firms, but also among all businesses. Alston & Bird has been ranked by Fortune magazine as one of the “100 Best Companies to Work For®” for 22 years in a row.

ROLE SUMMARY

*Position will be office based once COVID-19 restrictions are lifted

Professional position that provides both legal and non-legal research and reference assistance to all attorneys and staff for client-generated projects and Firm projects. Firm projects include, but are not limited to, marketing research, seminar development, pro-bono work, preparation of published material, and professional development.

Requirements

ESSENTIAL DUTIES

Conducts research projects as requested by attorneys and staff
Provides research consultation to attorneys and staff
Assists in location of specific material including but not limited to case law, statutory law, regulations, legislative history, secondary sources, directories, periodicals and business information
Trains attorneys and staff in use of library materials and databases
Conducts online research using multiple resources including but not limited to Lexis, Westlaw, Intelligize, Checkpoint, StateNet, Manzama, WKCheetah, Bloomberg Government, and National Journal online
Provides current awareness services on specific subjects as requested by attorneys and staff
Provides direct research service to clients as requested by attorneys
Facilitates the indoctrination of new attorneys and staff and summer associates into Firm library procedures, services and resources
Provides special training and library assistance to summer associates
Undertakes specific projects as directed by the Director of Library Services. (Examples: annual updating of all Georgia county zoning laws; developing a library brochure, producing the library monthly newsletter; evaluating a new product; etc.)
Maintains ongoing professional development through review of legal and library publications, attending professional association seminars and meetings, receiving regular training from vendors
Promotes library public relations by maintaining a professional, service-oriented attitude and by keeping current on the needs and trends of the Firm
Operates independently and as a team as the needs demand
Operates with the advice and consultation of the Director of Library Services
Respnsible to all library users including attorneys, staff and library colleagues

SKILLS NEEDED TO BE SUCCESSFUL

Excellent written and verbal communications skills.
Excellent organizational skills and attention to detail.
Extensive knowledge of legal and non-legal resources.
Ability to set priorities and make appropriate judgments.
Ability to work under pressure.

EDUCATION & EXPERIENCE

A Master of Library Science from an ALA accredited school or a Master’s degree in a relevant area or equivalent degree, such as Business or JD.
An undergraduate degree in Business, Finance, Science or Healthcare.
2+ years of experience in legal and/or business research in the library or research group at a law firm, corporate or professional services firm. Legislative monitoring experience a plus.
Solid knowledge of standard legal and/or business research resources such as Lexis, Westlaw, D&B, Bloomberg, Intelligize, Lex Machina, etc.
Proficiency in the MS Office suite, including Excel and Power Point.

PHYSICAL EFFORT
Repetitive motions—substantial movements of the wrists, hands, and/or fingers
Crouching, kneeling, standing, climbing, stooping, walking, pushing, pulling, and lifting
Talking—expressing or exchanging ideas by means of spoken word
Ability to convey detailed or important spoken instructions to other workers accurately
Hearing—ability to receive detailed information through oral communication
Sitting most of the time

Alston & Bird LLP is an Equal Opportunity Employer does not discriminate on the bases of any status protected under federal, state, or local law. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military, and veteran status, or other protected category under the law on the basis of race, color, religion, sex, age, sexual orientation, gender identity and/or expression, national origin, veteran status or disability in relation to our recruiting, hiring, and promoting practices.

The statements contained in this position description are not necessarily all-inclusive, additional duties and responsibilities may be assigned and requirements may vary from time to time.

If you need assistance or an accommodation due to a disability you may contact us at brennan.fulton@alston.com.

Professional business references and a background check will be required for all final applicants selected for a position.

Alston & Bird is not currently accepting resumes from agencies for this position. If you are a recruiter, search firm, or employment agency, you will not be compensated in any way for your referral of a candidate even if Alston & Bird hires the candidate.

Two Positions: Maryland

Position: Director, State Law Library
Location: Maryland State Law Library
Salary: $121,878 (Note: A salary offer for a current state Judiciary employee will be determined using the “Salary Practices for State Judiciary Employees”)

The job shall be performed at the location directed by the employer. The assigned work location for this position is Maryland State Law Library, 361 Rowe Boulevard, Annapolis, MD 21401. The incumbent is required to report to work at that location pursuant to their work schedule unless allowed or directed to work at a different location for job-related reasons, at the sole discretion and authority of the Judiciary. Such alternate locations may include, but not be limited to: any court location or Judiciary facility within the state; any non-Judiciary facility, either within or outside the state, at which the incumbent is required to attend a conference, meeting, proceeding, training, or for other reasons; or, if allowed to telework by the Judiciary, an approved remote telework site.

As part of the Maryland State Law Library, you will be joining a progressive team of library professionals who are extremely excited about the future innovations of the State Law Library. Planning is underway for a new Courts of Appeal building, which will include a new home for the State Law Library. The selected candidate will play an integral role in the organization of the new library.

Purpose of Role: This position serves as executive administrator for all aspects of the Library’s operations. The individual in this position develops and implements plans and procedures that further the Library’s mission to serve “the needs of Maryland’s government and citizens by: building and preserving collections of legal information resources, promoting access to these collections, and creating educational opportunities that enhance the understanding of legal information.” In order to further the Library’s mission, the Director manages 16 professional and clerical staff members, providing direct
supervision for five employees, and ensures the provision of effective and high-quality training and professional development opportunities for staff.

The Director is responsible for the long-range planning and the day-to-day management of the Library’s physical collections, including acquisitions, book stack maintenance and preservation processes. The Director serves as steward of the Library’s rare materials, including the John J. Audubon “Birds of America” prints and fragile documents and books. Additionally, the individual in this position provides both strategic direction and daily guidance for the acquisition and management of digital collections, such as library databases, digital preservation systems, online catalogs and the Judiciary-wide legal research database subscription.

The Director develops and implements the Library’s public services, ranging from chat reference referrals and document delivery to interlibrary lending and provision of content for the Library’s websites. The Library’s reference staff handles a large volume of reference interactions – for example, in the past year, the reference staff handled more than 13,000 such interactions. The Director also is responsible for creating and sustaining various educational initiatives, such as the People’s Law Library website, outreach services to public librarians, and legal research training programs. The Director identifies and maintains networking opportunities with other librarians and legal community stakeholders, as part of the Library’s outreach activities.

The Director evaluates and initiates improvements to the Library’s services, procedures, collections and equipment by soliciting guidance from the statutory State Law Library Committee and other Judiciary leaders. The Director prepares the Library’s annual budget and designs processes and procedures for streamlining library operations. The Director fosters professional contacts with others in the library and legal fields, follows professional and technological trends, and engages in strategic planning to implement Library initiatives.

Essential Functions:

Management Activities

Serve as the executive administrator for all aspects of the Library’s operations; represent the Library at professional events and functions; apply developments and trends in the law, librarianship and technology to the design and implementation of library services; create processes and procedures for streamlining library operations; prepare the Library’s annual budget; solicit guidance from the statutory State Law Library Committee and other Judiciary leaders; foster professional contacts with others in the library and legal fields; engage in strategic planning to implement Library initiatives.

Supervisory Duties

Directly supervise five full-time, professional staff members, who in turn supervise an additional 11 staff members; identify and implement effective and high-quality training and professional development opportunities for staff.

Collection Development Responsibilities

Provide long-range planning and day-to-day management of the Library’s physical collections, including acquisitions, book stack maintenance and preservation processes; serve as steward of the Library’s rare materials, including the John J. Audubon “Birds of America” prints and fragile documents and books; plan for the preservation and conservation of library materials, especially those housed in the Library’s Special Collections Room; create collection policies and workflow processes that enhance Library customers’ efficient access to information; provide both strategic direction and daily guidance for the acquisition and management of the Library’s online databases and other digital tools and assets, including the catalog, digital preservation systems and the Judiciary-wide legal research database subscription; develop standards and policies for the acquisition, management and retention of electronic resources.

Access Services Responsibilities

Follow professional trends in librarianship and create and implement new services for Library customers; provide overall direction and management for all aspects of the Library’s public services, including reference work, interlibrary lending, document delivery, online catalog organization, promotional activities and development of the Library’s websites.

Educational Tasks and Outreach Duties
Address Library customers’ information needs by designing and implementing research training programs, including in-person classes and web-based courses; overseeing the development and management of the People’s Law Library website; possessing responsibility for maintaining ongoing training for public librarians on legal reference; sustaining contacts and networking opportunities with librarians and legal community stakeholders.

Education: Master’s degree in library or information science from a graduate program accredited by the American Library Association.

Experience: Eight (8) years of progressively responsible professional law library experience, which must include four (4) years of experience managing staff.

Knowledge, Skills & Abilities:

Knowledge of law library administration standards and practices.
Knowledge of legal information sources, including both print and digital materials.
Knowledge of best practices in legal reference services and an understanding of the legal information needs and interests of the general public, the legal community and the Judiciary.
Knowledge of the structure, scope and implications of digital information resources and architecture.
Knowledge of law library collection development principles.
Knowledge of budgeting processes and applicable rules and requirements related to purchasing and other fiscal transactions.
Knowledge of supervisory duties and human resources management.
Knowledge of legal information needs and interests of the general public, the legal community, and the Judiciary.
Ability to exercise sound judgment, discretion, and creativity in all management settings.
Ability to provide current information to Library staff and Judiciary leadership about developments and trends in the law and librarianship.
Ability to follow applicable requirements and procedures mandated by statute or regulation, the Maryland State Law Library Committee, and other Judiciary departments or entities.
Ability to communicate effectively, through speaking and writing, and foster cooperative and respectful working relationships with Library staff, Judiciary staff, and State government managers and colleagues, Library patrons from all walks of life, and library and legal community stakeholders.
Ability to understand the role that libraries serve in maintaining society’s legal and cultural memory.

Position: Library Collections Manager
Location: Frederick County Public Library
Salary: $72,397 – $86,876

Full vacancy announcement available on ALA Joblist.

Description
Join the vibrant, community-minded team at Frederick County Public Libraries! We are seeking a creative, energetic, and visionary leader for our Library Collections Department. Located in West-Central Maryland between Washington D.C. and Baltimore, FCPL is a rapidly developing system. By facilitating the public’s freedom to explore, invent, and transform, FCPL connects people to ideas and to each other, helping to foster individual and community growth. This professional managerial and supervisory position is responsible for the general operation and management of the FCPL's system-wide collection development, including the selection and acquisition of physical and digital library materials. Direct supervision is given to Materials Management and Technical Services staff. Supervision is received from the Associate Director for Support Services.

Requirements
Master of Library Science degree from an American Library Association accredited program
Minimum 5 years of professional library work experience in a public setting, including at least 2 years (within last 5 years) collection development and/or materials management experience and/or technical services management experience.
Minimum 2 years work supervisory work experience
Possession of a valid automobile operator’s license

*Note: 2 additional years of professional work experience may reduce the education requirement to a Bachelor’s degree.

Deadline to apply: 4:00 pm November 22, 2021. For complete job description and to apply go to http://www.frederickcountymd.gov
Two Positions: Maryland

Posted on November 12, 2021 by LLAM News

Position: Manager of Digital Solutions
Location: Venable LLP

Full vacancy announcement available on AALL Career Center.

Venable LLP is seeking a Manager of Digital Solutions to join our team. The ideal candidate will assist the Director of Research and Libraries in the planning, implementation, maintenance, discoverability and adoption of commercial and internal library and knowledge resources.

We welcome applicants in the New York, NY, Baltimore, MD and Washington, DC markets.

The ideal candidate will be responsible for…

- Coordinating with other library staff and practice managers in assessing the introduction and maintenance of electronic resources and making recommendations to the Director.
- Overseeing the maintenance and integrity of ILS.
- Managing the firm’s electronic information subscriptions, ensuring appropriate access and publication for attorneys and staff. Ensures that appropriate authentication is enabled, including the use of IP and password authentication as well as SAML and API technology in compliance with associated licensing agreements.
- Assisting the Director in planning the departmental and practice level resource budget allocations.
- Establishing ROI processes linking utilization data with subscription costs. Assisting the Director in making budget, acquisitions and resource cancellation plans based on use or the availability of electronic alternatives.
- Monitoring developments in legal technology and electronic research, KM and workflow products which may offer appropriate substitutes for, or adjuncts to, print resources or existing processes.
- Advising the Director in all aspects of digital solutions and electronic resources.
- Working with technical services staff, continually assesses processes to streamline tasks, reduce redundancies and provide optimal customer service.
- Building or collaborating with IT, Vendors and consultants in building custom resources for end users and internal administrative functions.
- Managing the print and digital solutions team.

The successful candidate will demonstrate…

- MLS or equivalent degree and/or 5 years of experience in a similar role.
- Experience working with several of the following: SharePoint, Python, Java and API’s, SAML or equivalents for system integration.
- Expert knowledge of print legal and business research resources.
- Experience with cataloging and taxonomy management issues.
- Expert knowledge of electronic resources prevalent in law firm libraries.
- Experience working with digital monitoring products such as Onelog or Research Monitor.
- Experience developing and managing digital resource discovery portals.
- Familiarity with integrated library systems and comfortable with using technology to enhance personal and organizational efficiencies.
- Ability to create scenario planning, working the budgets, utilization data, and conducting ROI analysis.
- We are seeking candidates interested in working as part of the firm’s management team, focusing on client service, continuous learning, innovation, and building human capital. We would love to hear from you.

Apply today!
Position: **Metadata Librarian**  
Location: Health Sciences and Human Services Library, University of Maryland, Baltimore

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

The Health Sciences and Human Services Library (HSHSL) at the University of Maryland, Baltimore (UMB) seeks a dynamic and collaborative Metadata Librarian to join the HSHSL team.

This library faculty position focuses on metadata development and management to maximize discovery of content, particularly that produced by UMB faculty, staff and students. The position will support the HSHSL’s adherence to best practices in metadata methods, ensuring the interoperability and sustainability of metadata in bibliographic systems within the library, specifically metadata contributed to the UMB Data Catalog, UMB Digital Archive, the Library Catalog and other resources. This position works closely with faculty librarians from other departments. The incumbent participates in planning, establishing and achieving the goals of the Metadata Management Department and the Resource Development and Access Division.

This is a permanent status-eligible, full-time, non-tenure track library faculty position. The position reports to the Metadata Management Librarian.

**Responsibilities:**

- Create original metadata rich records, mostly in science related topics, for the UMB Data Catalog, a database of records describing datasets generated by UMB researchers.
- Curate content for the UMB Digital Archive, a repository of academic works and history of the University of Maryland, Baltimore.
- Catalog and manage the library’s e-journal collection, legacy print journals, and digital backfiles within the Library Catalog.
- Document the assigning of metadata, using metadata maps, local authority records, etc.
- Implement and sustain metadata strategies associated with resource description and digital initiatives and projects, including but not limited to quality control, preservation and access to digitized and born-digital content from the Library’s collections and other University sources.
- Serve as a liaison with internal and external partners on collaborative metadata projects.
- Perform original cataloging and enhancement of serial catalog records using MARC, RDA and AACR2, LCSH and MeSH.
- Keep current with emerging standards, tools, and developments such as BIBFRAME and Linked Open Data (Semantic Web) to apply to current and future library projects.
- Lead projects and serve as a member of project teams within and outside of the library.
- Participate in the University System of Maryland and Affiliated Institutions (USMAI) library consortium.
- Participate actively as a member of national and local professional associations and engage in scholarly and service activities.

**Required Qualifications:**

- Master’s degree in library science from an ALA-accredited program.
- Experience with metadata development and management in an academic, research, or special collections library.
- Demonstrated knowledge of MARC and non-MARC metadata formats, standards and schemas such as Dublin Core.
- Demonstrated knowledge of cataloging utilities such as OCLC Connexion and integrated library systems.
- Experience with authority control.
- Excellent interpersonal and communication skills, both oral and written.
- Ability to handle, manage and initiate a variety of projects.
- Ability to work independently and collaboratively.
- Ability to interact effectively with a diverse group of colleagues within the Library and the University and to translate concepts effectively to a variety of user communities including researchers.

**Preferred Qualifications:**

- A degree in a science related field.
- Experience in e-journal cataloging and management.
- Experience working with metadata in a health sciences library.
Applications: Application materials must include a CV/resume; cover letter including the source of advertisement; 3 references including names, titles, relationship to applicant, phone numbers, email addresses; 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 Friday, December 3, 2021.

Please note – A full criminal background check will be required of the selected candidate as part of the hiring process and prior to beginning employment with UMB.

COVID-19 Protocols: All University of Maryland, Baltimore (UMB) on-campus employees [1] are expected to be “fully vaccinated” against COVID-19. Employees will be considered “fully vaccinated” two weeks after receiving the second dose of a two-dose vaccine or two weeks after receiving a one-dose vaccine.

One Position: Virginia

Posted on November 12, 2021 by LLAM News

Position: Records and Information Management Specialist
Location: U.S. Marshals Service, Department of Justice
Salary: $55,756 – $86,881

Full vacancy announcement available on USAJOBS.

The selectee of this position serves as a Records and Information Management Specialist. You will be responsible for the development, modernization, and management of agency-wide Records and Information Management (RIM) programs.

Responsible for maintaining and improving access to electronic resources using standard bibliographic cataloging techniques, library services platforms, and electronic resource management tools. Responsible for collecting and managing statistics for collection materials, acquisitions budget, resource usage, and other related data. Provides support in making data-driven decisions. Plays a key role in the acquisition and renewal of electronic resources and troubleshooting end-user access issues.

Duties

As a Records and Information Management Specialist at the GS-0308-11/12 level, some of your typical work assignments may include:

- Assisting in developing, implementing, and managing manual and automated RIM processes, tools, internal controls, monitoring and evaluation methods for agency wide records programs.
- Providing guidance and assistance to RIM team members and assigned support personnel.
- Supporting the development and implementation of RIM program policies, plans, guidelines, proposals, processes, and recommendations on issues which cross functional lines.
- Overseeing the implementation and execution of RIM compliance to agency programs and policy activities to ensure compliance with federal legislation, policy, direction, guidance.
- Developing, establishing, maintaining, and monitoring administrative control systems for safeguarding all records.
- Providing planning, implementation, and monitoring of RIM programs for agency core mission and administrative records regardless of medium or format.
Four Positions: Washington, D.C.

Posted on November 9, 2021 by LLAM News

Position: Research & Knowledge Analyst
Location: Skadden, Arps, Slate, Meagher & Flom LLP

Originally posted on LLSDC Job Listings

Skadden is seeking a Research & Knowledge Analyst to join our Research & Knowledge Services team in the Washington, D.C. office. 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.

The Research & Knowledge Analyst is 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. Coordinates current awareness and new business alert services. Works with Knowledge Strategy Counsel to develop and maintain selected practice area databases and websites. Helps plan and implement department outreach, training and orientation programs. Assists with the evaluation and recommendation of new information resources. Ensures continuity of Research & Knowledge Services operations during manager absences.

ESSENTIAL FUNCTIONS:

Supports research and Knowledge Management (KM) 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.
Assists with evaluating new and updated versions of information resources, both online and print sources, and recommends beneficial information sources for the firm.
Uses workflow software for the distribution and recording of research and KM requests.
Ensures continuity of Research & Knowledge Services operations during manager absences.
Develops information network within and outside the firm.
Monitors email on firm-issued mobile devices while out of the office and during off hours and coordinates with professional staff in the Washington, DC and other offices to complete pending requests.
Assists other Research & Knowledge Services professional staff members when needed.
Performs other duties as assigned.

Qualifications
Expertise in using computer-based research tools including but not limited to: Lexis, Westlaw, Bloomberg Law, Intelligize, Practical Law, Fastcase, PLI, Capital IQ, Deal Point Data, CCH Cheetah, etc.
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.
Excellent analytical, troubleshooting, organizational and planning skills.
Proven ability in using web page editors.
Flexibility to adjust hours and work the hours necessary to meet operating and business needs.
Experience/Education
Master’s Degree in Library Science or an equivalent combination of education and directly related experience. Minimum of two years research experience in a law firm or corporate library.

**Position:** Manager of Digital Solutions  
**Location:** Venable LLP

Originally posted on LLSDC Job Listings

Venable LLP is seeking a Manager of Digital Solutions to join our team. The ideal candidate will assist the Director of Research and Libraries in the planning, implementation, maintenance, discoverability and adoption of commercial and internal library and knowledge resources.

We welcome applicants in the New York, NY, Baltimore, MD and Washington, DC markets.

The ideal candidate will be responsible for…

- Coordinating with other library staff and practice managers in assessing the introduction and maintenance of electronic resources and making recommendations to the Director.
- Overseeing the maintenance and integrity of ILS.
- Managing the firm’s electronic information subscriptions, ensuring appropriate access and publication for attorneys and staff. Ensures that appropriate authentication is enabled, including the use of IP and password authentication as well as SAML and API technology in compliance with associated licensing agreements.
- Assisting the Director in planning the departmental and practice level resource budget allocations.
- Establishing ROI processes linking utilization data with subscription costs. Assisting the Director in making budget, acquisitions and resource cancellation plans based on use or the availability of electronic alternatives.
- Monitoring developments in legal technology and electronic research, KM and workflow products which may offer appropriate substitutes for, or adjuncts to, print resources or existing processes.
- Advising the Director in all aspects of digital solutions and electronic resources.
- Working with technical services staff, continually assesses processes to streamline tasks, reduce redundancies and provide optimal customer service.
- Building or collaborating with IT, Vendors and consultants in building custom resources for end users and internal administrative functions.
- Managing the print and digital solutions team.

The successful candidate will demonstrate…

- MLS or equivalent degree and/or 5 years of experience in a similar role.
- Experience working with several of the following: SharePoint, Python, Java and API’s, SAML or equivalents for system integration.
- Expert knowledge of print legal and business research resources.
- Experience with cataloging and taxonomy management issues.
- Expert knowledge of electronic resources prevalent in law firm libraries.
- Experience working with digital monitoring products such as Onelog or Research Monitor.
- Experience developing and managing digital resource discovery portals.
- Familiarity with integrated library systems and comfortable with using technology to enhance personal and organizational efficiencies.
- Ability to create scenario planning, working the budgets, utilization data, and conducting ROI analysis.

We are seeking candidates interested in working as part of the firm’s management team, focusing on client service, continuous learning, innovation, and building human capital. We would love to hear from you.

**Position:** Deputy Director, Public Policy and Government Relations  
**Location:** American Library Association (ALA)

Full vacancy announcement available on ALA Joblist

The American Library Association (ALA) is seeking a Deputy Director, Public Policy and Government Relations to join our Public Policy and Advocacy office in Washington DC. This position will report to the Senior Director, Public Policy and Government Relations and will be responsible for our telecom portfolio, which includes ALA’s policy initiatives in digital inclusion and digital literacy.
ALA is the oldest and largest association for library and information professionals in the world, delivering pragmatic solutions to pressing issues such as expanding economic opportunity, advancing education, and learning in the global economy, as well as strengthening individual and civic rights, and promoting equity of access to information and technology for all.

We are looking for an individual with a working knowledge of library technology and practice, knowledge of information technology policy issues, the ability to effectively communicate technically complex ideas to diverse stakeholders and be part of a strong government affairs team.

Key Responsibilities Include:

As the Association’s expert and point person for the telecom portfolio, in particular, the federal E-rate program, the incumbent represents ALA in national policy forums and manages the relationship with ALA members, the nation’s libraries, and other stakeholders. This position plays a leading role in developing the technology policy strategy for Congress and the Administration and working with Hill offices to promote ALA’s policy priorities.

SALARY: Negotiable from $75,000; 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

OR

Please send cover letter and resume to:

American Library Association
Human Resources Department
Ref: depdirpublpolicygovtrelsPPA
Email: mpullen@ala.org

Requirements

REQUIREMENTS

Master’s degree in library & information studies, telecommunications, information technology, public policy, or in an allied area. Expect 7-10 years of prior professional experience relevant to the responsibilities of this position. Excellent written and verbal communication skills, as well as good analytical skills and basic ability in data analysis. Association experience a plus.

Position: **SFS and Government Liaison and Reference Librarian**
Location: Georgetown University

Located in a historic neighborhood in the nation’s capital, Georgetown offers rigorous academic programs, a global perspective, exciting ways to take advantage of Washington, D.C., and a commitment to social justice. Our community is a tight knit group of remarkable individuals interested in intellectual inquiry and making a difference in the world.

Requirements

SFS and Government Liaison and Reference Librarian – Georgetown University

The SFS and Government Liaison and Reference Librarian supports the teaching and research activities of the University by developing and managing—in all relevant formats— the Library’s collection in support of the programs in the School of Foreign Service and Government Department and other subject areas as assigned; by providing research, reference, and instructional services; and by coordinating the content and organization of appropriate Web pages.
Reporting to the Head of Research Services along with ten other subject liaisons and reference librarians, the SFS and Government Liaison and Reference Librarian works closely with other department colleagues and engages with faculty, students, and staff in assigned areas, developing strong relationships and promoting the Library’s relevant services and collections. Responsibilities include but are not limited to:

Research and Instruction

Serves as the expert for all services related to sources for research related to the work of the Walsh School of Foreign Service and the Department of Government, and provides general reference and information services in the social sciences, business, and the humanities. Interprets and analyzes the information needs of students, faculty, and other users of Lauinger Library. Recommends and directs users to appropriate sources of information including those in the Special Collections Research Center and digital collections. Teaches library research sessions in subject areas congruent with collection responsibilities and creates research guides and other instructional materials. Collaborates with other units in the library and across the campus to provide research support, including the creation of asynchronous learning tools to promote statistical and data resources in teaching and research. Employs new technologies to enhance reference and instruction services—e.g., social networking tools, multimedia, and learning management systems—in order to reach users in an increasingly online environment. Handles responsibility for identifying, creating, managing, and maintaining the content of the Web pages and other online resources related to their field.

Collection Development

Serves as the Library’s principal liaison to faculty, graduate and undergraduate students in the Walsh School of Foreign Services and the Government Department; and has liaison responsibility for other areas as assigned. For the assigned subject areas, develops collections that align with the pedagogical and research needs of the University. Works closely with faculty to understand and be responsive to their research and curricular needs. Keeps them informed of the Library’s activities, and integrates the Library’s collection and service resources into faculty research and curricular activities. Contributes to the development of cooperative collection development initiatives with other libraries and library consortia; recommends annual allocations, manages vendor approval plans, and assists in monitoring the library materials budget in assigned disciplines.

Qualifications

Master’s in Library Science from an ALA-accredited institution At least 2 years of experience working with students, faculty, and staff in a public service capacity (outreach and instruction) Experience with collection development in an academic or research library Ability to communicate effectively in writing and verbally, and to work collaboratively with a range of individuals Expertise in – or familiarity – with current instructional and multimedia technologies Expertise in or familiarity with web-authoring applications Demonstrated interest in the application of information technologies in the social sciences Strong service commitment to working with students, faculty, staff, and other communities Commitment to fostering an equitable and inclusive workplace, and an ability to work effectively with a diverse faculty, staff, and student population Either a Bachelor’s degree in a social science field or extensive experience with social science collections and research methods Preferred qualifications

Second graduate degree in a relevant social science field, or equivalent years of work and/or other equivalent expertise Demonstrated experience in or knowledge of research methodologies in the social sciences Demonstrated experience in working with statistical and data resources in a research environment Record of participation or interest in professional development activities (presentations, participation in professional organizations, etc.)

Environment

The Georgetown University Library is an agile organization located in the nation’s capital, committed to advancing Georgetown University’s global leadership in academics and research, while also addressing the requirements of the changing landscape of higher education and the evolving nature of scholarly communication. By providing preeminent services, collections and spaces, the Library contributes to the creation, dissemination and preservation of knowledge, as well as the transformation of learning and research.
The Library is committed to recruiting and retaining a diverse staff dedicated to excellence in service, continuous learning, and leadership within the library profession. With diversity as one of its core values, the Library not only seeks to actively recruit and retain a diverse workforce, but also ensures the acquisition of a diverse collection of materials and a climate of openness and respect for all traditions, cultures, and ideas.

The Library actively promotes its values – lifelong learning, collaboration, leadership, quality, integrity, and diversity – in its daily tasks. Whenever possible, the Library offers flexible work schedules and telework options, and supports continuous learning opportunities in order to achieve the highest quality of service that can be offered.

The University offers a comprehensive benefits package that includes health insurance, tuition benefits for employees and their children, retirement benefits, as well as flexible work schedules and telework options.

Please note that COVID-19 has reshaped the way interviews and work locations will be managed at this time. The safety and well-being of our colleagues and applicants is our first priority. The Georgetown University Library anticipates conducting all interviews virtually. Due to the COVID-19 pandemic, and the University’s need to limit the number of on-campus employees, the successful candidate may be asked to perform their job remotely for a limited period of time until the University can permit more employees to work on campus.

Four Positions: Washington, DC

Posted on November 5, 2021 by LLAM News

Position: Librarian (Automation Operations Coordinator)
Location: Library of Congress
Salary: $103,690 – $134,798

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Asian and Middle Eastern Division, Acquisitions and Bibliographic Access Directorate, Discovery & Preservation Services, LCSG
The position description number for this position is 179602.
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.

Duties

This position is not eligible for permanent remote telework.

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. Collaborates on projects both inside and outside the Library. Assists clients in developing complex projects.

Manages special projects that have a significant impact on the delivery of customer support services. Represents the division in planning for the installation and implementation of new systems (e.g., upgrade to a new operating system).
Leads efforts to define post-implementation support requirements. Develops and implements performance criteria to ensure that requirements are achieved.

Leads quick-response teams in responding to customer service problems resulting from catastrophic events, such as virus infections or power outages. Consults with other experts in other specialty areas to develop integrated action plans. Issues communication to inform customers of problems and to instruct them in taking necessary actions. Plans and coordinates actions with interagency infrastructure protection groups to ensure an integrated response to problems of a potentially extensive nature.

Analyzes and resolves problems related to the resolution of user hardware, software application, and system problems. Anticipates issues/problems relating to complex hardware and software applications. Troubleshoots a wide range of user application problems reported by staff. Serves as the division’s coordinator for telecommunications equipment, operations, services and maintenance.

Serves as division expert for database management systems. Provides technical support to computer personnel and users throughout the Library of Congress engaged in the development and implementation of the systems and subsystems required to meet the data processing needs of the Library of Congress. Works with end users to establish and enforce database standards, procedures, and guidelines.

Designs and manages database systems for a division-wide or directorate-wide application with multiple users in more than one division or program office. Develops, monitors and maintains DBMS environments and objects such as tables, indexes, and views. Assists with the backup, restoration, reorganization, and recovery work on database and associated files. Monitors database and associated files. Performs physical database design, implementation, and testing. Conducts workflow analysis to reduce redundancy and improve efficiency. Reviews procedural changes to determine impact on users. Recommends changes in procedures.

Plans and implements innovative technologies including development of short-range plans for information technology applications which have agency-wide impact and benefit. Develops detailed project plans, timetables, and coordination control to ensure the integrity of the system design and development and the success of implementation.

Applies new technologies to projects and systems to improve access to information and productivity.

Oversees, coordinates, and manages the Library of Congress-wide library computer equipment and automated services. Coordinates with the division staff and other cooperative partners to assure interconnectivity and continued upgrades to shared resources.

Ensures the rigorous application of information security/information assurance policies, principles, and practices in the delivery of systems administration services for the division or directorate. Resolves hardware/software interface and inter-operability problems.

Position: Reference and Digital Services Librarian
Location: Library of Congress
Salary: $60,129 – $78,167

Full vacancy announcement available on USAJOBS.

Summary

The Congressional Research Service (CRS), Knowledge Services Group (KSG) seeks a Reference and Digital Services Librarians to join its Knowledge Management Section. The selectee will perform reference and instructional services, and will maintain and develop web-based information tools and services.

Responsibilities

Duties
WEB SERVICES
Facilitates and coordinates communication with stakeholders and collaborates with CRS staff to assist in the development and improvement of web-based information tools and services. Participates in the development and improvement of internal websites, including updating content and assisting in integrating new features and technologies. Applies standard and emerging practices of librarianship and other fields and disciplines related to the organization of information and management of information access.

Participates in and/or leads the maintenance of digital services such as bibliographic reference management, virtual reference, digital archives and repositories. Organizes information to improve access and retrieval.

DIGITAL SERVICES PROJECTS

Contributes to the development or enhancement of information tools to support CRS’s research activities, identifies project-related issues or problems, formulates 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 knowledge management 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.

INSTRUCTIONAL AND RESEARCH SERVICES

Provides electronic and print research and reference services. Promotes the use of electronic research materials by staff and coordinates the development of training guides (e.g., library tutorials, web-based instruction, and web pages). Identifies information resources to respond to research needs, instructs clients in the use of digital resources in face-to-face and classroom settings, updates documentation related to content administration and management, and assists with client outreach activities.

Develops and maintains a broad knowledge of CRS information resources, current events, research activities, and research resources. Integrates this knowledge into designing new tools and technology or facilitating or enhancing use of current tools and technology.

Candidates with a Master of Library Science (MLS) or equivalent degree or experience; knowledge of current and emerging practices of librarianship or other fields and disciplines related to the organization of information; and an understanding of the principles of information management, metadata, and information retrieval are encouraged to apply.

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

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

This position is not eligible for permanent remote telework.

**Position:** Reference Librarian (Team Lead)
**Location:** National Defense University
**Salary:** $75,524 – $81,608

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

The National Defense University is recruiting for a Reference Librarian (Team Lead) in Reference and Instructional Services. This position is responsible for providing comprehensive instructional services on research methods and the use
of Library resources in all formats; reference and research services; and curriculum development support services to University students, faculty, staff, and authorized outside users.

Duties

- Participates in the development and delivery of a comprehensive instructional program focused on research methodology, development of effective research strategies, and critical evaluation and analysis of scholarly resources.
- Delivers highly-customized research and reference services, utilizing an in-depth knowledge of the theories, principles, practices, and objectives of librarianship in a graduate level, higher education environment.
- Builds partnerships with faculty throughout NDU to provide curriculum development assistance, conducting research to identify and obtain learning materials to support course content and design.
- Evaluates library holdings for strengths, weaknesses, and trends to assure currency and balance in the development of a library collection in all formats that aligns with curricular and research requirements of the University.

Position: Digital Media Specialist
Location: Smithsonian Institution
Salary: $72,750 – $94,581

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Smithsonian Latino Center (SLC). The Incumbent will primarily be responsible for supporting the Director of Digital Media and Technology in the development, archival, operations/management, and implementation of SLC’s digital immersion plan, Latinidad in the 21st Century: A Digital Experience for All.

Duties

- Co-develops strategy for and oversees preservation, maintenance and archiving of all digital assets for Center’s various digital repositories, including the content management system (CMS) for the Center’s website, and SLC’s presence on SI’s Digital Assets Management System (DAMS) or similar systems.
- Performs curatorial research and develops new scholarship based on Latinos Center/Gallery digital repository working in collaboration with Smithsonian’s Latino Curators to identify, collect and build Latino digital repository.
- Manages and oversees relationship between the National Museum of American History media advisors, and Latino Gallery Exhibition and Media Teams specifically in areas such as structural digital media installations, custom interfaces, digital equipment, technical design and production, and AV.
- The incumbent supports the Smithsonian Latinos Center’s Marketing and Communication team with selection, editing, and planform ready of digital assets for eMarketing campaigns, social media campaigns, annual and impact reports, as well as traditional print media, publications, video, and audio assets.

Five Positions: Maryland

Posted on November 5, 2021 by LLAM News

Position: Public Services Librarian
Location: Queen Anne’s County Library
Salary: $49,202

Full vacancy announcement available on ALA Joblist.

Description
Under the general direction of the Branch Manager assists customers proactively with their diverse library needs and serves as a specialist for adult services. Demonstrates strong leadership qualities and good judgment.

- Plans, presents, and promotes library-related programs for adults and tracks related expenditures
- Designs, implements, and evaluates specific programs and activities (both in the library and in the community) for young adults, based on their needs and interests.
- Guides customers in selecting appropriate materials for reading/viewing/listening, and maintains familiarity with the adult, juvenile and young adult collections
- Implements an annual summer reading program for adult readers
- Uses technology to serve customers and to streamline workflow, and provides technology-related instruction to staff and customers
- Plans, presents, and promotes library-related programs for all ages utilizing all aspects of the Maker Space
- Creates an environment that attracts and invites customers to use the library’s collection and spaces
- Assists customers at their point of need to find answers to a broad range of questions by using appropriate resources
- In conjunction with the Assistant Branch Manager, selects adult materials for purchase in the assigned formats. For the assigned formats, tracks collection development budget, communicates with cataloger and processes materials as needed, maintains and weeds collection, and reads current professional review sources
- Performs all circulation related functions
- Merchandises and promotes the library’s collection
- Follows library procedures to open and close the building
- Occasionally prepare the cash drawer and make bank deposits.
- Understands and implements departmental, branch, and system policies and procedures
- May serve as the librarian in charge and, in consultation with a circulation staff member, handle customer issues and respond to building problems with follow-up provided to branch manager
- Must be able to meet scheduling requirements by arriving to work on time and staying until the end of one’s shift with ability to plan, prioritize, and accomplish tasks
- Actively supports and adheres to the Staff Handbook for Queen Anne’s County Library
- Ability to follow instructions and work effectively under minimal supervision
- Must possess the knowledge and ability to effectively work in an environment that serves people of diverse ages, cultures, abilities, and skill levels
- Must possess computer skills and be able to use different technologies to perform work duties and serve customers
- Actively supports the library’s mission, vision, and strategic direction
- Demonstrates initiative by being a self-starter and effectively solving problems, embracing change, and taking measured risks
- Participates in or presents training and development opportunities, joins professional associations, and shares knowledge in the workplace, and completes job related continuing education requirements in a timely manner
- Other duties as assigned.

Please submit a cover letter, resume, and three professional references to admin@qaclibrary.org by November 24, 2021. Position open until filled.

For more information, please see the job description found on our website at https://www.qaclibrary.org/careers

Requirements

Master’s degree in Library Science and 2+ years’ relevant experience or equivalent combination of education and experience required.

Ability to obtain Professional Librarian certification within 6 months of hire. Must be able to work 35 hours per week, 5 days per week including one evening per week and one Saturday per month and other hours as needed

Position: Open Scholarship Librarian
Location: Towson University

Full vacancy announcement available on ALA Joblist.

Position

Towson University’s Albert S. Cook Library seeks a dynamic and innovative individual to serve as the Open Scholarship Librarian. Our library is committed to recruiting and retaining a diverse library staff by considering applicants from a wide variety of backgrounds and experiences. Towson University places a high priority on the importance of diversity, equity,
and inclusion. You can read the campus’ commitment to diversity statement here: [https://www.towson.edu/about/diversity.html](https://www.towson.edu/about/diversity.html). Candidates will be expected to explain how they have been and could be involved in advancing this campus goal. The Open Scholarship Librarian will provide expert guidance in contemporary scholarly communication issues including authors’ rights, open access, research & publication lifecycles, and new modes of publishing for TU faculty, staff, and students. They will devise and maintain a strategy for increasing the pipeline of scholarly content for deposit in TU’s library-managed institutional repository ScholarWorks@Towson with the goal of increasing usage of the repository. This position is a 12-month faculty status position available immediately.

Responsibilities

The Open Scholarship Librarian will provide guidance in contemporary scholarly communications issues including authors’ rights, open access, and new modes of publishing for TU faculty, staff, and students. Serves as an advocate for open access publishing within the library and across the broader campus community. Develops, implements, markets, and promotes established and new open scholarship and scholarly communication programs. Develops and implements a training program for liaison librarians on issues of scholarly communication and open scholarship. Advises faculty, students, and staff on issues regarding open and equitable scholarly communication. Builds a network of campus and system-wide partners for supporting the research lifecycle. Investigates the possibility of improved publishing support systems. Plans and teaches information literacy in liaison area and other disciplines. Evaluates and selects resources for the assigned collection and related areas. 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.

Albert S. Cook Library:

Albert S. Cook Library is the campus library for Towson University, the largest university in the Baltimore area and the second largest in the University System of Maryland. Cook Library also serves the Towson University Northeastern Maryland (TUNE) campus. With 23 faculty librarians and 25 staff, Cook Library provides superior support to Towson University.

Application Process

Review of applications begins immediately and continues until the position is filled.

Click here to apply. Please note that the search number for which you are applying is LIB-3536.

A Criminal Background Investigation is required for the hired candidate and the results may impact employment.

The safety of our students, faculty, staff, and neighbors has been our top priority and the focus of every one of our decisions since the earliest days of the COVID-19 pandemic. The University System of Maryland (USM) has recently determined that mandating a COVID-19 vaccine for all faculty, staff, and students at all schools in the USM is both a reasonable and necessary means of protecting our health and safety. As a prospective hire at TU, proof of your full COVID-19 vaccination must be demonstrated before you begin employment with the university.

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, as detailed in A More Inclusive TU: Advancing Equity and Diversity (2020 – 25). TU is a national leader in inclusive excellence, the only institution in Maryland with zero achievement gap, and 68% growth in minority enrollment over the past 5 years. We encourage application from a variety of (dis)abilities, cultural, ethnic, race, sex, gender identity/expression, national origin, age, veteran status, color, religious, socio-economic, sexual orientation and belief backgrounds.

**Position:** [Serials E-Resources Librarian](#)

**Location:** University of Maryland, Eastern Shore

Full vacancy announcement available on [ALA Joblist](#).
The University of Maryland Eastern Shore invites applicants to apply for a full-time, twelve-month, tenured track faculty position. Librarian Rank will be assigned at the initial appointment to the position.

Responsibilities

- Focus on establishing & maintaining online access to electronic resources licensed by UMES & open access resources.
- Manage the library’s electronic products & EZ Proxy configuration flies.
- Work with vendors.
- Resolve problem reports & ensure patron access to electronic resources without interruptions.
- Generate reports & conduct analyses of electronic resources.
- Responsible for updates to the library Open URL link resolver & updates to local listings.
- Maintains the library webpage.
- Collaborate with library staff to ensure smooth development & implementation of electronic resources workflows.
- Serve on committees related to E-resources access, discovery & delivery.
- Manage serials & electronic resources in collaboration with faculty & librarians.
- Supervision of staff (1) and student assistants.
- Provide reference services as needed.
- Serve as a faculty liaison for collection development & library instruction.
- Rotating Saturday duties are required.
- Performs other related duties as assigned.

The University of Maryland Eastern Shore has mandated that all candidates accepting an offer of employment are required to be vaccinated. The university will consider exemptions from the requirement for medical or religious-based reasons. Individuals seeking an exemption from this requirement for medical or religious reasons must complete an exemption form before their start date and return the form to the human resources department.

Resumes will be accepted until the position is filled. Qualified applicants should submit a cover letter, resume, and three current, professional references to include e-mail address and telephone number. All applicants must apply using the new online application system. Please visit http://umes.peopleadmin.com to apply. The successful candidate must be able to accept employment in the United States without Employer Immigration sponsorship.

UMES is an EEO/AA employer and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, religion, national origin, marital status, genetic information, or political affiliation. Minorities, women, veterans, and persons with disabilities are encouraged to apply. The successful candidate must be able to show acceptable documentation establishing the right to accept employment in the United States of America without employer sponsorship.

Requirements

- Graduate degree in library science or related degree from an ALA-accredited institution or equivalent combination of education and experience.
- Minimum of 3 years of working with electronic resources.

Knowledge/Skills/Abilities

- Experience with integrated library systems.
- Familiar with e-resources & print vendors.
- Experience with electronic resource management systems.
- Ability to work as a team and/or work independently.
- Ability to problem solve.
- Ability to communicate effectively.

Position: Cataloging/Metadata Librarian
Location: University of Maryland Eastern Shore

Full vacancy announcement available on ALA Joblist.
Responsibilities

- Performs original & copy cataloging records for print, non-print & digital items
- Maintains knowledge of professional cataloging standards (MARC, AACR2, OCLC)
- Monitors catalog cleanup with changes in catalog standards & system upgrades
- Assists in the maintenance & operation of the library’s automation system for bibliographic control
- Information literacy instruction
- Supervision of Library Services Tech & student assistant;
- Reference desk assistance
- Serves as faculty library liaison for assigned areas
- Serves on library committees
- Performs other related duties as assigned

Resumes will be accepted until the position is filled.

Qualified applicants should submit a cover letter, resume, and three current, professional references to include e-mail address and telephone number. All applicants must apply using the new online application system. Please visit http://umes.peopleadmin.com to apply. The successful candidate must be able to accept employment in the United States without Employer Immigration sponsorship.

UMES is an EEO/AA employer and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, religion, national origin, marital status, genetic information, or political affiliation. Minorities, women, veterans, and persons with disabilities are encouraged to apply. The successful candidate must be able to show acceptable documentation establishing the right to accept employment in the United States of America without employer sponsorship.

Requirements

- Graduate degree in library science or related degree from an ALA-accredited institution
- Three years of recent cataloging experience
- Must be able to work some Saturdays

Knowledge/Skills/Abilities

- Familiar with all aspects & guidelines of cataloging tools & principles (Integrated Library Systems, LC Subject Headings & Classification, OCLC bibliographic formats & authority files
- MARC, AACR2, OCLC experience; experience with integrated library systems & the OCLC system
- Collection development experience
- Ability to work as a team and/or work independently
- Ability to problem solve
- Ability to communicate effectively

Position: Librarian, Adjunct Faculty
Location: Community College of Baltimore County
Salary: $50,013

Originally posted on the SLA Career Center.

Class Description

Provide reference service to students, faculty, staff, and the community. Provide library instruction to individuals and classes; and participate in collection development and collection maintenance efforts.

Minimum Requirements

M.L.S. or equivalent degree from an accredited ALA institution
Experience locating information using online research databases and other credible information sources.
Class Specific Essential Duties

1. Staff reference desk, including opening, evening and Saturday hours
2. Conduct reference interviews to determine information needs
3. Choose sources appropriate to questions asked, assignment objectives and user’s level of expertise
4. Effectively use and teach a variety of sources including print materials, online catalog, subscription databases, internet and Microsoft Office applications
5. Maintain an open, friendly and professional attitude when handling multiple reference and information requests
6. Collaborate with classroom faculty to plan library instruction sessions
7. Teach principles of information literacy in library instruction sessions
8. Instruct classes in the use of library resources
9. Develop online and print teaching aids and handouts
10. Participate in collection maintenance projects

Two Positions: Washington, D.C.

Position: Research Analyst
Location: Vinson and Elkins LLP

Vinson & Elkins has an immediate opening for a Research Analyst to provide high-level research on legal and non-legal topics to attorneys and staff in all locations, train attorneys and staff on electronic resources, and evaluate the value and benefit of current and proposed resources.

Key responsibilities include:

- Conduct all facets of legal and non-legal research using appropriate print and online sources. Work together with other Research Analysts to provide quality coverage to all offices.
- Develop training programs for attorneys and staff and lead orientations of research services to new hires.
- Create online research guides on various subjects. Organize and enhance content to assist users in finding information on the firm’s intranet and ILS portal.
- Evaluate new products as necessary and make recommendations for the purchase of resources based on the needs of practice areas and business development.
- Work with Collection Management Librarian to identify possible new acquisitions, changes to print needs, and with the weeding and maintenance of office libraries.
- Lead or participate in special projects as assigned by the Director of Research and Knowledge Services.

Minimum qualifications:

- Master of Library Science or Information Studies from an accredited university.
- Three years of research experience in a law firm, corporate or academic law library.
- Understanding of legal, business, electronic information sources and research methods. Knowledge of online legal and non-legal services, service providers, and library operations.
- Familiarity with library catalog software, legal research resources, and SharePoint. Proficient in Westlaw, Lexis Advance, Bloomberg Law, Capital IQ, Intelligize, FactSet, Cheetah, and RIA Checkpoint.
- Ability to answer requests in a timely manner; gather analyses and deliver information quickly, efficiently and cost effectively; capable of working with a diverse client base and practice group changes; ability to manage multiple projects at one time and to prioritize and organize effectively; excellent interpersonal and communication skills, proven ability to teach individuals and small groups in formal and informal settings.

Apply at this link: https://velaw.taleo.net/careersection/external_first_pass_us_ve/jobdetail.ftl?job=1191&tz=GMT-04%3A00&tzname=America%2FNew_York
Location: George Washington University Jacob Burns Law Library

Established in 1865, the George Washington University Law School is the oldest law school in the nation’s capital. The Law School is accredited by the American Bar Association and is a charter member of the Association of American Law Schools. GW Law is located on the GW campus in the downtown D.C. neighborhood familiarly known as Foggy Bottom.

The Law School’s Jacob Burns Law Library supports the curricular and teaching requirements of the Law School, the research and publication needs of the law faculty, and the study and research needs of the law students; and provides to the scholarly community at large access to a research collection of material about the law and its history. Additional information about the Law Library can be found at, https://www.law.gwu.edu/library.

The Law Library seeks a qualified librarian for its National Security & U.S. Foreign Relations Law Librarian position to begin as early as December 6, 2021. The librarian in this position supports reference services offered by the Public Services Division of the Law Library.

Basic qualifications for this position are a graduate degree in library or information science (e.g., MLS) from an ALA-accredited institution or completion of degree requirements by the time of appointment; and a JD, LLB, or LLM from an ABA-accredited institution or completion of degree requirements by the time of appointment.

Please note that initially the librarian in this position will be required to work at the university’s Foggy Bottom campus in Washington, D.C.; the ability to work remotely in the future will be assessed and determined by the supervisor in accordance with Law School and University policies.

APPLICATION PROCEDURE: Please complete an online application at https://www.gwu.jobs/postings/86462 to include uploading a resume and cover letter and providing contact information for three professional references. Review of applications will begin November 29, 2021, and continue until the position is filled. Only complete applications will be considered.

Please note that the University has mandated that all personnel be fully vaccinated against COVID-19 prior to accessing campus for the 2021-2022 academic year.

Employment offers are contingent on the satisfactory outcome of a standard background screening.

Five Positions: Maryland

Posted on October 29, 2021 by LLAM News

Position: Librarian I/Library Specialist – Technical Services Coordinator
Location: Frederick County Public Libraries
Salary: Librarian I salary ($48,242 – $57,890 per year); Library Specialist salary ($45,086 – $54,103 per year)

Responsibilities: Join the vibrant, community-minded team at Frederick County Public Libraries. We are seeking a creative, energetic professional to join our Library Collections team. Located in West-Central Maryland between Washington D.C. and Baltimore, FCPL is a rapidly developing system. By facilitating the public’s freedom to explore, invent, and transform, FCPL connects people to ideas and to each other, helping to foster individual and community growth. This professional position is responsible for oversight of technical services processes and workflow, coordinating cross-department
functions/projects, liaising with vendors, cataloging library materials, and ensuring the accuracy of FCPL’s public access catalog.

Requirements: EDUCATION & WORK EXPERIENCE REQUIREMENT FOR LIBRARIAN I: Master of Library Science degree (ALA accredited program); may consider candidates who will obtain the MLS within 6 months of hire; Minimum 1 year of customer service work experience in retail, education, community or public relations, or any high traffic customer service setting; Professional Public Librarian certification from the Maryland State Department of Education or ability to obtain this certification within 6 months after hire with MLS – current certification must then be maintained.

EDUCATION & WORK EXPERIENCE REQUIREMENT FOR LIBRARY SPECIALIST: Bachelor’s degree from a recognized college or university; Minimum 1 year recent (within last 5 years) library work experience; Minimum 2 years of customer service work experience in retail, education, community or public relations, or any high traffic customer service setting; Library Associate certification from the Maryland State Department of Education or ability to obtain this certification within 2 years after hire, plus willingness and ability to attend training sessions as applicable.

Application Process: For complete job description and to apply go to https://www.governmentjobs.com/careers/frederickmd?keywords=library

Position: Public Services Librarian
Location: Queen Anne’s County Library
Salary: Starting Salary: $49,202

Originally posted on the Maryland Library Association listserv.

Responsibilities: The Queen Anne’s County Library is seeking a full-time Public Services Librarian for our Kent Island 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 Branch Manager;
- Plans, presents, and promotes library-related programs for adults and teens;
- Guides customers in selecting appropriate materials for reading/viewing/listening, and maintains familiarity with the adult, juvenile and young adult collections;
- Implements an annual summer reading program for adult readers;
- Uses technology to serve customers and to streamline workflow, and provides technology-related instruction to staff and customers;
- Plans, presents, and promotes library-related programs for all ages utilizing all aspects of the Maker Space;
- In conjunction with the Assistant Branch Manager, selects adult materials for purchase in the assigned formats. For the assigned formats, tracks collection development budget, communicates with cataloger and processes materials as needed, maintains and weeds collection, and reads current professional review sources.

Requirements: Qualifications: Master’s degree and 2+ years’ relevant experience or equivalent combination of education and experience. Ability to obtain Professional Librarian certification within 6 months of hire. Ability to work as part of a customer-focused team.

Application Process: Please submit a cover letter, resume, and three professional references to admin@qaclibrary.org by November 9, 2021.

Position: Data Science Librarian
Location: Towson University

Originally posted on the SLA Career Center.

Position
Towson University’s Albert S. Cook Library seeks a collaborative and knowledgeable individual to serve as the Data Science Librarian. Towson University places a high priority on the importance of diversity, equity, and inclusion. Candidates
will be expected to explain how they have been and could be involved in advancing this campus goal. This position is a 12-month faculty status position available immediately and beginning no later than January 2022.

Qualifications
Master’s degree in library or information science from an ALA-accredited institution or equivalent; a background in tools for storing, analyzing, and visualizing data; and a commitment to issues of diversity, equity, and inclusion are required. Rank is determined by qualifications at time of appointment.

Responsibilities
Supports data analysis and data visualization efforts by students and faculty across the university using tools such as SPSS, R, Tableau, Google Data Studio, Microsoft Excel or others; designs and implements data literacy services for students and faculty; works closely with graduate students, assigned departments and programs in a collaborative and team-based environment, the Data Science Librarian will provide individual and small-group consultations, workshops, and instruction in information, resource, and software use; develops and conducts training, group instruction, and workshops, both individually and collaboratively, on data science research methods, tools, platforms, and best practices; supports the work of liaison librarians working with classes that are data-intensive; promotes usage of the Data Studio and computers in the Data Studio by offering training in-person and online; in collaboration with the Office of Sponsored Programs and liaison librarians, provides training for librarians and individual consultations with faculty on authoring data management plans; provides input on data curation and preservation, sharing and reuse, citation, policy and governance as it relates to research projects on campus.

Albert S. Cook Library:

Albert S. Cook Library is the campus library for Towson University, the largest university in the Baltimore area and the second largest in the University System of Maryland. Cook Library also serves the Towson University Northeastern Maryland (TUNE) campus. With 23 faculty librarians and 25 staff, Cook Library provides superior support to Towson University.

Application Process
Review of applications begins immediately and continues until the position is filled.

Click here to apply. Please note that the search number for which you are applying is LIB-3532.

Applicant should submit a resume or curriculum vitae, cover letter and the names and contact information of three relevant references. Cover letters should detail how the applicant’s teaching, service and/or scholarship has supported the success of students from underrepresented racial, ethnic, and gender backgrounds; applicants who have not yet had the opportunity for such experience should note how their work will further Towson University’s commitment to diversity. Transcripts will be requested of final candidates.

A Criminal Background Investigation is required for the hired candidate and the results may impact employment.

The safety of our students, faculty, staff, and neighbors has been our top priority and the focus of every one of our decisions since the earliest days of the COVID-19 pandemic. The University System of Maryland (USM) has recently determined that mandating a COVID-19 vaccine for all faculty, staff, and students at all schools in the USM is both a reasonable and necessary means of protecting our health and safety. As a prospective hire at TU, proof of your full COVID-19 vaccination must be demonstrated before you begin employment with the university.

Position: Web Services Librarian
Location: University of Maryland Libraries

Originally posted on the SLA Career Center.

Reporting to the Manager, Digital Programs and Initiatives (DPI), the Web Services Librarian is charged with leadership, project management, and hands-on work related to the planning, coordination, design, implementation, maintenance, and evaluation of the Libraries’ website and other major online user interfaces. Through user experience (UX) assessment methodologies and web usage analytics, this position will chart a path of continuous improvement for the Libraries’ web presence that adjusts to evolving user needs, effectively utilizes new web technologies and practices, and reflects the Libraries’ core values, including a commitment to inclusive design.
The Web Services Librarian will engage with the UMD Libraries’ community of learners and scholars to articulate solutions that meet the diverse and evolving needs of online users. This position will collaboratively develop a shared vision and a philosophy for the Libraries’ web presence, which will drive most of the sites’ architecture, organization, and design. The incumbent will coordinate with personnel from across the Libraries to improve the Libraries’ virtual environment and web presence, and lead a cross-unit advisory group on matters related to strategic goals, initiatives, design, content, and usability of the Libraries’ web properties. Among others, the incumbent will work closely with the Director of Strategic Communications and Outreach, the Discovery Strategies and Systems Librarian, Digital Services and Technologies’ (DST) web designers and developers, and library administration and management. The Web Services Librarian will communicate requirements and design needs with the technical development team and will check in with that team on a regular basis to adjust and revise requirements, as needed. The incumbent will also directly supervise the Libraries’ Web Designer, support their development, and deploy their skills to projects and assignments effectively.

As a cross-library position, the Web Services Librarian is responsible for overall analysis, design, integration, content coordination, and evaluation of the Libraries’ online user interfaces. Where appropriate, this includes implementation, integration, evaluation, and improvement of user-interface customizations and integrations of proprietary library products affecting: discovery/searching of information resources, interlibrary loan, room reservations, library research guides, and other functional areas. The position works closely with technical as well as public-facing colleagues to integrate both proprietary and open source platforms into the Libraries’ interfaces.

Minimum Qualifications:

Education:

Master’s degree in Library or Information Science from an ALA-accredited institution of higher education or a non-US equivalent by the start of employment, or an advanced degree with two years relevant experience.

Experience:

Two years of professional experience designing and developing websites or other web-based applications.

Knowledge, Skills, and Abilities:

- Knowledge of current web technologies and best practices
- Knowledge of best practices for usability testing, web analytics, and other UX assessment methodologies
- Knowledge of current web accessibility standards
- Knowledge of information architecture design, taxonomy/ontology creation, and writing content for the web
- Ability to manage CMS-driven websites
- Ability to write and design web content using, at a minimum, HTML and CSS
- Ability to manage complex technical projects
- Ability to work both independently and as part of a team
- Excellent communication and interpersonal skills
- Excellent problem-solving skills

For the full position description and faculty requirements, please go to http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions.

Position is appointed to Librarian Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant’s experience and relevant credentials. Applicant must meet the Libraries’ requirements for promotion, which includes a commitment to professional development, service, and self-directed research, scholarship, and/or creative activities. For additional information, consult the following website: http://www.president.umd.edu/policies/2014-ii-100b.html.

Position: Development and Community Engagement Manager
Location: Carroll County Public Library
Salary: $74,158

Originally posted on the SLA Career Center.
At CCPL, superior customer service is at the core of everything we do. As our Development and Community Engagement Manager, you will ensure that CCPL customers have quality, up to date information on the library and provide them with opportunities to invest in the future of the library. As a member of the Communications team, you will work to frame the library’s donor and advocacy messages to ensure the future success of CCPL. We take customer service seriously and this position is essential to our success.

Under the leadership of the Director of Communications, you will attend Executive Leadership Team as needed, be responsible for fundraising to support the development and growth of library programs, resources, and services, and oversee fundraising strategies and initiatives that may include fund drives, event sponsorships, grant solicitation, and reporting planned giving and major gifts. The Development and Community Engagement Manager is responsible for all aspects of donor development including support and management of the Friends of Carroll County Public Library.

You will work with the Executive Leadership Team and Executive Director to advocate on behalf of the Library throughout the community and serve as a liaison and CCPL representative on local, state, and national committees. This position involves researching, writing, and managing grant applications and reports, including grant management for Maryland State Library (MSL) grants. You will also support CCPL programming, resources, and services by cultivating partnerships and through development work.

To apply or for more information about Carroll County Public Library and the position, please visit our website https://library.carr.org/careers/careers.aspx

Online applications must be received by Sunday, November 14, 2021.

Required Qualifications

1. Degree in non-profit management, donor development, public administration, or another related field. Post-graduate degree highly desired;
2. Four years or more related work experience (fundraising, and development);
3. Experience securing and managing grants in excess of $100,000;
4. Ability to use donor management software;
5. Membership in professional fundraising association preferred.

Four Positions: Washington, D.C.

Posted on October 26, 2021 by LLAM News

Position: Librarian (User Support)
Location: Government Printing Office (Library Services and Content Management)
Salary: $60,129 to $94,581 per year

Full vacancy announcement at USAJOBS

Summary
This position is part of the Library Services and Content Management, Government Publishing Office in Washington, District of Columbia. The incumbent serves as User Support Librarian in the Federal Depository Support Services (FDSS) unit within Library Services and Content Management (LSCM) of the U.S. Government Publishing Office (GPO). Additional Vacancies may be filled by this announcement.

Responsibilities
Supporting the work of senior librarians who partner with Federal Depository Libraries in conducting research, preparing resources, and triaging CRM/askGPO requests;
Assisting in basic training on unit processes and providing FDL program information directly to the community;
Identifying, researching and recommending changes to internal FDLP documentation, processes and both external and internal user guidance correspondence;
Providing technical assistance for the FDLP Academy as needed for webinars and online training; 
Answering online, virtual and direct customer inquiries from Federal Depository Libraries (FDLs) and public as related to depository library operations, administration, compliance and other matters; 
Researching and gathering information from multiple sources to assist senior staff; 
Assisting with administrative duties including data base management, collection of data, mass mailing, community calls; 
Participating and assisting during association trade shows, conferences and various marketing events. 
Travel Required 
Not required

Supervisory status 
No

Promotion Potential 
11

Requirements 
Conditions of Employment 
U.S. Citizenship is Required. 
Selectee must pass a drug test prior to appointment. 
Males born after 12/03/59 must be registered for Selective Service. 
Selectee may be required to serve a one year probationary period 
Selectee must be able to obtain and maintain a Non Sensitive Low Risk Security Clearance. 
Qualifications 
To qualify for the Librarian (User Support), PG -1410-9/11, you must meet the following requirements:

Basic Requirements for GS-1410 Librarian Series: 
Completion of one (1) full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor’s degree. NOTE: You must submit unofficial transcripts with your application. Education will not be credited without documentation. -OR- 
A total of at least five (5) years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services. NOTE: You must submit unofficial transcripts with your application. Education will not be credited without documentation. Experience must be fully documented on your resume and must include job title, duties, month and year start/end dates AND hours worked per week.

Additional Education and Experience Requirement for Position at the GS-9: 
In addition to meeting the Basic Requirement for Librarians applicants must have 1 year of specialized experience at the PG-7 (or equivalent) level or higher. Examples of qualifying specialized experience include assisting senior Librarians in addressing inquiries from the Federal Depository Libraries (FDL); providing assistance to libraries that are within the program; answering online virtual and customer inquiries from Federal Depository Libraries (FDLs) and the public related to depository library operations, administration and compliance.

-OR-

Education: Successful completion of two (2) full years of progressively higher level graduate education or master’s in library science or equivalent graduate degree, e.g., LL.B. or J.D., related to this position as a Librarian. Note: Unofficial Transcripts must be submitted with your application materials. Education cannot be credited without documentation

-OR-

Combination: Equivalent combinations of successfully completed progressively higher level graduate education and specialized experience, as described above, which meet the total experience requirements for this grade level. The education portion must include progressively higher level graduate courses directly related to the work of this position (as described above). Note: Unofficial Transcripts must be submitted with your application materials. Education cannot be credited without documentation.

Additional Education and Experience Requirement for Position at the GS-11
In addition to meeting the Basic Education Requirement, applicants must possess 1 year of specialized experience at the PG-9 (or equivalent) level or higher. Examples of qualifying specialized experience include address inquiries from the Federal Depository Libraries (FDL) and assist libraries with the program; identify, research and recommend changes to internal Federal Depository Program (FDLP) documentation; advise and assist with operations at FDLs and their depository collection; serve in a liaison role with library customers to promote and help deliver and administer library services to a specialized community; perform research on practices, policies, application of requirements, regulations in order to provide suggested changes/improvements for related decision making pertaining to FDLP.

-OR-

Education: 3 full years of progressively higher level graduate education in library science or doctoral degree (Ph.D. or equivalent) related to the position.

-OR-

Combination of Education and Experience: A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of experience by 12. Then divide the total number of completed graduate semester hours (or equivalent) beyond the second year (total graduate semester hours minus 36) by 18. Add the two percentages.

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

All qualification requirements must be met by the closing date of this announcement (11/04/2021) to be considered.

Education Substitution of education in lieu of specialized experience may be used.

Basic Requirements for GS-1410 Librarian Series:
Completion of one (1) full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor’s degree. NOTE: You must submit unofficial transcripts with your application. Education will not be credited without documentation.

Education GS-9 LEVEL: Successful completion of two (2) full years of progressively higher level graduate education or master’s in library science or equivalent graduate degree, e.g., LL.B. or J.D., related to this position as a Librarian. Note: Unofficial Transcripts must be submitted with your application materials. Education cannot be credited without documentation.

Education GS-11 LEVEL: Successful completion of two (2) full years of progressively higher level graduate education or master’s in library science or equivalent graduate degree, e.g., LL.B. or J.D., related to this position as a Librarian. Note: Unofficial Transcripts must be submitted with your application materials. Education cannot be credited without documentation.

ARE YOU USING YOUR EDUCATION TO QUALIFY? You MUST provide transcripts or other documentation to support your educational claims. Unless otherwise stated: (1) official or unofficial transcripts which cite the name of the institution are acceptable, or (2) you may submit a list with all of your courses, grades and GPA, semester, year, and credit for the course. Official transcripts will be required from all selectees prior to receiving an official offer.

GRADUATE EDUCATION: One academic year of graduate education is considered to be the number of credits hours your graduate school has determined to represent one academic year of full-time study. Such study may have been performed on a full-time or part-time basis. If you cannot obtain your graduate school’s definition of one year of graduate study, 18 semester hours (or 27 quarter hours) should be considered as satisfying the requirement for one year of full-time graduate study.

FOREIGN EDUCATION: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an
Position: Research Librarian
Location: Nixon Peabody

Full job description available at Nixon Peabody

Job Description:
The Research Librarian is responsible for a wide variety of tasks that support the delivery of firm-wide library research & information services including: conducting timely and cost-effective research and document retrieval upon request; recommending appropriate research services and/or resources in response to inquiries from firm personnel.

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

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

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

Location: Chicago, IL; Boston, MA; Long Island, NY; New York, NY; Rochester, NY; Albany, NY; Manchester, NH; Washington, DC; Providence, RI; Los Angeles, CA; San Francisco, CA

Responsibilities:

Provide high-level legal and business research to attorneys and staff in a wide variety of practice areas using both print and online resources. Demonstrate ability to handle litigation research, including finding cases and secondary materials related to specific fact patterns in a variety of jurisdictions. Perform due diligence research on plaintiffs, experts, defendants and corporate entities. Develop knowledge of research in multiple practice areas and jurisdictions, including growing specialization in one or more subjects, and attendance at relevant practice group meetings. Collaborate with senior researchers with respect to larger and more complex assignments. Assist CI Research Team with providing business development research for attorneys and the Marketing department including preparation of company snapshots. Gather, synthesize and present a summary of relevant, well targeted research findings to attorneys and staff to facilitate decision making and business planning. As part of the Library & Research Services Team, collaborate and coordinate with library staff in other geographies to provide seamless research service for attorneys in all firm locations, including evening and weekend coverage on an as needed basis. Engage in innovation and Library outreach, including evaluation of new information resources and related technology. May assist in the delivery of research training programs for attorneys and staff through a variety of formats including in person one-on-one sessions, departmental meetings, web enabled training and orientation. Establish relationships with attorneys to improve, expand and market the range of available information sources and services. Participate in expanding and/or improving research and information services, procedures and practices. Take part in special projects as requested by the Director of Library & Research Services. Remain current in research techniques and available resources relevant to providing high quality research and information services. Continue professional development through various firm and association sponsored activities.

Job Requirements:
Minimum of 4-7 years of in-depth law firm library research experience. Master of Library Science or Juris Doctor degree required. Combination of education in a research-intensive field with relevant work experience will be considered. Professional library experience in a legal or corporate setting conducting complex research. Solid proficiency in the use of both print and online resources. Strong analytical and critical thinking skills. Independently manages multiple projects and negotiates deadlines if necessary. Demonstrated ability to provide quality client service. Self-motivated with the ability to work independently and collaboratively within and across departments.
Excellent verbal and written communication skills, including presentation skills.
Excellent technology skills.

**Position:** Manager of Digital Solutions
Location: Venable, LLP (Washington, D.C. or Baltimore, MD)

Full vacancy announcement available on AALL Career Center

**Description**

Venable LLP is seeking a Manager of Digital Solutions to join our team. The ideal candidate will assist the Director of Research and Libraries in the planning, implementation, maintenance, discoverability and adoption of commercial and internal library and knowledge resources.

We welcome applicants in the New York, NY, Baltimore, MD and Washington, DC markets.

The ideal candidate will be responsible for…

Coordinating with other library staff and practice managers in assessing the introduction and maintenance of electronic resources and making recommendations to the Director.
Overseeing the maintenance and integrity of ILS.
Managing the firm’s electronic information subscriptions, ensuring appropriate access and publication for attorneys and staff. Ensures that appropriate authentication is enabled, including the use of IP and password authentication as well as SAML and API technology in compliance with associated licensing agreements.
Assisting the Director in planning the departmental and practice level resource budget allocations
Establishing ROI processes linking utilization data with subscription costs. Assisting the Director in making budget, acquisitions and resource cancellation plans based on use or the availability of electronic alternatives.
Monitoring developments in legal technology and electronic research, KM and workflow products which may offer appropriate substitutes for, or adjuncts to, print resources or existing processes.
Advising the Director in all aspects of digital solutions and electronic resources.
Working with technical services staff, continually assesses processes to streamline tasks, reduce redundancies and provide optimal customer service.
Building or collaborating with IT, Vendors and consultants in building custom resources for end users and internal administrative functions.
Managing the print and digital solutions team
The successful candidate will demonstrate…

MLS or equivalent degree and/or 5 years of experience in a similar role.
Experience working with several of the following: SharePoint, Python, Java and API’s, SAML or equivalents for system integration.
Expert knowledge of print legal and business research resources.
Experience with cataloging and taxonomy management issues.
Expert knowledge of electronic resources prevalent in law firm libraries.
Experience working with digital monitoring products such as Onelog or Research Monitor.
Experience developing and managing digital resource discovery portals.
Familiarity with integrated library systems and comfortable with using technology to enhance personal and organizational efficiencies.
Ability to create scenario planning, working the budgets, utilization data, and conducting ROI analysis.
We are seeking candidates interested in working as part of the firm’s management team, focusing on client service, continuous learning, innovation, and building human capital. We would love to hear from you.

**Position:** Business Librarian
Location: American University

Full vacancy announcement available on ALA Joblist

**Description**

American University Library invites applications from innovative, energetic, and service-oriented librarians to fill a continuing appointment faculty position supporting the Kogod School of Business, beginning as soon as possible and


subject to budgetary approval. Rank will be dependent upon experience and stature in the field at either assistant or associate level.

Responsibilities: As the Research and Instruction Librarian for Business (Business Librarian), the librarian will be the point person for research assistance, information literacy instruction and collection development in support of the curriculum and the faculty research at the Kogod School of Business, as well as business-related research across campus. The Business Librarian will work closely with the faculty and administration of the Kogod School of Business to ensure that the University Library is able to meet their research and pedagogical needs and to increase awareness of library resources. In collection development, reviews and selects research materials to support faculty and student research for Kogod and actively engages with vendors. This position provides high-level subject specific reference assistance to Kogod faculty and students, as well as basic research assistance to all students and faculty and teaches subject specific instruction sessions and participates in the baseline information literacy instruction for all students. The Business Librarian creates appropriate online tools to support Kogod students and faculty and supports interdisciplinary initiatives across academic units that require expertise in business librarianship. This position serves on library cross-functional teams and participates in decisions that affect the overall research materials collection. The Business Librarian assists all relevant entities in self-studies and reaccreditation.

The Business Librarian is a member of Research, Teaching and Learning (RTL) and reports to the Associate Director of RTL. As a member of RTL, the Business Librarian also participates in broader initiatives as part of the library.

Library faculty members participate in university governance activities. The Business Librarian also consults regularly with the Kogod teaching faculty and administrators. The Business Librarian actively supports DEI initiatives within the University Library and within Kogod School of Business. Continuing Appointment library faculty members are expected to contribute to the profession of librarianship, and to participate in campus-wide and library-wide activities.

Primary duties and responsibilities:

Provide Information Literacy Instruction

Support the Kogod School of Business by teaching integrated information literacy sessions within Business disciplines including: Marketing, Finance and Real Estate, Accounting, Business Administration, Management, and Information Technology.

Work with Kogod Faculty to develop instructional materials for information literacy, e.g. tutorials, course libguides, and rubrics.

As the liaison to Kogod, work with appropriate committees, administrators and faculty to incorporate information literacy learning objectives and intervention appropriately into the curriculum.

Teach baseline information literacy skills to Writing Studies classes.

Participate in departmental information literacy initiatives as a member of RTL, e.g. walk-in workshops, assessment and analysis projects, and pedagogical explorations, other instruction as needed.

Provide Research Support and Outreach Services to the Kogod Community

Partner with the Kogod community to discover information resources and data through consulting on research projects, providing reference help, facilitating access to online resources, and finding business information resources through individual consultations (in person and online) and through email.

Support any student or faculty member, regardless of departmental affiliation, with consultations concerning advanced subject specific research requiring business information resources.

Provide consultations on best practices and resources to accomplish research activities.

Participate in department-wide services to serving the broader AU community and public with basic research assistance through our in-person Research Assistance Desk or our online Ask a Librarian chat.

Partner with the Kogod Financial Information Services and Technology Lab to ensure that Kogod students have access to the information resources they need to do their work.

Participate in outreach programs in person and online.

Curate the Business Collection

Purchase materials required to support the curriculum of Kogod, the research of the faculty, and the long-term research needs of the university as related to resources related to business.

Appropriately de-select of cease subscriptions to business information resources in relationship to the budget, the curriculum, the research needs of the faculty, long-term commitments to the regional and national intellectual record, and
trends in publishing.
Serve on the Collection Management Team that oversees the overall university library collection, excepting special collections and archives.

Develop and Manage Web Based Resources

Develop and maintain web pages related to business information resources and services on the LibGuides platform. Consult with stakeholders on any changes to the enterprise systems that impact access to business information resources.

Service to the Profession

Participate in advancing the profession of Librarianship or the academic field of business through original research, relevant service to professional and scholarly societies, publications, and impactful presentations in professional or scholarly venues.

Service to the University

Participate in the shared governance of American University and American University Library through active participation on university and library committees and engagement in work that meaningfully furthers the university and library outside of the primary duties of the position.

Salary: Competitive salary commensurate with qualifications and experience

Position available: Review of applications will begin immediately and will continue until the position is filled.

ABOUT THE KOGOD SCHOOL OF BUSINESS

The Kogod School of Business at American University is the oldest accredited business school in Washington, D.C. With more than 1500 students, Kogod offers full-time, Professional (part-time) and Online MBA programs, seven specialized Masters of Science degree programs and a robust undergraduate business degree program. All Kogod programs are designed to integrate a business education with a global perspective. With a focus on Business in the Capital and entrepreneurship through the innovation incubator, Kogod actively connects students with community and facilitates putting their ideas into action.

ABOUT AMERICAN UNIVERSITY LIBRARY

The American University Library http://www.american.edu/library serves the AU community through a collection of more than 1,700,000 print and electronic book titles and 180,000 media and sound recordings. AU Library has affiliate collections at the Washington College of Law and at the Wesley Theological Seminary. The AU Library collection totals over 184,000 journal subscriptions in all subjects. The Library has 23 library faculty, 87 full-time staff and other professionals and about 62 student assistants. The library's budget is about $17 million. The American University Library is an active member of the Washington Research Library Consortium.

American University Library is a Founding Member of the Diversity Alliance for Academic Libraries.

American University offers a wide range of undergraduate and graduate programs, many with international focus, to more than 14,000 students.

For information about American University, please see http://www.american.edu and learn about the University Library at http://www.american.edu/library.

DIVERSITY, EQUITY, AND INCLUSION

American University values open and honest inquiry, servant leadership, and the affirmation of the human dignity of all. American University envisions a thriving community where individuals of all identities and experiences are understood, appreciated, and fully included, and where equitable treatment, opportunities, and outcomes prevail.
AU’s plan for Inclusive Excellence, adopted in January 2018, reflects the University’s commitment to diversity, equity, and inclusion—the cornerstone for achieving institutional and educational excellence.

To learn more about how AU is infusing diversity, equity, and inclusion at a strategic, tactical, and operational level, please visit:


Application Instructions

This institution is using Interfolio’s ByCommittee to conduct this search. Applicants to this position receive a free Dossier account and can send all application materials, including confidential letters of recommendation, free of charge.

For help in signing up, accessing your account, or submitting your application please check out our help and support section or get in touch via email at help@interfolio.com or phone at (877) 997-8807.

Review of applications will begin immediately and continue until the position is filled. Send a letter of application, resume, names, addresses, and telephone numbers of three references to:

Michele Mikkelsen, Director, Administrative Services
American University Library
4400 Massachusetts Ave., NW
Washington, D.C. 20016-8046
mmikkel@american.edu

AU Library Diversity Statement

The AU Library is committed to diversity and inclusion by providing an inclusive, welcoming, and adaptable environment for the community. The Library recognizes that this is an ongoing process and aims to engage in diversity and inclusion as more than just numeric representation. The Library will continue to work on intentionally diversifying its personnel, services, and collections in meaningful ways.

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

Equal Employment Opportunity Statement

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

American University is a tobacco and smoke free campus. Hiring offers for this position are contingent on the successful completion of a background check.

Requirements
Qualifications
An ALA-accredited M.L.S is required.
Professional experience in an academic or research institution is highly preferred.
A degree in business, economics or a related field is highly preferred. Corporate experience of two or more years in lieu of an academic business background is also acceptable.
Demonstrated reference experience or training is required.
Pedagogical experience or training is required.
Collection development experience or instruction is required.
Evidence of potential for professional contributions and ongoing professional development is essential.
Outstanding interpersonal and communication skills; strong public service ethic; and collaborative skills are essential. Ideal candidates will possess the ability to shift priorities in a rapidly changing environment; to work across a broad-based constituency, to communicate a positive library image; and have an awareness of current concerns and developments in librarianship.


Two Positions: Maryland

Posted on October 26, 2021 by LLAM News

Position: Chief of State Library Resource Center
Location: Enoch Pratt Free Library
Salary: $86,518 – $138,364 (yearly salary)

Full vacancy announcement available on ALA Joblist

Description
The historic Enoch Pratt Free Library of Baltimore City is seeking applications for the next Chief of State Library Resource Center (SLRC). The Pratt Library is one of the oldest free public library systems in the United States serving the 622,000+ residents of the City of Baltimore through its twenty-one branch locations and also serves the 6,000,000 residents of Maryland as the State Library Resource Center. The renovated Central Library which opened in 1932 as a ground-breaking ‘open to the people’ library whose mission is “to empower, enrich, and enhance the quality of life for all through equitable access to information, services, and opportunity.” Dedicated patrons, volunteers, and donors enthusiastically support the work of the Enoch Pratt Free Library as it upholds library traditions and embraces the challenges of a rapidly changing library world.

Responsibilities: The Chief of SLRC reports to the Deputy Director of Public Services and leads the four members of the SLRC Management Team in providing direction and oversight to the various departments which include: Digital MD, Documents, and Sailor Electronic Resources; internal support departments such as Technical Services, Acquisitions, Bindery and special collections (African American, Maryland and Special Collections Departments). The ideal candidate will have the skills to build and maintain relationships throughout the state and support the development of Maryland library professionals through robust training, accreditation, and resource sharing.

Our Community: Known as a city of neighborhoods, the past and the future intersect in Baltimore. Many historic communities showcase Baltimore’s rich history and wealth of diversity with many significant properties listed on the National Register; Under Armour’s forward-looking Port Covington development is among the largest urban redevelopment projects in the country and the city’s historic Inner Harbor boasts walkable neighborhoods, tourist attractions, and commercial development. An entrepreneurial community has emerged alongside Baltimore’s robust network of colleges and universities, world-class museums, internationally renowned symphony orchestra, trendy music and art venues, beloved professional sports teams, and varied culinary choices. As with many urban cities, Baltimore has distinct challenges as well as powerful assets and many of Baltimore’s citizens suffer a disparity of income, education, and opportunity. The Enoch Pratt Free Library continues to be a vital, important partner in Baltimore’s determination to meet these challenges.

Compensation: The hiring salary range is $86,518 – $138,364 (with placement negotiable dependent on experience and qualifications) and an excellent fringe benefits package.

For further information, contact Bradbury Miller Associates. Apply via email with a meaningful cover letter and your resume as Word or pdf attachments to Karen Miller (karenmiller@bradburymiller.com). This position closes on November 28, 2021.

View the announcement in its entirety along with accompanying links and information at https://bradburymiller.com/job/slrc/.
Requirements
Qualifications: A Master’s in Library Science from an ALA-accredited institution. Five (5) years of professional experience in an urban library with three (3) years of the required experience in high-level/leadership.

Position: Chief of Neighborhood Library Services Division
Location: Enoch Pratt Free Library
Salary: $86,518 – $138,364 (yearly salary)

Full vacancy announcement available on ALA Joblist

Description
The historic Enoch Pratt Free Library of Baltimore City is seeking applications for the next Chief of Neighborhood Library Services Division (NLSD). The Pratt Library is one of the oldest free public library systems in the United States serving the 622,000+ residents of the City of Baltimore through its twenty-one branch locations and also serves the 6,000,000 residents of Maryland as the State Library Resource Center. The renovated Central Library which opened in 1932 as a ground-breaking ‘open to the people’ library whose mission is “to empower, enrich, and enhance the quality of life for all through equitable access to information, services, and opportunity.” Dedicated patrons, volunteers, and donors enthusiastically support the work of the Enoch Pratt Free Library as it upholds library traditions and embraces the challenges of a rapidly changing library world.

Responsibilities: The Chief of Neighborhood Library Services Division (NLSD) 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 21 branch libraries; two Deputy Chiefs; 21 Branch managers, a Programming team, and an executive assistant. The NLSD offices will be located at a former branch location, Hollins St. in downtown Baltimore. 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.

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. The Library values diversity and equity and recognizes the importance of these to Baltimore. In keeping with these values, the NLSD 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.

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Compensation: The hiring salary range is $86,518 – $138,364 (with placement negotiable dependent on experience and qualifications) and an excellent fringe benefits package.

For further information, contact Bradbury Miller Associates. Apply via email with a meaningful cover letter and your resume as Word or pdf attachments to Karen Miller (karenmiller@bradburymiller.com). This position closes on November 28, 2021.

View the announcement in its entirety along with accompanying links and information at https://bradburymiller.com/job/nisd/.

Requirements
Qualifications: A Master’s in Library Science from an ALA-accredited institution. Five (5) years of professional experience
One Position: Maryland

Posted on October 22, 2021 by LLAM News

Position: Museum Technician  
Location: National Archives and Records Administration

Full vacancy announcement available on USAJOBS.

This position is part of the National Archives and Records Administration Donald J. Trump Presidential Library. As a MUSEUM TECHNICIAN, you will perform a variety of technical duties in connection with the management of the museum collection, including inventoring, registration, documentation and digitization of museum objects.

Responsibilities

The following are the duties of this position at the GS-07. If you are selected at a lower grade level, you will have the opportunity to learn to perform all these duties, and will receive training to help you grow in this position.

- Works as an inventory team leader and ensures that inventory information is accurately and correctly recorded in the collections management system.
- Applies agency-wide and site-specific methods and standards for accessioning and cataloging, including numbering, description, object labeling, and other associated tasks for museum holdings.
- Completes artifact housing and storage assignments. Reports actual or potential risks to holdings from environmental conditions, pests, leaks, and other threats.

Two Positions: Virginia

Posted on October 22, 2021 by LLAM News

Position: Electronic Resources Specialist  
Location: Marymount University

Originally posted to the CUA Jobs group.

JOB SUMMARY

Responsible for maintaining and improving access to electronic resources using standard bibliographic cataloging techniques, library services platforms, and electronic resource management tools. Responsible for collecting and managing statistics for collection materials, acquisitions budget, resource usage, and other related data. Provides support in making data-driven decisions. Plays a key role in the acquisition and renewal of electronic resources and troubleshooting end-user access issues.
MAJOR DUTIES AND RESPONSIBILITIES

- Ensures that all electronic resources are active, discoverable, and accessible through all access points.
- Manages licensing of electronic resources, in collaboration with the Collection & Acquisition Librarian.
- Maintains the electronic resources management system.
- Maintains web access and authentication service using systems such as EZproxy.
- Orders, receives, and processes electronic resources’ subscriptions, trials, renewals, and cancellations.
- Leads the acquisition of new electronic resources, in collaboration with the Collection & Acquisition Librarian.
- Maintains all platform, publisher, collection, and title changes.
- Processes invoices for renewal of electronic resources.
- Collects and manages statistics for collection, budget, usage, and other miscellaneous data for electronic resources using appropriate tools.
- Provides statistical reports and analytical summaries as needed.
- Troubleshoots end-user access issues, in collaboration with the Systems Librarian.

OTHER DUTIES AND ASSIGNMENTS

Collaborates on or leads a variety of teams, task forces, and committees within L&LS, across the University, and within consortia.

Perform other duties as assigned.

JOB REQUIREMENTS

Education: Bachelor’s degree required.

Experience: At least two years of relevant library work experience required.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Must be able to work independently with limited supervision and must be able to work collaboratively on teams. Excellent communication, interpersonal, organizational, analytical, and time management skills. Computing skills including Microsoft Office, Google Workspace, and database searching required. The requirements listed 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.


Special Knowledge: Ability to use library services platforms, integrated library systems, and discovery systems. Alma and PrimoVE experience preferred. Experience with bibliographic cataloging and tools of electronic resources management. Knowledge of cataloging standards (MARC, RDA, AACR2, LCC, LCSH) and working knowledge of other metadata schemas. Experience with EZproxy, IP authentication, link resolvers, and COUNTER usage standard. Excellent customer service skills and ability to work effectively with diverse groups. Commitment to collaboration in a dynamic work environment.

Marymount provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Position: Librarian (Maps)
Location: Geological Survey, Department of the Interior
Salary: $60,129 – $113,362

Full vacancy announcement available on USAJOBS.
Responsibilities

As a Librarian (Maps) within the USGS Library, Science Analytics and Synthesis (SAS), Core Science Systems, some of your specific duties will include but are not limited to:

- Manage and document workflows and procedures for original and complex copy cataloging of map sheets and series, atlases, and Geographic Information System (GIS) data using cataloging principles and standards as defined in Resource Description and Access (RDA), Anglo-American Cataloguing Rules Ver. 2 (AACR2), Machine Readable Cataloging (MARC) Bibliographic, Holdings, and Authorities formats.
- Assigns USGS classification call numbers, Library of Congress Subject Headings, Geospatial data, and name authority details to cataloging records.
- Leads research assistance efforts in response to both USGS and public patrons on accessing and using the USGS map collection.
- Answering complex multi-faceted inquiries about cartographic resources, geospatial data, and historical collections.
- Serve as geospatial data expert on library-wide, regional, and Departmental committees related to map content development and access.
- Leads teams composed of a variety of library staff to conduct special projects that require a strong understanding of library systems technology, databases, software as well as operating policies and procedures.

Three Positions: Washington, DC

Posted on October 22, 2021 by LLAM News

Position: Research Librarian
Location: Corestaff

Originally posted on LLSDC Job Listings.

Corestaff is engaged by a law firm located in Washington, DC to identify candidates to fill a Research Librarian opening. The position would pay 80-90k.

Responsibilities

- Perform complex legal and non-legal research, including legislative and regulatory histories, using online and print resources,
- Assist attorneys and staff with research queries/strategy and current awareness monitoring
- Assist in the Conflicts and New Matter intake process, including due diligence research on potential clients
- Work closely with Marketing and other administrative departments to support the firm’s client development and other business initiatives
- Assist with the library’s integrated library system, intranet pages, and other products and systems used to deliver information and services
- Pursue continuing education opportunities and read professional literature to stay current on technological and research developments and industry best practices

Please contact Janet Webster if interested at janet.webster@corestaff.com

Position: Librarian (Law Section, Slavic languages)
Location: Library of Congress
Salary: $60,129 – $78,167

Full vacancy announcement available on USAJOBS.
Summary

This position is located in the Law Section (LS), U.S. Programs, Law & Lit Division (LS), Acquisitions & Bibliographic Access Dir (LS), Library Services. 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.

Responsibilities

Catalogs a variety of materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Establishes personal and corporate names and uniform titles for inclusion in the name authority file. Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloger’s reference collection, online databases, the World Wide Web, and the collections of the Library. Recommends resolutions to problems and inconsistencies in the cataloging process.

Provides services and deals with materials that are non-technical in nature, of limited technical complexity, or easily acquired. Coordinates proper purchasing information, correct bibliographic identification, and correct coding in the information system. Contacts dealers, subscription agents, vendors, overseas offices, government agencies, and/or exchange partners to coordinate the order process.

Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements to cataloging-related issues.

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accordance with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.

Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information. Consults with Team Leader and cataloging policy staff to recommend changes and additions in descriptive and subject cataloging rules. Offers suggestions and advice to Team Leader on operational and technical problems. Collaborates with Team Leader and other staff in planning and implementing team activities including: workflow procedures, team priorities, cataloging projects of an experimental nature, goal setting and strategies for meeting team production goals. Assists others inside and outside the Library with language, subject and cataloging problems.

This position is not eligible for permanent remote telework.

Position: Reference and Instruction Librarian
Location: George Washington University

Originally posted to the CUA Jobs group.

The George Washington University (GW) is the largest research university in the nation’s capital and is located in the heart of Washington, DC. GW offers undergraduate and graduate program in many disciplines including medicine, health sciences, public health, and nursing. 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 consultations, online education student support, attendance at morning report, and membership on various library committees. This position reports to the Associate Director, Reference and Instruction.
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 upon request.
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. Regularly attends morning report or other clinical activities to provide reference report and maintains reading lists for residents.
7. Participates in the departmental Library Liaison program providing instruction and informational services to various departments (both academic and clinical).
8. Participates in the provision of educational courses, workshops and seminars for various patron groups within the library throughout the academic year.
9. Contributes to the development and evaluation of web-delivered courses and instructional materials.
10. Provides support to faculty in creating and maintaining courses in Blackboard, as well as other educational technologies that facilitate online and distance education.
11. Creates research guides to support student and faculty educational and research activities.
12. Investigates new technologies and software to support faculty education and research.
13. Contributes to library marketing and communication activities.
15. Assists in management of student listservs and library e-mail accounts.
16. Other duties as assigned.

Requirements: MLS from an ALA-accredited school. Coursework or experience searching literature and full-text databases. Experience with Microsoft Word, PowerPoint, Excel. Experience with course management software. Coursework or experience teaching information literacy skills and providing reference services or educational technology support. Demonstrated excellent interpersonal, oral and written communication skills. Demonstrated ability to work collaboratively with all levels of library staff and patrons.
Salary will be commensurate with experience.

Preferred: Minimum of 1-2 years experience teaching information literacy skills and providing reference service or 2-3 years providing educational technology support in a library environment. Demonstrated knowledge of biomedical literature databases, such as PubMed.

Application Procedure:

To be considered, applicants should complete an online faculty application at [https://www.gwu.jobs/postings/84397](https://www.gwu.jobs/postings/84397) and upload a letter of interest, a current resume, and include 3 references. Review of applications will begin on November 22, 2021 and 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.

The George Washington University is an Equal Employment Opportunity/Affirmative Action employer that does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or on any other basis prohibited by applicable law.

Three Positions: Maryland

Posted on October 19, 2021 by LLAM News
Position: Competitive Intelligence Manager  
Location: Miles & Stockbridge (Baltimore, MD office)

Miles & Stockbridge is seeking a Competitive Intelligence Manager in the Baltimore office. Under the supervision of the Director of Research & Information Services, this role will oversee the competitive intelligence function for the firm which entails collaborating closely with the firm’s business development and client Intake teams to provide insights for strategic decision making across all practice groups. Primary duties will include but are not limited to the following:

- Conducts in-depth research and analysis of potential client companies, competitors or new hires, using resources including, Monitor Suite, Pitchbook, Bloomberg, Juristat, PrivCo, and Capital IQ.
- Manages current awareness scheme of dozens of potential and current clients in several target markets and industries.
- Supervises firm-wide client intake due diligence research using multiple platforms including Intapp and Westlaw Company Investigator.
- Manages Docket tracking (current, ongoing litigation) and New Litigation tracking (target clients, current clients, Nature of Suit, attorneys).

The ideal candidate will have 5+ years of experience working in a law firm or professional services organization. Candidates must possess a Juris Doctorate and/or a Masters of Librarian and Information Sciences degree from an accredited university or college. The candidate should have strong research skills and can demonstrate their attention to details and accuracy. The Competitive Intelligence Manager plays an integral role at the firm and requires an individual that is competent, flexible, and can interact with individuals across all levels of firm management.

If interested, please send cover letter and resume with salary requirements to dswilliams@milesstockbridge.com.

Miles & Stockbridge P.C. is an Equal Opportunity Employer and committed to cultivating an inclusive environment that embraces and promotes diversity, equity, and inclusion as core values of our firm.

Due to the COVID-19 Pandemic, as a condition of employment, Miles & Stockbridge P.C. requires all employees to be fully vaccinated. An employee is considered fully vaccinated two weeks after receiving their final dose of the COVID-19 vaccine. All newly hired employees will be required to provide proof of vaccination.

Position: E-Resources & Discovery Librarian  
Location: Towson University, Albert S. Cook Library

Towson University’s Albert S. Cook Library seeks a dynamic and innovative individual to serve as the E-Resources & Discovery Librarian. Our library is committed to recruiting and retaining a diverse library staff by considering applicants from a wide variety of backgrounds and experiences. Towson University places a high priority on the importance of diversity, equity, and inclusion. You can read the campus’ commitment to diversity statement here: https://www.towson.edu/about/diversity.html. Candidates will be expected to explain how they have been and could be involved in advancing this campus goal. This position is a 12-month faculty status position available immediately and beginning no later than January 2022.

Responsibilities
This position provides leadership and expertise in integrating, organizing and managing the library’s electronic resources and assists the Assistant University Librarian 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. This librarian designs and implements library initiatives to support student success and retention; participates in library assessment initiatives. In addition to librarianship, library faculty are responsible for scholarship and service; expected to progress successfully along the promotion and permanent status track; and participate fully as members of the library faculty.

Albert S. Cook Library:

Albert S. Cook Library is the campus library for Towson University, the largest university in the Baltimore area and the second largest in the University System of Maryland. Cook Library also serves the Towson University Northeastern
Maryland (TUNE) campus. With 23 faculty librarians and 25 staff, Cook Library provides superior support to Towson University.

TOWSON UNIVERSITY
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 immediately and continues until the position is filled.

Applicant should submit a resume or curriculum vitae, cover letter and the names and contact information of three relevant references. Cover letters should detail how the applicant’s teaching, service and/or scholarship has supported the success of students from underrepresented racial, ethnic, and gender backgrounds; applicants who have not yet had the opportunity for such experience should note how their work will further Towson University’s commitment to diversity. Transcripts will be requested of final candidates.

Click here to apply. Please note that the search number for which you are applying is LIB-3520

A Criminal Background Investigation is required for the hired candidate and the results may impact employment.

The safety of our students, faculty, staff, and neighbors has been our top priority and the focus of every one of our decisions since the earliest days of the COVID-19 pandemic. The University System of Maryland (USM) has recently determined that mandating a COVID-19 vaccine for all faculty, staff, and students at all schools in the USM is both a reasonable and necessary means of protecting our health and safety. As a prospective hire at TU, proof of your full COVID-19 vaccination must be demonstrated before you begin employment with the university.

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, as detailed in A More Inclusive TU: Advancing Equity and Diversity (2020 – 25). TU is a national leader in inclusive excellence, the only institution in Maryland with zero achievement gap, and 68% growth in minority enrollment over the past 5 years. We encourage application from a variety of (dis)abilities, cultural, ethnic, race, sex, gender identity/expression, national origin, age, veteran status, color, religious, socio-economic, sexual orientation and belief backgrounds.

Requirements
Qualifications
MLS or equivalent from an ALA-accredited institution. Familiarity with library standards pertaining to e-resources, including serials and continuing resources. Strong, positive interpersonal and collaborative skills; ability to work effectively in a team environment. Excellent oral, written and interpersonal communication skills. Commitment to issues of diversity, equity, and inclusion. Commitment to continued growth in areas of responsibility. Rank is determined by qualifications at time of appointment.

Position: Library Services Manager
Location: Caroline County (Md.) Public Library
Salary: $50,000-$58,000

Originally posted on the Maryland Library Association Job Line

Responsibilities: The Caroline County Public Library seeks an innovative, experienced, conscientious, and community-oriented Library Services Manager to oversee all aspects of customer facing services at our Central Library. The purpose
of this position is to plan, supervise and direct the work of the public service points and related staff at the Central Library while working with administration and other library staff to develop and update library policies and procedures. As a senior management position in a small public library (20 FTE employees), this position requires proficiency in frontline customer service and adult programming along with the ability to manage budgets, apply for and manage grants, contribute to the library’s strategic plan, and supervise staff. Strong project management and interpersonal communication skills are required for success. Given the current conditions of delivering library services during the COVID-19 public health emergency, the successful candidate will demonstrate flexibility, creativity, and confidence in designing and delivering both virtual and in-person programs and services. The Caroline County Public Library is dedicated to ensuring equity of library services to the community; as such, we seek a librarian who views library services through an equity lens and is skilled at partnering with organizations to deliver services to traditionally underserved groups.

Requirements: Minimum- Master’s degree in library science from an American Library Association (ALA) accredited program. Three years of progressively responsible post-graduate experience working in a public library. Possess a Maryland Class “C” driver’s license or an equivalent from another state. Excellent written and verbal communication skills High level of computer proficiency, including familiarity with both Mac and Windows operating systems. One-year supervisory experience.

Preferred Qualifications: Collection Development experience. Three years supervisory experience. Adult programming experience. Familiarity with Polaris ILS.

Salary: Range of $50,000 – $58,000, Commensurate with Experience. Benefits include health and dental insurance, and participation in the Maryland State Retirement System. Full time, 37.5 hours per week. Regular schedule includes daytime, evening, and rotating Saturdays.

Application Process: Submit a cover letter, resume, and three professional references to employment@carolib.org. This position will be 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. The Caroline County Public Library is a drug free/smoke free facility.

View complete job description at: [http://www.carolib.org](http://www.carolib.org)

Two Positions: Maryland

Posted on October 15, 2021 by LLAM News

Position: Collections Librarian
Location: Loyola Notre Dame Library, Baltimore

Full vacancy announcement available on ALA Joblist.

The Loyola Notre Dame Library (LNDL) seeks an experienced, service-oriented, and collaborative Collections Librarian to lead collection development and assessment strategies that support the academic missions of Loyola University Maryland and Notre Dame of Maryland University. This position provides leadership of library collections functions including acquisitions; budget, e-resource life cycle, and vendor relationship management; cataloging and metadata control; and collection analysis and reporting. In service of the teaching, research, and learning needs of faculty and students, this position manages the Acquisitions/Cataloging unit within the Collections/Access Services Department. This position will be supported and enhanced by consortial relationships with the University System of Maryland & Affiliated Institutions (USMAI), the Eastern Academic Scholars’ Trust (EAST), and Center for Research Libraries (CRL). The Collections Librarian serves on LNDL’s Operations Group, comprised of librarians from multiple units, to lead and continuously improve day-to-day operations. The position reports to the Assistant Director, Collections/Access Services, supervises full-
time staff and student assistants, and administers LNDL’s acquisitions budget. LNDL affirms and promotes a culture of collaboration, innovation, and engagement. The successful candidate will advocate for and cultivate an environment where diversity of thought and background are valued. The Collections Librarian will possess broad knowledge of collection development and be committed to developing relationships within and outside LNDL to contribute to the assessment, enhancement, and maintenance of the collections. The successful candidate will regularly engage users at all levels to ensure that LNDL’s resources are discoverable, accessible, and enable student and faculty scholarship, creativity, and innovation.

Position Responsibilities

- Develop and maintain collection development and assessment strategies that support the research, teaching, and learning of a diverse faculty, student, and staff community;
- Manage, coordinate, and assess all activities and operations of the Acquisitions/Cataloging unit. Hire, mentor, evaluate, and retain unit staff.
- Lead the acquisition of resources in all formats. Lead acquisitions budget proposal cycles and provide expenditure reports as needed.
- Work collaboratively to ensure proper care and maintenance of electronic resources throughout the entire life cycle. Serve as primary negotiator of licensed content; maintain relationships with vendors and publishers.
- Manage cataloging and metadata services to ensure the discoverability of content.
- Compile statistics, analyze data, and prepare reports to inform decision making; support institutional, consortial, state, and national reporting; and enhance opportunities to communicate LNDL’s story to a broad range of audiences.
- Support LNDL consortium partnerships and projects including USMAI’s selection of the next library management system and maintenance of EAST holdings in OCLC.
- Enrich the faculty experience by serving as a liaison to designated academic departments.
- Maintain and enhance professional skills through consistent and meaningful professional development activities. Serve on LNDL and other committees as assigned.
- Other duties as assigned.

About the Library:
The Loyola Notre Dame Library, located in a residential area of north Baltimore City, is a member of University System of Maryland and Affiliated Institutions (USMAI) and serves as the library for Loyola University Maryland and Notre Dame of Maryland University. Loyola University Maryland, a member of the Association of Jesuit Colleges and Universities, is recognized for excellence in teaching and learning and Notre Dame of Maryland University is a leader in the education of women and non-traditional students. The Library serves a total graduate and undergraduate student population of 5,819 FTE that includes 4,529 FTE at Loyola and 1,290 FTE at Notre Dame.

The Library offers an excellent benefits package that includes medical, access to dental, life, and disability insurance, as well as TIAA retirement. Successful candidates will be subject to a pre-employment background check. Beyond meeting fully its legal obligations for non-discrimination, the Loyola Notre Dame Library is committed to building a diverse and inclusive community where members from all backgrounds can live, learn, and thrive. Candidates must be able to provide proof of eligibility to work in the USA. No Visa sponsorship is offered for this position.

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 Librarian” in the subject line to Briana Marine, Administrative Operations Coordinator: bmarine@loyola.edu. Only complete applications will be considered.

The Loyola Notre Dame Library is dedicated to the safety of our staff and our surrounding communities. As part of that commitment, LNDL requires all staff to be vaccinated against COVID. As a prospective and new employee at LNDL, you will be required to comply with the Library’s vaccination protocol. Proof of full vaccination will be required before the start of employment in order to work at the Library. LNDL provides reasonable accommodations, absent undue hardship, to qualified individuals with disabilities that enable them to perform their job duties as well as employees with sincerely held religious beliefs, observances, or practices that conflict with getting vaccinated. Reasonable accommodation may include appropriate adjustment or modifications of employer policies, including the Mandatory Vaccination Policy.

Required Qualifications:

- Master’s degree in Library Science from an ALA-accredited program;
- Minimum of 2 years recent supervisory experience managing, motivating, and leading staff;
- Minimum of 2 years recent experience in negotiating content licenses;
Demonstrated experience in at least two functional areas of acquisitions, cataloging/metadata, collection development, or electronic resources management;
- Familiarity with cataloging and metadata standards and practices;
- Demonstrated effective oral, written, and interpersonal communication skills;
- Proven ability to take initiative, prioritize work to meet deadlines, collect and analyze data to inform decision-making, facilitate change, and work independently and collaboratively to thrive in a dynamic work environment;
- Proficiency with standard desktop tools, especially Microsoft Excel, and business applications;
- Demonstrated commitment to professional development;

Preferred Qualifications:
- Working knowledge of integrated library systems and discovery layers;
- Working knowledge of vendor-provided acquisition tools and methods for receiving vendor-provided bibliographic records;
- Experience using an electronic resource management system (currently ROAM);
- Experience using tools such as Tableau, OpenRefine, or SQL;
- Experience working within a library consortium;
- Basic knowledge of copyright law and “fair use” guidelines;
- Experience serving as a library liaison.

Position: Outreach and Education Librarian
Location: University of Maryland, Baltimore
Salary: $55,000, commensurate with experience

Originally posted on the SLA Career Center.

Would you like to play an important role in fostering access to biomedical and health information benefitting community health? Would you enjoy knowing your outreach efforts ensure the availability of a trained workforce to support that outcome? If so, please consider applying to join our team.

The Network of the National Library of Medicine, Regional Medical Library (NNLM, Region 1), housed within the University of Maryland, Baltimore (UMB) Health Sciences and Human Services Library (HSHSL), provides funding and health information outreach and education for the following states in alignment with the National Library of Medicine strategic plan: DC, DE, KY, MD, NC, NJ, PA, VA, and WV.

NNLM Region 1 seeks a creative and collaborative Outreach and Education Librarian to coordinate regional outreach and education programs. The librarian cultivates partnerships and fosters relationships across the region to improve access to biomedical and health information for health professionals, librarians, and the public. A primary role is to act as the Communications specialist for the Region 1 team, responsible for regional engagement via social media, marketing, and promotions. The librarian engages Region 1 members by providing multi-modal instruction for classes, workshops, and symposia; creating resources such as online guides and tutorials; and providing guidance for funded projects. While a successful candidate is not expected to have this expertise at the time of appointment, a willingness and dedication to develop it over time, with our professional support, is necessary.

The librarian will work in a team environment in the HSHSL and with other NNLM Regional Medical Libraries, Offices and Centers (ROCs); serving as the primary Region 1 liaison to relevant national NNLM topics and curricula groups. The responsibilities will evolve along with the NNLM and library environments, requiring a commitment to continuous learning and professional development.

This is a full-time, grant funded faculty position. Fully committed to championing diversity, equity, and active inclusion, we encourage applications from those who identify as members of historically underrepresented populations.

MAJOR RESPONSIBILITIES
- Contributes to regional programs such as biomedical/health information training and education, as well as a coordinated national training and education program
- Presents information about NLM resources and NNLM programs in training sessions, demonstrations, meetings, exhibits, and other events
- Stewards the NNLM Region 1 Communications program engaging members via social media (Facebook, Twitter, blog), marketing, messaging, and promotions
Serves as Region 1 liaison to relevant national NNLM working groups and committees
Provides guidance to recipients of health information outreach grants
Supports the overall success of the NNLM Region 1 and network members through outreach and education programs in support of NNLM initiatives
Participates in professional service and professional development activities

REQUIRED QUALIFICATIONS

ALA-accredited master’s degree in library and information science or equivalent advanced degree
Willingness to travel; valid driver’s license at the time of employment

REQUIRED KNOWLEDGE, SKILLS, AND ATTRIBUTES

- Demonstrated commitment to applying principles of diversity, equity and inclusion in all activities and interactions
- Experience utilizing social media and marketing methodologies for engagement
- Established ability to work both independently and collaboratively
- Demonstrated willingness to develop expertise in NLM resources with proper training and support
- Evidence of a strong service orientation, ability to represent the RML accordingly
- Demonstrated ability to work effectively and respectfully with colleagues, health professionals, information professionals, and the public in a diverse, multi-cultural community
- Demonstrated desire to teach, and willingness to build knowledge of best practices in instruction
- Excellent oral and written communication skills

PREFERRED KNOWLEDGE, SKILLS, AND ATTRIBUTES

- Applicants without these qualifications who possess a commitment to learn and gain expertise in these areas are encouraged to apply.
- Project management, strategic planning, and team leadership skills
- Experience developing and conducting workshops and training, interacting confidently with audiences
- Familiarity with current marketing, branding, and engagement methodologies
- Knowledge of NLM and NNLM programs, resources, and services
- Evidence of professional and scholarly activities
- Adaptability in the face of techno-glitches, program alterations, and task modifications
- Experience with Moodle LMS, video conferencing, webinar, communication, and social media technologies

APPLICATIONS:
Application materials must include a CV/resume; cover letter which includes the source of advertisement; 3 references including names, titles, relationship to applicant, phone numbers, email addresses; 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 3, 2021.

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.

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. For assistance related to employment, please contact the Staffing department at HRJobs@umaryland.edu.

If you anticipate needing a reasonable accommodation for a disability under the Americans With Disabilities Act (ADA), during any part of the employment process, please submit a UMB Job Applicant Accommodation Request. You may also contact HRDiversity@umaryland.edu. Please note that only inquiries concerning an ADA request for reasonable accommodation will be responded to from this email address.

Position: Data Management Librarian
Location: University of Maryland, Baltimore
Salary: $55,000, commensurate with experience

Originally posted on the SLA Career Center.
Would you like to play an important role in fostering open science, data management, and responsible data stewardship while ensuring the availability of a trained workforce to support them? If so, please consider applying to join our team.

The Network of the National Library of Medicine, Regional Medical Library (NNLM, Region 1), housed within the University of Maryland, Baltimore (UMB) Health Sciences and Human Services Library (HSHSL), provides funding and health information outreach and education for the following states in alignment with the National Library of Medicine strategic plan: DC, DE, KY, MD, NC, NJ, PA, VA, and WV.

NNLM Region 1 seeks a creative and collaborative Data Management Librarian to cultivate partnerships and foster relationships across the region to improve information access and data management practices. The librarian engages Region 1 members by providing multi-modal instruction for classes, workshops, and symposia; creating resources such as online guides and tutorials; providing guidance for funded projects related to data management; and acting as the evaluation specialist for the Region 1 team. While a successful candidate is not expected to have this expertise at the time of appointment, a willingness and dedication to develop it over time, with our professional support, is necessary.

The librarian works in a team environment in the HSHSL and with other NNLM Regional Medical Libraries, Offices and Centers (ROCs) and will serve as the primary Region 1 liaison to the NNLM Evaluation Center (NEC) and the NNLM Data Science and Services Center (DSSC), participating in relevant NNLM curriculum groups. The responsibilities will evolve along with the NNLM and library environments, requiring a commitment to continuous learning and professional development.

This is a full-time, grant funded faculty position. Fully committed to championing diversity, equity, and active inclusion, we encourage applications from those who identify as members of historically underrepresented populations.

MAJOR RESPONSIBILITIES

- Contributes to regional programs such as data management, literacy, and evaluation as well as a coordinated national training and education program
- Presents information about NLM and NNLM programs in training sessions, demonstrations, meetings, exhibits, and other events
- Serves as Region 1 liaison to relevant national NNLM working groups and committees
- Provides guidance to recipients of data management and technology grants
- Acts as the Region 1 expert on evaluation, supporting RML and network member success through data collection, program assessment, and outreach
- Collaborates with NNLM Regional Medical Libraries, Offices, and Centers (ROCs) to support national programs and initiatives
- Participates in professional service and professional development activities

REQUIRED QUALIFICATIONS

- ALA-accredited master’s degree in library and information science or equivalent advanced degree
- Willingness to travel; valid driver’s license at the time of employment

REQUIRED KNOWLEDGE, SKILLS, AND ATTRIBUTES

- Demonstrated commitment to applying principles of diversity, equity and inclusion in all activities and interactions
- Established ability to work both independently and collaboratively
- Evidence of a strong service orientation, ability to represent the NNLM accordingly
- Demonstrated ability to work effectively and respectfully with colleagues, health professionals, information professionals, and the public in a diverse, multi-cultural community
- Expressed commitment to developing expertise in data management with proper training and support
- Demonstrated desire to teach
- Excellent oral and written communication skills

PREFERRED KNOWLEDGE, SKILLS, AND ATTRIBUTES

- Applicants without these qualifications who possess a commitment to learn and gain expertise in these areas are encouraged to apply.
- Project management, strategic planning, and team leadership skills
- Experience developing and conducting workshops and training, interacting confidently with audiences
- Familiarity with research data management and data science concepts
- Knowledge of NLM and NNLM programs, resources, and services
- Evidence of professional and scholarly activities
- Adaptability in the face of techno-glitches, program alterations and task modifications
- Experience with Moodle LMS, video conferencing, webinar, and social media technologies

APPLICATIONS:

Application materials must include a CV/resume; cover letter which includes the source of advertisement; 3 references including names, titles, relationship to applicant, phone numbers, email addresses; 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 3, 2021.

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.

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If you anticipate needing a reasonable accommodation for a disability under the Americans With Disabilities Act (ADA), during any part of the employment process, please submit a UMB Job Applicant Accommodation Request. You may also contact HRDiversity@umaryland.edu. Please note that only inquiries concerning an ADA request for reasonable accommodation will be responded to from this email address.

Posted in Job Vacancies | Tagged Academic Library, Maryland, Public Services, Technical Services

Two Positions: Washington, DC

Posted on October 15, 2021 by LLAM News

Position: Research Analyst (Evenings)
Location: Skadden, Arps, Slate, Meagher and Flom LLP

Full vacancy announcement available on AALL Career Center.

Skadden is seeking Research & Knowledge Analysts to assist with global information services. There are multiple shifts available:

Monday-Friday, 1-9 ET, based out of the New York office. This position offers a fully remote or a hybrid work model.

Monday-Friday, 1-9 ET, 12-8 CT, or 10-6 PT, based out of New York, Chicago, Washington DC, Boston, Los Angeles, Palo Alto or Wilmington. This position offers a fully remote or a hybrid work model, depending on location.

Sunday-Thursday, 1-9 ET, based out of the New York office. This position offers a fully remote or a hybrid work model.

This position will be responsible for researching and providing information, analysis and expertise to attorneys and staff in all practice areas of the Firm. Analyzes legal, corporate and general resources and communicates findings in a clear and concise manner. Coordinates current awareness alerts. Works with Knowledge Strategy Counsel to develop and maintain selected practice area databases and websites. Assists with the evaluation and recommendation of new information resources.
Supports research and Knowledge Management (KM) initiatives for Firm attorneys and 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 alert services that identify matters of interest to attorneys, as well as existing and potential clients.

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.

Provides full service research and KM support if working remotely from the office.

Assists with evaluating new and updated versions of information resources, online and print sources, and recommends beneficial information sources for the Firm.

Develops information network within and outside the Firm.

Develops subject guides, tip sheets and training materials as department needs and resources change.

Monitors email on firm issued mobile device while out of the office and during off hours and coordinates with staff in NY and other offices to complete pending requests.

Uses workflow software for the distribution and recording of research and KM requests.

Demonstrates effective interpersonal, written and verbal communication skills to facilitate effective work relationships with others.

Manages Firm resources responsibly.

Complies with and understands Firm operation, policies and procedures.

Assists other department staff members when needed.

Performs other related duties as assigned.

Qualifications

- Proficient in using computer-based research tools: Lexis, Westlaw, Bloomberg, Intelligize, Practical Law, Fastcase, PLI, Capital IQ, Deal Point Data, CCH Cheetah and more
- Knowledge of relevant firm computer software programs (e.g., Outlook, Excel, PowerPoint), with the ability to learn new software and operating systems
- Strong analytical and troubleshooting skills
- Demonstrates effective interpersonal and communication skills, both verbally and in writing
- Demonstrates close attention to detail
- Demonstrates a courteous and professional demeanor and prioritizes a highly positive, customer-service approach
- Proven ability in using web page editors
- Ability to work well independently as well as effectively within a team
- Ability to work under pressure and meet deadlines
- Ability to handle multiple projects and shifting priorities
- Ability to handle sensitive matters and maintain confidentiality
- Ability to organize and prioritize work
- Ability to work well in a demanding and fast-paced environment
- Ability to use discretion and exercise independent and sound judgment
- Flexibility to travel
- Flexibility to 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 four years)

Minimum of two years’ experience conducting research in a legal or corporate information center

To apply visit: https://www.skadden.com/Careers/Staff/Opportunities/New-York/Research-Knowledge-Analyst-9202021

Skadden is an Equal Opportunity Employer (Disability/Vet/other protected categories). For more information, please visit Skadden.com/careers.

Position: Special Assistant to the Director of General and International Collections
Location: Library of Congress
Salary: $103,690 – $134,798
Summary

This position is located in the General and International Collections Directorate, Researcher and Collections Services (RCS), Library Services. The position description number for this position is 413022. 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, non-bargaining unit position.

Responsibilities

This position is not eligible for permanent remote telework.

The General and International Collections Directorate at the Library of Congress is responsible for supporting many of the institution’s priorities. We set strategies to organize, digitize and make information accessible, and to enrich the onsite and online user experience in support of traditional and evolving forms of research. We look to emphasize diversity, equity, and inclusion in our collections strategies, while simultaneously adopting a digital-forward strategy that harnesses technology to bridge geographical divides, expand reach, and enhance service. In supporting the Library’s position as a leader in the library and cultural-heritage communities, we support the professional development of our staff, ensuring that we have the skills to accommodate changes in the information professions, and the needs and expectations of our users. The experience of the Special Assistant as a skilled guide, facilitator, administrator, and liaison is an important ingredient in our success.

Plans and organizes reports, inquires, and analysis by coordinating with staff and line management personnel, and conducting all phases of the project. Interprets service unit and agency regulations, directives and procedures, and the initial application of new methods. Provides administrative and operational support in the day-to-day and the long-term management of the Directorate to meet the mission and program goals. Evaluates program effectiveness and the improvement of complex program and management processes and systems encompassing difficult and diverse functions or issues affecting critical aspects of major programs.

Provides program support to the Director who is responsible for a range of activities and programs and regularly interacts with other Library Service Units and with national and international organizations, high-level officials from other government agencies, professional organizations, scholarly, and cultural communities.

Serves as the primary liaison between the Director, their management team and staff throughout the directorate and across other units in Library Collections and Services (LCSG). Initiates, establishes, and maintains professional relationships with all staff, in LCSG and throughout the Library, to share resources and information and effectively serve Library Services’ best interests. Serves as a central point of contact for the Director with representatives from other libraries, cultural institutions, national and international organizations, if necessary.

Serves as a point of contact for administrative professionals and directorate staff throughout the directorate on personnel and operational initiatives, goals and processes. Consults with Employee Resources Management and Planning (ERMP) and/or FMD on high-level operational, budgetary and personnel directorate objectives. Ensures information shared by the Financial Management Directorate (FMD), the Organizational Management Directorate (OMD) and/or the ERMP Division is administered timely to administrative staff and/or directorate staff.

Coordinates requirements and serves as an expert on special projects, advising senior management on significant office issues. Leads, conducts and/or participates in management studies and Reviews, particularly those with wide or significant effect on the Directorate and Service Unit operations, and those where the boundaries of the studies may be broad with far-reaching or long-term implications. Organizes assigned projects; plans, organizes and directs team projects and collaborations. Identifies and gathers necessary data including program data and interacts with senior managers, program officials, employees and supervisors; assembles and evaluates information gathered; formulates findings, conclusions, and recommendations; presents results in writing and/or orally, which are well-organized, supportable and clearly expressed. Undertakes environmental scanning, competitive intelligence, benchmarking, and best practice analysis.

Advises on changes to organizational structures, organizational charts, and mission and function statements to implement reorganizations or changes in program administration in order to reduce or eliminate functional overlap among the agency’s substantive programs.
Three Positions: Maryland

Position: Part-time Library Services Specialist for Circulation
Location: University of Baltimore Law Library

The primary purpose of this position is to provide efficient service to UB Law Library students, faculty, staff and other patrons using library resources and ensure the highest quality public service at the circulation desk during evening and weekend hours. The Specialist is responsible for overseeing the Law Library’s circulation desk, including the issuing, return and record keeping procedures of the library, assigns, schedules and trains student library assistants in computerized circulation functions.

This position provides for a staff presence on evenings and weekends when no full-time staff are present. Responsible for supervision of circulation and library functions during those hours and providing basic legal and non-legal reference assistance. Specialist works under the general supervision of the Circulation/Reference Librarian, and the Deputy Director within general procedural and policy guidelines.

Key Responsibilities:

• Oversees function of the information desk on evenings and weekends; handles policy issues if the only library staff member on duty.
• Supervises student assistants, including training, scheduling, and assigning tasks.
• Stacks maintenance, including updating materials, shelf reading, and shifting materials as needed.
• Assists patrons in locating materials and in using the library’s catalog, databases, and finding aids.
• Processes faculty’s course reserve requests.
• Special projects and other duties as assigned (users guides, processing donations, etc.).
• Pursue professional development opportunities in order to keep current with best practices and emerging library issues.

Required Qualifications:

Education: Bachelor’s degree. Additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

Experience: At least one year of experience directly related to primary duties listed.

Required Knowledge, Skills and Abilities

Specialist must possess excellent judgment, flexibility, and interpersonal skills to successfully interact with patrons.
Specialist must have thorough knowledge of circulation operations, including policies, procedures, and software.
Specialist must have good supervisory skills in order to optimize student assistant performance.
Specialist must possess excellent attention to detail when scheduling student assistants and updating materials.
Specialist must be knowledgeable about catalog, databases, and other finding aids.
Specialist must be familiar with Microsoft Word and other MS Office applications.

Please send a cover letter, resume, and contact information for three professional references to David Matchen, Circulation/Reference Librarian (dmatchen@ubalt.edu, 410-837-4674).

Position: Research Services Librarian
Location: Loyola Notre Dame Library

Full vacancy announcement available on ALA Joblist
Description
The Loyola Notre Dame Library (LNDL) seeks an innovative, learner-centered, and tech-savvy Research Services Librarian to collaboratively lead library research services designed to prepare students to find, evaluate, and create knowledge ethically; support faculty research and teaching excellence; and enable the academic missions of Loyola University Maryland and Notre Dame of Maryland University. This position manages LNDL’s instruction and consultation programs focusing on information, digital, copyright, and data fluency; coordinates Library-wide outreach and engagement initiatives; and supervises reference services. This position leads the Research and Instruction unit within the Research and Technology Services department. The Research Services Librarian serves on LNDL’s Operations Group, comprised of librarians from multiple units, to lead and continuously improve day-to-day operations. The position reports to the Assistant Director, Research and Technology Services, manages full-time and part-time librarians, and administers LNDL’s marketing budget.

LNDL affirms and promotes a culture of collaboration, innovation, and engagement. The successful candidate will advocate for and cultivate an environment where diversity of thought and background are valued. The Research Services Librarian will possess broad knowledge of instruction program management and demonstrate creativity when infusing pedagogy with technology. The successful candidate will be passionate about collaborating with faculty and students to continuously improve and innovate user experiences. The Research Services Librarian will find ways to creatively integrate Library initiatives into the priorities of the two campuses, develop and maintain key partnerships, and enable student and faculty collaboration, scholarship, creativity, and innovation.

Position Responsibilities:
- Lead programs and services that support the research, teaching, and learning of a diverse faculty, students, and staff community.
- Manage, coordinate, and assess all activities and operations of the Research and Instruction unit. Hire, mentor, evaluate, and retain full-time and part-time librarians.
- Cultivate and promote new models of user engagement.
- Work collaboratively to integrate and lead a library instruction program that promotes information, digital, copyright, and data fluency. Develop partnerships with faculty that lead to strategic curriculum enhancements such as online learning and/or digital literacy initiatives.
- Lead and oversee research consultation and reference services including subject specific requests for data management support.
- Compile statistics, analyze data, and prepare reports to inform decision making; support institutional, consortial, state, and national reporting; and enhance opportunities to communicate LNDL’s story to a broad range of audiences.
- Enrich the faculty experience by serving as a liaison to designated academic departments.
- Maintain and enhance professional skills through consistent and meaningful professional development activities. Serve on LNDL and other committees as assigned.
- Other duties as assigned.

About the Library:
The Loyola Notre Dame Library, located in a residential area of north Baltimore City, is a member of the University System of Maryland and Affiliated Institutions (USMAI) and serves as the library for Loyola University Maryland and Notre Dame of Maryland University. Loyola University Maryland, a member of the Association of Jesuit Colleges and Universities, is recognized for excellence in teaching and learning and Notre Dame of Maryland University is a leader in the education of women and non-traditional students. The Library serves a total graduate and undergraduate student population of 5,819 FTE that includes 4,529 FTE at Loyola and 1,290 FTE at Notre Dame.

The Library offers an excellent benefits package that includes medical, access to dental, life, and disability insurance, as well as TIAA retirement. Successful candidates will be subject to a pre-employment background check. Beyond meeting fully its legal obligations for non-discrimination, the Loyola Notre Dame Library is committed to building a diverse and inclusive community where members from all backgrounds can live, learn, and thrive. Candidates must be able to provide proof of eligibility to work in the USA. No Visa sponsorship is offered for this position.

Application Procedures: Review of internal applications will begin immediately, and the position will remain open until filled. Please submit electronically a resume, cover letter, and a list of three (3) work-related references with “Research Services Librarian” in the subject line to Briana Marine, Administrative Operations Coordinator: bmarine@loyola.edu. Only complete applications will be considered.

The Loyola Notre Dame Library is dedicated to the safety of our staff and our surrounding communities. As part of that commitment, LNDL requires all staff to be vaccinated against COVID. As a prospective and new employee at LNDL, you will be required to comply with the Library’s vaccination protocol. Proof of full vaccination will be required before the start of employment in order to work at the Library. LNDL provides reasonable accommodations, absent undue hardship, to qualified individuals with disabilities that enable them to perform their job duties as well as employees with sincerely held religious beliefs, observances, or practices that conflict with getting vaccinated. Reasonable accommodation may include appropriate adjustment or modifications of employer policies, including the Mandatory Vaccination Policy.

Requirements

Required Qualifications:
• Master’s degree in Library Science from an ALA-accredited program;
• Minimum of 3 years recent, significant library instruction experience in an academic library;
• Minimum of 2 years recent supervisory experience managing, motivating, and leading librarians;
• Ability to teach in a variety of settings and formats with a broad knowledge and understanding of instruction, pedagogy, and principles related to information and digital literacies development;
• Demonstrated understanding of changes in academic library research trends and the ability to thoughtfully analyze and adapt services, spaces, and technologies to improve the user experience;
• Commitment and demonstrated experience fostering a diverse, equitable, and inclusive educational environment with the ability to provide high-quality customer service to connect, support, and engage a diverse student, faculty, and staff population in a busy public service setting;
• Familiarity with current and emerging technologies; demonstrated experience developing learning objects;
• Experience leading in-person or digital reference and research services in an academic library;
• Demonstrated effective oral, written, and interpersonal communication skills;
• Proven ability to take initiative, prioritize work to meet deadlines, collect and analyze data to inform decision-making, facilitate change, and work independently and collaboratively to thrive in a dynamic work environment;
• Ability to work evenings and weekends as necessary;
• Proficiency with standard desktop tools and business applications;
• Demonstrated commitment to professional development.
Preferred Qualifications:
• Advanced degree or academic coursework related to user experience, instructional design, instructional assessment, digital pedagogy, educational technologies, or active learning spaces;
• Knowledge of tools and standards for creating accessible learning objects;
• Familiarity with trends in data management and other emerging areas of research expertise in an academic library;
• Basic knowledge of copyright law and “fair use” guidelines;
• Working knowledge of LibGuides, chat services, scholarly communications, discovery services, knowledge databases, and integrated library systems including Aleph;
• Experience serving as a library liaison.

Position: Data Services Librarian (Open Rank)
Location: University of Maryland Libraries
Salary: $56,000-$62,000

Full vacancy announcement available on ALA Joblist

Category: Librarian (Open Rank)

Department: Digital Programs and Initiatives

Salary Range: Position is budgeted for a salary range of $56k-$62K and commensurate with experience and appropriate ranking for faculty.

Benefits: 22 Days Annual Leave, 15 Days of Sick Leave, 3 Days Personal Leave, 15 Paid Holidays

Tuition Remission, Health, Dental, Vision, and Prescription

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

The University of Maryland Libraries are committed to advancing diversity, equity, inclusion, and accessibility. We support university and library efforts to create a more just campus environment, understanding the unique, interdisciplinary focus of libraries and archives as collectors and curators of the historical, literary, artistic, and scientific record. We provide collections, services, and programs that reflect the diversity of our community, heighten cultural awareness, and incorporate the histories, experiences, and expressions of those who have been historically marginalized and/or underrepresented. We work to ensure equitable access to our facilities, resources, and services.

Nature of Work:
The primary responsibility of the Data Services Librarian is to serve as the program lead to identify, implement, and promote novel, sustainable data services throughout all stages of the research data lifecycle. The incumbent in this position will be the Libraries' primary expert for the technologies, standards, and best practices required to support comprehensive data services initiatives, including repositories and hosting requirements. They serve as the expert on technology and tools to support University of Maryland researchers and partners as they manage, analyze, share, communicate, and preserve their research data. The Data Services Librarian must collaborate closely with UMD Libraries’ staff to ensure Research Data Services are aligned with the diverse needs of a broad variety of researchers, and they take the initiative to identify and support the technical needs of researchers as well as suggest improvements and new services or workflows. The Data Services Librarian actively participates in programs and projects in Digital Programs and Initiatives, including but not limited to the institutional repository (DRUM), digital publishing, and digital collections.

Reporting to the Manager, Digital Programs and Initiatives, the Data Services Librarian supports the collection, description, storage, and assessment of data acquired or generated by researchers. They engage in technical consultations with researchers to identify needs, partner with subject specialists on tools for data collection, description, analysis, and exploration, and coordinate closely with both technical and non-technical staff throughout UMD Libraries to deploy solutions for data management. They help cultivate partnerships and strengthen collaborations between researchers, curators, technologists, and administrators.

For the full position description and faculty requirements, please go to http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions.

Position is appointed to Librarian Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant’s experience and relevant credentials. Applicant must meet the Libraries’ requirements for promotion, which includes a commitment to professional development, service, and self-directed research, scholarship, and/or creative activities. For additional information, consult the following website: http://www.president.umd.edu/policies/2014-ii-100b.html.

APPLICATIONS: Electronic applications required. Please apply online at https://ejobs.umd.edu/postings/88227. No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter, which includes the source of advertisement, a curriculum vitae, and names/e-mail addresses of three references.

Applications will be reviewed as they are received and accepted until November 7, 2021.

Requirements
Minimum Qualifications:

Education:

Master’s degree in Library or Information Science from an ALA-accredited or a non-US equivalent institution of higher education by the start of employment, or a graduate degree in a subject area relevant to the position’s duties with two years relevant experience.

Experience:

One year of prior work experience related to the duties of the job.

Knowledge, Skills, and Abilities:

Proficiency with at least one programming or scripting language, such as R, Python, JavaScript, or Ruby. Ability to use scripts or tools to extract and manipulate data from a variety of sources, including web services and APIs. Knowledge of issues and technical challenges related to use and archiving of digital data. Familiarity with institutional or subject repository systems such as Fedora, DSpace, Dataverse, or comparable products. Familiarity with academic, research, or special libraries.

For the full position description and faculty requirements, please go to http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions.

Posted in Job Vacancies | Tagged Academic Library, Law Library, Maryland
Position: Research & Knowledge Analyst
Location: Skadden, Arps, Slate, Meagher & Flom LLP

Full vacancy announcement available on AALL Career Center

Job Summary
Skadden is seeking a Research & Knowledge Analyst to join our Research & Knowledge Services team in the Washington, D.C. office. 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.

The Research & Knowledge Analyst is 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. Coordinates current awareness and new business alert services. Works with Knowledge Strategy Counsel to develop and maintain selected practice area databases and websites. Helps plan and implement department outreach, training and orientation programs. Assists with the evaluation and recommendation of new information resources. Ensures continuity of Research & Knowledge Services operations during manager absences.

ESSENTIAL FUNCTIONS:

Supports research and Knowledge Management (KM) 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.
Assists with evaluating new and updated versions of information resources, both online and print sources, and recommends beneficial information sources for the firm.
Uses workflow software for the distribution and recording of research and KM requests.
Ensures continuity of Research & Knowledge Services operations during manager absences.
Develops information network within and outside the firm.
Monitors email on firm-issued mobile devices while out of the office and during off hours and coordinates with professional staff in the Washington, DC and other offices to complete pending requests.
Assists other Research & Knowledge Services professional staff members when needed.
Performs other duties as assigned.

Qualifications
Expertise in using computer-based research tools including but not limited to: Lexis, Westlaw, Bloomberg Law, Intelligize, Practical Law, Fastcase, PLI, Capital IQ, Deal Point Data, CCH Cheetah, etc.
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.
Excellent analytical, troubleshooting, organizational and planning skills.
Proven ability in using web page editors.
Flexibility to adjust hours and work the hours necessary to meet operating and business needs.
Experience/Education
Master’s Degree in Library Science or an equivalent combination of education and directly related experience. Minimum of two years research experience in a law firm or corporate library. Skadden is an Equal Opportunity Employer (Disability/Vet/other protected categories). For more information, please visit Skadden.com/careers.

In light of the COVID-19 pandemic, please note that all newly-hired personnel in the United States must be fully vaccinated against COVID-19 by their first day of employment.

If you are having technical issues applying for a position, please contact your local internet service provider. Applicants who are interested in applying for a position and require special assistance or a reasonable accommodation due to a disability or a religious belief or practice should contact Jennifer Lee at (212) 735-2073.

Posted in Job Vacancies | Tagged Washington DC

Two Positions: Maryland

Posted on October 8, 2021 by LLAM News

Position: Librarian, Adjunct Faculty (Part Time)
Location: Community College of Baltimore County

Full vacancy announcement available on SLA Joblist.

Provide reference service to students, faculty, staff, and the community. Provide library instruction to individuals and classes; and participate in collection development and collection maintenance efforts.

Minimum Requirements

M.L.S. or equivalent degree from an accredited ALA institution
Experience locating information using online research databases and other credible information sources.

Class Specific Essential Duties

1. Staff reference desk, including opening, evening and Saturday hours
2. Conduct reference interviews to determine information needs
3. Choose sources appropriate to questions asked, assignment objectives and user’s level of expertise
4. Effectively use and teach a variety of sources including print materials, online catalog, subscription databases, internet and Microsoft Office applications
5. Maintain an open, friendly and professional attitude when handling multiple reference and information requests
6. Collaborate with classroom faculty to plan library instruction sessions
7. Teach principles of information literacy in library instruction sessions
8. Instruct classes in the use of library resources
9. Develop online and print teaching aids and handouts
10. Participate in collection maintenance projects

Position: Library Technician
Location: Nimitz Library of Naval Academy
Salary: $49,157 – $70,775

Full vacancy announcement available on USAJOBS.

Responsibilities
You will perform cataloging/metadata primarily using the Library’s enterprise information system and a cloud-based metadata collaborative (OCLC).

You will manipulate records for a wide variety of library materials in various formats, including but not limited to, streaming media, digitized primary sources, born electronic material, and a variety of periodicals/serials continuously used.

You will approve invoices within the Library’s enterprise information system and coordinate payment with Nimitz, Academic Cost Center, and Comptroller financial personnel.

You will utilize interlibrary borrowing/loaning information system to obtain research materials and/or lend material to other researchers upon request.

Posted in Job Vacancies | Tagged Academic Library, Government Library, Maryland, Public Services, Technical Services

Five Positions: Washington, DC

Posted on October 8, 2021 by LLAM News

Position: Library Technician (Metadata)
Location: Library of Congress
Salary: $49,157 to $63,906

Full vacancy announcement available on USAJOBS.

Summary

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

Responsibilities

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 the materials. The incumbent also assigns metatags for each document based upon analysis of elements including: description, type, creator, subject, spatial coverage, temporal coverage, and collection; develops familiarity with the Law Library’s established metadata standards and guidelines, in order to apply such guidelines to a variety of digitized legal materials to facilitate online searching; works with standard office software to update, organize, and track metadata for digital legal materials; and serves as a resource for information about Law Library metadata standards and creation.

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.

The incumbent uses various software tools to enter and update descriptive metadata in documents and web pages; and utilizes spreadsheets or similar tools to organize large amounts of metadata and transfers information to metadata fields in digital files, including PDF documents.

Based on work with legal documents, the incumbent may recommend new terms or updates to existing terms for the Law Library’s controlled vocabulary list; and finds examples to justify proposed changes to terminology and may be directed to present this information to the Controlled Vocabulary Committee for their consideration.

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.
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 with the lifecycle management of digital legal collection materials through the creation and addition of metadata that facilitates access; processes digital legal materials in PDF or other format by adding metadata in applicable fields using appropriate software tools. As directed, participates in metadata remediation efforts based on new institutional standards; and implements procedures for processing new digital collection materials, especially in recommending appropriate descriptive metadata.

The incumbent assists in the implementation of projects related to 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.

The incumbent maintains effective working relationships with various individuals in the Division and across the Law Library; participates in Division meetings and contributes to discussions 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.

The position description number for this position is 344548.

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.

This position is not eligible for permanent remote telework.

**Position:** Supervisory Library Technician  
**Location:** Library of Congress  
**Salary:** $60,129 – $78,167

Full vacancy announcement available on USAJOBS.

**Summary**

This position is located in the Physical Collections Services, Serial and Government Publications Division, General and International Collections, Library Services.

**Responsibilities**

This position is located in the Physical Collections Services Section of the Serial and Government Publications Division, General and International Collections Directorate. The position reports to the Head, Physical Collections Services Section. The Serial and Government Publications Division is custodian for and provides public access to newspapers, current periodicals, comic books, and various types of government publications in the Newspaper and Current Periodical Reading Room. The incumbent serves as a Supervisory Technician for the Collections Management and Retrieval Team or the Collections Processing Team and is responsible for a variety of activities in support of serials collections management and preservation activities, serials binding and reformatting preparation, and related inventory and description of the serial collections in the Library of Congress integrated library system (LC-ILS). The incumbent may supervise the work of staff in...
a combination of serial processing technicians, vault technicians, deck attendants, contract technicians, interns and
volunteers. The incumbent ensures the preparation and quality review of materials temporarily housed in the division as
well as the preservation, housing, and access to the permanent custodial collections of the division. The incumbent may
edit or review bibliographic records in OCLC Connexion, enter or edit bibliographic holdings and item records in the LC
ILS, search the ILS, binding preparation software, and other computerized systems, and uses common spreadsheet and
database software.

Supervises a group of employees performing work up to the GS-08 level. Provides administrative and technical
supervision. 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.

Searches and transcribes information from computerized and manual files. Organizes and completes complex manual and
computerized searches in multiple systems. Prepares automated access/inventory records for single items or collections.
Compiles, prepares and analyzes statistical information. Effectively utilizes spreadsheet and database software to maintain
records and compile reports.

Effectively searches online LC and external databases for automated records corresponding to newly received materials,
including the OPAC and cataloguing and acquisitions modules of the Library of Congress integrated library system (LC-
ILS), identifying specific types and problematic materials; and importing and editing records as needed. Understands and
properly utilizes MARC fields as they pertain to serials and serial government documents.

Determines appropriate treatment for physical collection items, including those routed for library binding, reformatting, and
items that require labeling, additional repair or support prior to final processing.

Working with the section head, monitors and coordinates procedures for routing materials for preservation treatment and
for preparation of materials to be added to the collections. This includes examining any items in the custody of the division
and recommending treatments such as binding, rebinding, boxing, reformatting, tip-in, and repair. Serves as an expert in
serials reformatting and preservation for the division. Recommends technical specifications for binding such as method of
leaf attachment, cover material, or spine lettering.

Identifies and searches for requested items that are vague or not readily found, using an array of extensive knowledge of
bibliographic tools and procedures. Responds to reference inquiries (telephone, written, electronic means and in person)
related to serials holdings, bibliographic information, binding status for unbound periodical issues, microfilm status of
newspapers and special collections of the division.

The position description number for this position is 415088.

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.

This position is not eligible for permanent remote telework.

**Position:** Librarian (Serials)

**Location:** Library of Congress

**Salary:** $60,129 – $78,167

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

The U.S. Serials Social Sciences Section of the U.S. Arts, Sciences, and Humanities Division in the Acquisitions and Bibliographic Access Directorate of Library Services is seeking a Librarian (Serials). The U.S. Arts, Sciences, and Humanities Division catalogs Copyright and CIP materials and manages the selection process for U.S. imprints coming through the workflows.

Responsibilities

Catalogs a variety of materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Establishes personal and corporate names and uniform titles for inclusion in the name authority file.

Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloger’s reference collection, online databases, the worldwide 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.

Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements to cataloging-related issues.

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accordance with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.

Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information. Consults with Team Leader and cataloging policy staff to recommend changes and additions in descriptive and subject cataloging rules. Offers suggestions and advice to Team Leader on operational and technical problems. Collaborates with Team Leader and other staff in planning and implementing team activities including: workflow procedures, team priorities, cataloging projects of an experimental nature, goal setting and strategies for meeting team production goals. Assists others inside and outside the Library with language, subject and cataloging problems.

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.

This position is not eligible for permanent remote telework.
Position: Librarian (Cataloger)
Location: Library of Congress
Salary: $72,750 – $94,581

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Veterans History Project, American Folklife Center, Special Collections Directorate, Library Services.

Responsibilities

The Cataloger position is located in the American Folklife Center, including the Veterans History Project, of Library Services. The purpose of this position is to assist in providing services associated with the Center's archival collections. The cataloger is under the supervision of division leadership, who determines overall objectives of the work, including deadlines, priorities, and definitions of the work to be done: these are not however, accompanied by detailed preliminary instructions regarding sources of information or the methodology to be employed. Work is reviewed for completeness and accuracy, adequacy of planning, soundness of judgment, and conformance to professional standards. Personal work contacts with more experienced catalogers, archivists, and others responsible for the cataloging and processing of materials.

Catalogs a variety of difficult material sometimes requiring specialized knowledge of folklife, ethnomusicology, oral history, a foreign language and/or considerable knowledge of specialized bibliographic areas (serials, rare books, maps, photographs, audiovisuals, software, etc.). Performs the full range of original cataloging duties for a variety of materials or specializes in a particular subject-area, technical field, or language.

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.

Searches entries in appropriate machine and manual catalogs. Selects and assigns a classification number. Analyzes material to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Assists in ensuring that records adhere to appropriate national and international standards. Interprets present and past cataloging rules. Identifies the need for revision to a classification scheme and the tools which describe it. Recommends additions and clarifications to the existing authority files, both name and subject.

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.

This position is not eligible for permanent remote telework.

Position: Librarian
Location: Library of Congress
Salary: $60,129 – $78,167

Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Mexico, Central America & Caribbean Section, African, Latin American & W European Division, Acquisitions & Bibliographic Access Directorate, Library Services. The position description number for this position is 058498. This is a non-supervisory, bargaining unit position. A reading knowledge of French is desirable.

Responsibilities

Catalogs a variety of materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers and performs shelflisting. Establishes authorized access points for inclusion in the name authority file.

Establishes and recommends subject headings and classification numbers for inclusion in the subject authority file and classification schedule, respectively. Creates and revises bibliographic records, authority records. Performs content designation of bibliographic and authority records. Performs research in the cataloger’s reference collection, online databases, the world wide web, and the collections of the Library. Recommends resolutions to problems and inconsistencies in the cataloging process.

Provides services and deals with materials that are non-technical in nature, of limited technical complexity, or easily acquired. Coordinates proper purchasing information, correct bibliographic identification, and correct coding in the information system. Contacts dealers, subscription agents, vendors, overseas offices, government agencies, and/or exchange partners to coordinate the order process. Consults acquisition reference material to determine whether recommended item is appropriate for purchase, copyright claim, exchange, gift, loan, or other type of acquisition. Examines recommendations for acquisition to identify processing and custodial requirements and to identify acquisition of out-of-scope materials. Maintains liaison with recommending officials and subject specialists to understand their needs. Consults acquisition reference material to determine whether recommended item is appropriate for purchase. Reviews and approves invoices for payment for all formats of material. Determines availability of funds.

Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements to cataloging-related issues.

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accordance with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.

Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information. Consults with Team Leader and cataloging policy staff to recommend changes and additions in descriptive and subject cataloging rules. Offers suggestions and advice to Team Leader on operational and technical problems. Collaborates with Team Leader and other staff in planning and implementing team activities including: workflow procedures, team priorities, cataloging projects of an experimental nature, goal setting and strategies for meeting team production goals. Assists others inside and outside the Library with language, subject and cataloging problems.

This position is not eligible for permanent remote telework.

Posted in Job Vacancies | Tagged Government Library, Technical Services, Washington DC

One Position: Maryland

Posted on October 6, 2021 by LLAM News
Position: Executive Director  
Location: University System of Maryland and Affiliated Institutions Library Consortium  

Full vacancy announcement available on ALA Joblist.

Description:  
Job ID 59151090  
Purpose of Position

The Executive Director of the USMAI Library Consortium will provide strategic vision and leadership in developing, implementing, and assessing consortial initiatives. They will work closely with the CLD and consortial staff to anticipate emerging trends in library services, library systems and technologies, scholarly communication, and collection development. The Executive Director will represent the USMAI Library Consortium at the System, state, and national levels and will be the consortial contact on collaborative projects with other libraries and consortia. The Executive Director will have a leading role in key initiatives including selection of a next generation library system for the consortium, full implementation of discovery tools, review, and negotiation of consortial purchasing arrangements, exploration of new models for collection development, and other initiatives in keeping with USMAI’s Statement of Purpose, Guiding Principles, and Strategic Priorities.

Responsibilities

Leadership and Management

In consultation with CLD, develop a shared vision for forward-looking consortial library programs, services, and systems. Advocate for innovative and relevant consortium-wide contracts, including evaluation of vendors’ products, negotiation of contracts, and implementation and assessment of selected solutions. Provide strategic leadership for the operations of the consortium, including focusing, empowering, and holding membership teams accountable for achieving their goals. In coordination with the Vice Chancellor for Academic and Student Affairs of USM and the leaders of member libraries, maintain robust periodic reporting and communications to other groups such as the Provosts, CIOs, and other key administrative officers of all member institutions. Align the USMAI budget with strategic priorities and develop a consortial budget plan. Build a culture of participation amongst USMAI libraries. Regularly assess member needs for new or changed programs and services, including professional development opportunities. Provide guidance and mentoring for staff and librarians employed by the consortium. Contribute to achieving the consortium’s diversity, equity, inclusion, and accessibility goals.

Responsibilities Specific to the Council of Library Directors

Serve as an ex officio member of the CLD and the CLD Executive Council to provide advice and to collaborate on policy development and strategic directions for the consortium. Propose new initiatives to the CLD for consideration. Manage the consortium’s finances, which includes oversight of USMAI funds and the presentation of regular financial reports and an annual audit to the CLD. Perform other duties as assigned by the CLD and/or the CLD Executive Council.

Innovation

Provide vision and strategic leadership for the organization. Investigate, analyze, implement, and assess collaborative initiatives such as new models for collection development, supply purchasing, and courier services. Provide leadership in the research, review, and selection of technological solutions that will enhance consortial operations, including for example, the review and selection of the next-generation library management system, and the implementation and assessment of a new discovery platform. Explore different organizational structures for USMAI that would lead to greater consortial effectiveness. Identify and apply for grants to support initiatives of the consortium.

External Relations

Represent USMAI at the System, state, and national levels. Collaborate effectively with other national and international consortia and related organizations, such as ICOLC, to support the mission and goals of USMAI.
Communicate with external audiences about USMAI activities (marketing the consortium within the member campuses, the state of Maryland, regionally, and nationally).
Serve as the consortial contact for USMAI and campus grants.
Lead strategic planning and implementation for innovative cooperative services.

Requirements
Minimum Qualifications

Education: Master’s degree in a relevant discipline.

Experience: Five years of progressively responsible experience in positions in academic libraries, associations or related non-profit organizations, or similar organizations. Evidence of professional experience as a transformative and collaborative leader.

Knowledge, Skills, and Abilities:

Knowledge of trends in higher education and how libraries fit in those trends.
Excellent communication skills and the ability to manage relationships with staff at all levels in multiple institutions and organizations.
Track record of innovation.
Demonstrated commitment to equity, diversity, and inclusion.
Ability to balance competing demands and priorities in a challenging and complex organizational environment.
Strategic and analytical thinking skills with an ability to solve problems and make decisions.
Leadership, coaching, and teambuilding skills to strengthen and cultivate relationships.
Ability to lead, motivate and work effectively in a team environment and independently, and to work collaboratively with faculty and staff of the USMAI libraries.
Flexibility in a changing technological environment.
Initiative, energy, enthusiasm, and commitment to supporting the mission of the USMAI Library Consortium.

Preferred Qualifications

Education: Master’s degree in Library or Information Sciences from a program accredited by the American Library Association or equivalent training and experience.

Experience: Fundraising and grant writing experience. Project management experience.

Knowledge, Skills, and Abilities: N/A

Two Positions: Maryland

Posted on October 1, 2021 by LLAM News

Position: Director of Operations
Location: Washington County Free Library
Salary: $75,000

Full vacancy announcement available on ALA Joblist.

Description

Responsibility involves formulating, developing plans for, and fostering satisfaction of the Library’s strategic directions. Supervising the Maintenance Department, and evaluating their performance of in achieving the goals and objectives of the Library System. Oversees operational function of all physical library facilities. Also includes contributing to the development...
Position: Assistant Director of the Network of the National Library of Medicine Web Services
Location: University of Maryland, Baltimore
Salary: $80,000, commensurate with experience

Originally posted on the SLA Career Center.

Under a five-year cooperative agreement (2021 – 2026) with the National Library of Medicine, the HSHSL serves as the headquarters for the NNLM Web Services Office (NWSO). NWSO is responsible for developing and maintaining reliable Web services for NNLM in compliance with the US Department of Health & Human Services information policies. The Assistant Director of NWSO is responsible for leadership and development of NNLM web projects and the infrastructure that supports them.

The NNLM consists of seven Health Sciences Libraries functioning as Regional Medical Libraries covering the United States as well as three national offices and three national centers. For more information about the structure and purpose of the NNLM, please visit https://nnlm.gov/about/about-nnlm

Reporting to the Executive Director of NWSO, the Assistant Director of NWSO provides oversight and leadership of the NWSO staff, including a web developer and a systems administrator. In collaboration with staff and the Executive Director, the Assistant Director of NWSO will support Drupal and WordPress websites, a Moodle Learning Management System, and several additional related systems. Previous management experience is desirable but not necessary.

This is a grant-funded, non-permanent status faculty appointment renewable on an annual basis. This position will be at the rank of Librarian II or III. The incumbent will be eligible for promotion and is expected to participate fully as a member of the library’s faculty.

Responsibilities:

- Oversee, plan, and develop the knowledge infrastructure, tools, and digital resources supporting NWSO and the NNLM.
- Provide day-to-day operational support and track progress for NWSO’s ongoing projects.
- Maintain an open dialog with stakeholders – including NNLM, RMLs, Offices, and Centers – regarding the development of infrastructure and services.
- Supervise NWSO staff including a Web Developer and a Systems Administrator, setting goals consistent with NNLM and HSHSL goals and initiatives.
- Conduct periodic training and feedback sessions for stakeholders for NWSO provided resources and tools.
- Respond to incoming support requests concerning NNLM technologies and troubleshoot issues.
- Balance technology needs of the NNLM with available budgets.
- Identify software to be used by RML, Office, and Center staff and assist them with selection and implementation of appropriate emerging technologies.
- Coordinate archiving of NNLM data and systems architecture.
- Oversee NNLM Web Advisory Team
- In collaboration with the NWSO Executive Director, provide strategic direction for NWSO initiatives.

Professional participation through presentations or publications regarding innovative library applications for practice or programs in health sciences libraries.

Qualifications

Position Requirements:
- Master of Library Science from an ALA-accredited program or equivalent advanced degree
- Minimum of 3 years of progressively responsible library experience.
- Strong service orientation and ability to work effectively with colleagues, health professionals, and consumers in a diverse, multi-cultural community
- Experience working in technology support and/or development
- Good communication (public speaking and writing) and interpersonal skills.
- Familiarity and experience working with Content Management Systems such as Drupal
- Familiarity with Learning Management Systems such as Moodle

Preferred:

- Ability to develop, articulate, and advocate a vision for applications and knowledge-based systems and the resources needed to support them in a team setting.
- Demonstrated project management experience.
- Experience developing and supporting database driven applications
- Experience managing and developing staff.
- Demonstrated teaching and training experience.
- Knowledge of technology applications and trends in health sciences libraries.
- Comfort with change and experience in change management.

Position: Digital Projects Coordinator
Location: Library of Congress
Salary: $72,750 to $94,581

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Special Collections Directorate, Library Services.
The position description number for this position is 414044.
This is a non-supervisory, bargaining unit position.

Responsibilities

Utilizes knowledge of the major issues, program goals and objectives to coordinate and recommend digital projects related to the ingest of preservation and access of digital collections in the American Folklife Center and the Veteran History Project. Adapts analytical techniques and evaluation criteria to the measurement and improvement of the division's digital program effectiveness and productivity.

Within the parameters established by the supervisor organizes, develops, and implements plans for specific projects and recommends ways to improve effectiveness and efficiency of digital work operations. Provides input for the direction and shape of the character and nature of projects.

As directed by the supervisor, develops programs of information resources. Develops, coordinates or serves as project manager for courses of action and methods needed to support, design, and implement projects, interpretive or advisory-focusing on the division's collections. Participates in preparation of documentation necessary for the needs of the digital project programs.
Prepares reports and documentation of assigned projects and division digital work for the American Folklife Center and the Veterans History Project. Assures all digital activities and plans for assigned project(s) conform to (or enhance) current division and Library practices and that they make optimum use of scarce resources and staff expertise.

Collaborates on digital projects related to the division’s archival collections. As directed, works with individuals internal and external to the organization to meet project goals. Serves as a primary division liaison on assigned projects.

Develops personal contacts to establish and maintain cooperative work relationships with staff throughout the Library, project partners and contractors in order to provide or exchange information and professional knowledge. Explains information to groups and individuals with varying levels of understanding or knowledge of subjects. Attends workshops, conferences, seminars, or meetings in librarianship and other relevant fields for the purpose of professional development.

Within the parameters established by the supervisor, oversees the accessioning and distribution of digital files and related metadata received from various sources. Maintains close contact with project partner(s) regarding metadata workflow management, the acquisition of digital files, the development of future workflows, and the development of project products. Explains or presents specialized or technical information to individuals or groups with varying backgrounds or levels of experience.

Monitors and makes recommendations concerning the project from conception through development, production, and introduction to the intended audience. Coordinates and directs the work of others for specific tasks as necessary for the completion of digital curation projects.

Participates in planning the work of a unit, including formulating goals and objectives, and identifying opportunities for improvements in methods and procedures. Assists in managing various functions working under competing demands and deadlines. May serve on committees and other groups involved in investigating new technologies and their possible application to library programs.

In consultation with the supervisor, researches, identifies and resolves moderately difficult program issues or problems affecting division digital asset management initiatives. Identifies and makes recommendations for, and coordinates resolutions and improvements related to more challenging agency programs, services, or products.

Keeps current on major issues in digital research. Conducts research and analysis in digital initiatives, policies, reference, content management and policies and metadata standards. Gives in-depth analyses on complex questions, requirements, and priorities.

Participates in evaluating workflow and project products created for staff and the public. Proposes means for improving quality, functionality, and efficiency in digital projects. As directed, participates in studies, analyzing findings, and making recommendations to improve preservation, user access, collection development, automation, and other related policies.

Assists in developing guidance in the resolution of problems or issues impacting digital projects. Analyzes and participates in drafting recommendations on the development of appropriate guidelines, standards and mechanisms for identifying digital project priorities.

As directed, collects and analyzes relevant information from many varied sources, including physical and digital audiovisual collection materials, reference sources, and some sources that are difficult to access. Makes practical recommendations.

This position is not eligible for permanent remote telework.
Position: Supervisory Librarian  
Location: U.S. Holocaust Memorial Museum  
Salary: 122,530 – $159,286

Full vacancy announcement available at USA Jobs

Summary

This position is located in the Library Branch, Research and Reference Services Division, National Institute for Holocaust Documentation (NIHD) of the United States Holocaust Memorial Museum (USHMM). This position reports to the Director of the Division of Research and Reference Services. This position is duty stationed in Bowie, Maryland.

Responsibilities

The United States Holocaust Memorial Museum is a federally chartered, nonpartisan institution that was created by the US Congress to serve as America’s national memorial to the victims of the Holocaust and an educational institution dedicated to the history and lessons of the Holocaust. The Museum seeks to educate Americans from all 50 states and all walks of life as well as international audiences. The Museum has three areas of expertise: Holocaust remembrance, Holocaust scholarship and education, and genocide prevention.

In carrying out its important memorial and educational mission, the Museum is guided by its institutional values for our workplace: Honor the memory of the victims; carry out our work with dignity, humility, integrity and respect for others; and strive for excellence through teamwork, rigor, and a culture of continuous learning. Consistent respect for others is the foundation for trust, collegiality and inclusion.

Duties include:

The incumbent serves as the Chief, Library Branch. The incumbent serves in an advisory and liaison capacity to NIHD and Museum staff and management.

The incumbent oversees the daily operations of the Library Branch and helps ensure that the Museum’s policies are implemented for the growth and refinement, maintenance, use, and protection of the Library’s collections.

The primary purpose of this position is to conduct and implement national Library programs and services to resolve highly complex reference and information research; to develop new and innovative approaches to policies, programs, and methods in solving various problems which are inherent to expanding and improving library services to meet the information needs of the USHMM library system research and development customer base.

Serves as the Chief of the Library Branch, with primary responsibility for managing a national research library for the Holocaust.

Posted in Blog, Job Vacancies | Tagged Maryland, Special Library

One Position: Washington, DC

Posted on September 29, 2021 by LLAM News

Position: Senior Research Analyst  
Location: O’Melveny & Myers LLP

Full vacancy announcement available on AALL Career Center.
Description
It’s more than what you do: it’s how you do it. That’s why O’Melveny is counsel of choice to an ever-expanding list of market leaders. Opportunity at O’Melveny means working alongside diverse, dynamic, and team-oriented colleagues on evolving issues and opportunities for prominent clients around the world. It’s a place to build a rewarding career by tackling new challenges; being appreciated, included, and supported; and creating lasting connections.

With approximately 750 lawyers on three continents, more than 40 practice and industry service areas, and strong cultural ties to all our locations, O’Melveny is a global law firm with a local feel. At our core, you’ll find a dedication to excellence, a drive to lead and innovate, and a deep sense of civic responsibility.

So, tell us. What do you want to achieve? Visit us at http://www.omm.com or learn more in our firm at-a-glance, year-end highlights, and on LinkedIn, Twitter, Facebook, Instagram, and YouTube.

O’Melveny is actively seeking for a Senior Research Analyst to support our Washington, DC office. This position can be based out of any one of our US offices.

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 Research Manager, this position will be responsible for handling requests from the local 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 Research 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 Resources staff with password and access management for electronic resources.
- Work with the Electronic Resources staff and other librarians to test and evaluate new electronic products
- 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 Resources staff and other librarians in developing training or marketing material for Library resources
- This position may be responsible for handling some local library administrative issues.
- Provide interlibrary loan support for the office

Requirements

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.
We offer an excellent salary and benefits package. For more information, or to be considered for this position, please apply online at http://www.omm.com. Response will be given to candidates who closely meet our qualifications. EOE M/F/D/V.
No phone inquiries, please
Nine Positions: Washington, DC

Posted on September 24, 2021 by LLAM News

Position: Library Technician
Location: Library of Congress
Salary: $39,684 to $51,592

Full vacancy announcement available on USAJOBS.

Summary

This position is located in any of the divisions that come under the Directorate of Acquisitions and Bibliographic Access. The incumbent of this position performs major technician duties for the functions of acquisitions, cataloging, and serials control.

Responsibilities

This position is not eligible for permanent remote telework.

The position description number for this position is 128316.

This is a non-supervisory, bargaining unit position.

The incumbent for this position will work a full-time flextime schedule.

Position Duties:

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 copyright.

Processes 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, CD-ROMs).

Following extensive library rules, procedures, and operations, processes library collections. Distinguishes the type of material, and separates and properly distributes all types of library collection items for processing. Completes appropriate forms for accessioning, recording, and statistical reports. Using large bibliographic databases, receives and sorts materials into bound and unbound categories. Checks in materials. Prepares materials for digital conversion or binding. Attaches call numbers. Disposes of items not considered useful for library programs.

Orients and provides information to patrons about specialized programs, reader registration procedures, physical layout, and directions to other library locations. Answers routine directional questions.
Searches and retrieves items from collections that are needed by patrons. Organizes data into a catalog record as prescribed by the appropriate rules for varying levels of cataloging and inputs the data online. Inputs data, such as completed call number and the technician’s charge online. Proofs records to ensure the correct tag sequence order.

**Position:** Librarian (Rare Materials Section)
**Location:** Library of Congress
**Salary:** $60,129 – $78,167

Full vacancy announcement available on USAJOBS.

**Summary**

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

**Responsibilities**

This position is not eligible for permanent remote telework.

Catalogs a variety of materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Establishes personal and corporate names and uniform titles for inclusion in the name authority file. Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloger’s reference collection, online databases, the world wide web, and the collections of the Library. Recommends resolutions to problems and inconsistencies in the cataloging process.

Provides services and deals with materials that are non-technical in nature, of limited technical complexity, or easily acquired. Coordinates proper purchasing information, correct bibliographic identification, and correct coding in the information system. Contacts dealers, subscription agents, vendors, overseas offices, government agencies, and/or exchange partners to coordinate the order process. Consults acquisition reference material to determine whether recommended item is appropriate for purchase, copyright claim, exchange, gift, loan, or other type of acquisition. Examines recommendations for acquisition to identify processing and custodial requirements and to identify acquisition of out-of-scope materials. Maintains liaison with recommending officials and subject specialists to understand their needs. Consults acquisition reference material to determine whether recommended item is appropriate for purchase. Reviews and approves invoices for payment for all formats of material. Determines availability of funds.

Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements to cataloging-related issues.

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accordance with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.

Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information. Consults with Team Leader and cataloging policy staff to recommend changes and additions in descriptive and subject cataloging rules. Offers suggestions and advice to Team Leader on operational and technical problems. Collaborates with Team Leader and other staff in planning and implementing team activities including: workflow procedures, team priorities, cataloging projects of an experimental nature, goal setting and strategies for meeting team production goals. Assists others inside and outside the Library with language, subject and cataloging problems.
Position: Research Librarian (Science and Technology)  
Location: Library of Congress  
Salary: $72,750 – $94,581  

Full vacancy announcement available on USAJOBS.

Summary

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

Responsibilities

The Research Librarian will provide reference and research services to CRS policy analysts and congressional clients, focusing primarily on the area of science and technology. Candidates with a Master of Library Science (MLS) or equivalent degree and background in cybersecurity, information technologies, and emerging technologies are encouraged to apply. Outstanding candidates may also have a background in communication technologies and strong quantitative data skills.

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.

Research Librarian duties include

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.

This position is not eligible for permanent remote telework.

The tour of duty for this position is full-time.

The position description number for this position is 336982

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 or compflex 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.

Position: Supervisory Program Specialist  
Location: Library of Congress  
Salary: $103,690 – $134,798

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Visitor Engagement Office, Center for Learning, Literacy and Engagement, Office of the Librarian.  
The position description number for this position is 415255.  
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 or compflex work schedule.  
This is a supervisory, non-bargaining unit position.

Responsibilities

This position is not eligible for permanent remote telework.

Provides leadership, direction and strategy in the planning, development, and management of the Library of Congress, VEO within the CLLE. Under the direct supervision of the VEO Chief, the incumbent develops, implements and oversees all management, policies and procedures of all elements of the Visitor Engagement full-time and part-time team members, including 340+ volunteers and interns. Establishes and implements operations policies, procedures and protocols, audience evaluations and other activities to provide services, accessibility and assistance to the visiting public. Develops annual and as-needed professional development training programs for staff, relating to the visitor program. Leads activities to enhance the quality or efficiency of operational services.

Supervises a group of employees performing work up to the GS-12 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 guidance in the resolution of complex problems or issues impacting the Visitor Engagement program. Participates in the analysis of agency-wide projects and programs. Recommends solutions to issues and problems as they relate to visitor programs. Researches and identifies complex program issues or problems that impact program initiatives in major agency organizational components. Makes recommendations for and coordinates resolutions and improvements.

Works closely with internal and external events and operations staff on managing events, including planning and implementing logistics, and providing management-level oversight at events.

Maintains a collaborative relationship with visitor-centered tour operators, information providers, and service providers in the Washington, DC area and on a national level. Liaises with US Capitol Police and contract guard staff related to daily operations.

Position: Supervisory Library Technician  
Location: Library of Congress
Salary: $60,129 – $78,167

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Collections Maintenance and Stack Management Section, Collections Management Division, Preservation Directorate, Library Services.

The position description number for this position is 175202.

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

The incumbent of this position will work a fixed work schedule: Monday – Friday, 8:00am – 4:30pm.

This is a supervisory, non-bargaining unit position.

Responsibilities

This position is not eligible for permanent remote telework.

Supervises a group of employees performing work up to the GS-08 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. In collaboration with the Head, Collections Maintenance and Stack Management Section 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 staff 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. Ensures that subordinates are trained and fully comply with the provisions of the safety regulations.

Oversees a staff of Retrieval Technicians and Work Leaders who receive requests for items from the general collections and other collections as assigned. Manages requests received through a variety of electronic and other methods, including receipt, response, tracking, and problem solving. Supervises the retrieval of requested items from collections storage areas (except those handled by the Priority Response and Quality Assurance Unit), including any necessary follow-up. Ensures that requests are answered in a timely manner with an accurate response – either the requested item itself or a clear response explaining why the request could not be satisfied.

Performs special searches of various computer and card catalogs and files to locate and/or verify bibliographic or acquisitions data in support of the request retrieval functions. Fully understands the intricacies of the bibliographic, holdings and item records in the LC ILS as these relate to requests for items.

Performs specialized duties in coordinating and supporting training activities. Assists in developing, coordinating, and/or conducting training programs related to the collections retrieval process, online systems used for responding to requests and tracking items (most commonly the LC ILS), preservation techniques and practices and related activities. Prepares instructional guides, information packets, and other resource materials. Provides training to staff on the unit.

Oversees an array of in-house collections preservation activities. Screens requested material and other material identified that are in need of some form of preservation treatment. Through training by, and a close working relationship with Collections Officer, understands and determines appropriate levels of treatment for items from the general collections that have been requested or otherwise identified.

Assist the Head, Collections Maintenance and Stack Management Section to resolve complex collections maintenance issues, while responding to the full range of issues and/or problems. Must work closely with and fully understand the work of Stack Management Section who are responsible for a wide array of collections maintenance activities, including: shelving; shelfreading; distribution; and shifting. Demonstrates initiative in recognizing and solving problems, inconsistencies, and errors in piece identification and labeling for requested items before such items reach final destination.

Position: Supervisory Library Technician
Location: Library of Congress
Salary: $60,129 – $78,167
Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Collections Maintenance and Stack Management Section, Collections Management Division, Preservation Directorate, Library Services. The position description number for this position is 175202. The salary range reflects the locality pay adjustments for the Wash, DC, Metro area. The incumbent of this position will work a fixed work schedule: Monday – Thursday, 12:00pm – 8:30pm and Saturday, 8:30am – 5:00pm. This is a supervisory, non-bargaining unit position.

Responsibilities

This position is not eligible for permanent remote telework.

Supervises a group of employees performing work up to the GS-08 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. In collaboration with the Head, Collections Maintenance and Stack Management Section 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 staff 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. Ensures that subordinates are trained and fully comply with the provisions of the safety regulations.

Oversees a staff of Retrieval Technicians and Work Leaders who receive requests for items from the general collections and other collections as assigned. Manages requests received through a variety of electronic and other methods, including receipt, response, tracking, and problem solving. Supervises the retrieval of requested items from collections storage areas (except those handled by the Priority Response and Quality Assurance Unit), including any necessary follow-up. Ensures that requests are answered in a timely manner with an accurate response – either the requested item itself or a clear response explaining why the request could not be satisfied.

Performs special searches of various computer and card catalogs and files to locate and/or verify bibliographic or acquisitions data in support of the request retrieval functions. Fully understands the intricacies of the bibliographic, holdings and item records in the LC ILS as these relate to requests for items.

Performs specialized duties in coordinating and supporting training activities. Assists in developing, coordinating, and/or conducting training programs related to the collections retrieval process, online systems used for responding to requests and tracking items (most commonly the LC ILS), preservation techniques and practices and related activities. Prepares instructional guides, information packets, and other resource materials. Provides training to staff on the unit.

Oversees an array of in-house collections preservation activities. Screens requested material and other material identified that are in need of some form of preservation treatment. Through training by, and a close working relationship with Collections Officer, understands and determines appropriate levels of treatment for items from the general collections that have been requested or otherwise identified.

Assist the Head, Collections Maintenance and Stack Management Section to resolves complex collections maintenance issues, while responding to the full range of issues and/or problems. Must work closely with and fully understand the work of Stack Management Section who are responsible for a wide array of collections maintenance activities, including: shelving; shelfreading; distribution; and shifting. Demonstrates initiative in recognizing and solving problems, inconsistencies, and errors in piece identification and labeling for requested Items before such items reach final destination.

Position: Research & Reference Specialist
Location: WilmerHale

Full vacancy announcement available on AALL Career Center.
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, excellent legal and client services; developing diversity among our lawyers and staff and cultivating an environment that promotes an ambitious spirit, collaboration and collegiality by drawing on the extraordinary 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

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

PRINCIPAL DUTIES AND RESPONSIBILITIES*

Provides research and reference assistance to attorneys in all practice areas in a timely and effective manner using various print and digital resources. Bills time to client/matters as appropriate.
Provides research and reference assistance to support the functions of the various administrative departments of the firm, including but not limited to, Client Development, New Business/Conflicts, secretarial, paralegal and Managing Attorney Office.
Performs regular monitoring of news, docket changes, legislative and regulatory changes, and other subject area monitoring as necessary. Assists in the preparation of related updates, newsletters, and other communications.
Maintains working knowledge of the library print collections, digital resources, interlibrary loan availability, document delivery, and other resources as appropriate. Shows proficiency in primary database usage, search strategy and syntax, and licensing restrictions.
As part of the Research & Reference Services team, provides reference desk coverage as assigned and follows internal procedures for the handling of requests as set by the Director and Research & Reference Services Manager.
Works with Research & Reference Services Manager to support the maintenance of intranet reference collections by performing regular link checking and data collection/input to facilitate integration of subject-specific resources into larger firm portal.
Participates in resource evaluation projects including pilots of new services, comparisons of resources, and preparation of related evaluative memos.
Assigned to focus on areas of the practice, administrative departments, subject or topic areas as required by the Research & Reference Services Manager to meet the needs of the Firm.
Works with Director, and Research & Reference Services Manager on departmental projects and initiatives as requested.
Contributes to the firm’s Service Excellence initiative to consistently improve its image internally and externally. Displays professionalism, quality service and a “can do” attitude to internal members/departments of the firm as well as external clients and vendors via electronic and print correspondence, over the telephone and in-person.

Requirements

Required Skills

Working knowledge of print and digital legal and business resources and research techniques.
Ability to work quickly, and with great attention to detail.
Good interpersonal skills and ability to communicate clearly and effectively.
Excellent organizational skills.
Education:

MLS, MLIS, J.D., or equivalent required. (Combination of education in a research-intensive field with relevant work experience may be considered.)
Required Experience

3 years of reference or research experience required.
Experience in a large law firm or comparable environment, preferred.

Position: Business Librarian
Location: American University

Full vacancy announcement available on ALA Joblist.
American University Library invites applications from innovative, energetic, and service-oriented librarians to fill a continuing appointment faculty position supporting the Kogod School of Business, beginning as soon as possible and subject to budgetary approval. Rank will be dependent upon experience and stature in the field at either assistant or associate level.

Responsibilities: As the Research and Instruction Librarian for Business (Business Librarian), the librarian will be the point person for research assistance, information literacy instruction and collection development in support of the curriculum and the faculty research at the Kogod School of Business, as well as business-related research across campus. The Business Librarian will work closely with the faculty and administration of the Kogod School of Business to ensure that the University Library is able to meet their research and pedagogical needs and to increase awareness of library resources. In collection development, reviews and selects research materials to support faculty and student research for Kogod and actively engages with vendors. This position provides high-level subject specific reference assistance to Kogod faculty and students, as well as basic research assistance to all students and faculty and teaches subject specific instruction sessions and participates in the baseline information literacy instruction for all students. The Business Librarian creates appropriate online tools to support Kogod students and faculty and supports interdisciplinary initiatives across academic units that require expertise in business librarianship. This position serves on library cross-functional teams and participates in decisions that affect the overall research materials collection. The Business Librarian assists all relevant entities in self-studies and reaccreditation.

The Business Librarian is a member of Research, Teaching and Learning (RTL) and reports to the Associate Director of RTL. As a member of RTL, the Business Librarian also participates in broader initiatives as part of the library.

Library faculty members participate in university governance activities. The Business Librarian also consults regularly with the Kogod teaching faculty and administrators. The Business Librarian actively supports DEI initiatives within the University Library and within Kogod School of Business. Continuing Appointment library faculty members are expected to contribute to the profession of librarianship, and to participate in campus-wide and library-wide activities.

Primary duties and responsibilities:

Provide Information Literacy Instruction

- Support the Kogod School of Business by teaching integrated information literacy sessions within Business disciplines including: Marketing, Finance and Real Estate, Accounting, Business Administration, Management, and Information Technology.
- Work with Kogod Faculty to develop instructional materials for information literacy, e.g. tutorials, course libguides, and rubrics.
- As the liaison to Kogod, work with appropriate committees, administrators and faculty to incorporate information literacy learning objectives and intervention appropriately into the curriculum.
- Teach baseline information literacy skills to Writing Studies classes.
- Participate in departmental information literacy initiatives as a member of RTL, e.g. walk-in workshops, assessment and analysis projects, and pedagogical explorations, other instruction as needed.

Provide Research Support and Outreach Services to the Kogod Community

- Partner with the Kogod community to discover information resources and data through consulting on research projects, providing reference help, facilitating access to online resources, and finding business information resources through individual consultations (in person and online) and through email.
- Support any student or faculty member, regardless of departmental affiliation, with consultations concerning advanced subject specific research requiring business information resources.
- Provide consultations on best practices and resources to accomplish research activities.
- Participate in department-wide services to serving the broader AU community and public with basic research assistance through our in-person Research Assistance Desk or our online Ask a Librarian chat.
- Partner with the Kogod Financial Information Services and Technology Lab to ensure that Kogod students have access to the information resources they need to do their work.
- Participate in outreach programs in person and online.

Curate the Business Collection

- Purchase materials required to support the curriculum of Kogod, the research of the faculty, and the long-term research needs of the university as related to resources related to business.
- Appropriately de-select of cease subscriptions to business information resources in relationship to the budget, the curriculum, the research needs of the faculty, long-term commitments to the regional and national intellectual record, and trends in publishing.
- Serve on the Collection Management Team that oversees the overall university library collection, excepting special collections and archives.

Develop and Manage Web Based Resources

- Develop and maintain web pages related to business information resources and services on the LibGuides platform.
- Consult with stakeholders on any changes to the enterprise systems that impact access to business information resources.

Service to the Profession

- Participate in advancing the profession of Librarianship or the academic field of business through original research, relevant service to professional and scholarly societies, publications, and impactful presentations in professional or scholarly venues.

Service to the University

- Participate in the shared governance of American University and American University Library through active participation on university and library committees and engagement in work that meaningfully furthers the university and library outside of the primary duties of the position.

Salary: Competitive salary commensurate with qualifications and experience

Position available: Review of applications will begin immediately and will continue until the position is filled.

Position: Coordinator, Library Instruction Services
Location: Catholic University
Salary: $54,000 – $57,000

Full vacancy announcement available on ALA Joblist.

The position of Coordinator, Library Instruction Services has distinct, but related functions:

The librarian is responsible for developing, implementing, and coordinating the University Libraries instruction and information literacy programs including: integrating information literacy into the university curriculum; coordinating the library’s instructional programs for on-campus and remote users; training library staff in best practices for instruction; serving as the training coordinator and instructional design consultant for the University Libraries.

The librarian is responsible for hiring, training and supervising part-time student employees and Graduate Library Preprofessionals; overseeing activities and interactions that take place at a central Information service point; adjusting and updating the policies and procedures manual; in conjunction with other subject librarians, developing the centralized reference collection.

Responsibilities

- Develop a comprehensive program of library instructional services, to include: working with other librarians and appropriate faculty, staff and administrators on campus to develop dynamic, interactive information literacy and library instruction programs in accordance with national standards, principles of instructional design, and RIS policies; coordinating the on-campus and remote user instruction programs for the University Libraries; training and supervising library staff instructors; evaluating the Libraries’ instruction program’s ability to meet user’s changing needs; and working with library colleagues to create both synchronous and asynchronous instructional materials and programs that meet the needs of the academic units the Libraries serve.
- Provide individual and group instruction in information literacy skills as well as the use of reference and research tools and the research process, both in general and in subject-specific settings. Coordinate the development of classroom and electronically distributed programs for group instruction and guidelines for individual instruction.
Coordinate the design and development of online tutorials, research guides, and user documentation via the Libraries’ website, Blackboard, and 3rd party software (e.g., Engage used by Wiley).

Has responsibility for all operations and staffing at a central Information service point in Mullen Library. Selects, trains, and supervises part-time and other non-regular (for example, GLPs) staff; adjusts and updates the policies and procedures manual; develops the reference collection.

Participate as a generalist and subject specialist in the provision of reference and research assistance to users.

Participate as a collection development resource and library liaison for 3-4 subject areas.

Participate as a professional member in the University Library System with academic status, in shared collegial decision making and planning; participate in committees and ad hoc projects; contribute to the library profession and engage in professional development activities; participate in and contribute to professional organizations and publications.

Requirements

A Master of Library Science degree from an ALA-accredited institution is required. Additional academic experience in instructional design and research methods is strongly preferred.

Three (3) to four (4) years of demonstrated experience planning and developing in-person and online instructional sessions, as well as two (2) to three (3) years of experience in both library instruction and reference services are required.

Ability to raise awareness of data literacy, data resources, and data services.

Knowledge and awareness of current academic issues as they affect library resources, operations and services, specifically issues related to library instruction and information literacy.

Knowledge of instructional design concepts and principles of user-oriented design. Knowledge of reference, and research resources and services; skill in using common computer software applications; knowledge of the Internet and electronic resources.

Skill in individual and group instruction; skill in the development of library instruction programs and instructional materials. Applied knowledge of emerging information technologies.

Ability to communicate well both orally and in writing; especially with different library user groups; ability to anticipate future service needs and plan accordingly; strong service orientation.

Four Positions: Maryland

Posted on September 17, 2021 by LLAM News

Position: Library Instruction Coordinator
Location: Towson University

Full vacancy announcement available on ALA Joblist.

Responsibilities

Under the general direction of the Assistant University Librarian for Research and Instruction, the Library Instruction Coordinator serves as the library instruction coordinator and liaison and subject specialist for selected departments and programs as assigned. Provides leadership and vision for the libraries’ inclusive instruction program that supports student success, including leading efforts on curriculum mapping to inform decisions about synchronous and asynchronous offerings. Takes the lead role in the development, promotion, implementation and assessment of the library’s information literacy program; encompassing digital and non-digital primary sources, visual, and data literacies. Plans and teaches information literacy in liaison area and other disciplines. 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. Participates in design and implementation of library initiatives. 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.

Albert S. Cook Library:
Albert S. Cook Library is the campus library for Towson University, the largest university in the Baltimore area and the second largest in the University System of Maryland. Cook Library also serves the Towson University Northeastern Maryland (TUNE) campus. With 23 faculty librarians and 25 staff, Cook Library provides superior support to Towson University.

Required:

Master’s Degree in Library or Information Studies from an ALA accredited institution or equivalent. Strong commitment to supporting the academic and research needs of students, faculty and staff.

Demonstrated skill in library instruction and information literacy. Background in assigned disciplines and understanding of teaching and research trends in that subject area. Strong, positive collaborative skills; ability to work in a team environment. Excellent oral, written and interpersonal communication skills. Demonstrated initiative and ability to work independently and collaboratively on a variety of projects simultaneously. Demonstrated excellent organizational, analytical, time management and project management skills. Ability to work flexibly and creatively in a changing and fast paced environment with a diverse population.

Demonstrated ability to meet the University’s criteria for promotion and permanent status of library faculty through professional development and service accomplishments.

Preferred:

Bachelor’s degree in area of liaison responsibility preferred. Master’s degree in area of liaison responsibility desirable. Knowledge of and ability to apply instructional design and learning theory to information literacy instruction. Ability to provide traditional and virtual reference and research assistance in a variety of disciplines. Proficiency in the use of digital and print resources. Experience using web page authoring tools. Demonstrated competencies as outlined in “Professional Competencies for Reference and User Services Librarians http://www.ala.org/rusa/resources/guidelines/professional.

Position: Consortial Network Zone Manager
Location: Washington Research Library Consortium
Salary: $80,000 – $95,000.00

Full vacancy announcement available on ALA Joblist.

SUMMARY: The Consortial Network Zone Manager enables the success of the Washington Research Library Consortium (WRLC) partners by managing, coordinating and contributing to resource management (including metadata records, authority control, acquisitions, vendor information and other services) in the Ex Libris Alma environment. The Consortial Network Zone Manager is also responsible for ensuring accurate information and supporting workflows in the resource management functional areas of the Alma platform. The Consortial Network Zone Manager works closely with library staff and with WRLC central staff to enhance collaboration and improve the efficiency and effectiveness of Network Zone workflows and operations. This position reports to the Director, Library and User Services.

DUTIES AND RESPONSIBILITIES:

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

2. Shared electronic resource management: Manages shared electronic content maintained in the Network Zone, including the import, creation, activation and maintenance of shared electronic collections and testing of shared collections in the Primo VE discovery environment. Activates and manages resources in the Alma Community Zone, from vendors and other sources.

3. Library Systems support: Provides support and problem-resolution in the Alma environment for the WRLC libraries, Trinity Washington University, and other partners. Monitors existing, new, and proposed Network Zone functionality to support increased collaborative work, including engaging the technical services community about needed functionality and advocating with vendors for improvements and issue resolution. Contributes to planning for system developments and enhancements by working with library staff to identify problems, outline potential solutions, and implement requested configuration changes. Contributes to Primo VE support activities.
4. Outreach and Communication: Represents the WRLC organization on committees and task forces. Coordinates with library and university staff, vendors and other stakeholders to ensure the needs of all the WRLC partners are considered in decisions. Facilitates consensus on cataloging policies and workflows that promote greater collaboration across the WRLC. Regularly communicates status and planning information to appropriate WRLC staff and the library partners. Prepares and provides documentation on WRLC policies and recommended workflows. Works with library staff to provide training for new features/workflows as required.

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

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 https://www.wrlc.org/benefits for additional benefit details.

Applicants must send a cover letter, resume, and contact information for three (3) professional references to personnel@wrlc.org. Visit https://www.wrlc.org/employment for positions available and employment information. An offer of employment is contingent on a satisfactory pre-employment background screening. Consortial

QUALIFICATIONS:

Expected: ALA accredited master’s degree in library or information science, master’s degree in related field, or equivalent education and experience. At least three years’ demonstrated experience with metadata schema (MARC, FRBR, RDA, etc), working with MARC bibliographic records, building and running batch processes and understanding of cataloging workflows.

Excellent written, oral, and interpersonal communication skills. Ability to create documentation in various forms, including communicating a high level of technical detail to a variety of audiences. Strong organizational and problem-solving skills. Demonstrated ability to work collaboratively in a team environment and to manage multiple projects and priorities successfully.

Preferred: Experience with consortial database maintenance, preferably with Alma and Primo. Ability to analyze large data sets. Knowledge of acquisitions workflows. Demonstrated experience with the licensing and management of electronic resources. Experience with MarcEdit and using batch processes to transform large sets of data.

Position: Publications and Content Services Manager
Location: American Speech-Language-Hearing Association
Salary: $75,373 – $83,747

Full vacancy announcement available on ALA Joblist.

The American Speech-Language-Hearing Association requires all new employees to present proof they are fully vaccinated against COVID-19 when they start work. Currently, “fully vaccinated” is defined as someone that has received both doses of the Pfizer/Moderna COVID-19 vaccines or one dose of the Johnson & Johnson COVID-19 vaccine 14 days or more before they begin work. Individuals with a disability or a religious reason preventing them from taking the vaccine may request an accommodation.

Description
ASHA publishes more than 1,000 articles per year in its journals, news magazine, and other outlets and maintains online and print archives of these and other materials going back many decades. To ensure maximum awareness and utility of these assets for both internal and external users, the Publishing and Content Services Manager provides taxonomic metadata management, content cataloguing, and tools and resources that support a range of content and product strategy initiatives across the enterprise.

The Manager also ensures the development and maintenance of efficient, optimized workflows for editorial and content services relied upon by the Publications unit as well as other units across the organization. These include editorial and content management duties demanding accuracy, attention to detail, reliability, and initiative.

Responsibilities
**Responsibilities:**

- Conduct an ongoing meeting series with taxonomy vendor(s) to regularly maintain and/or revise enterprise taxonomy information, and provide resources, guidance, and project support for integration of the taxonomy in content and product strategy initiatives.
- Collaborate with editors and subject matter experts on multiple versions of a typically biweekly e-newsletter reaching the full ASHA membership, providing production capacity for and general oversight of the newsletter.
- Catalogue online and print content assets, including a database of articles, courses, sessions, and other materials with structured data, enriching records as needed with additional descriptive or other metadata.
- Contribute to interdepartmental content calendaring efforts and coordinate provision of relevant reports, feeds, and assets.
- Work on project teams as needed for migrating and loading articles, posts, and/or XML packages.
- Develop and participate in initiatives to cross-train staff on editorial and content workflows.
- Ensure effective handling of transcription and content accessibility needs.
- Oversee and assist with the handling of permissions, rights, and re-use requests for content from Publications or other units.
- Fulfill requests for research and archival materials from members, staff, and other inquirers.

**Qualifications**

- **Knowledge Typically Acquired Through**
  - Successful completion of an undergraduate degree
  - Five to seven years of experience in publishing and online content production/management, particularly involving journals, magazines, blogs, and content management platforms that make extensive use of metadata and integrations with linked-data services
  - Progressively increasing autonomy in content projects and responsibility for delivery of high-quality outputs and reliable service
  - Detailed understanding of taxonomy and ontology principles and demonstrated skill in deployment of taxonomic and other forms of structured data in a content publishing environment
  - Familiarity with permissions, rights, and licensing conventions and enterprise best practices in stewardship of publications and other forms of content assets.
- **Scope and Depth of Technical Skills/Knowledge**
  - Knowledge of and demonstrated experience with semantic taxonomy principles and content database management/reporting
  - Familiarity with the JATS DTD, processes for handling XML packages, and application of structured metadata in content and product development
  - Proficiency in Microsoft 365 applications; demonstrated use of FTP, RSS, databases, and cloud applications such as Zoom, Visme, Smartsheet, and Airtable; and familiarity with Power BI, Google Analytics, and related tools
  - Experience with Microsoft SharePoint for managing resources and sharing information across an enterprise
- **Scope and Depth of Non-Technical Skills/Knowledge**
  - Excellent communication and interpersonal skills
  - Ability to work productively in teams in a project management environment
  - Commitment to continual improvement of processes and operations
  - Motivation to disseminate resources and orient/train people in their use
  - Willingness to offer ideas and creatively solve problems
  - Ability to analyze and synthesize complex concepts for practical use by individuals and groups with varying levels of expertise
  - Ability to manage time, prioritize workload, and manage multiple tasks simultaneously
  - Demonstrated success in documenting, communicating, and refining processes for publishing and content services, ensuring maximal efficiency of operations delivering high value for internal and external customers

**Position:** Library Associate  
**Location:** Anne Arundel County Public Library  
**Salary:** $39,791 – $66,741 (Full Time), $19,895 – $33,370 (Part Time)

Originally posted on the Maryland Library Association listserv.

**Responsibilities:** Para-professional level work providing library services, including reference, readers’ advisory, programming and outreach, and library instruction to the public of all ages. Work requires maintaining considerable expertise in the use of information technology, including, but not limited to databases, email, downloadable e-books, e-audio and the internet. May assume responsibility for branch operations as designated person in charge in absence of management.
Requirements:
Minimum Qualifications: Graduation from an accredited four-year college or university with Bachelor’s degree awarded. One-year experience in the one of the following areas: library service, teaching, social service work, childcare, or a related setting preferred.

Preferred Requirement: Spanish language skills.
Necessary Special Requirement: Attainment of eligibility under Bylaw 1305.04.03 of the Maryland State Board of Education as a Library Associate and complete Library Associate Training Institute within two years following appointment; and ability to maintain eligibility by completing 90 hours of training every 5 years.

Posted in Job Vacancies | Tagged Academic Library, Maryland, Public Services, Technical Services

Twelve Positions: Washington, DC

Posted on September 17, 2021 by LLAM News

Position: Assistant Manager of Research Services
Location: Arnold & Porter

Full vacancy announcement available on AALL Career Center.

Summary

The Research Services Department of Arnold & Porter has an opening for an Assistant Manager of Research Services to join our energetic, creative, and service-oriented global team. This position may be located in any one of the Firm’s domestic offices (Washington DC, New York, Chicago, Los Angeles, San Francisco, Silicon Valley, Houston or Denver). Under the direction of the Manager of Research Services, the Assistant Manager of Research Services works as part of the management team to develop research services and to provide expert, customized research service. The incumbent assists the Manager with project management and oversight of Research Services, taking the lead on the coordination of daily research and other activities, as assigned.

Requirements

Essential responsibilities include but are not limited to:

- Working with the Manager of Research Services to manage unit services and to develop and document processes, procedures and other best practices to support unit activities; serves as main point of contact in the Manager’s absence.
- Indirectly supervising the Senior Research Analyst(s), Research Analyst(s), and Legislative Analyst and directly supervising the Research Coordinator.
- Serving as the primary coordinator in areas designated by the Manager; such as centralized, on-demand research activities and the onboarding and training of lateral attorneys, as well as summer and fall associates.
- Performing reference and research services across a wide range of subject areas using a variety of print and electronic resources, including free and fee-based databases and web sites.
- Serving as a liaison to practice groups and other designated constituencies to offer targeted research, training, and product support, and serving as the department’s expert in select subjects, industries, or types of research.
- Participating in collection development activities, reviewing resources, products, and tools, making recommendations as appropriate, and promoting their use.
- Assisting with current awareness services; developing requests, monitoring results, creating and maintaining targeted current awareness alerts and feeds.
- Establishing relationships and serving as a liaison internally with users and other designated individuals, and externally, with vendors and colleagues.
- Maintaining current knowledge of developments in the delivery of research services; including technologies and resources relevant to the Firm’s practice.
- Sharing knowledge by contributing to internal knowledge sharing systems, reporting at meetings, teaching, and other means.
Promoting the services of the Department firmwide.
Participating and/or leading special projects as assigned.

QUALIFICATIONS:

- Master’s in Library Science or equivalent degree from an ALA accredited school.
- Minimum of three years of progressively responsible experience, including significant experience in a law firm or corporate information center. Law firm experience is strongly preferred.
- Demonstrated ability to develop, implement and manage both short-term and on-going projects involving resources and staff.
- Thorough knowledge of research methodology and print and electronic resources and tools in the areas of law relevant to the firm’s practices.
- Advanced understanding of database research and the technologies associated with it.
- Demonstrated proficiency making cost-effective use of a wide range of print and online resources, such as Westlaw, Lexis Advance, Bloomberg BNA and Wolters Kluwer.
- Familiarity with library and law Firm technologies, including software and products used for communication, research and knowledge sharing.
- Excellent organization and interpersonal skills, with the ability to forge relationships with management, colleagues and a diverse clientele.
- Excellent business writing and communication skills, including in person, chat, email, and remote settings.
- Strong critical thinking and analytical skills, including the ability to analyze, evaluate and synthesize information from a variety of sources to solve problems effectively.
- Ability to make sound decisions and demonstrate a high degree of trustworthiness in handling confidential and sensitive information.
- Self-motivated, resourceful, and creative, with the ability to work in a fast-paced environment while exhibiting a strong attention to detail.
- Exceptional client service both internal and external.
- Ability and desire to seek out challenges and capitalize on new opportunities as well as be a change agent and drive new Firm initiatives.
- Proficiency in Windows operating systems and Microsoft Office Suite and/or related software.
- Flexibility to work additional hours, as necessary.

Position: Manager of Digital Solutions
Location: Venable LLP

Full vacancy announcement available on AALL Career Center.

Venable LLP is seeking a Manager of Digital Solutions to join our team. The ideal candidate will assist the Director of Research and Libraries in the planning, implementation, maintenance, discoverability and adoption of commercial and internal library and knowledge resources.

We welcome applicants in the New York, NY, Baltimore, MD and Washington, DC markets.

The ideal candidate will be responsible for…

- Coordinating with other library staff and practice managers in assessing the introduction and maintenance of electronic resources and making recommendations to the Director.
- Overseeing the maintenance and integrity of ILS.
- Managing the firm’s electronic information subscriptions, ensuring appropriate access and publication for attorneys and staff. Ensures that appropriate authentication is enabled, including the use of IP and password authentication as well as SAML and API technology in compliance with associated licensing agreements.
- Assisting the Director in planning the departmental and practice level resource budget allocations
- Establishing ROI processes linking utilization data with subscription costs. Assisting the Director in making budget, acquisitions and resource cancellation plans based on use or the availability of electronic alternatives.
- Monitoring developments in legal technology and electronic research, KM and workflow products which may offer appropriate substitutes for, or adjuncts to, print resources or existing processes.
- Advising the Director in all aspects of digital solutions and electronic resources.
- Working with technical services staff, continually assesses processes to streamline tasks, reduce redundancies and provide optimal customer service.
- Building or collaborating with IT, Vendors and consultants in building custom resources for end users and internal administrative functions.
Managing the print and digital solutions team

Requirements

The successful candidate will demonstrate…

- MLS or equivalent degree and/or 5 years of experience in a similar role.
- Experience working with several of the following: SharePoint, Python, Java and API’s, SAML or equivalents for system integration.
- Expert knowledge of print legal and business research resources.
- Experience with cataloging and taxonomy management issues.
- Expert knowledge of electronic resources prevalent in law firm libraries.
- Experience working with digital monitoring products such as Onelog or Research Monitor.
- Experience developing and managing digital resource discovery portals.
- Familiarity with integrated library systems and comfortable with using technology to enhance personal and organizational efficiencies.
- Ability to create scenario planning, working the budgets, utilization data, and conducting ROI analysis.

We are seeking candidates interested in working as part of the firm’s management team, focusing on client service, continuous learning, innovation, and building human capital. We would love to hear from you.

Position: Research & Knowledge Manager
Location: Skadden, Arps, Slate, Meagher & Flom LLP
Salary: $60,129 – $78,167

Full vacancy announcement available on AALL Career Center.

Skadden is seeking a Research & Knowledge Manager to join our Research & Knowledge Services team in the Washington, D.C. Office. As a member of Skadden’s professional staff, the Research & Knowledge Manager will play an integral role in helping the firm provide high-quality service to clients.

The Research & Knowledge Manager manages the DC Research & Knowledge (R&K) professional staff. Provides research expertise and guidance to attorneys and department professional staff in corporate and legal practice area research. Analyzes legal, corporate and general resources and communicates findings in a clear and concise manner. Coordinates current awareness alerts. Works with Knowledge Strategy Counsel to develop and maintain selected practice area databases and websites.

ESSENTIAL FUNCTIONS:

- Manages the DC R&K professional staff, both in the office and remotely.
- Collaborates with the Sr. Global Tax Group R&K Manager to establish long-term professional development goals for the DC research staff.
- Works independently and with the Knowledge Strategy (KS) team and selected practice areas to choose, collect, organize, maintain, and update content for practice pages.
- Engages in special R&K projects.
- Works with the NY Digital Trainer to design and implement orientation and training programs and videos for attorneys and department professional staff.
- Forecasts financial and budget requirements for the DC research group and prepares related reports for the Sr. Global Tax Group R&K Manager.
- Assists with evaluating new and updated versions of information resources, both online and print, and recommends beneficial, cost-effective resources for the firm.
- Ensures current knowledge of firm policies and practices for professional staff, current knowledge of industry trends, and continued professional development for professional staff.
- Participates in the interviewing, selection and training process.
- Monitors time, attendance, overtime, and expense reports to ensure accuracy and compliance with firm policies.
- Uses workflow software for the distribution and recording of R&K requests.
- Uses question and answer skills to conduct effective reference interviews.
- Distills research results into clear and concise reports of findings.
- Effectively utilizes the firm’s performance management process to communicate performance expectations, monitor performance, coach employees, and manage unsatisfactory performance.
Oversees employees’ work performance and provides guidance in the resolution of problems. Monitors email on firm-issued mobile device while out of the office and during off hours and coordinates with department professional staff in DC and other offices to complete pending requests. Provides on-call assistance to weekend department professional staff when necessary. Works with the Sr. Global Tax Group R&K Manager to ensure that department invoices for the DC office are paid on time. Initiates disciplinary procedures in collaboration with the Human Resources Department. Recommends guidelines and practices to promote efficiency, effectiveness, excellent customer service and improved employee relations, in alignment with the firm’s Core Values. Develops and communicates departmental guidelines and procedures. Along with other department Managers, engages in department strategic planning with the Associate Director. Forecasts financial and budget requirements for the DC office, prepares related reports, and monitors the budget. Demonstrates effective interpersonal, written and verbal communication skills to facilitate effective work relationships with others. Manages firm resources responsibly. Complies with and understands firm operation, policies and procedures. Performs other related duties as assigned.

Qualifications

Practical working knowledge of Knowledge Management methods and best practices. Knowledge of legal and business information sources, both online and print. Mastery of computer database systems, including Lexis, Westlaw, Bloomberg Law, Courtroom Insight, Dun & Bradstreet, Cheetah, PACER, Practical Law, PLI, etc. General understanding of the budget process. Knowledge of relevant firm computer software programs (e.g., Outlook, Excel, PowerPoint), with the ability to learn new software and operating systems. Proven ability in using web page editors. Demonstrates effective interpersonal and communication skills, both verbally and in writing. Flexibility to travel. Flexibility to adjust hours and work the hours necessary to meet operating and business needs.

Experience/Education

Master’s Degree in Library Science or an equivalent combination of education and directly related experience. Minimum of one year of experience in Knowledge Management and the application of information technology to knowledge sharing. Minimum of eight years of law firm experience including two years of supervisory experience in a law or business library or an equivalent combination of education and experience.

Position: Web Applications Librarian
Location: Catholic University
Salary: $57,000 – $60,000

The Catholic University of America is seeking an energetic, self-motivated, and experienced librarian to join us as our Web Applications Librarian. Reporting to the Head of Electronic Resources & Services, this position supports the delivery of library services and discovery of library collections by developing, managing, and supporting the libraries’ specialized websites, digital collections, online exhibits, discovery systems, and other digital initiatives.

Responsibilities

Develop, code, test, and debug web applications, tools and services (new and existing); create integration with vendor-based APIs and web services; produce and update technical documentation; research and utilize emerging web technologies, principles, and standards, and identify emerging technologies that have potential for new and improved library services; participate in the strategic planning for the libraries’ website and the initiatives and priorities of the library systems. Collect and analyze user behavior data and conduct user testing to inform design decisions. Support Library Information Systems by performing hardware & software installations and troubleshooting. Participate as a professional member of the University Libraries in shared collegial decision making and planning; participate in committees and ad hoc
projects; contribute to the library profession and engage in professional development activities. Assist in training staff in the use of library computers and network systems.

Qualifications

Master’s Degree: American Library Association-accredited MLS, MSIS or recognized equivalent. Experience developing applications for libraries; familiarity with Unix/Linux environments. Two years experience in libraries is preferred.

- One (1) year knowledge and experience with JQuery, JavaScript, PHP or other programming languages.
- One (1) year demonstrated experience in web design and development with HTML, CSS and web design principles.
- One (1) year knowledge and experience with database technologies (such as MySQL, Oracle, and the SQL language).

Position: Research Specialist and IP Research Specialist (2 positions)
Location: Proskauer Rose

Originally posted on LLSDC Job Listings

Proskauer Rose seeks two (2) experienced, service-oriented information professionals to join our Knowledge Services team. There is an option for this role to be based in one of the Firm’s U.S. offices or 100% remote.

Job 1: Research Specialist with scheduled hours of 11:00am-7:00pm EST Monday through Thursday and 9:30am-5:30pm EST on Friday. This position provides evening “reference desk” coverage from 2:00pm-7:00pm EST Monday through Thursday.

Job 2: IP Research Specialist with strong background in research relating to intellectual property with a focus on patents and ability to assist with the evaluation of proposed and existing Firm online and print resources relating to IP.

See the full job descriptions and links to apply here:

Research Specialist: https://proskauer.taleo.net/careersection/ex/jobdetail.ftl?job=21000040&lang=en

High Level Summary of Essential Responsibilities:

- Provide sophisticated, effective, timely and cost-conscious legal and non-legal research and reference services
- Distill, summarize and customize research results in order to meet the specific requirements of the Knowledge Services Client. Provide research results as a clear and concise report of findings, where possible
- Provide coverage for other Research Specialist shifts, as needed
- Enter all requests handled into the workflow tracking system and keep track of time spent on client billable matters
- Assist with the evaluation of proposed and existing Firm research resources

Summary of Qualifications:

- M.L.S., M.L.I.S. or J.D. from an accredited school
- 5 years of relevant law firm experience
- Strong legal research skills and strong proficiency in using a wide variety of legal electronic and print resources
- Service-oriented and proactive with a strong attention to detail
- Strong organizational and time management skills
- High professional standards, superior verbal and written communication and interpersonal skills
- Excellent analytical and problem solving skills
- Ability to multitask, demonstrate an appropriate sense of urgency and work in a fast-paced environment
- Ability to exercise confidentiality and discretion
- Proficiency with Microsoft Office applications and ability to quickly learn and apply new technologies and workflows

Position: Legislative/Legal Research Analyst
Location: Steptoe & Johnson LLP
Steptoe & Johnson LLP is seeking a Legislative/Legal Research Analyst to join the Research and Information Services Department in its Washington, D.C. office. This position will provide legislative monitoring and tracking, conduct legislative research, and perform legal and non-legal research and reference services.

**Essential Functions**

- Monitors legislative developments in areas critical to S&J practice areas. Prepare daily updates for attorneys of key legislative trends and changes.
- Develops alerts for practice groups, as needs arise.
- Creates and maintains alert services that identify matters of interest to attorneys, as well as existing and potential clients.
- Maintains current awareness of federal congressional schedules and activities.
- Undertakes complex legislative and regulatory history research assignments requiring the use of various specialized sources. Prepares summary explanation of results.
- Participates in general research coverage, handling legal, regulatory and non-legal research questions.
- Assists with evaluating new and updated versions of information resources, both online and print, and recommends beneficial, cost effective resources for the Firm.
- Participates in training and presenting on research topics for different Firm constituencies.

**Nonessential Functions**

Assists other department professional staff members when needed.
Performs other duties as assigned.

**Qualifications**

- Highly developed understanding of the federal legislative process and knowledge of government documents and sources.
- Superior ability to analyze information and evaluate new research products meant for legislative/ regulatory work.
- Knowledge of Capitol Hill – contacts, protocols, and procedures.
- Ability to master new research tools in an expedited timeframe.
- Broad and thorough knowledge of legal, business and financial information sources.
- Current awareness of knowledge and information technology developments.
- Thorough competency with relevant Firm computer software programs (e.g., Outlook, Excel, PowerPoint), with the ability to learn new software and operating systems.
- Flexibility to adjust hours and work the hours necessary to meet operating and business needs.
- Ability to work under tight deadlines and in stressful situations.

**Experience/Education**

- Master’s Degree in Library Science or Political Science or J.D.
- Minimum two years legislative reference and research experience.

**Other**

Requires occasional weekend coverage.

Steptoe is an equal opportunity employer EOE/AA/Minority/Female/Disability/Veteran. All inquiries will be held in strict confidence. We strongly encourage qualified women, minorities, Veterans, individuals with disabilities, and members of the LGBTQ+ community to apply.

Position: Legislative Research Assistant  
Location: Library of Congress  
Salary: $49,157 – $63,906

Full vacancy announcement available on USAJOBS.

Summary
The Congressional Research Service (CRS) Office of Legislative Information Services (LIS) is seeking a Legislative Research Assistant to join its Legislative Analysis Services Section (LASS). LIS is the organization within CRS and the Library of Congress that is mandated to produce legislative information for the United States Congress.

Responsibilities
This position serves as a Legislative Research Assistant in the Legislative Analysis Services Section (LASS) within the Office of Legislative Information Services.

The information produced by this division is considered to be authoritative for Federal legislation. It is consulted widely by lawmakers, policymakers, academics, and members of the public who are seeking accurate, objective information on both new and amended Federal legislation. The employee reports to the LASS Head. The employee supports LIS legislative analysts by locating, interpreting, and presenting legislative information; conducting and presenting research; and reviewing authoritative sources to identify legislative data and enter that data into the legislative information management system for subsequent entry into Congress.gov. The employee supports LIS managers and reviewers by verifying the accuracy of legislative information entered into the system and otherwise expediting workflow by helping to ensure that bill summary work is done in priority order and assigned to the correct reviewer. The employee is expected to develop over time the versatility and range of skills necessary to respond to LIS’s shifting needs and priorities, as directed.

The Legislative Research Assistant supports legislative analysts by locating, interpreting, and presenting legislative information orally or in writing to legislative analysts and reviewers; conducting and presenting research findings relating to the legislative history of a bill by reviewing applicable documents, including committee hearing testimony, Congressional Record excerpts, sponsor press releases, and media coverage; reviewing authoritative sources to identify legislative data, such as subject areas, policy terms, bill relationships, and titles; and entering that data into the system for subsequent entry into Congress.gov. The Legislative Research Assistant helps to develop the section’s research portal, a collection of current and authoritative reference, statutory, and policy sources that support the office’s and CRS’s analytical work.

The Legislative Research Assistant will independently or in consultation with a legislative analyst prepare “markup” documents for use by legislative analysts and reviewers, which provide context for the amendment(s) to existing law(s) and illustrate the changes (additions, deletions, and/or revisions).

The Legislative Research Assistant identifies, enters, and verifies legislative data to include subject areas, policy area terms, bill relationships, and titles. The employee utilizes CRS’s bill comparison software and other legislative resources such as internal guidance on the standards and formats which will be used for entering this information and/or providing this information to legislative analysts and reviewers.

The Legislative Research Assistant performs intake and quality control tasks to facilitate bill summary workflow from assignment to publication. In performing intake tasks, the employee ensures the summary is correctly assigned and, when applicable, adds policy area terms and related-bill links.

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

This position is not eligible for permanent remote telework. The position description number for this position is 366356.

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 or compflex 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.
Position: Supervisory Librarian (Head, Acquisitions and Outreach Section)
Location: Library of Congress
Salary: $122,530 – $159,286

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Acquisitions and Outreach Section, Manuscript Division, Special Collections Directorate, Library Services.
The position description number for this position is 412293.
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

This position is not eligible for permanent remote telework.

As part of one of the largest special collections repositories in the world, the Acquisitions and Outreach Section is key to the Manuscript Division’s mission of acquiring and promoting the use of personal papers and organizational records encompassing the breadth and chronology of American history. The incumbent reports directly to the Chief of the division and must have strong managerial and interpersonal skills and comprehensive knowledge of manuscript collections and collection development.

Supervises a group of employees performing work up to the GS-14 level. 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. 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. 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.

Plans and directs the work of the Acquisitions and Outreach Section. Serves on the division's administrative team, ensuring coordination between that section and other units. Works closely with the Chief on administration and establishment of the division’s long-range goals. Recommends actions affecting budgets, staff, and space. Participates in the development of grant proposals to foundations and individuals, and engages in personal contacts with potential Library donors.

Makes both long-range plans and develops specific strategies for acquisitions, collection management, digitization, exhibitions, public programming and outreach. Identifies and integrates technical, financial and administrative factors of external program issues that have an immediate bearing on the division’s work (e.g., Library-wide Annual Performance Goals relating to arrearage reduction and digitization); adjusts immediate and long-range goals and schedules to meet changes in resources; determines project or program segments to be initiated, dropped, or curtailed; and determines resources to devote to various concurrent projects.

Coordinates, supervises, and participates in efforts of acquiring collections through gift, deposit, transfer, exchange, and purchase. Plans for collection management and development to build and maintain comprehensive collections in the fields of American history and culture. Coordinates activities related to collection development across all functional areas of the Library. Serves as an authority in one or more major subject areas of American history or archival administration. Identifies new sources of personal papers, organizational records, and other manuscript and archival materials. Establishes priorities for acquisition that complement existing collections or fill gaps in existing holdings. Contacts owners of personal papers, organizational records, and other materials that document key areas of American history and negotiates donations or purchase.
Plans, establishes, and directs research, reference, and outreach work of specialists in the section under the incumbent’s supervision. Coordinates staff efforts related to exhibitions, publications, symposia, and reference services. Collaborates with other libraries in developing and providing access to library resources through the Internet and other means. Participates in the implementation and evaluation of services, policies, procedures, and publications. Independently plans and carries out studies of broad and varied topics or areas. Conducts research and analysis on historical and archival topics in field of expertise. Communicates findings or information verbally and in writing. Exercises a highly specialized knowledge of the subject matter and archival holdings in order to assist researchers and to carry out exhibitions and special studies.

Serves as an official spokesperson for the division and for the Library on matters relating to manuscript acquisitions and archival administration. Initiates, establishes, and maintains professional relationships with archivists, librarians, scholars, and other specialists in order to share information and coordinate workflows.

**Position: Digital Project Specialist**

*Location: Library of Congress*

*Salary: $103,690 – $134,798*

Full vacancy announcement available on USAJOBS.

**Summary**

This position is located in Reformatting Projects Section, Preservation Services Division, Preservation Directorate, Library Services.

The position description number for this position is 306764.
This is a non-supervisory, non-bargaining unit position.

**Responsibilities**

Provides expert analysis and advice on complex program and digital content related to information technology (IT) issues or problems where new analytical techniques must be developed to identify and evaluate findings. Based on operations and changing program requirements, identifies relevant issues. Collects relevant information from many varied sources, some of which are difficult to access. Makes authoritative recommendations. Researches and/or analyzes IT problems, issues, or program requirements relative to promoting products and services to segmented agency mission area programs.

Researches and identifies complex program issues or problems impacting program initiatives in major agency organizational components. Makes recommendations for and coordinates resolutions and improvements. Proposes means for improving quality and efficiency in digital projects. Conducts studies, analyzes findings, and makes recommendations to improve preservation, user access, and automation policies.

Organizes, develops, and implements plans for specific projects. In consultation with the Supervisory Digital Projects Coordinator, oversees implementation projects from conception through development, production, and introduction to the intended audiences. Coordinates work with others for specific tasks as necessary for the completion of product development, marketing projects, public programs, or other events. Participates in planning the work of digital projects, including formulating goals and objectives, and identifying opportunities for improvements in methods and procedures.

Utilizes a consultative approach to involve staff members actively in the process of planning work, developing and modifying work plans, reporting on outcomes, and formulating solutions to problems impacting the successful performance of digital projects. 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 digital programs, as requested.

Responsible for procurement on major digital projects, serving as Contracting Officer Representative (COR). In consultation with the Supervisory Digital Projects Coordinator, determines whether in-house personnel or contractors will accomplish project tasks; decides methods and types of contracts necessary to meet project or task order needs; and develops statements of work. Determines standard and project management controls for inclusion in statement of work products that are incorporated into contracts. Responsible for the development of Requests for Proposals (RFPs) and other related contract documents within the scope of Contracting Officer Representative (COR) responsibilities. Monitors contract progress, prepares written and oral reports on contractor progress, and reviews, as well as approves deliverables. Provides contract administration.
Initiates, establishes, and maintains professional relationships with digital library experts and other specialists in order to share resources and information as well as to coordinate workflow within projects. As a consultant, makes recommendations regarding changes in technical areas, as appropriate to digital projects. Explains or presents specialized or technical information to individuals or groups with varying backgrounds or levels of experience. 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. May collaborate on projects both inside and outside the Library. Assists project participants in developing complex workflows.

This position is not eligible for permanent remote telework.

**Position:** Analyst in International Trade and Finance  
**Location:** Library of Congress  
**Salary:** $103,690 – $134,798

Full vacancy announcement available on USAJOBS.

Summary

The Congressional Research Service (CRS) Foreign Affairs, Defense and Trade Division (FDT) seeks an Analyst in International Trade and Finance to join its International Trade and Finance Section. This position will be filled as a GS-0101 (Social Science Analyst) or GS-0110 (Economist). Applicants can request to be considered for either or both series (see Vacancy Questionnaire).

**Responsibilities**

This position is not eligible for permanent remote telework.

The incumbent of this position may elect to work a flexitime or compflex work schedule.

The position description number for this position is 004740.

This is a non-supervisory, bargaining unit position.

**RESPONSIBILITIES**

Applicants should have experience conducting sophisticated analysis of international trade and economics, knowledge of the U.S. legislative branch and its operations, and the ability to work as part of a collaborative team. The work can require rapid response to emerging policy issues during active legislative processes. The ideal candidate will have a solid background in international trade and economic policy with some experience analyzing foreign and regional economies, including emerging economies. Strong research, analytical, writing, and presentation skills are essential, and applicants with an advanced degree in economics or finance are strongly encouraged to apply.

The analyst will prepare authoritative, objective, and non-partisan analytical studies and descriptive and background reports and other products that analyze the international trade and finance policy of the United States and global economic developments; provide personal consultation and assistance to congressional committees, Members, and staff on such policies throughout the legislative process; and participate in or lead team research projects and seminars.

The analyst is also expected to enhance over time the skills necessary to provide legislative analysis and consultation to congressional committees, Members, and staff at increasingly sophisticated levels. The analyst may support research analyses undertaken throughout 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 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.

Analyst Duties Include:

Prepares a variety of analytical, descriptive and background reports, memoranda, and written materials on subjects or public policy issues within the employee's designated areas of responsibility to support congressional decision making.

Participates in planning, organizing, and coordinating group research efforts.

Through personal consultation, assists committees, Members, and staff with consideration of legislative issues by providing information and analysis, and applying professional subject-area knowledge.

Participates in CRS seminars, workshops, and/or outreach programs for committees, Members, and staff.

Locates and provides information requested by Members and committees of Congress or their staff.

Position: Digital Conversion Technician
Location: Library of Congress
Salary: $44,237 – $57,506

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Digital Conversion Team, Digitization Services Section, Digital Collections Management and Services Division, Digital Services Directorate, Library Services.
The position description number for this position is 132948.
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

This position is not eligible for permanent remote telework.

Performs arrangement and description work in a major body of records that describe digitized materials. Assesses the correctness of item entries in different fields and makes corrections as needed. Identifies duplicate entries. Copies of records when needed. Creates new records or adds to or edits existing records as appropriate. Consults with senior staff frequently prior to correcting or significantly altering questionable database entries.

Applies knowledge of the full range of library rules, procedures, and operations to respond to a wide variety of non-standard library collection maintenance issues. Prepares, organizes and collates collection materials as necessary for digitization and processes the digital files produced as needed so that they may be included in digital projects. May physically transport collection materials between custodial divisions, conservation offices, scanning operations, and/or contractors. As required, digitizes library materials using scanners or digital camera according to specifications provided. Receives computer files representing digitized items and files containing associated metadata and places in appropriate locations on servers. Checks files representing digitized items against established quality standards prior to acceptance.

Completes a sequence of detailed routines in searching online databases. Uses search tools in a variety of online databases that have different search interfaces and protocols. Follows a limited number of applicable instructions concerning the recognition and comparison of dates, authors, titles, filenames, directory structures, and other conventions. Determines whether records describe items in hand or items represented by digital files. Assists in the implementation of digital projects as assigned by senior staff. Creates and updates data in in-house databases for digital project production.

Position: Librarian (Collection Development, Data Analyst)
Location: Library of Congress
Salary: $60,129 – $78,167
Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Collection Development Office, Library Services. The position description number for this position is 394566. This is a non-supervisory, bargaining unit position.

Responsibilities

Applies established practices and techniques to investigate and analyze a variety of frequently encountered collection development problems, questions, and situations.

Participates in assessments of program effectiveness of limited complex operational processes and systems encompassing standard and similar functions or issues affecting critical aspects of the major programs of the Collection Development Office or of those programs monitored by CDO such as the purchase acquisitions program.

Plans and carries out successive steps, handles deviations, and resolves conventional problems that arise with the work of the unit. Following approved protocols and with guidance, collaborates with other CDO staff in developing strategies for implementing and tracking the work of the unit and of the Library's collections acquisitions program.

Communicates to the Collection Development Officer and other Library Services managers when adjustments or changes in objectives or shifts in priorities have occurred. Receives assistance in unusual situations that do not have clear precedents.

Recommends changes or improvements to data-based assessment project plans that include guidance on the data to be collected and analyzed and the performance targets to be met. Expresses goals in quantitative or measurable form that will allow assessment of goal achievement. Collaborates with senior CDO staff in a limited range of standard data-based studies and detailed analysis of the functions and processes of the Collection Development Office and of those programs that are monitored by CDO.

Provides draft data analysis, data-based assessment and related reports for review by the Collection Development Officer and/or other senior CDO staff to support the collections development work performed by Library specialists, contractors, interns and others.

Assists in identifying and utilizing efficient methods, best practices, and tools to capture relevant data relating to the Library's historic and contemporary collection acquisition policies and practices and to research trends that include evolving industry publishing and dissemination standards. Researches and reports on alternative data collection approaches to ensure efficient and effective data capture and analysis.

Utilizing knowledge of collection development workflows and survey design protocols, assists in the development of survey instruments and participates in data collection efforts. Collects and interprets library data for the preparation of management reports. Presents results in written and/or oral form, which are well-organized, supportable and clearly expressed.

Utilizing library databases and other online systems, assists in efforts to identify and explain the impact of data anomalies on the Library of Congress collection development initiatives.

Participates on committees, task forces, etc., outside CDO which have been assigned responsibility for projects or tasks related to collections development work. The librarian plans or coordinates work efforts, solves problems or provides advice to clientele on noncontroversial collection development issues and concerns.

Maintains professional relationships with data librarians to maintain current awareness of developments in data capture, compilation, and analysis, as well as survey design techniques. Maintains professional relationships with acquisitions, preservation, and reference librarians to understand issues and trends in collection development.

Drafts for review by the Collection Development Officer and/or other senior CDO staff memos, correspondence, reports, presentation materials and other straightforward analytical documents that include narrative text, graphs, charts, tables,
and other visual representations of data and analysis. Prepares draft data visualizations and dashboards within a Business Intelligence software environment.

Assists other CDO staff in the preparation of statistical/analytical reports about the Library’s collections, publishing trends and the documenting/forecasting of current and anticipated needs of Library users. Presents information orally and in writing to diverse audiences. Collaborates with other CDO staff on the review of editing of documentation prepared by colleagues.

This position is not eligible for permanent remote telework.

Five Positions: Washington, DC

Posted on September 3, 2021 by LLAM News

Position: Librarian
Location: Library of Congress
Salary: $60,129 – $78,167

Full vacancy announcement available on USAJOBS.

Summary

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

Responsibilities

This position is located in any of the divisions that come under the Directorate of Acquisitions and Bibliographic Access. It is a hybrid position that combines major duties of both the acquisition specialist and the cataloger. There may be a foreign language requirement for this position depending on the geographical area for which cataloging or acquisitions functions are being performed. For example, staff selecting and cataloging materials from South America need knowledge of the Spanish language. The incumbent may use a specific foreign language to perform the following major duties.

Catalogs a variety of materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Establishes personal and corporate names and uniform titles for inclusion in the name authority file. Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloger’s reference collection, online databases, the world wide web, and the collections of the Library. Recommends resolutions to problems and inconsistencies in the cataloging process.

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 invoices for payment for all formats of material. Determines availability of funds.
Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements to cataloging-related issues.

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accordance with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.

Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information. Consults with Team Leader and cataloging policy staff to recommend changes and additions in descriptive and subject cataloging rules. Offers suggestions and advice to Team Leader on operational and technical problems. Collaborates with Team Leader and other staff in planning and implementing team activities including: workflow procedures, team priorities, cataloging projects of an experimental nature, goal setting and strategies for meeting team production goals. Assists others inside and outside the Library with language, subject and cataloging problems.

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.

This position is not eligible for permanent remote telework.

Position: Library Technician
Location: Library of Congress
Salary: $60,129 – $78,167

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the History and Military Science Section, U.S. Arts, Sciences, and Humanities Division, Acquisitions and Bibliographic Access Directorate, Library Services.
The position description number for this position is 132882.
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

This position is not eligible for permanent remote telework.

Performs copy cataloging for a variety of materials and formats in an automated cataloging environment. Descriptively catalogs original materials where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Performs CIP verification independently. Completes cataloging data for publications initially cataloged as Cataloging in Publication (CIP) materials. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Performs content designation on newly created and updated bibliographic records. Performs database maintenance including modifications, updates, and corrections. Creates and revises bibliographic records, including initial bibliographic control records (IBCRs). Resolves routine problems and inconsistencies in the cataloging process promptly and
independently, involving supervisor or designee on only the more difficult problems. Refers items needing authority work to librarians.

Shelflists materials independently, adjusting procedures as needed and verifying that the class number assigned is consistent with the subject heading(s). Recognizes possible errors made in the cataloging process and then consults with senior personnel to correct the problem. Investigates and interprets authority records to ensure accuracy of series treatment, analysis, form of numbering, and call number. 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. Provides complex technical information in clear, straightforward language. Provides referrals to library and non-library services such as ISSN, Copyright, CIP, ISBN, U.S. Postal Service, Patent and Trademark Office, etc., based on an extensive knowledge of these services and the differences among them. Exercises good public relations practices and demonstrates sound knowledge in soliciting and providing information. Demonstrates an understanding of the demands and attitudes of various interested and affected groups. Determines the best way of formulating requests and utilizes good judgment and discretion in the selection and presentation of the information. Is called on to deal with difficult patrons or callers or clients. Acts as a liaison for specific clients, negotiates and resolves problems, drafts original correspondence for specialized requests or explaining specific problems, prepares acquisition acknowledgment letters, etc.

Efficiently searches online databases, such as OCLC, RLIN, or an integrated library system, to locate records to use for copy cataloging, or to identify duplicate records or 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 on line catalogs to locate and/or verify bibliographic data for acquisitions functions. To identify the relationship of the piece in hand to the collection as a whole completes complex manual and computerized searches in multiple systems. Follows a substantial number of pertinent instructions concerning the recognition and comparison of dates, authors, titles, etc.

Receives and accesses one or more special category materials. Logs materials into and out of the workflow. Distributes materials to the correct section, shelf, or individual staff member. Handles returns from the bindery. Performs end-stage processing for materials; creates labels for materials. Routes processed materials to the correct locations in the Library. Works closely with Collections Improvement Section or custodial divisions to resolve bibliographic problems raised during shelflist conversions, pinning-and-linking activities, and physical inventories of the collection.

Adopts a proactive attitude toward the flow of work within the team as well as toward individual workflow. Maintains awareness of deadlines and adjusts workflow to accommodate interruptions from patrons or staff with a variety of questions, requests, etc. that occur throughout the workday. As required, shares the workload of absent team members.

Position: Librarian (Digital Collection Specialist)
Location: Library of Congress
Salary: $60,129 – $78,167

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Digital Resources Division, Law Library, Library Collection and Services Group. The position description number for this position is 414531. 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 is not eligible for permanent remote telework.

This position serves as a Digital Collection Specialist and is responsible for acquisitions, management of digital collections, project development, management, consultation, and liaison work.

The incumbent assists with the integration of digital and traditional library services through work on assigned projects involving digital reformatting and/or collecting original digital material.
Individually and in collaboration with IT and digital media experts, incumbent assists with program components that include design, implementation, and evaluation of projects, creation of digital images and post-processing functions, review of presentation of digital material, metadata and standards for content development, and models for information access and delivery. The incumbent liaises with various working groups throughout the Library involved in digital technologies and automated systems as they relate to digital reformatting and collecting original digital material. Assists with parts of a wide variety of complex projects for service and access of the Law Library’s digital media holdings. These collections span multimedia forms of expression including text, graphic, photographic, moving image, cartographic, and mixed media to include web content. Projects may involve one or more of the Law Library’s digital material collections intended to establish and/or enhance standards for collecting, creating, and maintaining digital material online.

Serves as a digital collections specialist for assigned tasks and workflows within the Digital Resources Division. Applies knowledge of library policies and procedures related to the assigned tasks and workflows in order to acquire and present 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.

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.

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.

Position: Librarian (Canada/Oceania Section)
Location: Library of Congress
Salary: $60,129 – $78,167

Full vacancy announcement available on USAJOBS.

Summary

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

Responsibilities

This position is not eligible for permanent remote telework.

Catalogs a variety of materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Establishes personal and corporate names and uniform titles for inclusion in the name authority file. Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloger’s reference collection, online databases, the world wide web, and the collections of the Library. Recommends resolutions to problems and inconsistencies in the cataloging process.

Provides services and deals with materials that are non-technical in nature, of limited technical complexity, or easily acquired. Coordinates proper purchasing information, correct bibliographic identification, and correct coding in the information system. Contacts dealers, subscription agents, vendors, overseas offices, government agencies, and/or exchange partners to coordinate the order process. Consults acquisition reference material to determine whether recommended item is appropriate for purchase, copyright claim, exchange, gift, loan, or other type of acquisition.
Examines recommendations for acquisition to identify processing and custodial requirements and to identify acquisition of out-of-scope materials. Maintains liaison with recommending officials and subject specialists to understand their needs. Consults acquisition reference material to determine whether recommended item is appropriate for purchase. Reviews and approves invoices for payment for all formats of material. Determines availability of funds.

Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements to cataloging-related issues.

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accordance with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.

Position: Librarian (Assistant Curator, Photography)
Location: Library of Congress
Salary: $60,129 – $78,167

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Curatorial Section, Prints and Photographs Division, Special Collections Directorate, Library Services.
The position description number for this position is 064765.
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

This position is not eligible for permanent remote telework.

Provides reference and research services of limited technical complexity to researchers where user needs are determined easily from interviews or written requests. Provides accurate, competent research guidance on the use and technical aspects of the visual materials collections. Examines publications, electronic resources, and trends in topics related to a specialized field. Develops knowledge of collections for use in performing research tasks. Assists in preparing finding aids and related written products describing collections.

Prepares basic and standard responses to written, telephone, or electronic media inquiries. Assists with the full range of curatorial duties, including reference, processing, preservation, publication, and exhibition work. Identifies and provides basic curatorial documentation on items and collections for purposes of preservation, processing, and cataloging. Monitors condition and preservation needs of items in the collections. Assists with special reference service, such as unprocessed collections.

Sees to arrangements for new acquisitions or donations. Researches visual works identified for possible acquisition. Proposes works for possible acquisition. Helps maintain contacts with donors and potential donors, including correspondence and phone communications. Arranges for delivery of objects. Prepares listings of new items.
Conducts research using established methods. Researches visual collections, searches published and unpublished sources to complete cataloging, establish provenance, answer public inquiries, provide research support for exhibit/publication projects, and otherwise contribute to the accessibility and wider availability of the collections, etc. Compiles background materials under the direction of a curator to inform the interested public (government officials, scholars, publishers, writers, learned societies, etc.) of the Library’s resources and services and to support special exhibit and publication projects. May participate in professional associations.

Posted in Job Vacancies | Tagged Government Library, Public Services, Technical Services, Washington DC

Two Positions: Maryland

Posted on August 27, 2021 by LLAM News

**Position:** Library Collections Manager  
**Location:** Frederick County Public Libraries  
**Salary:** $72,397 – $86,876

Full vacancy announcement available on ALA Joblist.

Join the vibrant, community-minded team at Frederick County Public Libraries! We are seeking a creative, energetic, and visionary leader for our Library Collections Department. Located in West-Central Maryland between Washington D.C. and Baltimore, FCPL is a rapidly developing system. By facilitating the public’s freedom to explore, invent, and transform, FCPL connects people to ideas and to each other, helping to foster individual and community growth. This professional managerial and supervisory position is responsible for the general operation and management of the FCPL’s system-wide collection development, including the selection and acquisition of physical and digital library materials. Direct supervision is given to Materials Management and Technical Services staff. Supervision is received from the Associate Director for Support Services.

**Requirements**

- Master of Library Science degree from an American Library Association accredited program
- Minimum 5 years of professional library work experience in a public setting, including at least 2 years (within last 5 years) collection development and/or materials management experience and/or technical services management experience.
- Minimum 2 years work supervisory work experience
- Possession of a valid automobile operator’s license
- *Note: 2 additional years of professional work experience may reduce the education requirement to a Bachelor’s degree (see full job description)*

**Position:** Customer Experience Specialist/ Research Librarian  
**Location:** Digital Science  
**Salary:** $70,000.00 – $120,000.00 (Yearly Salary)

Originally posted on the SLA Career Center.

We are Digital Science and we are advancing the research ecosystem.

We are a pioneering technology company, and our vision is of a future where a trusted and collaborative research ecosystem drives progress for all. We believe in better, open, collaborative and inclusive research. In creating the next generation of tools and working in partnership with the community we tackle some of the biggest challenges to research. In order to achieve our vision, we need innovative, inspiring and dynamic people to join our team. Do you want to join us in achieving our vision?

Dimensions, part of the Digital Science family, is the world’s largest linked research information dataset, covering millions of research publications and connected by more than 1.3 billion citations. We are shaping the future of research and are
looking for a Customer Experience Specialist/Research Librarian to help us support and guide our clients to get what they need from Dimensions tools and services. Could you be a part of the team?

Your new role

As part of the global and dynamic team, you will play a key role in serving our global customers, a large and growing set of global government and funding organizations. Working in a highly collaborative team environment, you will lead support for customers and provide delivery excellence that delights our customers, informs billions in research investment, fuels word-of-mouth growth, and very high renewal rates, an indication of serving our customers with best service possible. You will help our customers use bibliometric and scientometric data from Dimensions to support research assessment, portfolio management/analysis, strategic planning and more.

As a Customer Experience Specialist/Research Librarian, you will lead customer support responses, anticipate and triage requests, and perform a wide range of activities, which will help our customers to think through how Dimensions and its underlying data can support their needs. As someone who thrives in helping people and solving problems with them, you will create custom data sets, provide training and answer questions about our products, as you grow to become an expert in our data, software, and customers, whilst identifying situations where we can grow customer engagement.

What you'll be doing

- You'll be a trusted partner supporting leaders of science funding organizations to use Dimensions data and tools to support them in making key decisions about research and funding management
- You'll both use and demonstrate how to use publication metrics and other bibliographic data to evaluate the impact of a researcher, program or organization
- You will provide guidance to program incumbents and thought leaders on the responsible use of data and information from Dimensions
- You will work closely with clients to understand their business needs and use-cases and create solutions for them with Dimensions data and tools
- Build & develop relationships with clients, built around use and awareness of Dimensions tools and developments
- You will help clients to achieve their goals through project planning, management and supporting implementation as well as providing both training and ongoing support for each subscribed tool and service
- You will monitor and respond to client requests through helpdesk tickets, contract deliverables, and status reports.
- Be an expert on all aspects of Dimensions offerings and provide advice to both the external research and analysis community and to the internal Digital Science team
- Deliver training presentations on our capabilities, case examples and tools to both small and large groups
- Create support documentation including FAQ's, presentations, videos etc

What you'll bring to the role

- You will bring an understanding of the Scientific & Technology ecosystem (funders, research organizations, scientific publishing)
- You will have a sound knowledge of and interest in bibliometrics, scientometrics, research assessment and science policy
- You will bring expertise in research data, including common matters such as author and institutional disambiguation, classification and citation linkages
- You will have extensive and demonstrable work experience in a related field (research librarian, assessment & analytic librarian, bibliometric librarian) and be able to showcase your experience and achievements
- You will have the ability to create and present interactive training for online tools including workshop-style sessions
- You will be familiar with helping users answer questions about database aggregation, linkages and anomalies
- You will be experienced in helping others create Boolean searches to represent a topic to support exploration of the research landscape and helping identify under-researched and emerging areas
- You quickly understand user perspective and take the initiative to support the client in finding solutions
- You will thrive in an environment where you can work independently and remotely
- You will be a strong communicator and able to communicate your findings to a varied audience through written and verbal presentation
- You will be comfortable working in a fast paced, changing environment and utilize this to empower your career with us
- It would be advantageous if you have experience in successfully managing projects and programmes and creating customer-facing documentation, but not a requirement for the role
- If you are experienced supporting research analysis that would be desirable
- It would be advantageous if you have experience in creating and presenting data visualizations based on research outputs and metrics
Four Positions: Washington, DC

Posted on August 27, 2021 by LLAM News

Position: Library Administrative Specialist
Location: United States Tax Court
Salary: $72,750 – $94,581

Originally posted on LLSDC Job Listings.

POSITION SUMMARY

The position is in the library of the United States Tax Court. The incumbent performs a variety of technical and professional duties providing service to the Judicial and administrative staff of the Court. The incumbent reports directly to the Supervisory Librarian and plays key roles in both verifying and projecting library expenditures in current and future fiscal years as well as creating online tools to provide end user interfacing with library products and services.

MAJOR DUTIES AND RESPONSIBILITIES

Technical Support

- Work independently using various modules of the Library’s Integrated Library System (ILS) to input and edit item records for print materials received daily. Establish frequency pattern in ILS for both regular and irregularly printed publications and program alert notifications for any missing or overdue items. Run SQL reports to identify and claim missing materials.
- Work under the direction of the Technical Information Specialist in editing bibliographic ILS records to include virtual, static, or internal links.
- Work independently uploading digital objects into the home page of the library’s ILS as well as providing links to services and objects. Maintain library webpages.
- Use a variety of tools including but not limited to the Library’s ILS, digital repository, AWS cloud contents and Court’s document management and collaboration platform to display virtual, static, or internal links to digital objects, online resources, and services.
- Effectively link each bibliographic item record for a print item in the catalog module of the Court’s ILS to a third-party vendor’s RFID (Radio-Frequency Identification) system.
- Track and maintain inventory in the library, satellite collections, chambers, and offices. Order materials for distribution in 39 field courtrooms.
- Responsible for the Court’s bookbinding process, completing all necessary forms (e.g., SF-1, SF-2511) for signature. Independently work with GPO contracted bindery company on binding specifications. Choose and arrange all journals for binding, gather materials, set up appointments, and maintain contact with bookbinders. When the orders are complete, check for accuracy and prepare library volumes for shelving.
- Work directly with library contractors ensuring tasks are performed in accordance with any agreement entered by the Court.
- Responsible for maintaining the appearance and order of library stacks according to Library of Congress classification system and Librarian directives; some filing of supplements and treatise updates required.
- Provide subject-area reference services and information searches for Presidencies appointed Judges and other Court personnel by performing searches in response to specific requests, locating and selecting information from a broad range of current and retrospective resources. Guide Court personnel in the use of internal and external resources.
- Create digitized materials from the Court’s physical collection and incorporate external digitized products from outside sources into the digital initiative project. Apply library science
- principles of hierarchy and relationship to verify that material is created and displayed in a logical data set and subset organization. Under the direction of the Technical Information Specialist upload material to appropriate repository and provide user friendly access to such objects.
Procurement/Budget Support

- Perform a full range of pre-award (e.g., Requests for Information, Requests for Proposals) and post-award library contracting and procurement duties as well as manage post-award contract administration to ensure compliance with contracted obligations.
- Reconcile receivables with purchase orders in both ILS and Court financial programs.
- Responsible for budget projections and formulation by compiling, consolidating, checking, and arranging funding data in requests to cover projected annual operating expenses into specified categories.
- Maintain information on vendors fulfilling terms of agreement in a centralized system. Alert Supervisory Librarian for any need to modify an existing contract and provide adequate time to restart the bidding process after agreement/contracts are near fulfillment.
- Respond directly to the Director of Finance regarding purchase order inquiries, de-obligations and projections. Verify any de-obligations with vendors before releasing them to the Director of Finance.
- Responsible for budget projections and formulation by compiling, consolidating, checking, and arranging funding data in requests to cover projected annual operating expenses into specified categories.
- Maintain information on vendors fulfilling terms of agreement in a centralized system. Alert Supervisory Librarian for any need to modify an existing contract and provide adequate time to restart the bidding process after agreement/contracts are near fulfillment.
- Respond directly to the Director of Finance regarding purchase order inquiries, de-obligations and projections. Verify any de-obligations with vendors before releasing them to the Director of Finance.
- Responsible for the purchase of all print and non-print materials, online systems and supplies using appropriate Court procurement procedures. Review and approve all invoices for accuracy and proper receipt of materials and services. Ensure invoices reflect the proper performance period and review statements that reflect obligations, payments, corrections, and adjustment of all library acquisitions. This includes, among many other vendors, rider materials from GPO Circulars and rider contracts negotiated by the Administrative Office of the US Courts.
- Hold government purchase card for library acquisitions and is responsible for purchase card purchases and reconciling purchase card statements.
- Provide guidance to chambers/offices regarding budgets determined by the Chief Judge. Track costs, explain pricing to chambers/offices and maintain the preset spending limits. Any variations are reported to the Supervisory Librarian.
- Serve as principal liaison with publishers and other vendors for ordering materials, maintaining records of titles, prices, and expiration dates. Initiate claims of missing items in a timely manner. Obtain credit vouchers when appropriate and use them within specified time as dictated by Federal procurement laws. Negotiate directly with publishers during times of limited appropriations to pay for annual subscriptions on a prorated basis.
- Responsible for creating reports and spreadsheets which analyze material costs. Conduct cost comparisons and evaluate the impact on the Court’s budget from anticipated pricing models. As with all positions at the U.S. Tax Court, other duties may be assigned.

Position: Librarian
Location: Library of Congress
Salary: $60,129 – $78,167

Full vacancy announcement available on USAJOBS.

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

Responsibilities

This position is located in any of the divisions that come under the Directorate of Acquisitions and Bibliographic Access. It is a hybrid position that combines major duties of both the acquisition specialist and the cataloger. There may be a foreign language requirement for this position depending on the geographical area for which cataloging or acquisitions functions are being performed. For example, staff selecting and cataloging materials from South America need knowledge of the Spanish language (See attached listings of approved languages). The incumbent may use a specific foreign language to perform the following major duties:

Catalogs a variety of materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Establishes personal and corporate names and uniform titles for inclusion in the name authority file.

Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloger’s reference collection, online databases, the world wide web, and the collections of the Library. Recommends resolutions to problems and inconsistencies in the cataloging process.

Provides services and deals with materials that are non-technical in nature, of limited technical complexity, or easily acquired. Coordinates proper purchasing information, correct bibliographic identification, and correct coding in the
information system. Contacts dealers, subscription agents, vendors, overseas offices, government agencies, and/or exchange partners to coordinate the order process. Consults acquisition reference material to determine whether recommended item is appropriate for purchase, copyright claim, exchange, gift, loan, or other type of acquisition. Examines recommendations for acquisition to identify processing and custodial requirements and to identify acquisition of out-of-scope materials. Maintains liaison with recommending officials and subject specialists to understand their needs. Consults acquisition reference material to determine whether recommended item is appropriate for purchase. Reviews and approves invoices for payment for all formats of material. Determines availability of funds.

Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements to cataloging-related issues.

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accordance with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.

Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information. Consults with Team Leader and cataloging policy staff to recommend changes and additions in descriptive and subject cataloging rules. Offers suggestions and advice to Team Leader on operational and technical problems. Collaborates with Team Leader and other staff in planning and implementing team activities including: workflow procedures, team priorities, cataloging projects of an experimental nature, goal setting and strategies for meeting team production goals. Assists others inside and outside the Library with language, subject and cataloging problems.

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.

Position: Librarian (Braille Music)
Location: Library of Congress
Salary: $60,129 – $94,581

Full vacancy announcement available on USAJOBS.

Summary

The Music Section of the Patron & Network Engagement Division in the National Library Services for the Blind and Print Disabled Directorate is seeking a Librarian (Braille Music). This position is part of the Library Collections and Services Group at the Taylor Street Annex Building.

Responsibilities

Processing and quality assurance of braille music scores; advising patrons teachers, parents, and other persons on material and other matters related to braille music reading; responding to telephone inquiries to the Music Section; assisting with the planning and production of new instructional music recordings; assisting with the compilation of Music Section magazines.

Participates in and assists in conducting limited user evaluations of existing and emerging music technology resources. Gathers and processes data on usage and cost. Coordinates computer workstation installations that utilize assistive
Develops personal contacts to establish and maintain cooperative work relationships in order to provide or exchange information and professional knowledge. May serve as a liaison in arranging appointments for visitors to the Music Section and its music library. Explains information to groups and individuals with varying levels of understanding music and music braille. Attends workshops, conferences, seminars, or meetings in music librarianship, music braille and other relevant fields for the purpose of professional development. Orient visitors and conducts tours.

Organizes and analyzes specialized information that pertains to music braille, especially digital music braille. Evaluates, selects, and adapts procedures to meet specialized information requirements. Applies the standard practices of other fields and disciplines as they relate to the subject specialty of music. Evaluates and prioritizes work. Assesses new or unusual circumstances and develops variations in approach, or solutions for incomplete or conflicting information. Identifies, examines, and evaluates major publications and trends in music and music braille. May initiate, assist with, or be responsible for organizing reports and studies. Prepares reports, analyses, and other documents related to information and research efforts.

Prepares written materials, including the writing and/or editing of documents and reports, relating especially to music and music braille. Produces material by gathering and verifying facts, writing and 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 automated databases and modifies and edits online records.

Communicates with a wide variety of patrons with non-routine questions on borrowing privileges, use of general collections, and the location of material. Provides services that are of limited technical complexity, or easily acquired. Exercises good public relations practices in soliciting information, is called on to deal with difficult patrons or callers. Demonstrates an understanding of the demands and attitudes of various interested and affected groups.

Manages patron accounts; notifies them of overdue materials, determines replacement cost of lost items, drafts correspondence explaining account problems, etc.

The position description number for this position is 137754.

This is a non-supervisory, bargaining unit position.

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.

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

This position is not eligible for permanent remote telework.

Position: Foreign Law Specialist
Location: Library of Congress
Salary: $72,750 – $94,581

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Foreign, Comparative and International Law Division I, Global Legal Research Directorate, Law Library.
The position description number for this position is 378650.
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.
This is a non-supervisory, bargaining unit position.
Relocations expenses will not be authorized for the person(s) selected under this vacancy announcement.

Responsibilities
This position is not eligible for permanent remote telework.

The Foreign Law Specialist position is located in the Global Legal Research Directorate in the Law Library. The employee in this position serves as a Foreign Law Specialist for the Law Library of the Library of Congress. The Foreign Law Specialist is responsible for providing research, advice and assistance on foreign legal issues, questions, or situations to the United States Congress, Executive Branch Agencies, the Judiciary, and foreign law reference services to other constituencies, including the general public. In that capacity, the Specialist conducts legal research and analysis and prepares or contributes to legal opinions, briefs, reports, memoranda, and comparative analyses related to the laws and legal systems of assigned jurisdictions in Canada and Caribbean nations. The incumbent will respond to inquiries related to legal developments in assigned jurisdictions and international organizations where countries of assigned jurisdictions in Canada and Caribbean nations are members. In addition, the Specialist assists in the development of the Law Library’s online products and recommends acquisitions to the Law Library’s collections related to the assigned jurisdictions.

Performs a variety of foreign law research and provides reference services at various levels of complexity in regard to assigned jurisdictions in Canada and Caribbean nations. Conducts legal research using printed, on-line, and other sources of information. Uses knowledge of sources of legal information, legal research methodology, and experience in legislative analysis to assist in the development and production of the Law Library’s legal information systems. Participates in developing, producing, and promoting the Law Library’s online products and services.

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

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

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

Five Positions: Maryland

Posted on August 20, 2021 by LLAM News

**Position:** Technical Information Specialist (Biological Science)
**Location:** Agriculture Research Service
**Salary:** $72,750 – $94,581

Full vacancy announcement available on USAJOBS.

Summary

Responsible for...
Provides technical reference and research services to a wide range of clientele. Formulates and performs subject searches mostly on topics relevant to the use of animals in research, testing, education, and on exhibit as mentioned in the AWA.

Participates in selecting animal welfare related materials for the NAL collection.

Compiles, edits, or authors bibliographic and non-bibliographic information products on topics appropriate to animal welfare (e.g. fact sheets, AWIC resource series, book chapters, papers, conference proceedings and articles for the AWIC bulletin).

Formulates and performs subject searches on a variety of electronic resources for information regarding animal care, welfare, training materials for personnel, minimizing pain and distress, and alternatives to animals in painful experiments.

Continues professional personal development through attendance at training workshops, conferences, symposia, meetings, training programs related to animal welfare.

Takes an active role in the organizing and conducting outreach activities related to animal welfare. This may include scheduling and organizing materials for participating in workshops; seminars and conferences; hosting visitors.

Conducts demonstrations of AWIC electronic resources, new technologies, and automated retrieval services; designing and preparing information kits for targeted audiences; and acting as a faculty member in AWIC.

Position: **Senior Librarian/Curator**

Location: Maryland

Salary: $70,000.00 – $120,000.00 (Yearly Salary)

Originally posted on the SLA Career Center.

Special Collections Senior Librarian/Curator

A very exciting and unique opportunity for an experienced person to manage a large private collection of rare, diverse, historical manuscript material and rare books located in the greater Washington D.C. metropolitan area. We are seeking a creative, forward-thinking individual who will not only oversee the care and growth of this unusual collection but develop ways to best utilize and research a trove of exceptional items and writings, many of which have never been published. The material covers an eclectic range of subjects, including but not limited to the history of discoveries in science, innovations in technology, critical American historical figures from the founding of the United States to the present, great writers of literature, creators of landmark films and theatrical productions, as well subjects in many other disciplines, especially philosophy. The ideal candidate will have experience working with rare manuscripts, books, and objects, and include research and curation, ongoing cataloging, and acquisitions. Ideally, the candidate will also have expertise in the aforementioned subject matters.

We seek a professional who can help take this important collection to the next level by identifying the top researchers, scholars, writers, and experts in each field to help determine how best to fully research and utilize the contents of the collection and potentially present and showcase certain extraordinary items to the public. This position is available immediately.

This position will report directly to the owner. It will entail working with and managing the tasks of other staff.

Primary Roles and Responsibilities

- The person will work directly with the owner, other staff, researchers, visiting guests, and other institutions in order to care for the collection as well as plan, implement, and monitor long-term projects to increase the research utility of the collection.
- Continued collection development – help identify, assess, and make recommendations on acquisitions to continue building the collection.
- Manage the new acquisitions process, interface with auction houses, dealers, and other owners of similar material.
- Conduct conservation assessments and work with conservators as needed to preserve existing and new acquisitions to the collection.
- Maintain and improve the existing digital database as well as the physical files, which document and catalogue the collection.
- Oversee the physical maintenance of the Library space, its environmental, mechanical and electronic systems.
- Plan and initiate selected collection digitization efforts.
- Manage and curate exhibits to showcase and celebrate the collection’s unique and historical items. This may include working with other collecting institutions to initiate the loan of material for exhibition as determined by owner.

Contact:
Please submit a resume and cover letter to resdocs@protonmail.com

Requirements

Qualifications:

- 5-10 years of experience as a librarian or researcher for a similar entity (e.g. a historical, museum, or special library, a rare book library or private collection, a university research archives, experience in the rare book department of an auction house or with a rare book dealer) or other experience with rare manuscripts, books, and similar delicate and historical research material
- Ideally have experience with one or more library database systems, (the existing computer database uses InMagic), and/or with cataloging systems, textual databases, metadata, and MS Excel and Access
- Proven ability to manage multiple tasks and priorities simultaneously,
- Project management experience: highly organized, able to meet deadlines, and plan proactively
- High attention to detail, excellent written and oral communication skills
- Ability to thrive in a small team environment in a shared workspace
- Discretion and willingness to maintain an atmosphere of confidentiality as required

Position: Librarian I
Location: Montgomery County Public Libraries
Salary: $55,771 – $92,211

Originally posted on the Maryland Library Association listserv.

Responsibilities: MCPL is recruiting entry level librarians to fill full time vacancies in adult, children’s and teen services several branches. Under supervision, the Librarian I: Provides professional librarian assistance in person and by telephone or chat to adults, teens, and children in locating print and electronic information resources, books, audiobooks, videos, and other resources; Plans and presents programs for specific ages; Assists in weeding and merchandising materials in the branch collection; Recommends titles for purchase or replacement; Provides one-to-one computer instruction and assistance as needed; Participates in system committees and workgroups

Requirements: Minimum Qualifications: Education: Master’s degree in library science from a college or university accredited by the American Library Association. Applicants working toward the master’s degree will be considered. Candidates will need to present an official transcript showing the degree has been earned before their first day of appointment.

Licensure: Employees will be responsible for maintaining appropriate level of Continuing Education (contact hours) to sustain State licensing requirements for this position. Please view the full ad for preferred criteria and additional information.

Application Process: Candidates must apply through the Montgomery County, MD Office of Human Resources. https://www.montgomerycountymd.gov/HR/Recruitment/MCGCareers.html Search for Librarian. For questions, please contact Debra Marshall, Recruitment & Selection via email. debra.marshall@montgomerycountymd.gov

Location: Enoch Pratt Free Library
Salary: $50,013

 Originally posted on the Maryland Library Association listserv.

Responsibilities: The Librarian II, Workforce Development Specialist is responsible for the Library’s Job and Career Information Center that provides career information, materials, and services that support a local and statewide customer base in the Pratt Library role as Maryland’s State Library that includes: developing and maintaining local and statewide collaborations and outreach programs; designing and presenting training workshops for the general public and the Maryland library community; provide training and support to the Library Associate Training Institute in the area of workforce development; designing online courses, learning modules, and web-based subject guides; provides one-on-one customer assistance with the resume and job application process; makes recommendations to the Collection Management Department for the ordering of materials in a variety of formats relating to general career information, employment trends,
resume writing and interviewing skills. Provides information resource, training, and presentation support to the Library’s Neighborhoods Library Services Division and Mobile Job Center staff. Answers customer inquiries concerning workforce and career information and provides consultation services to customers conducting a workforce search; provides a full complement of reference desk and telephone service hours delivering reference and research support to general Business Science and Technology Department customers providing reference and readers advisory services in the all subject areas represented in the larger department; takes an active role in addressing appropriate SLRC Annual Plan and Enoch Pratt Free Library Strategic Plan initiatives. Develops an annual private funds budget request for the Center and evaluates the Center’s programs and performance; submits a monthly and an annual report describing accomplishments and annual outcomes to the Chief of the State Library Resource Center as well as to outside funders as required. Requirements: Master’s Degree Required. MLIS or MLS Degree from an ALA accredited college or university preferred. Two years of demonstrated, successful, and increasingly responsible planning, programming, public speaking, and networking in a workforce or public library setting. Demonstrated experience with the Microsoft Suite of applications and virtual training platforms e.g. Zoom, Google Meet, etc.

Application Process: Jobs at the Pratt Library

**Position: Digital Project Assistant**

**Location:** Enoch Pratt Free Library

**Salary:** $50,013

Originally posted on the Maryland Library Association listserv.

Responsibilities: The Digital Project Assistant: Coordinates Digital Maryland project workflow for both internal and external digitization projects. In consultation with the Digital Resources manager, establishes timelines, goals for project completion, and tracks progress. Establishes and maintains project specific digitization policies, standards, and procedures for internal and external project partners. Provides training for staff, volunteers and external partners as needed. Coordinates communication with internal and external project partners through regular updates and reports. Maintains related statistics. Creates high quality metadata and applies existing metadata standards across multiple collections. Converts a variety of original materials to digital form according to given specifications. Tasks include setting up and operating scanners, using image processing software to perform quality control and file processing, and uploading finished digital objects to the Digital Assets Management System. Sets up collections in the Digital Asset Management System and updates Digital Maryland website. Monitors hardware and software, submits troubleshooting tickets and handles vendor communications as needed. Keeps abreast of trends in the creation, maintenance, and migration of digital collections with a view to improving procedures, preservation, and access. Identifies new equipment, software and processes that will further department goals. Assists with outreach, presentations and public events related to Digital Maryland

Requirements: Minimum Requirements

- An ALA-accredited MLS or other advanced degree
- 3+ years of experience working with Digital Asset Management Systems, demonstrated ability to learn collections software to create digital collections
- 2+ years developing and enhancing metadata with thorough understanding of metadata standards and practices, schemas and file formats
- 2+ years working with archival and/or born digital collections
- Demonstrated history of successful project management working in an institutional setting
- Experience working collaboratively and independently with varied groups within a large organization and a team environment

Application Process: Jobs at the Pratt Library

Posted in Job Vacancies | Tagged Maryland, Public Library, Public Services, Special Library, Technical Services

Five Positions: Washington, DC

Posted on August 20, 2021 by LLAM News
Position: **Circulation Manager**  
Location: American University

Originally posted on [LLSDC Job Listings](https://www.llsdc.org/jobs).

Summary/Objective  
The Circulation Manager provides coverage and supervision of the circulation desk for all hours that the Pence Law Library is open. This position manages the operation of the circulation department in conjunction with the other circulation manager(s) and the access services librarian. This position will be trained to use all appropriate features of the Library’s Integrated Library System, ALMA. The Circulation Manager provides direct supervision for part-time, non-student staff.

Essential Functions

1. **Staffing the circulation desk, including:**
   - Performing circulation desk duties;  
   - Providing basic directional and information assistance;  
   - Finding and retrieving materials for library staff and patrons;  
   - Providing direct supervision for part-time non-student staff

2. **Circulating library materials and helping patrons access and navigate library collections and resources**
   - Identifying, processing, weeding and circulating the course reserve collection  
   - Promoting library materials and services  
   - Assisting with accessing materials in all of the library collections, including the library’s special and archival collections  
   - Maintaining special collections and displays

3. **Supporting resource sharing through ILL and the WRLC consortium service**
   - Preparing and processing loan requests and ensuring materials successfully transit through the ILL and WRLC consortium systems

4. **Maintaining and improving the condition of the library collection and its accuracy in the catalog and other finding aids, including:**
   - Shelving of items to ensure the collection is orderly and available;  
   - Identifying issues with inventory, item records, physical condition, spine labels and signage  
   - Carrying out procedures to identify and reconcile lost, damaged and overdue materials  
   - Participating in collection shifting and relocation projects  
   - Collaborating with the Access Services and Technical Services librarians on collection related workflow

5. **Ensuring that library space is properly configured and the physical collection is arranged to allow for an optimum learning environment**

6. **Working with the Access Services Librarian to create, modify and enforce library policies and procedures:**
   - Completing circulation related database maintenance correspondence with patrons  
   - Maintaining user, item and circulation records  
   - Creating/updating training, tutorials, guides, webpages and signage  
   - Maintaining department documentation, files and supplies

7. **Preparing and providing regular reports on circulation and interlibrary loan transactions, library use, seat count, and other departmental activities; generates statistical reports as necessary or requested**

8. **Performing special projects, engaging in meetings and other duties as assigned**
   - Supervisory Responsibility  
   - Each Circulation Manager supervises at least 1 part-time, non-student staff member.
Required Education and Experience

- Bachelor’s degree or equivalent
- 1-3 years of relevant experience
- Two years of library experience is required.
- Preferred Education and Experience
  - 2-4 years of relevant experience
  - Training in basic legal research, a paralegal certificate, or equivalent experience is a plus. Experience with Microsoft Outlook, SharePoint, Office 365 and other Office products is preferred.
  - Experience with library automated systems is preferred. Experience with the Ex Libris ALMA Integrated Library System is a bonus.

Additional Eligibility Qualifications

- Advanced proficiency with basic computer applications such as word processing, spreadsheets, and searching online databases is required.
- Must be able to lift 50 pounds. Must have the ability to multitask.
- Ability to exercise discretion, tact and diplomacy while interacting with students, faculty, university staff, management, other stakeholders.
- Attention to detail and strong communication skills are essential.
- Hiring offers for this position are contingent on successful completion of a background check

Position: Library Technician
Location: Library of Congress
Salary: $60,129 – $78,167

Full vacancy announcement available on USAJOBS.

This position is located in the South America Section, African, Latin American, and Western European Division, Acquisitions and Bibliographic Access Directorate, Library Services.
The position description number for this position is 173746.
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.
The incumbent of this position may work a flextime, complex, or maxiflex work schedule.
This is a non-supervisory, bargaining unit position.

Responsibilities

Performs copy cataloging for a variety of materials and formats in an automated cataloging environment. Descriptively catalogs original materials where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Performs CIP verification independently. Completes cataloging data for publications initially cataloged as Cataloging in Publication (CIP) materials. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. 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. Creates and revises bibliographic records, including initial bibliographic control records (IBCRs). Resolves routine problems and inconsistencies in the cataloging process promptly and independently, involving librarians or the section head on only the more difficult problems.

Under appropriate review, performs collection development tasks including examination of incoming shipments to select items appropriate for the collections.

Independently performs all aspects of acquisition support work, which includes the acquisition of material by exchange, gift, approvals, Copyright, and the most complex order creation and invoice processing. For recommended materials to be acquired, searches reference sources which may include print, automated files, and internal and external databases. Processes cancellations or adjustments to acquisition records. Assists in determining if material needs to be claimed and issues appropriate claims to suppliers. Sorts and distributes items not destined for the collections. Identifies items for the Duplicate Material Exchange Program (DMEP), for the National Agriculture Library, for the National Library of Medicine, for surplus, and for discard.
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. Provides complex technical information in clear, straightforward language. Provides referrals to library and non-library services such as ISSN, Copyright, CIP, ISBN, U.S. Postal Service, Patent and Trademark Office, etc., based on an extensive knowledge of these services and the differences among them. Is called on to deal with difficult patrons or callers, e.g., library donors. Prepares acquisition acknowledgment letters, etc. Determines the best way of formulating requests and selecting and presenting information.

Efficiently searches online databases, such as OCLC, RUN, or an integrated library system, to locate records to use for copy cataloging, or to identify duplicate records or 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. To identify the relationship of the piece in hand to the collection as a whole completes complex manual and computerized searches in multiple systems.

Receives and accessions one or more special category materials. Logs materials into and out of the workflow. Distributes materials to the correct section, shelf, or individual staff member. Handles returns from the bindery. Performs end-stage processing for materials; creates labels for materials. Routes processed materials to the correct locations in the library. Works closely with Collections Improvement Section or custodial divisions to resolve bibliographic problems raised during shelflist conversions, pinning-and-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.

Position: Technical Information Specialist
Location: Environmental Protection Agency
Salary: $87,198 – $134,798

Full vacancy announcement available on USAJOBS.

Summary

This position is in the Office of Chemical Safety and Pollution Prevention, Office of Pollution Prevention and Toxics, Data Gathering and Analysis Division, Prioritization and Informatics Branch. If selected, you must work at the location stated in this announcement. About the Office of Chemical Safety and Pollution Prevention: https://www.epa.gov/aboutepa/about-office-chemical-safety-and-pollution-prevention-ocspp

Responsibilities

You will:

- Modify standard computer-based files used for storage and retrieval of technical data and information;
- Evaluate and adapt precedents to meet information requirements for the Branch and Division;
- Modify and adapt databases to fill special needs for information from previous approaches to similar problems or projects;
- Adapt automated systems to solve a variety of information organization, access and dissemination problems;
- Serve as a Contracting Officer Representative/project officer and manage various contracts;
- When entering a Federal job at a grade level lower than the highest promotion potential level, you may be promoted to more complex duties and work more independently as your career progresses.

You will spend 25% of your work time on contracts, grants/cooperative agreements, and/or interagency agreements.

Position: Library Technician (Binding)
Location: Library of Congress
Salary: $39,684 – $51,592

Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Processing and Preparation Section, Preservation Services Division, Preservation Directorate, Library Services.
The position description number for this position is 330069.
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

This position is not eligible for permanent remote telework.

The incumbent works under the direction of the Head, Library Binding Section performing item assessment, binding preparation, quality assurance, packing and unpacking moderately heavy shipping containers, and shelf preparation for the Library’s collections.

The Binding Technician performs the routine tasks associated with monograph binding preparation activities under close supervision. These tasks include providing the contract binder with complete bibliographic information, concentrating on routine monographic materials requiring call number only.

The Binding Technician performs the routine tasks associated with quality assurance activities under close supervision. These tasks include conducting quality assurance of completed bound volumes for accurate ILS representation, stamping, style and defects in workmanship; primarily inspecting less complex materials (e.g.: unlettered monographs) and inspecting a smaller number of moderately complex materials (e.g.: lettered monographs) with guidance. Directs problem items to more senior Binding Technicians for review and appropriate action.

The Binding Technician performs routine tasks associated with assessment, shelf preparation, shipping and receiving activities under close supervision. These tasks include in a training capacity packing and unpacking shipping containers. Accurately counts and organizes items for shipping and receiving, and performs security scan on received items. In a training capacity staff sort materials delivered from cataloging and custodial units and conduct labeling tasks by affixing call number labels. Accurately identifies items in need of deacidification through pH testing.

Position: Librarian (Portuguese-Language Reference Librarian)
Location: Library of Congress
Salary: $60,129 – $78,167

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Hispanic Reading Room, Hispanic Section, Latin American, Caribbean and European Division, General and International Collections, Library Services.

Responsibilities

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

Divisions have extensive custodial responsibilities and reference librarians are responsible for collection maintenance and preservation, as well as the development, bibliographic control, processing, and general custody of collections in their field of expertise. Reference librarians also produce bibliographic publications, online reference tools, scholarly programs and colloquia on topics in the areas of their divisions.

Reviews various brochures, catalogs, journals, and other sources of items for possible acquisition to develop collections in areas of subject of geographic responsibility. Uses standard methods, techniques, concepts, and principles to perform assignments, which may involve materials in multiple languages and writing systems.
Assists senior reference staff in determining the quality and usefulness of collection materials. Assists in developing strategies for the organization, storage, preservation, and service of materials.

Monitors the condition of collection materials to ensure adherence to established preservation standards and specifications. Brings deteriorating items and those with special needs to the attention of division management. 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.

Performs various other duties as assigned.

This position is not eligible for permanent remote telework.

The position description number for this position is 012535.

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

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

This is a non-supervisory, bargaining unit position.

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

Position: Records and Information Management Specialist
Location: Library of Congress
Salary: $103,630 – $134,798

Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Records Management Division, IT Quality and Performance Management Directorate, Office of the Chief Information Officer. The position description number for this position is 382040. 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, compflex or maxiflex work schedule. This is a non-supervisory, bargaining unit position.

Responsibilities

This position is not eligible for permanent remote telework.

Serves as a subject matter expert in records management and assists staff and management in all aspects of the agency-wide Records Management Program. The incumbent performs records management work which includes planning, controlling, directing, organizing, training, promoting, and other activities involved with respect to records creation, records maintenance and use, and records disposition in order to achieve adequate and proper documentation of the policies and transactions of the Federal Government and effective and economical management of Library operations.

Advises managers and staff on records management issues ranging from basic operations to the most complex and/or sensitive matters, and recommends courses of action for resolution. Maintains access to confidential business information related to employees and management decisions, including the records of the Librarian and senior management.

Oversees, reviews, and analyzes records and information management (RIM) functions. Modernizes records management functions by managing the transition of Library paper records to electronic records. Administers the Records Management Program to align with the Library’s business and mission needs. Collaborates with the Library’s Senior Administration Official (SAO) for Records Management, Office of the General Counsel (OGC), and other Library staff on matters relating to RIM. Establishes and assesses RIM practices to ensure they support the principles of transparency and information sharing throughout the Library and Government. Provides advice and guidance to Records Liaisons and staff on RIM lifecycle requirements. Provides policy and governance on the use of records management tools to ensure best practices and Library compliance with Federal statutes and NARA guidance. Manages the storage and retrieval of inactive records, and coordinates the proper disposition of records consistent with the Library of Congress Records Schedule (LRS) and Government-wide policies and procedures.

Writes administrative correspondence, memoranda, policies, procedures, and reports related to various responsibilities of the Records Management Program. Develops metrics for the Library’s Records Management Program and ensures sound information governance and accountability measures are in place. Maintains and reports statistics on the Records Management Program’s and the Library’s RIM activities and performance measures to the Library and/or to NARA.

Keeps abreast of emerging technologies and best practices in records management. Develops recommendations and procedures to implement these changes. Develops and conducts periodic RIM quality control reviews, compliance audits, risk assessments, and surveys to measure the effectiveness of electronic systems and for general Records Management Program improvement purposes.

Three Positions: Maryland

Posted on August 13, 2021 by LLAM News

Position: Outreach and Education Librarian
Location: University of Maryland, Baltimore
Would you like to play an important role in fostering access to biomedical and health information benefitting community health? Would you enjoy knowing your outreach efforts ensure the availability of a trained workforce to support that outcome? If so, please consider applying to join our team.

The Network of the National Library of Medicine, Regional Medical Library (NNLM, Region 1), housed within the University of Maryland, Baltimore (UMB) Health Sciences and Human Services Library (HSHSL), provides funding and health information outreach and education for the following states in alignment with the National Library of Medicine strategic plan: DC, DE, KY, MD, NC, NJ, PA, VA, and WV.

NNLM Region 1 seeks a creative and collaborative Outreach and Education Librarian to coordinate regional outreach and education programs. The librarian cultivates partnerships and fosters relationships across the region to improve access to biomedical and health information for health professionals, librarians, and the public. A primary role is to act as the Communications specialist for the Region 1 team, responsible for regional engagement via social media, marketing, and promotions. The librarian engages Region 1 members by providing multi-modal instruction for classes, workshops, and symposia; creating resources such as online guides and tutorials; and providing guidance for funded projects. While a successful candidate is not expected to have this expertise at the time of appointment, a willingness and dedication to develop it over time, with our professional support, is necessary.

The librarian will work in a team environment in the HSHSL and with other NNLM Regional Medical Libraries, Offices and Centers (ROCs); serving as the primary Region 1 liaison to relevant national NNLM topics and curricula groups. The responsibilities will evolve along with the NNLM and library environments, requiring a commitment to continuous learning and professional development.

This is a full-time, grant funded faculty position. Fully committed to championing diversity, equity, and active inclusion, we encourage applications from those who identify as members of historically underrepresented populations.

MAJOR RESPONSIBILITIES

- Contributes to regional programs such as biomedical/health information training and education, as well as a coordinated national training and education program
- Presents information about NLM resources and NNLM programs in training sessions, demonstrations, meetings, exhibits, and other events
- Stewards the NNLM Region 1 Communications program engaging members via social media (Facebook, Twitter, blog), marketing, messaging, and promotions
- Serves as Region 1 liaison to relevant national NNLM working groups and committees
- Provides guidance to recipients of health information outreach grants
- Supports the overall success of the NNLM Region 1 and network members through outreach and education programs in support of NNLM initiatives
- Participates in professional service and professional development activities

REQUIRED QUALIFICATIONS

- ALA-accredited master’s degree in library and information science or equivalent advanced degree
- Willingness to travel; valid driver’s license at the time of employment

REQUIRED KNOWLEDGE, SKILLS, AND ATTRIBUTES

- Demonstrated commitment to applying principles of diversity, equity and inclusion in all activities and interactions
- Experience utilizing social media and marketing methodologies for engagement
- Established ability to work both independently and collaboratively
- Demonstrated willingness to develop expertise in NLM resources with proper training and support
- Evidence of a strong service orientation, ability to represent the RML accordingly
- Demonstrated ability to work effectively and respectfully with colleagues, health professionals, information professionals, and the public in a diverse, multi-cultural community
- Demonstrated desire to teach, and willingness to build knowledge of best practices in instruction
- Excellent oral and written communication skills
PREFERRED KNOWLEDGE, SKILLS, AND ATTRIBUTES

- Applicants without these qualifications who possess a commitment to learn and gain expertise in these areas are encouraged to apply.
- Project management, strategic planning, and team leadership skills
- Experience developing and conducting workshops and training, interacting confidently with audiences
- Familiarity with current marketing, branding, and engagement methodologies
- Knowledge of NLM and NNLM programs, resources, and services
- Evidence of professional and scholarly activities
- Adaptability in the face of techno-glitches, program alterations, and task modifications
- Experience with Moodle LMS, video conferencing, webinar, communication, and social media technologies

Position: Data Management Librarian
Location: University of Maryland, Baltimore
Salary: $55,000, commensurate with experience

Originally posted on the SLA Career Center.

Would you like to play an important role in fostering open science, data management, and responsible data stewardship while ensuring the availability of a trained workforce to support them? If so, please consider applying to join our team.

The Network of the National Library of Medicine, Regional Medical Library (NNLM, Region 1), housed within the University of Maryland, Baltimore (UMB) Health Sciences and Human Services Library (HSHSL), provides funding and health information outreach and education for the following states in alignment with the National Library of Medicine strategic plan: DC, DE, KY, MD, NC, NJ, PA, VA, and WV.

NNLM Region 1 seeks a creative and collaborative Data Management Librarian to cultivate partnerships and foster relationships across the region to improve information access and data management practices. The librarian engages Region 1 members by providing multi-modal instruction for classes, workshops, and symposia; creating resources such as online guides and tutorials; providing guidance for funded projects related to data management; and acting as the evaluation specialist for the Region 1 team. While a successful candidate is not expected to have this expertise at the time of appointment, a willingness and dedication to develop it over time, with our professional support, is necessary.

The librarian works in a team environment in the HSHSL and with other NNLM Regional Medical Libraries, Offices and Centers (ROCs) and will serve as the primary Region 1 liaison to the NNLM Evaluation Center (NEC) and the NNLM Data Science and Services Center (DSSC), participating in relevant NNLM curriculum groups. The responsibilities will evolve along with the NNLM and library environments, requiring a commitment to continuous learning and professional development.

This is a full-time, grant funded faculty position. Fully committed to championing diversity, equity, and active inclusion, we encourage applications from those who identify as members of historically underrepresented populations.

MAJOR RESPONSIBILITIES

- Contributes to regional programs such as data management, literacy, and evaluation as well as a coordinated national training and education program
- Presents information about NLM and NNLM programs in training sessions, demonstrations, meetings, exhibits, and other events
- Serves as Region 1 liaison to relevant national NNLM working groups and committees
- Provides guidance to recipients of data management and technology grants
- Acts as the Region 1 expert on evaluation, supporting RML and network member success through data collection, program assessment, and outreach
- Collaborates with NNLM Regional Medical Libraries, Offices, and Centers (ROCs) to support national programs and initiatives
- Participates in professional service and professional development activities

REQUIRED QUALIFICATIONS

- ALA-accredited master’s degree in library and information science or equivalent advanced degree
- Willingness to travel; valid driver’s license at the time of employment
REQUIRED KNOWLEDGE, SKILLS, AND ATTRIBUTES

- Demonstrated commitment to applying principles of diversity, equity and inclusion in all activities and interactions
- Established ability to work both independently and collaboratively
- Evidence of a strong service orientation, ability to represent the NNLM accordingly
- Demonstrated ability to work effectively and respectfully with colleagues, health professionals, information professionals, and the public in a diverse, multi-cultural community
- Expressed commitment to developing expertise in data management with proper training and support
- Demonstrated desire to teach
- Excellent oral and written communication skills

Position: Executive Director
Location: Maryland Library Association
Salary: 75,000 with benefits

Originally posted on the Maryland Library Association listserv.

Description

The Maryland Library Association, founded in 1923 and representative of the best libraries in the country, seeks an Executive Director to guide its next chapter.

Our Mission: To build and promote a strong, engaged, knowledgeable, diverse and inclusive library community to advance the transformational impact of Maryland’s library staff and libraries.

Our Vision: With an inclusive culture and a diverse, engaged membership, the Maryland Library Association is recognized as fundamental to the success of library staff and libraries throughout Maryland.

The Executive Director of the Maryland Library Association is responsible for the execution of the Association’s strategic initiatives, membership relations and development, organizational administration, planning and program initiatives, and external relations. They are appointed upon the recommendation and approval of the Executive Board and serve as an ex officio, nonvoting member of the Board, working collaboratively together to advance the Association’s mission and vision.

Essential Duties and Responsibilities

Leadership

- Represent the Association and its activities, to groups and individuals throughout the state and region.
- Identify critical areas where action of the Association is important to advance or protect the interests of its membership.
- Establish and develop partnerships with other organizations, associations, and agencies including the Maryland State Library and the American Library Association, to develop and promote mutual projects and interests.
- Engage and support all stakeholders to promote an inclusive Association.

Management

- Administer and oversee the day-to-day operations of the MLA office and staff, including hiring, training, supervision, scheduling, and performance evaluation. Recommend salaries and benefits.
- Executes contracts on behalf of the Association and works with external consultants and vendors.
- Manage business and financial arrangements for the Annual Conference and other major meetings and events of the Association, including site selection, contract negotiation, vendor relations, and general oversight.
- Maintain all official records and files of the Association, including meeting minutes, legal documents, membership records, and mailing lists.
- Oversee the maintenance and development of technology resources to support Association communications and initiatives; align technology resources with strategic goals and initiatives.
- Oversee the creation of manuals and reports as appropriate.

Governance
Plan, formulate, and recommend to the Executive Board policies and programs that further the goals and objectives of the Association. Participate in the formulation of new policies and programs.

Develop policies, procedures, and programs to implement the general policies established by the Executive Board. Execute all decisions of the Executive Board as appropriate.

Arrange and attend all meetings of the Executive Board. Prepare agendas and documents for all Executive Board meetings. Ensure that accurate records of board actions and minutes are maintained and readily accessible.

Financial

- In coordination with the Treasurer and Finance Committee, develop and recommend the annual budget to the Executive Board for approval.
- Operate the Association within the annual budget as approved by the Executive Board.
- Ensure that all funds, physical assets, and other property of the Association are appropriately safeguarded and administered.
- Ensure that appropriate accounting practices are followed and that all necessary financial and budgetary records are maintained.
- In coordination with the Treasurer, oversee the annual audit and ensure that any management letters are addressed.
- Oversee the management of the Annual Conference Budget in order to meet financial objectives.

Communication

- Serve, with the President, as primary media spokesperson for the Association.
- Keep members well informed about Association plans on a regular basis and through multiple media channels, including the MLA listserv, website, newsletter, and social media.
- Answer or refer all correspondence.
- Oversee the maintenance of the content, structure, and appearance of the Association website.
- Plan and coordinate, in collaboration with the appropriate committees, all MLA public relations programs.
- Develop and maintain media contacts; write and send press releases.

Membership

- Promote interest and active participation in the Association’s activities.
- Plan and coordinate, in collaboration with the appropriate committees, membership promotion and retention programs, evaluate results and recommend policies, procedures, and actions to achieve membership goals.
- Motivate and collaborate with membership to achieve economical and productive performance of the Association’s activities.

Advocacy

- In coordination with the Association’s Legislative Officer and Panel, develop and implement legislative strategies that advance library services throughout the state.
- Coordinate responses to various legislative issues.
- Maintain relationships with key governmental officials on both the state and federal level. Represent the Association’s views to state and federal officials.
- Plan and coordinate, in collaboration with the Association’s Legislative Panel, the annual Maryland Library Legislative Day event.
- Carry out other general responsibilities as may be delegated by the Executive Board.

Qualifications

A Baccalaureate degree required; Masters of Public Administration, Masters of Business Administration, etc., or equivalent experience is preferred.

While candidates may not possess all of the qualities listed below, the MLA Executive Board prefers that applicants have the following qualifications:

- Experience in non-profit administration and a strong fundamental knowledge of the principles of organizational management and budgeting, with a minimum of five years of experience as a proven leader and administrator, including proof of:
  - excellent written and verbal communication skills;
- collaboration with a board of directors to achieve an organizational mission and implementation of successful development practices;
- work done with diverse stakeholders to achieve the organizational mission and goals, including proactive membership relations, outreach, and advocacy;
- administrative and supervisory experience, along with experience in management and leadership of member committees and cross-functional teams;

- Experience with professional associations and their successful management; Certified Association Executive credentials preferred.
- Strong knowledge of and experience with technology designed for information management and communications; proven skills and ability to implement successful technology plans, resources, and initiatives.
- Proven track record in building membership services and communicating effectively with members;
- A commitment to advancing diversity, equity, access, and inclusion throughout the Association and profession.
- Knowledge and enthusiasm around the work and impact of libraries.
- Experience in developing and implementing strategic plans and program initiatives, including the design of measurements to assess achievement of goals.
- Experience in building relationships with state and local government officials, legislators, and other public organizations and partners.
- Experience in presenting reports, presentations, the preparation of public statements, legislative and executive committee testimony, and generally expressing organizational views on issues related to the organizational mission.
- Willingness and ability to travel extensively throughout Maryland.

**Typical Work Conditions**

Work is generally performed either in an office environment with routine contact with a small staff, in meetings with Association members at various locations or virtually. May perform some work remotely. Equipment includes a phone, computer/laptop, printers, and scanners.

**Travel Requirements**

Candidates may be responsible for providing their own transportation as needed to access meetings, remote locations, and job destinations as assigned. Ability to schedule internal and external meetings that may require working some evenings and weekends as the project demands. Overnight travel at least 3 times a year, with multi-day events several times a year.

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

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**Five Positions: Washington, DC**

Posted on **August 13, 2021** by **LLAM News**

**Position:** Information Resources Senior Associate  
Location: NERA Economic Consulting (Washington DC or Chicago, Illinois)  
Salary: $103,690 – $134,798

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

We have an immediate opening for a full-time Information Resources Senior Associate in our Washington, DC or Chicago office. Consideration for other East Coast locations is possible (Boston, NYC). This is an exciting opportunity for a creative thinker who has vision and enthusiasm to join a global Information Resources team with an established and expanding firm.

**Description and Responsibilities**
Reporting to the Associate Director, Global Information Resources, the qualified candidate will have the following responsibilities:

- Work with global consulting staff on a wide range of research projects using information tools and proprietary databases to provide information for client projects and business development initiatives
- Provide quick solutions and in-depth research, current awareness services, competitive intelligence and special research to support NERA’s consulting staff
- Work with NERA information resources team members from other regions and offices to continue to build a global research function through sharing work and experiences
- Help educate consulting staff on research issues and train them on end-user products
- Assist in marketing and developing information services to NERA staff globally
- Work on special projects as assigned

Requirements

- Advanced degree in one of the following is required: information/library science from an accredited program or Masters (MBA) in business or economics; undergraduate degree in economics or finance would be an advantage.
- Minimum of 2 years’ experience working in a research environment providing business/corporate, and financial information is required.
- Good understanding of the US legal system and a minimum of 2 years’ experience conducting Legal Research using tools such as PACER, Westlaw, and Bloomberg Law, is required.
- Understanding/knowledge and experience with database services such as: Bloomberg, CapIQ, FactSet, Refinitiv, DataStream, S&P Global Market Intelligence, BvD Orbis, legal databases (LexisNexis, Westlaw, Bloomberg Law).
- Experience searching academic/literature/news databases such as Factiva, LexisNexis, Econlit, ProQuest, Dialog, Business Source Corporate, Hein Online.
- Ability to prioritize, problem solve, respond quickly to requests and handle a workload requiring creative, analytical, evaluative, accurate, and interpretive thought processes.
- Excellent interpersonal and organizational skills as well as strong oral and written communication skills.
- Knowledge of the Securities Finance industry is an advantage.
- Ability to work independently, as well as part of a team.
- Proficiency in Microsoft Office and SharePoint.

The qualified candidate must be able to work Monday through Friday, 11:00 AM – 8:00 PM, and additional hours as needed, to meet time-sensitive deadlines. Qualified candidates will be driven self-starters and be comfortable with face-to-face interactions with colleagues at all levels.

We offer a competitive salary, including an excellent benefits package. To apply, please create your profile and submit both a cover letter and your full professional CV.

For more information about NERA please visit our website (www.nera.com).

NERA Economic Consulting is an international firm of consulting professionals providing economic, financial, and statistical advice, research, and analysis. Our clients include multinational corporations, the world’s leading law firms, governments, and U.S. regulatory agencies. Our team of roughly 600 professionals operates in 25 offices across North America, Europe, and Asia / Pacific.

**Position:** Library Technician  
**Location:** Library of Congress  
**Salary:** $60,129 – $78,167

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

This position is located in the South America Section, African, Latin American, and Western European Division, Acquisitions and Bibliographic Access Directorate, Library Services.  
The position description number for this position is 173746.  
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.  
The incumbent of this position may work a flextime, complex, or maxiflex work schedule.  
This is a non-supervisory, bargaining unit position.

**Responsibilities**
Performs copy cataloging for a variety of materials and formats in an automated cataloging environment. Descriptively catalogs original materials where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Performs CIP verification independently. Completes cataloging data for publications initially cataloged as Cataloging in Publication (CIP) materials. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. 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. Creates and revises bibliographic records, including initial bibliographic control records (IBCRs). Resolves routine problems and inconsistencies in the cataloging process promptly and independently, involving librarians or the section head on only the more difficult problems.

Under appropriate review, performs collection development tasks including examination of incoming shipments to select items appropriate for the collections.

Independently performs all aspects of acquisition support work, which includes the acquisition of material by exchange, gift, approvals, Copyright, and the most complex order creation and invoice processing. For recommended materials to be acquired, searches reference sources which may include print, automated files, and internal and external databases. Processes cancellations or adjustments to acquisition records. Assists in determining if material needs to be claimed and issues appropriate claims to suppliers. Sorts and distributes items not destined for the collections. Identifies items for the Duplicate Material Exchange Program (DMEP), for the National Agriculture Library, for the National Library of Medicine, for surplus, and for discard.

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. Provides complex technical information in clear, straightforward language. Provides referrals to library and non-library services such as ISSN, Copyright, CIP, ISBN, U.S. Postal Service, Patent and Trademark Office, etc., based on an extensive knowledge of these services and the differences among them. Is called on to deal with difficult patrons or callers, e.g., library donors. Prepares acquisition acknowledgment letters, etc. Determines the best way of formulating requests and selecting and presenting information.

Efficiently searches online databases, such as OCLC, RUN, or an integrated library system, to locate records to use for copy cataloging, or to identify duplicate records or 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 on line catalogs to locate and/or verify bibliographic data for acquisitions functions. To identify the relationship of the piece in hand to the collection as a whole completes complex manual and computerized searches in multiple systems.

Receives and accesses one or more special category materials. Logs materials into and out of the workflow. Distributes materials to the correct section, shelf, or individual staff member. Handles returns from the bindery. Performs end-stage processing for materials; creates labels for materials. Routes processed materials to the correct locations in the Library. Works closely with Collections Improvement Section or custodial divisions to resolve bibliographic problems raised during shelflist conversions, pinning-and-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.

**Position:** Librarian (Senior Digital Collections Specialist)

Location: Library of Congress

Salary: $103,690 – $134,798

Full vacancy announcement available on USAJOBS.

**Summary**

This position serves as the Senior Digital Collections Specialist and is located within the Digital Content Management Section, Digital Collections Management and Services Division, Digital Services Directorate in Library Services. This is a non-supervisory, bargaining unit position. The position description number for this position is 349876.

**Responsibilities**

Coordinates, determines, and manages projects for digital collections. Serves as a technical expert in the planning, management, and execution of digital collections workflow/lifecycle management projects. Acts as an expert on special
projects, and advises management on issues. Plans, tests, and executes projects that involve acquiring, describing, storing, and providing access to digital content for which the section has curatorial responsibility. Serves as a project leader for content transfers and processing from varied acquisitions sources including, but not limited to, content on tangible media, web archived content, and data sets. Plans for new digital acquisition streams, and is responsible for their implementation using new or existing workflows. Identifies opportunities for improving the performance of existing streams and workflows, and implements new tools and processes as appropriate. Ensures that assigned projects are completed on time and achieve the desired objectives.

Within the broad framework of program strategies and goals, identifies or contributes to the development of innovative tools and processes for the management and preservation of digital collections. Serves as a senior technical expert, trouble-shooter, and consultant for digital content management work carried out by the section. Develops workflows for new content streams. Works with division staff to define, develop, implement and monitor plans for the lifecycle management of digital content that is the responsibility of the section. Works with division staff and content providers to define and test efficient data movement procedures, establish effective and robust operational processes, and coordinate among stakeholders. Work is carried out in an environment of continual change, where digital content types and content sources are rapidly expanding, and the Library’s technical environment, as well as supporting tools and services, are in a state of flux.

Using knowledge of digital libraries and technical solutions, provides expert analysis and advice and develops solutions to solve issues and problems associated with digital lifecycle management: Identifies and applies new analytical techniques to address situations that are unique or not previously encountered. Researches new trends and developments in library and information technologies, particularly as they apply to digital content preservation and lifecycle management.

Based on digital library trends, operations, and changing program requirements, identifies relevant issues to management. Collects, analyzes, and evaluates input from stakeholders and makes authoritative recommendations to management.

Provides expert guidance in the resolution of complex problems or issues impacting digital lifecycle programs. Analyzes and participates in the development of appropriate guidelines, standards, and mechanisms for digital content management.

Serves as an expert advisor on digital content management practices. Establishes and maintains effective working relationships with staff at multiple levels throughout the service unit and across the Library, as well as with those in the larger digital content management community. Coordinates digital workflow activities with specialists in curatorial units throughout Library Services, the Law Library, and the Office of Chief Information Officer.

Provides advice and training to more junior members of the section, and to staff in stakeholder and curatorial units. Communicates orally and in writing to both technical and non-technical staff concerning digital collections lifecycle management, and contributes to shared information resources. Works collaboratively inside and outside the project team and program area to facilitate and encourage the development and implementation of institution-wide and national best practices and standards for digital content management.

**Position:** Supervisory Librarian, Head, Business Reference Section  
**Location:** Library of Congress  
**Salary:** $122,530 – $159,286

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

**Summary**

This position is located in the Science, Technology And Business Division, General and International Collections, Library Services.

**Responsibilities**

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. ST&B has a reading room with extensive reference collections, a computer catalog center, and custodial responsibility for technical reports and standards. The Head of the Business Reference Section (BRS) is responsible for administering reference and reader services to users of the Library’s Science and Business Reading Room, is responsible for the development of the Library’s collections in the fields of business and
economics, serves as the coordinator of projects in the fields of business and economics and as liaison to professional organizations and individuals in these fields, and supervises the professional and technical staff of the Section. The incumbent’s performance will be assessed on the basis of the quality and effectiveness of the Section’s ability to service 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.

Supervises professional staff of reference librarians performing work at the GS-07/09/11/12/13 levels, and technical staff providing support services. Provides administrative and technical supervision necessary for accomplishing the collection development and reference work of the staff assigned to the Business Reference Section.

Advises and recommends to the Chief needed improvements and changes in the policies and organization of the section and assists him/her in framing goals and objectives for the section.

The incumbent directs and evaluates the reference work of staff assigned to the Business Reference Section including selecting, training, evaluating, rewarding and directing them, and resolving any conflicts. Assigns work to staff and reviews completed work to assure timeliness and conformance with established policies and practices.

Serves as an expert and senior adviser to management on all matters relating to the planning and development of information technologies. Develops policies, procedures, guidelines and standards for the planning, development and implementation of automated systems to meet the overall information needs of Business Reference Section.

The incumbent must also have the ability to manage a variety of functions simultaneously, the ability to analyze complex problems and develop practical solutions and the ability to work well under pressure of demands and deadlines.

Serves as an expert in the organization, development, and implementation of multiple projects. Serves as a supervisory project leader, team leader, or chairperson for working groups, task forces, and/or committees which have been assigned responsibility for projects and programs related to public service and or research in the humanities and social sciences.

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. Serves as an authority in business reference and research methodology to effectively and efficiently manage information services to a diverse and demanding clientele. Serves as a senior specialist for business collections for the Library, and officially represents these to other offices and staff in the Library, as well as to persons, groups, or organizations outside the Library, by means of speeches, publications, and correspondence.

Initiates, establishes, and maintains professional relationships with librarians and other specialists in order to share resources and information. Presents papers at conferences, seminars, or meetings in librarianship and other relevant fields. Prepares articles for publication. Serves as a principal liaison for the organization at professional conferences, seminars, and exhibits.

Performs other duties as assigned.

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

Position: Foreign Law Specialist
Location: Library of Congress
Salary: $72,750 – $94,581

Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Foreign, Comparative and International Law Division I, Global Legal Research Directorate, Law Library.
The position description number for this position is 378650.
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.
This is a non-supervisory, bargaining unit position.
Relocations expenses will not be authorized for the person(s) selected under this vacancy announcement.

Responsibilities

The Foreign Law Specialist position is located in the Global Legal Research Directorate in the Law Library. The employee in this position serves as a Foreign Law Specialist for the Law Library of the Library of Congress. The Foreign Law Specialist is responsible for providing research, advice and assistance on foreign legal issues, questions, or situations to the United States Congress, Executive Branch Agencies, the Judiciary, and foreign law reference services to other constituencies, including the general public. In that capacity, the Specialist conducts legal research and analysis and prepares or contributes to legal opinions, briefs, reports, memoranda, and comparative analyses related to the laws and legal systems of assigned jurisdictions in Central America. The incumbent will respond to inquiries related to legal developments in assigned jurisdictions and international organizations where countries of assigned jurisdictions in Central America are members. In addition, the Specialist assists in the development of the Law Library’s online products and recommends acquisitions to the Law Library’s collections related to the assigned jurisdictions.

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

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

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

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

Five Positions: Maryland

Posted on August 6, 2021 by LLAM News

Position: Manuscripts Librarian
Location: Howard University

Full vacancy announcement is available on the CUA SLIS blog.
The Talent Acquisition department hires qualified candidates to fill positions which contribute to the overall strategic success of Howard University. Hiring staff “for fit” makes significant contributions to Howard University’s overall mission.

BASIC FUNCTION:

Processes manuscript collections, using standard archival procedures of sorting, arranging, and describing collections of personal papers and organizational records.

SUPERVISORY ACCOUNTABILITY:

Responsible for orienting and training others, and assigning and reviewing their work. Supervising student assistants who work for the Moorland Spingarn Research Center. May also be responsible for acting in a “lead” or “senior” capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

NATURE AND SCOPE:

Interacts with the Howard University community, students, researchers, and other patrons of the Research Center.

PRINCIPAL ACCOUNTABILITIES:

- Evaluates, sorts, arranges, describes, implements preservation measures, prepares reference, retrieval, and storage stools, and maintains administrative files for the preservation, research, access, and administration of manuscript and archival materials.
- Identifies and accesses manuscript and archival material as directed by the supervisor.
- Evaluates, develops, and implements technical policies and procedures related to the administration and processing of manuscript and archival materials under the direction of the supervisor.
- Provides reference and research assistance to users of manuscript and archival materials.
- Prepares exhibits, performs outreach services, plans and implements public programs promoting the Research Center and its collections.
- Works with digitization staff to make items accessible in digital formats.
- Collaborates with colleagues working in the areas of collection development.
- Maintains a course of personal professional development through active participation in archives professional associations or other professional activities, as funds allow.
- Performs all other related duties as assigned by the supervisor for the efficient operation of the agency and the library system.

CORE COMPETENCIES:

- Ability to recognize, understand and interpret interrelationships between kinds of library resources.
- Knowledge of library and archival theories and practices.
- Competence in oral and written English.
- Ability to establish and maintain effective and harmonious relationships with faculty, staff, students, donors, researchers, university officials, and the public.
- Ability to organize and prioritize multiple projects and meet deadlines with minimal supervision.
- Mature judgment and the ability to prioritize and adapt to numerous duties that must be performed.
- Handles, lifts, and moves materials, boxed and unboxed, as necessary, to support the operation of the department and the library system.

MINIMUM REQUIREMENTS:

Master’s degree from an ALA accredited institution in Library and/or Information Science; or graduate degree in the social sciences, literature, archival management or other relevant field. Two (2) years of professional experience in fields of library, manuscript, or archives.

If you like wild growth and working with happy, enthusiastic over-achievers, you’ll enjoy your career with us!

Apply
Full vacancy announcement is available on the CUA SLIS blog.

Job Description Summary

Montgomery College, Office of Academic Affairs/Library and Information Services, has need for a full-time, Librarian II position #S03637. The work schedule is 40 hours per week, Monday – Friday, with one evening shift per week and occasional Saturdays. This is a non-bargaining, exempt, grade 29 position. Montgomery College promotes and creates a working and learning environment rooted in the basic tenets of fairness, diversity, and inclusiveness.

The Librarian II will participate in all aspects of academic area liaison and embedded librarian services. These include providing effective information literacy instruction; providing in-depth reference and research assistance virtually, face to face, and by appointment for more extensive research support for students; and collaborating with access services staff to support patron needs.

Duties include but are not limited to:

- Performs faculty outreach to the Business & Social Sciences departments to foster effective relationships in support of curriculum and student needs.
- Provides information literacy instruction. Creates and delivers information literacy activities and tools for in-person and online learning environments.
- Provides in-depth reference and research assistance to students, faculty, staff, and community patrons, both virtually and face to face, using discovery services, online resources, internet, and tangible library resources.
- Conducts research consultations by appointment for more extensive research support for students.
- Collaborates with access services staff to support patron needs and inquiries, and refer questions.
- Builds and maintains relationships with team members, the academic areas related to liaison areas, librarian supervisor(s) at their home campus, their own supervisor, and with the Research and Teaching Associate Director.
- Serves as the Reference Coordinator for the Takoma Park/Silver Spring campus library: schedules reference shifts (including desk, on call, online), assesses and makes recommendations to Head Librarians about coverage, hours, and scheduling needs regarding a semestery schedule.
- Communicates reference service best practices and encourages librarians to adhere to best practices.
- Trains new librarians, and staff as needed, in reference practices; acts as point of contact for questions regarding delivery of reference services (e.g., coordination with Access Services).
- Reviews reference transactions in the reference tracking system for quality control and provides retraining when needed.
- Collects, reports, and analyzes data (e.g. number of reference transactions for in person, on call, and online services); meets regularly with reference coordinators from other campuses.
- Participates in planning and priority setting for the Research and Teaching Division’s annual goals and priorities.

Required Qualifications:

- Master's degree in library science from an ALA accredited institution.
- Three years of progressively responsible professional library experience in a functional area or specialized services in an academic, research, or public library.
- Knowledge of the principles and practices of library science as applied to the operation of academic libraries.
- Experience with instructing and assisting students in the use of library resources.
- Understanding of current trends, topics, developments and issues in area of information and library technology, by attending training, workshops, and credit and non-credit classes provided by colleges and universities, and professional organizations such as ALA and MLA.
- Demonstrated initiative, resourcefulness, creativity and an open mind; flexibility, excellent teamwork and team leadership skills.
- Strong listening skills and proficiency at conducting reference interviews.
- Professional competence using research tools in an online environment.
- Eligible applicants must currently be authorized to work in the United States and not require employer visa sponsorship.

Preferred Qualifications:
Experience with Springshare products
- Experience with effective methods and current techniques in information literacy instruction; familiarity with instructional design
- Familiarity with the ACRL Framework for Information Literacy for Higher Education.
- Licenses and Certifications: None

Application Process:

Apply online at [http://www.montgomerycollege.edu/employment](http://www.montgomerycollege.edu/employment)

**Position:** Research and Instruction Librarian  
**Location:** Temple University Health Sciences Libraries  
**Salary:** $58,000 – $62,000

Originally posted on the Maryland Library Association listserv.

Responsibilities: Reporting to the Head of Research, Education and Outreach, the Research & Instruction Librarian provides a broad-range of research, scholarly support, and instruction services to members of Temple’s health sciences campus comprised of the Schools of Medicine, Dentistry, Pharmacy, selected programs in the College of Public Health and Temple University Hospital. Serves as the liaison to the School of Nursing (part of the College of Public Health) and the nursing department at Temple University Hospital. Provides a broad range of search services in support of systematic review service, for animal alternatives, and the library’s faculty credentialing service. Participates in the library’s instruction program by providing educational workshops and seminars for health sciences patrons throughout the academic year. Performs related duties as assigned.

Requirements: ALA-accredited Master’s degree in library/information science. Two years of professional experience in an academic health sciences library, teaching hospital library, or higher education library that serves health sciences programs. Experience providing reference and research consultation services. Demonstrated experience searching biomedical literature, such as MEDLINE, Scopus, Web of Science, Biosis and/or Embase. Demonstrated experience providing instruction or delivering presentations.

Required Skills and Abilities: Ability to work independently and as part of a team. Excellent oral, written, and interpersonal skills. Preferred Skills and Abilities: Demonstrated expert searcher skills as delineated by the MLA statement on expert searching. Demonstrated commitment to professional development. Demonstrated ability to manage projects. Knowledge of technology and applications used for online collaboration and communication (such as Zoom, Skype or Microsoft Teams). Commitment to providing responsive and innovative services to a culturally and racially diverse campus community.

Application Process: To apply for this position, please visit Temple University, click on Careers at Temple at the bottom of the home page, and reference 21001886. For full consideration, please submit your completed electronic application, along with a cover letter and resume. Temple University is an Affirmative Action/Equal Opportunity Employer with a strong commitment to cultural diversity.

**Position:** Branch Administrator III  
**Location:** Frederick County Public Library  
**Salary:** $72,398 – $86,877

Full vacancy announcement available on [ALA Joblist](http://www.montgomerycollege.edu/employment).

Description

Join the vibrant, community-minded team at Frederick County Public Libraries! We are seeking a creative, energetic, and visionary leader for our Urbana Regional Public Library. Located in West-Central Maryland between Washington D.C. and Baltimore, FCPL is a rapidly developing system. By facilitating the public’s freedom to explore, invent, and transform, FCPL connects people to ideas and to each other, helping to foster individual and community growth. This professional managerial and supervisory position is responsible for the general operation and management of the Urbana Regional Public Library, and for ensuring the delivery of quality library service to the public. Direct supervision is given to department supervisors. Supervision is received from the Associate Director for Public Service.
Requirements

- Master of Library Science degree from an American Library Association accredited program
  Minimum 4 years of recent (within the past 10 years) progressively responsible work experience in library management, which must include:
  - Minimum 2 years public library work experience at the middle management level or higher (e.g., Department Head in multi-department library, Director of a small library, Branch Manager of a small branch, etc.); and
  - Minimum 2 years work experience supervising or directing the work of professional and/or paraprofessional staff
  Professional Public Librarian certification from the Maryland State Office of Education, or the ability to fulfill this requirement within 6 months of hire

OR

- Bachelor’s degree from an accredited college or university
  Minimum 6 years of recent (within the past 10 years) progressively responsible work experience in library management, which must include:
  - Minimum 2 years public library work experience at the middle management level or higher (e.g., Department Head in multi-department library, Director of a small library, Branch Manager of a small branch, etc.); and
  - Minimum 2 years work experience supervising or directing the work of professional and/or para-professional staff
  - Ability to obtain and maintain Library Associate certification from the MD State Department of Education within 2 years of hire, plus willingness and ability to attend training sessions as applicable

NOTE: A related Master’s degree may substitute for 1 year of the professional or para-professional library work experience

Position: Reference & Instruction Librarian
Location: Harford Community College
Salary: $19.72 – $21.55 (Hourly Wage)

Full vacancy announcement available on ALA Joblist.

Description
Harford Community College is seeking a customer service-oriented individual to join our library team. Responsibilities include providing reference/research assistance to students, faculty, staff, and community patrons in person and by electronic communications; assisting library patrons in using information and technology resources; and teaching information literacy/library instruction sessions. The reference & instruction librarian also serves as an embedded librarian in online courses, assists in the development of course guides and other user guides and in collection development.

Requirements
A master’s degree in library science from an ALA-accredited institution or in a closely related field is required. One year of experience in library reference preferred.

Advanced knowledge of reference service principles and information literacy competency standards and proficiency in a Windows-based computer environment are required.

Preferred qualifications include One year of library instruction or other teaching experience is strongly preferred. Experience in an academic setting is also preferred. Demonstrated ability to teach library instruction classes; and customer service experience; and experience using some or all of the Adobe Creative Cloud applications is desirable.

As this librarian will serve as the liaison to the Behavioral and Social Sciences department so a background in that area will be preferred.

Harford Community College is committed to the principles of Affirmative Action and Equal Employment Opportunity. It is the policy of Harford Community College not to discriminate against applicants on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law with regard to any employment practices. HCC is an EEO and ADA/ADAA employer that values, embraces, and supports diversity in the College community.
One Position: Washington, DC

Position: Librarian  
Location: Department of State  
Salary: $87,198 – $113,362

Full vacancy announcement available on USAJOBS.

Summary

This position is in the Information Resources Branch, Ralph J. Bunche Library Division, Office of Information Programs and Services, DAS for Global Information Services, Bureau of Administration (A/GIS/IPS/LIBR/IR), in the U.S. Department of State (DOS). The position is a member of the Library’s Acquisitions Team who serves as the Electronic Resources Librarian in exercising responsibilities to select, acquire, manage, and make available a variety of electronic resources to Library customers.

Responsibilities

- Serves as the Electronic Resources Librarian (ERL) in working with the Systems Librarian to establish, maintain and troubleshoot access to the Library’s online databases, content management system, knowledge bases and electronic services.
- Performs wide variety of Library acquisitions services for Departmental Bureaus and overseas posts in identifying and procuring their information resources, subscriptions, and electronic resources.
- Performs liaisons between the Library and numerous internal and external points of contact that are involved in its acquisition’s activities.
- Develops and implements procedures for the selection and acquisition of the Library’s serials publications.

Two Positions: Maryland

Position: Makerspace Technician I  
Location: Carroll County Public Library  
Salary: $43,875

Originally posted on the Maryland Library Association listserv.

Responsibilities: Are you enthusiastic about learning new things and teaching others? Join our team and help “make” the future of library services at Carroll County Public Library Carroll County Public Library’s newest location, Exploration Commons at 50 East (Exploration Commons at 50 East) opening in fall 2021, offers a makerspace focused on digital design and fabrication, a commercial teaching kitchen, and meeting rooms to engage the community in a variety of learning and workforce development opportunities. We are seeking a full-time and part-time Experience Design Specialist I/Makerspace Technician I to support daily makerspace operations and provide training and programs using equipment
and resources in the makerspace at Exploration Commons. You will also support the Exploration Commons team in other areas, including the teaching kitchen and meeting rooms.

Successful candidates will be highly motivated, able to work independently as well as with a team focused on providing superior customer service, and able to learn and share new technologies and skills. You bring experience in at least two of these disciplines: CAD/CAM processes; Additive and subtractive fabrication (3D printers, laser cutters, CNC, etc.); Audio/Video equipment and software; Augmented and Virtual Reality; Graphic Design; Coding; Maker and/or technology instruction, including leading workshops and hands-on projects; AND a passion for outreach and establishing connections between making and the organization’s vision, mission, and strategic priorities.

Requirements: High School diploma/G.E.D. and 1 – 2 years directly related experience; Associate degree or college coursework in a related field preferred; Instructional experience preferred; Proficiency with design software (Adobe Creative Cloud and Autodesk); Familiarity with the makerspace and/or kitchen equipment; Highly effective communicator via email, telephone, and in person; Or equivalent technical training, education, and experience.

Salary Range: Position 1 – Full-time 37.5 hours per week; $43,875 annually plus benefits
Position 2 – Part-time 20 hours per week; $23,400 annually plus benefits
Must be able to work day, evening and weekend hours, including Sunday.

Application Process: Applications must be received by 11:59 pm on Friday, August 20, 2021. Applications must be submitted online at https://library.carr.org/careers/careers.aspx.

Position: Librarian (Biomedical)
Location: National Institutes of Health
Salary: $87,198 – $134,798

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 a Librarian (Biomedical). If you have experience providing library services and instruction in a clinical or biomedical research setting and want to play a significant role in a dynamic organization, then consider joining the NIH Library team.

Responsibilities

- Serves as a technical authority in the provision of bibliometric services in very complex subject areas related to biomedical research.
- Develops policies, programs, services and/or products for a library system.
- Initiates, plans, and carries out work activities and projects related to designing, developing, and overseeing instructional and training programs on library programs, services, and systems.
- Provides consultations on designing and using bibliometric analyses, training on bibliometric theory and techniques, and customized analysis designed to meet specific needs of NIH staff.
- Calculates citation impact scores using the latest bibliometric techniques and put those scores into context to help NIH staff understand how useful laboratory or program publications have been to other scientists.
- Provides research services for users which involve not only directing the user to information sources, but also locating and evaluating the information itself.

Three Positions: Washington, DC

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

Posted on July 30, 2021 by LLAM News
Position: Librarian (Cataloging Policy Specialist)
Location: Library of Congress
Salary: $103,690 – $134,798

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Cooperative Programs and Policy Section, Policy, Training and Cooperative Programs Division, Acquisitions and Bibliographic Access Directorate, Library Services. The position description number for this position is 388013. 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

Analyzes, evaluates, and proposes new cataloging practices and standards that are cited as authoritative by other libraries. Initiates and participates in studies of proposed changes in cataloging policies and practices initiated by the Library or external organizations. Initiates and coordinates studies to assist in evaluating operational benefits of introducing new technology. Works with the Program for Cooperative Cataloging and colleagues to develop standards that are international in scope and harmonized among standards. Works with others in the community to help coordinate the overall process of bibliographic control and access for resources. Prepares reports, analyses, statements, proposals, and documents that and authoritatively convey national-level cataloging policy. Advises and informs others on policies and procedures related to cataloging. Prepares reports, analyses, and translates new concepts and techniques in cataloging. Provides expertise to multiple projects especially in the areas of organization, development, and implementation. Serves as a project leader, team leader, or chairperson for working groups, task forces, committees, etc., which have been assigned responsibility for specific automated system development, enhancement projects and tasks. Coordinates the activities of a national and international cooperative cataloging program and recruits new members from the United States and other countries, assigns mentors and trainers, and reviews progress. Organizes and develops 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. Participates in planning the work of the division, including formulating goals and objectives, and identifying opportunities for improvements in methods and procedures.

Provides all phases of the production process for a writing project. Directs others in the writing process, reviews their work, and makes recommendation for improvements. Writes and/or edits information on Library of Congress programs, policies, functions, and research as a recognized expert in a subject area. Written products articulate, interpret, and explain the highly complex and important topics of the particular project.

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.

Consults with colleagues as well as the staff of libraries throughout the nation involved in cooperative cataloging projects. Presents papers at conferences, seminars, or meetings in librarianship and other relevant fields. Prepares articles for publication.

Comments on and drafts discussion papers and proposals for changes to cataloging formats. Coordinates and leads meetings at the American Library Association’s annual and midwinter meetings.

Provides presentations and training at ALA meetings, and meetings of other library associations and special interest groups. Represents the directorate at international meetings, and serves on international task forces, as appropriate.

Position: Librarian (Open Source Intelligence)
Location: Defense Intelligence Agency, Department of Defense
Salary: $103,690 – $134,798
Full vacancy announcement available on USAJOBS.

We are committed to:

Teamwork: Partnering at all levels and across organizational boundaries for mission accomplishment.
Integrity: Adherence to the highest legal and ethical principles in our responsibilities.
Excellence: Unrivaled defense intelligence expertise.
Service: Putting the welfare of the Nation and commitment to our mission before oneself.

Responsibilities

DIA employs a variety of professionals who serve throughout the workforce to ensure successful operations. To view this position’s duties, click Vacancies to be directed to DIA’s online application system. Please make note of the position title and 6-digit Job Opening ID number to which you are interested. You can scroll to the bottom of the page to locate the announcement or click on the “Advanced Search” link and enter in the 6-digit Job Opening ID number in the “Job Opening ID” field.

Position: Program Specialist
Location: Library of Congress
Salary: $103,690 – $134,798

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Acquisitions, Fiscal & Overseas Support Division in the Acquisitions and Bibliographic Access Directorate within Library Services. The incumbent coordinates and facilitates activities relating to Library Services’ program and technology goals through implementation of projects, manual and automated systems and OCIO-approved technical solutions.

The position description number for this position is 402772.

This is a non-supervisory, non-bargaining unit position.

Responsibilities

Applies knowledge of relevant library system infrastructure best practices, statistical data, trends, and institutional policies to provide expert analysis and advice and propose recommendations to resolve complex automation issues.

Oversees or coordinates the preparation of testing and implementation plans. Prepares business requirements and specifications for implementation by OCIO-approved developers or contractors. Develops test plans and scripts, and oversees testing by others.

Provides guidance on security best practices and uses knowledge and familiarity of OCIO security authorization and accreditation process as applicable to IT systems and projects.

Coordinates the common use of core software across multiple business areas and establishes troubleshooting procedures for related applications. Prepares strategies for recovery in the event of systems failure. Develops recovery methodology for the systems in coordination with the overall agency or department disaster recovery plan.

Develops systems modifications to aid in recovery, which includes determining the cause of failure, and documenting methods for preventing future problems. Performs feasibility studies including original research in order to identify solutions that meet customer requirements. Evaluates the feasibility of new methodologies in terms of meeting agency requirements and recommends the adoption of the most promising new methodologies. Suggests technically feasible approaches and demonstrates viability through working prototypes. Recommends automation approaches that lead to improvements in Library of Congress systems design and development process and the delivery of high quality information systems that support achievement of core agency mission requirements.

Plans, develops, and implements the coordination of automation activities that affect broad mission areas. Activities include interacting with stakeholders and other groups; assessing capabilities and identifying various organizations to serve as change-agents; and ensuring appropriate program/project documentation is professionally executed.
Advises management on a variety of technical information program/project issues. Provides programmatic coordination on high visibility projects, consulting with professionals in various sectors. Advises senior management on key issues/constraints to program/project implementations.

Directs and/or participates in review of proposed technical information projects and programs, policy, and technical input. Uses judgment and discretion in determining intent, and in interpreting and revising existing policy and regulatory guidance for use by others within or outside the organization. Assists management in carrying out analyses, feasibility studies, and project design proposals through preparation of terms of reference and making study teams available. Reviews program/project proposals for economic, financial, and technical soundness; recommends or takes appropriate actions. May serve as a COR on technology related projects or procurements.

Serves as a liaison with OCIO on agile project management as a subject matter expert or product owner on automation programs/projects within ABA.

Provides expert guidance in the resolution of complex system and database problems or issues impacting Library of Congress programs. Participates in the analysis of service unit and agency-wide projects and programs.

Provides automation support to users throughout the Service Unit and divisions engaged in the development and implementation of the systems and subsystems required to meet the data processing needs of the Library of Congress. Works with end users to establish and enforce database standards, procedures, and guidelines.

Participates in the planning of future database expansion, enhancements, and selections. Analyzes, reviews, and recommends upgrades for existing databases. Plans for the total database environment, including database management systems, data dictionaries, security systems, communication software, and end user software.

Provides expert analysis and advice and works with OCIO to develop solutions to solve issues and problems associated with service unit automation programs and systems. Develops criteria to evaluate the effectiveness of automation programs and systems.

Serves as a recognized technical authority for new or enhanced business systems. Exercises considerable judgment and ingenuity in advocating the benefits of implementing business-driven quality and process improvements. Participates in the development of operational plans. Assists in planning, directing and coordinating the implementation and execution of approved policies, programs, and services related to information and business systems. Reviews and evaluates operations to appraise the effectiveness of policies and programs. Identifies deficiencies and takes/recommends appropriate action.

One Position: Maryland

Posted on July 27, 2021 by LLAM News

Position: Library Services Specialist for Circulation
Location: University of Baltimore Law Library

The primary purpose of this position is to provide efficient service to UB Law Library students, faculty, staff and other patrons using library resources and ensure the highest quality public service at the circulation desk during evening and weekend hours. The Specialist is responsible for overseeing the Law Library’s circulation desk, including the issuing, return and record keeping procedures of the library, assigns, schedules and trains student library assistants in computerized circulation functions.

This position provides for a full-time staff presence on evenings and weekends when no other full-time staff are present. Responsible for supervision of circulation and library functions during those hours and providing basic legal and non-legal reference assistance. Specialist works under the general supervision of the Circulation Librarian, and the Associate Law Librarian for Public Services within general procedural and policy guidelines.
Key Responsibilities:

- Oversees function of the information desk on evenings and weekends; handles policy issues if the only library staff member on duty.
- Supervises student assistants, including training, scheduling, and assigning tasks.
- Stacks maintenance, including updating materials, shelf reading, and shifting materials as needed.
- Assists patrons in locating materials and in using the library's catalog, databases, and finding aids.
- Processes faculty's course reserve requests.
- Special projects and other duties as assigned (users guides, processing donations, etc.).
- Pursue professional development opportunities in order to keep current with best practices and emerging library issues.

Required Qualifications:

Education: Bachelor's degree
Experience: At least one year of experience directly related to primary duties listed.

Required Knowledge, Skills and Abilities

Specialist must possess excellent judgment, flexibility, and interpersonal skills to successfully interact with patrons. Specialist must have thorough knowledge of circulation operations, including policies, procedures, and software. Specialist must have good supervisory skills in order to optimize student assistant performance. Specialist must possess excellent attention to detail when scheduling student assistants and updating materials. Specialist must be knowledgeable about catalog, databases, and other finding aids. Specialist must be familiar with Microsoft Word and other MS Office applications.

For more information, including how to apply, go to:
http://www.ubalt.edu/about-ub/offices-and-services/human-resources/jobs-at-ub.cfm?&posting=1632

Three Positions: Washington, DC

Posted on July 23, 2021 by LLAM News

Position: SFS and Government Liaison and Reference Librarian
Location: Georgetown University Library

Full vacancy announcement is available on the CUA SLIS blog.

Located in a historic neighborhood in the nation’s capital, Georgetown offers rigorous academic programs, a global perspective, exciting ways to take advantage of Washington, D.C., and a commitment to social justice. Our community is a tight knit group of remarkable individuals interested in intellectual inquiry and making a difference in the world.

Requirements

The SFS and Government Liaison and Reference Librarian supports the teaching and research activities of the University by developing and managing—in all relevant formats – the Library’s collection in support of the programs in the School of Foreign Service and Government Department and other subject areas as assigned; by providing research, reference, and instructional services; and by coordinating the content and organization of appropriate Web pages.

Reporting to the Head of Research Services along with ten other subject liaisons and reference librarians, the SFS and Government Liaison and Reference Librarian works closely with other department colleagues and engages with faculty, students, and staff in assigned areas, developing strong relationships and promoting the Library’s relevant services and collections. Responsibilities include but are not limited to:
Research and Instruction

- Serves as the expert for all services related to sources for research related to the work of the Walsh School of Foreign Service and the Department of Government, and provides general reference and information services in the social sciences, business, and the humanities.
- Interprets and analyzes the information needs of students, faculty, and other users of Lauinger Library. Recommends and directs users to appropriate sources of information including those in the Special Collections Research Center and digital collections.
- Teaches library research sessions in subject areas congruent with collection responsibilities and creates research guides and other instructional materials.
- Collaborates with other units in the library and across the campus to provide research support, including the creation of asynchronous learning tools to promote statistical and data resources in teaching and research.
- Employs new technologies to enhance reference and instruction services—e.g., social networking tools, multimedia, and learning management systems—in order to reach users in an increasingly online environment.
- Handles responsibility for identifying, creating, managing, and maintaining the content of the Web pages and other online resources related to their field.

Collection Development

- Serves as the Library’s principal liaison to faculty, graduate and undergraduate students in the Walsh School of Foreign Services and the Government Department; and has liaison responsibility for other areas as assigned.
- For the assigned subject areas, develops collections that align with the pedagogical and research needs of the University.
- Works closely with faculty to understand and be responsive to their research and curricular needs.
- Keeps them informed of the Library’s activities, and integrates the Library’s collection and service resources into faculty research and curricular activities.
- Contributes to the development of cooperative collection development initiatives with other libraries and library consortia; recommends annual allocations, manages vendor approval plans, and assists in monitoring the library materials budget in assigned disciplines.

Qualifications

- Master’s in Library Science from an ALA-accredited institution
- At least 2 years of experience working with students, faculty, and staff in a public service capacity (outreach and instruction)
- Experience with collection development in an academic or research library
- Ability to communicate effectively in writing and verbally, and to work collaboratively with a range of individuals
- Expertise in – or familiarity – with current instructional and multimedia technologies
- Expertise in or familiarity with web-authoring applications
- Demonstrated interest in the application of information technologies in the social sciences
- Strong service commitment to working with students, faculty, staff, and other communities
- Commitment to fostering an equitable and inclusive workplace, and an ability to work effectively with a diverse faculty, staff, and student population
- Either a Bachelor’s degree in a social science field or extensive experience with social science collections and research methods

Preferred qualifications

- Second graduate degree in a relevant social science field, or equivalent years of work and/or other equivalent expertise
- Demonstrated experience in or knowledge of research methodologies in the social sciences
- Demonstrated experience in working with statistical and data resources in a research environment
- Record of participation or interest in professional development activities (presentations, participation in professional organizations, etc.)

Environment

The Georgetown University Library is an agile organization located in the nation’s capital, committed to advancing Georgetown University’s global leadership in academics and research, while also addressing the requirements of the changing landscape of higher education and the evolving nature of scholarly communication. By providing preeminent services, collections and spaces, the Library contributes to the creation, dissemination and preservation of knowledge, as
well as the transformation of learning and research. The Library is committed to recruiting and retaining a diverse staff dedicated to excellence in service, continuous learning, and leadership within the library profession. With diversity as one of its core values, the Library not only seeks to actively recruit and retain a diverse workforce, but also ensures the acquisition of a diverse collection of materials and a climate of openness and respect for all traditions, cultures, and ideas. The Library actively promotes its values – lifelong learning, collaboration, leadership, quality, integrity, and diversity – in its daily tasks. Whenever possible, the Library offers flexible work schedules and telework options, and supports continuous learning opportunities in order to achieve the highest quality of service that can be offered.

The University offers a comprehensive benefits package that includes health insurance, tuition benefits for employees and their children, retirement benefits, as well as flexible work schedules and telework options. Please note that COVID-19 has reshaped the way interviews and work locations will be managed at this time. The safety and well-being of our colleagues and applicants is our first priority. The Georgetown University Library anticipates conducting all interviews virtually. Due to the COVID-19 pandemic, and the University’s need to limit the number of on-campus employees, the successful candidate may be asked to perform their job remotely for a limited period of time until the University can permit more employees to work on campus.

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.

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.

Benefits: Georgetown University offers a wide variety of comprehensive and competitive benefits. Benefits packages include comprehensive health, dental and vision plans, disability and life insurance coverage, retirement savings programs, tuition assistance, voluntary insurance options (including group legal, accident, and critical illness), and much more. Whatever your need, the Office of Faculty and Staff Benefits will be standing by to support you. You can learn more about the benefits offered to eligible faculty and staff at https://benefits.georgetown.edu or view the online interactive benefits guide for more information.

Apply

Position: Systems Librarian
Location: Georgetown Law Library

Originally posted on LLSDC Job Listings.

Georgetown Law Library is seeking candidates for the Systems Librarian position. Under the direct supervision of the Head of Law Library Technology, this position coordinates the management of the Library’s collection management and discovery platforms, including the Ex Libris Alma/Primo VE Integrated Library System, supports the integration of the system with other platforms used within the Library, and serves as a leader in designing, implementing, and maintaining additional tools and platforms for user discovery and management of Library resources. Working both independently and as part of a team, this position develops, implements, and assesses Library tools and services by focusing on usability, accessibility, sustainability, and performance. This position also provides expertise and works collaboratively with staff across the Library to develop scripts or programs that automate tasks and workflows and optimize user discovery experiences.
Position open until filled. Application review begins September 1, 2021. Full description, posting, and application process available on the Georgetown Career Opportunities Website (Posting – JR10680). If you have questions about the position, please contact lawlibcareers@georgetown.edu.

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.

Position: Lead Research & Knowledge Analyst
Location: Skadden, Arps, Slate, Meagher & Flom LLP

Full vacancy announcement available on AALL Career Center.

Description

Skadden is seeking a Lead Research & Knowledge Analyst to join our Research & Knowledge Services team in the Washington, D.C. office. As a member of Skadden’s professional staff, the Lead Research & Knowledge Analyst will play an integral role in helping the firm provide high-quality service to clients.

ESSENTIAL FUNCTIONS:

- Supports complex research and Knowledge Management (KM) 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.
- Actively monitors research requests for Washington, DC and other offices and provides guidance to research staff proactively when warranted.
- Takes lead in mentoring and training Research Analysts.
- Delegates work to local department professional staff when appropriate.
- Provides expertise to attorneys in corporate and legal practice area research.
- Develops alerts for practice groups, as needs arise.
- Develops subject guides, tip sheets and training materials as department needs and resources change.
- Creates and participates in training programs for practice groups as well as orientation sessions for Summer/Fall Associates.
- Uses question and answer skills to conduct effective reference interviews.
- Distills research results into clear and concise reports of findings.
- Creates and maintains alert services that identify matters of interest to attorneys, as well as existing and potential clients.
- 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.
- 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.
- Provides full service research and KM support if working remotely outside the office.
- Assists with evaluating new and updated versions of information resources, both online and print, and recommends beneficial, cost effective resources for the Firm.
- Develops information network within and outside the Firm.
- Monitors email on Firm issued mobile device while out of the office and during off hours and coordinates with department professional staff in Washington, DC and other offices to complete pending requests.
- Provides on-call assistance to weekend department professional staff when necessary.
- Uses workflow software for the distribution and recording of research and KM requests.
- Assists in preparing the department budget for the Washington, DC office.
- Provides detailed assessments of the work performance of the Washington, DC department professional staff in preparation of the annual performance evaluations.
- Works with the Sr. Global Tax Group R&K Manager to ensure that department invoices for the Washington, DC office are paid on time.
- Assists other department professional staff members when needed.
- Performs other duties as assigned.

Qualifications
Expertise in using computer-based research tools: Lexis, Westlaw, Bloomberg Terminal, Bloomberg Law, Intelligize, Practical Law, Fastcase, PLI, Capital IQ, Deal Point Data, CCH Cheetah, Xtract, HeinOnline.

- Ability to master new research tools in an expedited timeframe.
- Broad and thorough knowledge of legal, business and financial information sources.
- Current awareness of knowledge and information technology developments.
- Thorough competency with relevant Firm computer software programs (e.g., Outlook, Excel, PowerPoint), with the ability to learn new software and operating systems.
- Excellent analytical, troubleshooting, organizational, and planning skills.
- Proficient in using web page editors.
- Flexibility to travel.
- Flexibility to adjust hours and work the hours necessary to meet operating and business needs.

Experience/Education

Master’s Degree in Library Science or equivalent combination of education and experience.
Minimum of eight years’ experience conducting research in a legal or corporate information center.

Skadden is an Equal Opportunity Employer (Disability/Vet/other protected categories). For more information, please visit Skadden.com/careers.

Five Positions: Maryland

Posted on July 16, 2021 by LLAM News

Position: Continuing Resources Librarian
Location: University of Maryland, College Park
Salary: $60,000 to $70,000

Originally posted on the ALA Career Center.

Founded in 1856, University of Maryland, College Park is the state’s flagship institution. Our 1,250-acre College Park campus is just minutes away from Washington, D.C., and the nexus of the nation’s legislative, executive, and judicial centers of power. This unique proximity to business and technology leaders, federal departments and agencies, and a myriad of research entities, embassies, think tanks, cultural centers, and non-profit organizations is simply unparalleled. Synergistic opportunities for our faculty and students abound and are virtually limitless in the nation’s capital and surrounding areas. The University is committed to attracting and retaining outstanding and diverse faculty and staff that will enhance our stature of preeminence in our three missions of teaching, scholarship, and full engagement in our community, the state of Maryland, and in the world.

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.

With collections including 4 million volumes and more than 40,000 serial subscriptions, the University of Maryland Libraries allocate 75 percent of its materials budget to electronic resources. Maryland ranks 39th among the 115 member libraries of the Association of Research Libraries and has an operating budget of $23.7 million. The University of Maryland Libraries benefit from being situated geographically within minutes of the nation’s capital and its departments, agencies, and research centers.
The Continuing Resources Librarian has three main areas of responsibility: (1) Obtaining and making discoverable continuing resources of various formats for the University of Maryland Libraries and managing the continuing resource lifecycle, from purchase through cancellation; (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. This position, reporting to the Head of Acquisitions, Continuing Resources, and Data Services, is part of a highly committed team, whose mission is to maximize the Libraries’ support for the teaching and research programs of the University of Maryland at College Park. The Continuing Resources Librarian will be expected to develop innovative strategies and work methodologies and to promote and foster partnerships with other library colleagues involved in collection development, budgeting, cataloging, resource discovery and access, and resource preservation. This position has responsibility for providing data on collections budget administration and analysis.

The Continuing Resources Librarian evaluates work methods and workflows in light of new supporting services, financial opportunities and technological advancements. It also 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 Continuing Resources Librarian 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.

MINIMUM REQUIREMENTS:

Education:

Master’s degree in library science from a graduate program accredited by the American Library Association or equivalent professional degree with relevant library acquisitions, serials, or electronic resources experience.

Experience:

- Three or more years of serials or acquisitions experience in an academic or research library, at least one of which was spent as a professional librarian.
- Demonstrated ability to communicate clearly, both orally and in writing. Demonstrated ability to solve problems analytically, and to work collaboratively in diverse environments in order to achieve goals.
- Experience with automated acquisitions systems and automated library systems in an academic research library.
- Knowledge of acquisitions and serial practices and procedures; knowledge of basic cataloging and bibliographic principles for serials; knowledge of serial/electronic resources issues and emerging trends; knowledge of publishing trends, book and subscription trade.
- Competence in project and data management, familiarity with Excel spreadsheets and project management tools.
- Must have ability to manage a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints.
- Evidence of ability to interact collaboratively and work effectively within a diverse environment.
- Evidence of strong service orientation; an ability to anticipate customer needs and seek ways of providing satisfactory solutions.
- Excellent interpersonal skills; ability to communicate clearly, knowledgeably, and personably, orally and in writing with all persons potentially affected by the scope of the work.

PREFERRED:

Education:

Second graduate degree

Experience:

- Ability to create and manage organizational change; to maintain a systematic perspective; to involve and influence others to accept new ideas or innovative approaches; to lead in a highly collaborative organization.
- Experience with system and data migration.
- Experience with consortial relationships.
- Demonstrated competencies in managing or troubleshooting electronic resources.
Experience with developing, implementing, or using ERMs, Discovery Services, or Library Services Platforms (LSP’s).
- Demonstrated record of contributions to the profession in service and scholarship.
- Coding experience with Python or other skills used to manipulate data.

Position: Associate Director for Library Administration and Operations
Location: University of Maryland, Baltimore
Salary: $56,000 – $60,000

Full vacancy announcement available on SLA Joblist.

The University of Maryland, Baltimore Health Sciences & Human Services Library (HS/HSL) is currently recruiting for an Associate Director for Library Administration and Operations (AD LAO). The AD LAO is a senior management position reporting to the Associate Vice President for Academic Affairs /Executive Director (AVP/ED) of the HS/HSL. The position is responsible for sound oversight of HS/HSL finances and smooth operation of the physical facility and provides administrative oversight for the Library Administration Division consisting of six staff. As a critical member of the HS/HSL senior leadership team, the AD LAO advises the AVP/ED on appropriate administrative and financial practices and participates in strategic planning, setting direction for the HS/HSL in alignment with University vision and strategic priorities.

UMB offers a generous benefits package that includes 22 vacation days, 14 floating and holidays, 15 sick days; comprehensive health insurance and retirement options; and tuition remission for employees and their dependents at any of the University System of Maryland schools.

In the Fall of 2021, UMB will require all faculty, staff, and students to be vaccinated against COVID-19. Exemptions for medical or religious reasons will be processed through Human Resources.

PRIMARY DUTIES:

Administration:
- Directs HS/HSL administrative and operations staff including human resources, special events, financial accountability, and oversees building viability and use, including the Frieda O. Weise Gallery, mailroom and tenant needs.
- Oversees the viability of the financial systems of the HS/HSL including budgeting, purchasing, grants and contracts, accounts receivable/payable, and reporting, including budget projections and justifications.
- Serves as the budget and financial liaison to the Provost's Office.
- Advises and consults with the AVP/ED on financial issues.
- Provides expertise on grant and contract development, submission, and tracking.
- Oversees and directs all procurements and purchases for the HS/HSL including the management of I.T. and equipment procurements requiring purchase orders, bidding, or complex processes.
- As a member of the HS/HSL leadership team, participates in strategic planning, providing operational and administrative advice underpinning the success of the library.

Operations:
- Supervises the HS/HSL Building Coordinator in the oversight of Renovation and construction projects.
- Management of all aspects of building operations including tenant satisfaction, work orders, contractor work, emergency response, and communications regarding any work or disruptions to the Library or its tenants.
- Builds collaborative and respectful working relationships with various units at UMB involved in the maintenance and upkeep of the HS/HSL.
- Oversees programming and exhibits within the Frieda O. Weise Gallery including coordination of new exhibits, acquisition of new exhibits, installation, and scheduling of events related to the Gallery.
- Oversees capital assets tracking.
- Provides oversight for the mailroom, coordinating deliveries for all building tenants.
- Performs other duties as assigned.

Position: Head of the Network of the National Library of Medicine Web Services Office
Location: University of Maryland, Baltimore
Under a five-year cooperative agreement (2021 – 2026) with the National Library of Medicine, the HSHSL serves as the headquarters for the NNLM Web Services Office (NWSO). NWSO is responsible for developing and maintaining reliable Web services for NNLM in compliance with the US Department of Health & Human Services information policies. The Head of NWSO is responsible for leadership and development of NNLM technology projects and infrastructure. Reporting to the Executive Director of NWSO, who is the Associate Director for Computing and Technology Service of the HSHSL, the Head of NWSO provides oversight and leadership of the NWSO staff, including a web developer and a systems administrator. This is a grant-funded, non-permanent status faculty appointment renewable on an annual basis. This position will be at a rank of Librarian II or III. The incumbent will be eligible for promotion and is expected to participate fully as a member of the library’s faculty.

Responsibilities: Plan and develop the knowledge infrastructure, tools, and digital resources supporting NWSO and the NNLM; Maintain an open dialog with stakeholders – including NNLM, RMLs, Offices, and Centers – regarding the development of infrastructure and services; Provide day-to-day operational support and track progress for NWSO’s ongoing projects; Supervise NWSO staff including a Web Developer and a Systems Administrator, setting goals consistent with HSHSL and NNLM goals and initiatives; Balance technology needs of the NNLM with available budgets; Professional participation through presentations or publications regarding innovative library applications for practice or programs in health sciences libraries; Conduct periodic training and feedback sessions for stakeholders for NWSO provided resources and tools; Respond to incoming support requests concerning NNLM technologies and troubleshoot issues; Identify software to be used by RML, Office, and Center staff and assist them with selection and implementation of appropriate emerging technologies; Coordinate archiving of NNLM data and systems architecture; Oversee NNLM Web Advisory Team; In collaboration with the NWSO Executive Director, provide strategic direction for NWSO initiatives.

Requirements: Master of Library Science from an ALA-accredited program or equivalent advanced degree; Minimum of 3 years of progressively responsible health science library experience; Experience developing and executing a strategic plan; Strong service orientation and ability to work effectively with colleagues, health professionals, and consumers in a diverse, multi-cultural community; Demonstrated project management experience; Good communication (public speaking and writing) and interpersonal skills; Knowledge of the NNLM and of NLM products and services; Familiarity and experience working with systems and applications advancing NNLM services.

Preferred: Previous experience with NNLM. Ability to develop, articulate, and advocate a vision for applications and knowledge-based systems and the resources needed to support them in a team setting. Experience managing and developing staff. Demonstrated teaching and training experience. Knowledge of technology applications and trends in health sciences libraries. Familiarity with national or regional health care and information policy. Comfort with change and experience in change management. Experience with Moodle LMS

Application Process: Applicants are required to apply through the UMB job portal to be considered for the position Head of the Network of the National Library of Medicine Web Services Office (210000OE) (taleo.net) After candidate selections, interviews will take place with the respective department’s leadership team and faculty.
https://umb.taleo.net/careersection/umb_faculty+and+post+docs/jobdetail.ftl?job=210000OE&lang=en

Position: Library Associate
Location: Harford County Public Library

Responsibilities: The Library Associate I – Branch performs a variety of reference services within a branch in order to assist customers in using the library and its services to their fullest advantage. Assists customers with locating materials, information, using electronic resources and emerging technologies. Plans and provides library programming. Meets minimum public service hours as defined by Library Administration.

Requirements: Minimum Requirements:

Bachelor’s degree;
Ability to attend Library Associate Training Program and to complete the program within 2 years after starting the program for Library Associate I;
One or more years of related experience;
Position: **Librarian – Teen Services**  
Location: Harford County Public Library

Originally posted on the [Maryland Library Association listserv](mailto:).

Responsibilities: The Librarian performs professional librarian services including reference services, readers advisory, computer support, technical instruction, location of materials, and general customer service. Performs basic supervisory responsibilities for hourly staff. Plans and presents programming. Meets minimum public service hours as defined by Library Administration.

Minimum Requirements:

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

Application Process: Applications for this position are completed and accepted via online submission only. Please visit us at [https://www.hcplonline.org/](https://www.hcplonline.org/) and click on Library Jobs tab for vacancy announcement details and application instructions.

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**Four Positions: Washington, DC**

Posted on **July 16, 2021** by **LLAM News**

Position: **Research Analyst**  
Location: Arnold Porter

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

Description

The Research Services Department of Arnold & Porter has an opening for a Research Analyst to join our energetic, creative, and global service team. This position covers the hours between 9:00 am – 6:00 p.m. Pacific Time, Monday-Friday, and can be associated with any of the following A&P offices: San Francisco, Silicon Valley, Los Angeles, Houston, Denver, or Chicago.

Under the direction of the firmwide Research Services management team, Research Analysts respond to research and reference requests from attorneys, legal assistants and administrative personnel in all A&P offices and serve as liaisons to designated practice and industry groups. Research Analysts also assist with current awareness monitoring, curated news preparation, collection development, and other department activities.

Essential 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.
- A minimum of two (2) years of 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, Lexis Advance, Law 360, Wolters Kluwer, and Bloomberg BNA.
- Comfortable using Microsoft Office applications, especially Word, Outlook and Excel.
- Familiarity with the Quest ticketing system a plus.
- Strong client service orientation.
- Ability to work independently and as part of a team, prioritizing multiple projects and assignments.
- Ability to analyze, cull and summarize search results.
- Excellent oral and written communication skills.

Position: Senior Grants Management Specialist
Location: Office of Grant Policy, and Management, Institute of Museum and Library Services
Salary: $103,690 to $134,798

Full vacancy announcement available on USAJOBS.

Summary

The OGPM performs administrative business, policy, and analytical work involving: (1) the management, award, and obligation of funds for Federal assistance including grants, cooperative agreements, and other related assistance and services through discretionary and mandatory grants, using financial, administrative, business, and negotiation procedures and (2) the fiscal administration, termination, and/or closeout of grants and/or other assistance and agreement awards.

Responsibilities
If selected for the Senior Grants Management Specialist position, the incumbent will work collaboratively with program staff in the Office of Museum Services and the Office of Library Services to provide grant related assistance and services. This position is responsible for supporting the management of the Office of Grants Policy and Management (OGPM). Typical work assignments will include:

- Management, award, and obligation of funds for Federal assistance including grants, cooperative agreements, and other related assistance and services through discretionary and mandatory grants, using financial, administrative, business, and negotiation procedures
- Serving as a subject matter expert for awardee organizations, providing them with guidance and assistance in grants management matters and working with them to resolve compliance or grants management issues.
- Implementing and managing Federal grants and cooperative agreements in all IMLS programs
- Providing advice, interpretation, and guidance on statutes, regulations, internal policies, and procedures as they relate to awards in general and individual applications and grants.

Performs other duties as assigned.

Position: Production Specialist
Location: Library of Congress
Salary: $72,750 to $94,581

Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Collections Division, Library Collections and Services Group. The position description number for this position is 409883. 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 non-supervisory, bargaining unit position.

Responsibilities
The Production Specialist is responsible for all production in the NLS recording studio of audio material intended for distribution to the patrons of the NLS Talking Book Program.

Assesses the content and organizes the audio files of recorded work that originates in the NLS recording studio, into navigable units. Converts into the standardized NLS talking book format, to be available for use on NLS digital audio players and online on the BARD website. Encrypts the material to restrict its access to only NLS patrons. This process requires a detailed knowledge of NLS Specifications 1201 (Narration), 1202 (DTB Mastering), 1203 (Construction of a DTB), without which knowledge, the production specialist will produce books which will fail the Quality Assurance process.

Converts many types of audio books that originate outside of the NLS recording studio in order to enhance the NLS collection online, including: Analog to Digital (ATD), Digital to Digital (DTD), shared masters, and commercial audiobooks into the standardized NLS digital talking book format.

Produces born digital talking books (DTBs), magazines, and resource materials, as well as converting older books to be added to BARD. This process requires a detailed knowledge of NLS Specifications 1205 (Protected DTBs) and 1208 (Preparation of Commercial Audiobooks)

Applies specialized knowledge of audio software support, sound engineering, and audio recording navigation mark-up format, incorporating both technical and artistic judgments. Performs all aspects of audio technical post-production work.

Analyzes book structure to determine optimal navigational markup and places navigational markers to maximize accessibility for the patrons while complying with NLS specifications. Conducts preliminary examination of magazines, determining appropriate playback structure and formatting for DTB players. Prepares project files using Hindenburg ABC for the recording process (if recorded in-house) or downloading and reformatting commercial books and/or magazines to meet NLS standards.

Converts and reformats previously recorded (analog or digital) NLS talking books to meet current Quality Assurance standards. Compiles finished recorded audio, then adds navigable markers using Hindenburg ABC for playback on DTB players. Runs validators and creates md5 checksums to guarantee data accuracy, encrypting DTBs for DRM compliance.

Archives all books and magazines produced in the studio by compressing them for long-term storage and uploads items to NLS servers, as well as entering and updating them in the studio’s database.

Coordinates with Audio and Braille Production and Content Quality Assurance Sections for special projects. Assists with the timely releases of converted commercially recorded audiobooks into the NLS collection, by obtaining the recorded audio material, determining navigational structure, addressing post-production needs, and providing assistance in moving files to the server in order to be released on the BARD website on the same day as their commercial release.

Works with all NLS sections to provide high standards of customer satisfaction according to NLS specifications. Provides technical expertise to other NLS sections in audio and DTB related issues.

Advises, trains, and assists network libraries in digital recording and DTB production, upon request, coordinating and supporting network library production;

Coordinates with the Content Quality Assurance Section to address patron requests in a timely manner.

Provides technical feedback to Collections Division regarding various audio book production issues, by attending meetings, serving as in-house experts, and providing written reports and analyses of new and emerging technologies, consistently and professionally.

Tests playback of final audio of recorded books and/or magazines before being uploaded to Quality Assurance for review and uploading the completed product to NLS servers.
Assists Channel Design and Deployment Section with the testing of new technologies and new recording software intended for use by other producers in the Network Library System.

Facilitates narration of complex titles including experimental formats and assists in the development of concepts to enhance accessibility of images, including audio and tactile approaches.

Supports technical aspects of format conversion, e.g. music or Marrakesh titles, to NLS format and assists in creating potential new formats, such as Text-to-Speech or ePUB titles for proof of concept and pilot use.

Coordinates and collaborates with other NLS departments, including the Music Section, Reference Section, Network Services, and Audio and Braille Production with the planning and execution of special projects and new procedures.

Conducts tours of the NLS Studio for new employees, library groups, and visitors from around the world.

Position: Librarian (South Asian)
Location: Library of Congress
Salary: $87,198 to $113,362

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Southeast and South Asia Section, Asian and Middle Eastern Division, Acquisitions and Bibliographic Access Directorate, Library Services.
The position description number for this position is 058500.
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, compflex, or maxiflex work schedule.
This is a non-supervisory, bargaining unit position

Responsibilities

Independently catalogs a full range of material. Offers solutions on how to describe bibliographic elements that are not covered by cataloging rules, or require interpretation. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Establishes personal and corporate names and uniform titles for inclusion in the name authority file. Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloger's reference collection, online databases, the world wide web, and the collections of the Library. Resolves problems and inconsistencies in the cataloging process. Identifies items which do not require cataloging (e.g., duplicates); items which are out of scope; and items for which a record already exists.

Organizes and coordinates assignments that involve complex and novel or obscure problems and/or special requirements. Analyzes material to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Analyzes material to determine subject content. Identifies areas for improvement in established methods. Performs detailed analyses and evaluations of cataloging requests. Prepares reports, analyses, and other documents related to information and research efforts. Examines proposals to create or change subject headings to insure conformity. Assists in the preparation of memoranda, guidelines and correspondence in response to inquiries regarding application of cataloging rules and subject heading and classification matters.

Assists in collection development for assigned countries, languages, and/or subjects. Reviews a wide variety of brochures, catalogs, journals, and other sources for new items and sources for possible acquisition. Assists in collection development for assigned countries, languages, and/or subjects. Reviews a wide variety of brochures, catalogs, journals, and other sources for new items and sources for possible acquisition and makes specific recommendations to fill in gaps and enhance existing collections. Examines incoming shipments to select items appropriate for the collections, consulting others only for the most difficult decisions. Examines recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with or approve deviation from established guidelines. Participates in formulating plans for changes and improvements to collection development policies.

Independently acquires a variety of materials in all formats from assigned countries and/or in assigned languages. Assists in planning and implementation of special acquisitions projects. Applies extensive knowledge of library functions to modify standard library practices related to acquisitions of a wide variety of library materials. Contacts dealers, subscription
agents, vendors, overseas offices, domestic and foreign government agencies, exchange partners, and/or donors, to obtain information, negotiate price or other terms of acquisition, coordinate the acquisitions process, and resolve unusual problems. Determines appropriate source and method of acquisition of recommended items. Participates in annual budget preparation. Prepares approval plan renewals, including notification of new budgeted amounts. Conducts vendor evaluation. Researches and recommends new sources of acquisitions and/or access. Assures that purchase orders and invoices are represented by correct bibliographic identification and correct coding in the acquisitions system, including resolution of unusual recordation problems. Assures that materials ordered or received are new to the collections. Determines availability of funds and recommends reallocation when necessary. Resolves problems and inconsistencies in the acquisitions process. Performs research in on-site reference sources, online databases, the world wide web, and the collections of the Library.

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, recommends changes in procedures, workflows, and tools. Recommends solutions or resolves important issues when precedents do not apply.

The staff member develops plans to implement training goals and to assure achievement of learning objectives. Provides initial intensive instruction and ongoing training of staff, reviewing and revising the work 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.

Four Positions: Maryland

Posted on July 9, 2021 by LLAM News

Position: Library Services Specialist (Digital Content)
Location: University of Maryland, Baltimore

Originally posted on the SLA Career Center.

Description:

The University of Maryland, Baltimore (UMB) Health Sciences and Human Services Library (HSHSL) is currently recruiting for a Library Services Specialist focused on Digital Content to be part of the Library’s Resource Development and Access Division team. This position participates in managing access to e-journal, e-book and database collections and in identifying and submitting content to the UMB Digital Archive. The Specialist may also assist in other Division projects.

The incumbent must be a highly productive, detail oriented and accurate worker with the ability to use initiative and make appropriate judgments. This person must be able to work independently and as part of a team. The Specialist must also be flexible and able to work in a multi-tasking environment.

This position reports to the Head of Collection Strategies and Management and will also work closely with the Head of Resource Development and Sharing.

UMB offers a generous benefits package that starts with 11 vacation days, 14 floating and holidays, 15 sick days; comprehensive health insurance and retirement options; and tuition remission for employees and their dependents at any of the University System of Maryland schools.

In the Fall of 2021, UMB will require all faculty, staff, and students to be vaccinated against COVID-19. Exemptions for medical or religious reasons will be processed through Human Resources.

Primary Duties:
- Maintain accurate e-journal, e-book, and database holdings and links in the Library’s various access points so patrons can easily reach the content they need.
- Provide excellent customer service by responding promptly to support tickets, working with vendors, library staff, and patrons to resolve access issues relating to the Library’s electronic resources.
- Regularly scan, identify and acquire content including events, scholarly and administrative outputs through UMB communication channels including websites, emails, social media, etc.
- Document UMB Digital Archive content sources and contacts.
- Digitize print documents as needed; enter documents/multimedia into the UMB Digital Archive.
- Work with the UMB Digital Archive manager in outreach and promotion activities.

Position: **Cataloging and Metadata Services Librarian**  
Location: Salisbury University  
Salary: $56,000 – $60,000

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

Salisbury University is seeking creative and dynamic applicants for the position of Cataloging and Metadata Services Librarian. This position plays a key role within the Salisbury University Libraries and reports to the Head of Cataloging. This is a 12-month permanent-status-track library faculty position.

Primary Job Duties: Performs both original and complex copy cataloging, including cataloging of print and non-print monographic materials for main stacks collections and special collections, creating metadata for items in SU’s institutional repository, and carrying out special projects within the Collection Management unit. Supports initiatives related to digitization, special collections access, and other metadata-dependent efforts to describe, manage, expose, and share collections with users, ensuring the uniform application of standards for resource description of the Libraries’ local and unique digital collections. Also responsible for catalog maintenance, including authority work, batch loading of records, and manipulation of current records for improved access. Participates in library, campus, consortium, and regional/national activities as appropriate. Contributes to the Libraries’ diversity, equity, and inclusion efforts.

Requirements

Minimum Qualifications: Master’s degree from an ALA-accredited institution or equivalent degree from a foreign institution. Experience performing original or copy cataloging or completion of a cataloging class. Ability to review and edit copy cataloging. Ability to create original MARC bibliographic records for print and non-print materials.

Preferred Qualifications: Working knowledge of RDA, MARC bibliographic and authority records, LCSH and LC Classification. Demonstrated experience performing both original and copy cataloging. Demonstrated experience cataloging print and non-print materials. Experience with OCLC Connexion. Experience using the staff interface of an integrated library or next generation system such as Aleph, Alma, or OCLC WorldShare. Experience with a web-scale discovery service such as WorldCat Discovery or EBSCO Discovery Service. Working knowledge of Dewey Decimal Classification and CONSER cataloging practices. Attention to detail and strong organizational skills. Ability to be flexible. Ability to handle multiple tasks/projects simultaneously and work well under pressure, independently, and in a team-oriented environment. Strong oral and written communication skills.

Position: **Assessment & Analytics Librarian**  
Location: Towson University  
Originally posted on the [SLA Career Center](#).

Towson University’s Albert S. Cook Library seeks a dynamic and innovative individual to serve as the Assessment & Analytics Librarian. Towson University places a high priority on the importance of diversity, equity, and inclusion. Candidates will be expected to explain how they have been and could be involved in advancing this campus goal. This position is a 12-month faculty status position available in Fall 2021.

Responsibilities:

The Assessment and Analytics Librarian will foster a culture of assessment within the library and will lead the design and implementation of a successful, sustainable, comprehensive assessment program. Leads library-wide assessment initiatives including data gathering, analysis and reporting and supports data visualization projects. Coordinates library
department and committee-based assessment projects and supports colleagues engaged in assessment work, ensuring shared actions and broad understanding toward assessment and assessment measures. Participates in the team supporting the library’s Data Studio. Contributes to integrating assessment with data-driven planning and decision-making related to collections, services, instruction, technology, physical spaces, outreach, archives, and overall library initiatives. Supports library and university diversity, equity, and inclusion initiatives. Plans and teaches information literacy in liaison area and other disciplines. Evaluates and selects resources for the assigned collection and related areas. 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.

Qualifications:

Required: Master’s degree in library or information science from an ALA-accredited institution or equivalent; a background in statistics, analytics, research methods, or assessment; and a commitment to diversity, equity, and inclusion are required. Current knowledge of assessment issues, trends, and methodologies for academic libraries and archives. Knowledge of data analysis methodologies and the application of data to library assessment initiatives. Excellent interpersonal skills, with the ability to establish positive and productive collaboration working with diverse audiences and colleagues throughout the Libraries and beyond. Demonstrated initiative and ability to work independently and collaboratively on a variety of projects. Demonstrated excellent organizational, analytical, time management and project management skills. Demonstrated ability to effectively collaborate and build partnerships in a culturally diverse community. Demonstrated ability to meet the University’s criteria for promotion and permanent status of library faculty.

Preferred: Experience working with library-specific assessment tools in an academic or research library. Experience designing surveys, analyzing data, and providing recommendations for service improvements. Experience with Tableau or other data visualization software. Experience with R-Studio, Advanced Excel or other data analytics tools. Ability to articulate the value of academic libraries through quantitative and/or qualitative assessment methodologies. Demonstrated skill in library instruction and information literacy. Experience with or course work related to information literacy instruction. Knowledge of and ability to apply learning theory, pedagogy and instructional technology to information literacy instruction. Demonstrated ability to provide traditional and virtual reference and research assistance in a variety of disciplines. Proficiency in the use of digital and print resources. Experience using web page authoring tools and social networking applications.

Rank is determined by qualifications at time of appointment.

Position: Performing Arts Librarian
Location: Towson University

Full vacancy announcement available on ALA Joblist.

Towson University’s Albert S. Cook Library seeks a dynamic and innovative individual to serve as the Performing Arts Librarian. Towson University places a high priority on the importance of diversity, equity, and inclusion. Candidates will be expected to explain how they have been and could be involved in advancing this campus goal. This position is a 12-month faculty status position available in Fall 2021.

Responsibilities
The Performing Arts Librarian serves as a research and instruction librarian and as liaison and subject specialist to the Departments of Dance, Interdisciplinary Fine Arts, Music, and Theatre Arts and related 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. Participates in design and implementation of library initiatives. 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.

About Albert S. Cook Library:
Albert S. Cook Library is the campus library for Towson University, the largest university in the Baltimore area and the second largest in the University System of Maryland. Cook Library also serves the Towson University Northeastern Maryland (TUNE) campus. With 23 faculty librarians and 25 staff, Cook Library provides superior support to Towson University.
One Position: Washington, DC

Posted on **July 9, 2021** by **LLAM News**

**Position:** Technical Service Librarian  
**Location:** ZAI  
**Salary:** $122,530 to $159,286

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

ZAI has a need for Technical Service Librarian at a project located in Washington, DC. This is a working supervisory position. The Technical Service Librarian will supervise ZAI personnel and work on assigned tasks as needed. The Technical Service Librarian will have full authority to act for ZAI in the performance of the required library work and services. Preferred experience with cataloging legal, congressional, legislative history, regulatory materials.

**Required Skill Sets:**

- Master’s degree in library/information science from an ALA-accredited institution  
- Minimum (2) year of professional cataloging experience  
- Minimum two (2) years of work experience in technical services operations, library setting  
- Preferred experience with reference in legal, legislative history, congressional, and regulatory research  
- Experience with front desk support, reference, reference development, collection maintenance and management, acquisitions  
- Experience providing serial check-in, ILS system support, circulation and reference support  
- Experience with cataloging materials using MARC, RDA and KBART standards  
- Work experience with U.S. Federal document collections  
- Strong skill/experience using an Integrated Library System (ILS), preferably OCLC WMS  
- 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

ZAI is an equal opportunity employer. In compliance with Federal and State Equal Opportunity Laws, qualified applicants are considered for all positions applied for without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, veterans status or any other legally protected status.

Please Click Here to Apply: [https://phe.tbe.taleo.net/phe02/ats/careers/v2/viewRequisition?org=ZAIINC&cws=41&rid=1868](https://phe.tbe.taleo.net/phe02/ats/careers/v2/viewRequisition?org=ZAIINC&cws=41&rid=1868)

Five Positions: Maryland

Posted on **July 2, 2021** by **LLAM News**
Position: Senior Assistant Branch Manager – Children’s Services
Location: Harford County Public Library
Salary: $52,170.00

Full vacancy announcement available on ALA Joblist.

Description:

The Senior Assistant Branch Manager assists with managing the day-to-day operations, activities, and staff of the assigned branch designated as a Level II due to collection size, special collections and services, number of branch staff, and customer traffic. Meets minimum public service hours as defined by Library Administration, providing equal and free access to information, programs, and education.

Minimum Requirements:

- MLS degree from an ALA-accredited institution, required (Note: Will consider applicants who will complete such program within six months from date of application);
- Ability to obtain State of Maryland certification as a Professional Librarian within six months of hire;
- Three or more years of related professional library experience, including direct information service and training of customers and staff on the use of computers, databases, preferably in public library;
- Two or more years of supervisory experience;
- Ability to work day, evening, and weekends hours;
- Ability to travel to branch/outside locations is required;
- Valid drivers license with no more than three points;
- Ability to obtain and maintain a favorable criminal background report.
- Applications for this position are completed and accepted via online submission only. Please visit us at www.HCPLonline.org and click on Library Jobs tab for vacancy announcement details and application instructions.

Position: Information Technology Librarian
Location: UMBC (University of Maryland, Baltimore County)
Salary: $63,000

Full vacancy announcement available on ALA Joblist

Position

As part of the Library and Information Technology Services division, the IT Librarian manages the daily operations of IT support and AV services in the Library & Gallery. This position also works closely with the Division of Information Technology (DoIT) on the management of the Library’s public computing and AV resources. Manages and maintains local servers including backup and recovery. Works with DoIT to implement and manage suitable cloud-based storage and backup options. Administers and maintains library applications including, but not limited to, ILLiad, CONTENTdm, Connexion, Ares, and Aleph. The IT Librarian ensures efficient management of and response to bugs and suggestions through effective use of the issue tracking system ‘RT’.

This position makes recommendations on upgrades, repairs, replacements, retention, and adoption of new technologies based on equipment life cycles, usage, user needs, and technology trends. Engages and works collaboratively with faculty, students, and staff both inside and outside the Library & Gallery to ensure technology solutions are effective and equitable including selection and implementation of assistive and accessible technologies. Demonstrates ability to work effectively in a diverse environment and a commitment to providing equitable and inclusive service.

Contributes to the planning, implementation, and management of a makerspace in the library.

Assists with the technology planning and implementation for local digitization projects and participates in developing and implementing the Library & Gallery’s digital preservation strategy.

Supports efficient use of technology for employees in the Library & Gallery including through development and delivery of training on technology-related best practices on topics such as document management and use of cloud systems. Participates as the IT expert on library committees and working groups as appropriate.

Trains and supervises LITS staff, and develops and documents procedures.
Other duties as assigned.

**Position:** Director, Library & Learning Resources  
**Location:** Prince George’s Community College (Largo, MD)

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

Apply By: July 15, 2021

Prince George’s Community College is proud to boast of a multi-talented and diverse workforce as well as offering a competitive benefits package and services that will add to your potential and work/life balance. We are looking to attract and retain individuals who are committed to helping our students succeed. In return, you will find PGCC an exciting place to work and grow.

**Job Description Summary:**

The Director, Library and Learning Resources assumes administrative responsibility for the operation of the College’s Library and Learning Resources (LLR), consisting of the Library, English Lab, Mathematics Learning Center, and the Tutoring and Writing Centers, in support of the needs of credit and continuing education students. Leads in the exploration and adoption of innovations in library and tutoring services and in new methods of resource and service delivery. Leads efforts to inspire and encourage participation by departments and recruit faculty to develop, adopt, and/or assess open educational resources. Establishes appropriate liaison relationships with internal and external partners. Guides LLR participation in the strategic planning process. Develops and manages human, programmatic, and fiscal resources in support of the missions of LLR and the College.

**Minimum Qualifications:**

- Master’s Degree in Library/Information Science, or equivalent, from an ALA accredited program.
- Minimum of three years of progressive management and supervisory knowledge and experience.
- Minimum of five years' supervisory experience in an academic library, preferably at a community college.
- Experience managing large projects, including documented grant experience.
- Experience in outreach and collaboration regarding open education, open textbooks, open access, copyright and intellectual property with faculty and students.
- Experience with evaluating an Intergraded Library System/library management system (ILS/LMS), and working with vendors through the procurement process.
- Training or experience in instructional design principles, pedagogy, curriculum development, assessment, teaching with technology, and learning management systems.
- Experience with developing strategic plans and maintaining budgets.

**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.

- Knowledge of the philosophy and techniques of college library and tutoring services.
- Knowledge of college library materials and resources.
- Knowledge of issues in open education, open textbooks, open access, copyright and intellectual property.
- Knowledge of instructional and/or curriculum design in higher educational settings and implications for online teaching.
- Knowledge of the challenges facing the library field in the 21st century.
- Skilled in creating and implementing college library programs and services.
- Ability to think analytically and to develop new or revised systems, procedures, and work flow.
- Ability to exercise initiative and independent judgment.
- Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form.
- Ability to make administrative decisions, interpret policies, and supervise staff.
- Ability to motivate, establish and maintain effective working relationships with staff, faculty, administrators, and other community agencies and the public.
■ Ability to coordinate the work of diverse people in multiple departments with differing personalities.
■ Ability to articulate a vision to move the Library forward.
■ Ability to lead, motivate, and support teams to work collaboratively.
■ Ability to work with diverse college units and external partners.
■ Ability to understand barriers presented to students, including issues of functional, media, information, and technological literacy.

Job Requirements:

Must be able to work Monday through Friday, 8:30 a.m. to 4:30 p.m. Work schedule subject to change based on department needs.

Ability to communicate effectively in spoken and written standard English.

As required by the 1986 Immigration Act, be prepared to present acceptable documentation showing your identity and that you are a U.S. citizen or an alien who is authorized to work.

Background Check Statement: Prince George’s Community College is committed to providing a safe campus community. PGCC conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check, education verification, and when appropriate, a financial (credit) report or driving history check.

Salary: Commensurate with education and experience.

To review posting and apply for this position: https://pgcc.peopleadmin.com/hr/postings/9011. Visit our website at www.pgcc.edu.

Submit a cover letter of interest, a detailed resume listing qualifications and experience. Applicants should fully describe their qualifications and experience, with specific reference to each of the minimum qualification and criteria listed because this is the information on which the initial review of materials will be based.

We support and embraces cultural diversity, understood as the creation and promotion of an inclusive, non-discriminatory environment for everyone. We accept and value differences, including differences in age, race, national origin, ethnicity, religious affiliation, political beliefs, sexual orientation, gender identity, socioeconomic background, and ability/disability. We strive for growth and success for all of our students, employees, business partners, and the community.

Position: Circulation Manager
Location: Harford County Public Library

Originally posted on the Maryland Library Association listserv.

Responsibilities:
The Circulation Manager provides management and oversight of library employees who come into direct contact with the public, ensuring high quality customer service at every opportunity. Responsible for the general operation of the Circulation department of the Level I designated branch, including supervising, scheduling, evaluating, and training circulation staff in order to ensure an exceptional customer experience. Meets minimum public service hours as defined by Library Administration.

Minimum Requirements:

■ Bachelor’s degree;
■ Two (2) or more years of related job experience;
■ One (1) year of supervisory experience;
■ Ability to work day, evening, and weekends hours;
■ Ability to obtain and maintain a favorable criminal background report.

Application Process: Applications for this position are completed and accepted via online submission only. Please visit us at Harford County Public Library and click on Library Jobs tab for vacancy announcement details and application instructions.

Closing Date: Open Until Filled
Position: Communications Manager  
Location: Talbot County Free Library  
Salary: $36,000-$40,000

Originally posted on the Maryland Library Association listserv.

Responsibilities: Reporting to the Assistant Library Director, this full-time position will manage and supervise most aspects of communications for the Talbot County Free Library, including overseeing all marketing and public relations in support of building awareness for library services and programs. The work schedule will include shifts in the evening and on weekends.

Requirements: Graduation from an accredited four-year college or university with a Bachelor’s degree in Journalism, Communications, Public Relations, Marketing, or related field and a minimum of three or more years of professional experience, preferably in a public sector or non-profit setting.

Application Process: For more information about TCFL, to view the job description, and to download the TCFL employment application form, visit our website at Talbot Co Free Library and click on Jobs at the Library. Send cover letter, resume, three references, and a completed TCFL employment application form to: Dana Newman, Library Director, Talbot County Free Library, 100 W. Dover Street, Easton, MD 21601. Schedule for Interviews: Interviews will be scheduled the week of July 26 for selected applicants.

Closing Date: Thursday, July 22, 2021 at 5:00 p.m.

Posted in Job Vacancies | Tagged Academic Library, Maryland, Public Library, Technical Services

One Position: Virginia

Posted on July 2, 2021 by LLAM News

Position: Research Analyst  
Location: MITRE, McLean

Full vacancy announcement is available on the CUA SLIS blog.

Why choose between doing meaningful work and having a fulfilling life? At MITRE, you can have both. That’s because MITRE people are committed to tackling our nation’s toughest challenges—and we’re committed to the long-term well-being of our employees. MITRE is different from most technology companies. We are a not-for-profit corporation chartered to work for the public interest, with no commercial conflicts to influence what we do. The R&D centers we operate for the government create lasting impact in fields as diverse as cybersecurity, healthcare, aviation, defense, and enterprise transformation. We’re making a difference every day—working for a safer, healthier, and more secure nation and world. Our workplace reflects our values. We offer competitive benefits, exceptional professional development opportunities, and a culture of innovation that embraces diversity, inclusion, flexibility, collaboration, and career growth. If this sounds like the choice you want to make, then choose MITRE—and make a difference with us. MITRE’s Information Services department seeks a Research Analyst to join the Custom Research Team. The successful candidate will be adept at scoping research requests, hunting and digging for information and data, and presenting findings in a clear manner.

Responsibilities include:

- Collaborating with the InfoDesk, MITRE’s corporate information desk, to provide in-depth Tier 2 research support
- Conducting competitive intelligence and market research in support of business development, and benchmarking
- Conducting research using scholarly literature, IT advisory services, government and business databases, news sources, and e-books in support of a diverse work program
- Packaging research findings into high-quality deliverables to guide business decisions and inform corporate strategy
- Delivering current awareness materials via customized newsletters
- Expanding, building, and maintaining relationships with customers throughout MITRE
Creating executive-level briefings and reports

Minimum Qualifications:

- Demonstrated ability to formulate complex search strategies; to search and locate information from various sources; to summarize and synthesize findings; and to place findings in context
- Excellent customer service skills including an aptitude for understanding and anticipating customer needs
- An understanding of the research process and workflow
- Strong interpersonal and communications skills with demonstrated ability to communicate effectively across level and function
- Demonstrated ability to work collaboratively in a team environment and to effectively build partnerships
- Commitment to continuous learning and ability to learn new technologies quickly
- Demonstrated ability to resolve problems in a resourceful and timely manner
- Demonstrated ability to present information effectively to multiple sized audiences
- Familiarity with the Microsoft Office suite of products
- Applicants selected for this position will be subject to a government security investigation and must meet eligibility requirements for access to classified information or applicants who are eligible for security clearances.

Required Qualifications:

Bachelor’s degree

Preferred Qualifications:

- MLS / MLIS / MIS or related degree
- At least 2-3 years of professional experience in library research, business analysis, market research, or competitive intelligence
- Experience serving as a librarian in a corporate, government, or academic organization supporting engineers and/or other highly technical professionals
- Experience visualizing data and designing infographics

This requisition requires the following clearance(s): Secret

MITRE is proud to be an equal opportunity employer. MITRE recruits, employs, trains, compensates, and promotes regardless of race, religion, color, national origin, gender, gender expression, sexual identity, disability, age, veteran status, and other protected status.

MITRE intends to maintain a website that is fully accessible to all individuals. If you are unable to search or apply for jobs and would like to request a reasonable accommodation for any part of MITRE’s employment process, please contact MITRE’s Recruiting Help Line at 703-983-8226 or email at recruitinghelp@mitre.org.

Apply

About Us
At MITRE, we solve problems for a safer world. Through our federally funded R&D centers and public-private partnerships, we work across government to tackle challenges to the safety, stability, and well-being of our nation. As a not-for-profit organization, MITRE works in the public interest across federal, state and local governments, as well as industry and academia. We bring innovative ideas into existence in areas as varied as artificial intelligence, intuitive data science, quantum information science, health informatics, space security, policy and economic expertise, trustworthy autonomy, cyber threat sharing, and cyber resilience.

Benefits information may be found here: https://www.mitre.org/careers/working-at-mitre/benefits

Posted in Job Vacancies | Tagged Special Library, Virginia
Five Positions: Washington, DC

Posted on July 2, 2021 by LLAM News

Position: Supervisory Librarian (Law)
Location: Justice Management Division, Department of Justice
Salary: $122,530 to $159,286

Full vacancy announcement available on USAJOBS.

Summary
U.S. Department of Justice (DOJ), Justice Management Division (JMD), Library Staff’s mission is to provide a leadership role in meeting the information needs of the Department of Justice. The primary purpose of this position is to provide direction and guidance in one or more library locations or to a major library system program. The Staff provides a complete range of library and related information services to the Offices, Boards, and Divisions and other DOJ organizations.

Responsibilities
- Supervises a team consisting of Librarians (Law) at the full performance level performing professional, librarianship work and contractors.
- Provides direction of operations and guidance in one or more library locations or to a major library system program, in order to provide an effective program of user/public awareness of library programs and services.
- Performs the administrative and human resource management functions relative to the staff supervised.
- Serves as an expert in the organization, development and implementation of multiple projects involving the Library Staff.
- Responsible for planning, initiating, establishing, and maintaining professional relationships in order to further DOJ libraries resource sharing initiatives and to coordinate cataloging and digitization workflows.
- Provides research, training, analysis, and expertise to attorneys and professional staff in all practice areas of the Department of Justice.
- Performs other duties as assigned within the scope of the position description.

Position: Program Analyst (Data and Analytics Officer)
Location: Library of Congress
Salary: 122,530 to $159,286

Full vacancy announcement available on USAJOBS.

Summary
This position is located in the National Library Service for the Blind and Print Disabled, Library Collections and Services Group, Taylor Street Annex, 1291 Taylor St. NW, Washington DC, 20542.
The position description number for this position is 373568.
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
- Performs complex comparative analytical studies in support of NLS mission. Researches and recommends data collection policies, standardized data structure and protocols, and data collection methodologies, including development of complex data-gathering techniques to capture historically difficult to quantify, complex and obscure data and trends; and assists NLS staff and contractors in designing and implementing data systems to gather and analyze such data.
- Identifies and utilizes efficient methods, best practices, analysis techniques, and tools to capture relevant data relating to NLS and network library practices and to forecast underlying patterns and trends that include evolving technologies and usage by NLS patrons and network libraries; evolving industry publishing and dissemination standards and trends; and relevant disability related issues. Using data collection expertise, acquires primary and
secondary data from existing internal and/or external sources, including national libraries and large research information centers. Determines and recommends alternative data collection approaches to ensure efficient and effective data capture and analysis. Develops, implements, and manages data collection systems and complex strategies that optimize statistical efficiency and data quality. Leads and oversees the development and maintenance of databases and data systems necessary for ongoing data acquisition and analysis. Performs or guides others in data entry tasks when needed or required.

- Using data-based analysis methods, assesses program effectiveness of complex operational processes and systems encompassing difficult and diverse functions or issues affecting critical aspects of the major programs of NLS and its network libraries. The scope of the assessments may encompass large portions or the entirety of NLS’s programs, or they may be limited to narrow aspects of same.
- Participates in strategies for implementing and tracking the priorities and objectives of NLS. Communicates to the NLS Director and other NLS managers when adjustments or changes in objectives or shifts in priorities have occurred. As an expert in data analysis, designs, recommends and develops data-based assessment plans and/or research methodologies that include guidance on the data to be collected and analyzed and the performance targets to be met. Establishes, plans, and directs the NLS data strategy program that includes patron, network library, product, and service data analysis to meet the needs of NLS in the future.
- Consults with all levels of management and staff inside and outside NLS. Works closely with the NLS Director, NLS managers and staff to ensure concerns are met. Conducts briefings and presentations to managers and staff inside and outside the Library regarding NLS data matters.
- Serves on committees, task forces, etc., which have been assigned responsibility for projects or tasks involving statistics, cost data, or workflow analysis related to NLS work. Independently creates the NLS data strategy program to identify the needs of the current and future-state NLS. Independently drafts memos, correspondence, reports, presentation materials and other complex analytical documents that include narrative text, graphs, charts, tables, and other visual representations of data and analysis. Coordinates with or leads others to integrate statistical analysis and findings into reports and other public presentation documents.
- Provides advice and assistance to NLS management in identifying the kinds and types of data, measures, and outcomes needed to produce plans in accord with the Library of Congress strategic goals, targets, and priorities. Ensures the strategic objectives conform to measurement standards and provides assistance to NLS management in the preparation of the risk assessments and mediation plans, corrective action plans and related reports.

**Position:** Program Analyst (Metrics)

**Location:** Smithsonian Institution

**Salary:** $60,129 to $78,167

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

**Summary**

This position is located in Smithsonian Facilities (SF). The incumbent will serve as a Program Analyst (Metrics) and will be responsible for assisting in the management of Smithsonian Facilities metrics and dashboards, supporting digitization initiatives of Smithsonian Facilities, and assist with managing SF’s technologies.

**Responsibilities**

- Assists in the effort to compile, review, and monitor metrics from various SF sources such as the computerized maintenance management system and SF Units.
- Assists in managing special initiatives in SF, including collecting operation and maintenance manuals, historical documentation on Smithsonian Facilities, communication initiatives, and other special projects.
- Assists in a variety of planning, design, writing, production, and related tasks associated with SF publications and web-based projects.
- Utilizes word processing, database and spreadsheet software to collect, update, evaluate and reconcile information.
- Applies the tools, principles, and techniques of library, archive and museum collections, including their digitization, organization and management, as well as their metadata standards.

**Position:** Analyst in Government Organization and Management (Federal Data Integration)

**Location:** Congressional Research Service, Library of Congress

**Salary:** $103,690 to $134,798

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

**Summary**

The Congressional Research Service (CRS) Government and Finance Division seeks an Analyst in Government Organization and Management (Federal Data Integration) to assist with the management of data and metrics for the Government and Finance Division. The incumbent will be responsible for developing and maintaining data systems and strategies that optimize statistical efficiency and data quality. They will participate in the development of data-based assessment plans and research methodologies, and will consult with various levels of management and staff to ensure the strategic objectives of the Library of Congress are met.
Organization and Management to join its Executive Branch Operations Section to focus on federal government data integration and innovation. Applicants should have a strong understanding of policy and regulations related to integration and management of federal agency data assets (e.g., data linking and sharing) and related innovations (e.g., complex analytical tools and exchange agreements).

Responsibilities

Applicants should have experience conducting policy analysis on federal government data integration and innovation, including integration and management of federal agency data assets (e.g., data sharing, warehousing, and matching); linkage of government data assets across programmatic, intergovernmental, and intersectoral boundaries; management of data-related accessibility, standards, and associated ownership and privacy risks; and related innovations (e.g., complex analytical tools, visualizations, and exchange agreements). Applicants should have a strong understanding of the interrelationships between federal government data integration and innovation and other key subject areas such as, broader federal information technology (IT) and information policy, federal cybersecurity issues, government performance, Other Transaction Authority (OTA) arrangements, and broader agency CIO responsibilities.

The ideal candidate should have formal training in public administration, political science, public policy, or a related field and knowledge of public administration and have experience both analyzing and directly supporting federal government data integration and innovation initiatives. Applicants must be able to work as part of a collaborative team; strong writing, research, and presentation skills are essential. Candidates with experience explaining principles, practices, and legislative options related to policy issues pertinent to federal government data integration and innovation in terms that resonate with audiences without their level of expertise and/or providing sophisticated interdisciplinary policy analysis to congressional staff and Members are encouraged to apply. Preferred candidates will have research or work experience analyzing the effectiveness of various federal data integration initiatives across the U.S. government.

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.

Analyst duties include:

- Preparing a variety of objective, non-partisan analytical studies and descriptive background reports, memoranda and other written materials on subjects or public policy issues of national significance that are within the employee’s area of professional knowledge.
- Providing personal consultation and assistance to congressional committees, Members and staff on public policy issues throughout the legislative process by providing information and analysis, and applying professional subject-area knowledge.
- Participating in CRS seminars, workshops, and/or outreach programs for congressional committees, Members and staff.
- Participating in or leading team research projects and seminars.
- Locating and providing information requested by Members and committees of Congress and their staff.

The employee is also expected to develop over time the skills necessary to provide public policy and legislative analysis and consultation to congressional committees, Members, and staff at increasingly sophisticated levels.

Position: Librarian (Data and Subscriptions Licensing)
Location: Federal Reserve Board
Salary: FR-24 ($81,300-$124,800)/ FR-25 ($93,800-$148,900)

Full vacancy announcement is available on the CUA SLIS blog.

Position Description: This librarian position (part of the Board’s “Knowledge Analyst” job family) will join an experienced, customer-focused team of five librarians on the Board Research Library’s Data and Subscriptions Team who acquire data and subscription services that fuel the economic research at the Federal Reserve Board, the nation’s central bank. This librarian position blends reference skills needed to learn about economists’ data needs and acquisition skills to coordinate negotiations for new licenses and renewals of existing licenses. The Board Research Library has 18 staff supporting the
research and policy work of more than 300 economists and hundreds of analysts. This position is particularly rewarding because the data and subscriptions we acquire are used immediately to brief Chair Powell, the Board of Governors, and Federal Reserve Bank presidents who chart the course of U.S. monetary policy.

Responsibilities:

- Evaluate the research needs of economists and analysts to connect them to existing data and research resources
- Interview researchers to gather specifications used as the basis to negotiate new data and subscription services licenses
- Coordinate the acquisition process with fellow professionals as the license moves through legal negotiation, procurement, billing, and data onboarding steps
- Answer questions from data managers and researchers about licensed data and connect them to data vendor subject matter experts
- Verify data citations in externally released publications to ensure data used complies with our license agreements

Required Qualifications:

- Master’s degree in library or information science from an ALA-accredited institution or degree in a related field or equivalent experience
- Minimum of 2-3 years of professional experience as a reference librarian or acquisitions librarian
- Basic knowledge of the process of contracting for library electronic resources such as data sets, online news, e-journal aggregators, or e-books.
- Ability to coordinate multiple project workflows simultaneously
- Strong verbal and written communication skills to build relationships with internal customers and external vendors
- Impeccable attention to detail needed to document the acquisitions process

Desired Qualifications:

- Experience negotiating licenses for library electronic resources such as data sets, online news, e-journal aggregators, or e-books
- Subject matter knowledge in areas of business (such as economics, finance, banking, or accounting) is preferred but not required
- Basic knowledge of the federal government contracting process is helpful but not required
- Telework: This role will require relocation to Washington, D.C. area after the Board ends its pandemic response, maximum telework status. Other flexible work arrangements are offered.

Apply:

LinkedIn: Librarian, Data and Subscriptions Licensing, Federal Reserve Board

Or Board Careers: https://frbog.taleo.net/careersection/1/jobdetail.ftl?lang=en&job=22493

Posted in Job Vacancies | Tagged Government Library, Public Services, Special Library, Technical Services, Washington DC

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One Position: Maryland

Posted on June 29, 2021 by LLAM News

Position: Human Resources Assistant
Location: Library Headquarters, Anne Arundel County Public Library
Salary: $16.07/hour

Originally posted on the Maryland Library Association listserv.
POSITION DESCRIPTION

Overall Position Purpose: Paraprofessional work providing assistance to the Staff Development Coordinator in administering the Library’s training program and staff development. Responsibilities also extend to administrative work of the Library’s Human Resources Office, such as developing records of staff training; entering and maintaining records and changes in the HR/Payroll system (ADP); and generating and running reports from this system.

Minimum Qualifications: Graduation from high school or equivalency program, plus proficiency in Office 365 with intermediate level skills in Outlook and Excel as well as one year of work experience utilizing these skills; or an equivalent combination of experience and training that has provided the knowledge, abilities and skills listed below.

Essential Duties: Examples are illustrative of this class of work; they are not intended to include all of the essential duties of all positions in this class. Certain conditions, e.g. economic constraints, staffing patterns, changes in system/branch goals and objectives, etc., may necessitate changes to the duties described in this job description.

A. Staff Development
- Assists in coordination of certification programs for all staff
- Responds to developmental leave requests according to established guidelines
- Monitors, tracks, and maintains files and documentation required by the certification regulations including the ADP database
- Uses staff intranet to promote training opportunities and organize learning resources
- Runs reports and monitors staff training requirements
- Maintains training registrations, including attendance records and Certified Educational Units (CEUs)
- Maintains records and distributes service recognition documents

B. Human Resources Support
- Assists in revising HR/Staff Development/Training manuals for competencies
- Serves as backup to the HR Specialist I on certain functions of ADP
- Performs routine administrative support functions such as copying, filing, mail distribution
- Responds to requests for various Family Medical Leave forms
- Generates notices to supervisors of performance evaluation due dates
- Coordinates receiving, recording and approvals of performance evaluations by the appropriate authorities
- Copies, distributes and files finalized performance evaluations
- Assists in obtaining references for new hires

C. Other Duties as Assigned
- Performs tasks and duties which may not be specifically listed in the position description, but which are within the general occupational category and responsibility level typically associated with the employee’s class of work.

D. Work Effectiveness Skills
- Consistently meets the standards of the work effectiveness skills required for this position.

Accountabilities: Include, but are not limited to the following:

1. Meets system objectives for training and staff development.
2. Meets personal development objectives as established with supervisor.
3. Maintains good working relations with administration, branch, and system staff.
4. Performs work in keeping with standards of the library and training professions and the policies and procedures of the Library System.
**Working Conditions:**

1. **Physical Demands:** Job involves a considerable amount of movement and activity. Work routinely involves lifting or handling material weighing up to 15 lbs., using computers, travelling to training programs, and transporting training equipment and supplies.

2. **Emotional Demands:** Some stress related to public contact. Some pressure related to sustained periods of high-volume activity and multiple deadlines.

3. **Social Environment:** Always people to talk to/work with.

4. **Physical Environment:** Typical office/library environment. Some fluctuations in building temperature related to HVAC problems can cause some periods of uncomfortable heat or cold. May experience elevated noise levels during programs and peak time periods.

5. **Mental Demands:** This is administrative level support work requiring the exercise of initiative, judgment, and discretion. Work is performed with minimal supervision and allows for significant discretion and variance in work routine. Advice and assistance are normally available.

**Knowledge, Skills and Abilities**

1. Ability to learn operations of the HR database software related to the entry and maintenance of training and certification records.

2. Proficiency in using Office 365 with intermediate level skills in Outlook and Excel.

3. Ability to handle confidential matters with discretion.

4. Ability to communicate clearly and professionally in person, on the phone, and in writing.

5. Ability to organize, plan, and execute work and to set and reach goals with minimal direct supervision.

6. Ability to organize work and handle multiple tasks at the same time.

7. Ability to work calmly and effectively under pressure.

8. Knowledge and skills necessary to work effectively as part of a team toward the achievement of common goals and objectives.

9. Knowledge of standard public library resources (including those in electronic formats), services, techniques, principles and practices.

10. Basic knowledge of and ability to use computers in the performance of job responsibilities.

Posted in Job Vacancies | Tagged Maryland, Public Library
Position: **Public Services Librarian**
Location: St. John’s College, Annapolis
Salary: $52,170.00

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Under the general supervision of the Library Director, provides access and reference services to all user groups of the library
- Responsible for the hiring, training and supervising of student aides, as well as overseeing the functions, workflows, and continual training for all activities at the Circulation Desk
- Oversees stacks maintenance activities and collection inventory projects ∙ Responsible for the delivery of Inter-Library Loan services, for the record keeping of the same, and for communication among the various lending agencies
- Assists with collection maintenance work by inputting acquisitions orders, reviewing, selecting, and weeding materials, submitting replacement orders, ensuring receipt of titles on standing order, and accepting gifts and donations
- Responsible for all methods of patron instruction including group orientations, instruction sessions on specific topics, and maintaining bibliographies, pathfinders, user guides, and online public service forms
- Responsible for the library exhibits scheduled in the library’s display room, and as such, serves a curator for these regular exhibits
- Provides general and specific reference services, and cooperative reference services with the Office of Career Services focusing on graduate programs, internships, and vocational guidance. Responsible for instruction for use of electronic resources
- Works independently yet shows good judgment in keeping the Director informed of developments outside the regular routines
- Keeps abreast of current trends and practices; keeps informed of new and used book markets and electronic resources; participates in professional development activities including workshops, meetings, training sessions, and conferences; works independently and cooperatively with colleagues, handles multiple assignments and changing priorities, and meets deadline
- Respects the confidentiality of patron requests and records and adheres to the ALA Code of Ethics
- Prepares and submits quarterly reports and compiles statistics on public service activities for various reports and surveys; contributes to library decision making
- Supervises special projects of a set duration
- Other duties as assigned

**QUALIFICATIONS AND REQUIREMENTS:**

- MLS from an ALA accredited institution; minimal 1-2 years professional public service experience in a library
- Understanding of relational databases
- Microsoft proficiency; knowledge of image software; experience using internet search engines, integrated library systems, linking software/applications, and HTML
- Reading knowledge of a foreign language
- Ability to communicate clearly and support the established policies and procedures of the Library and the College
- Demonstrates good judgment and maturity in support of the mission of the Library and the College; ability to work independently and as a member of a team
- Is a good office citizen (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) ∙ Must be able to lift 40 pounds, and push and control wheeled carts with more than 100 pounds of weight

Desirable qualifications:

- Academic library experience
- Knowledge of the SirsiDynix ILS system
- Acquisitions experience in an academic setting
- Interlibrary loan experience
- Reading knowledge of French language
- Familiarity with the St. John’s College curriculum
Compensation: Grade 12, Base salary $52,170.00, excellent benefits.

To Apply: Send cover letter and resume to annapolis.jobs@sjc.edu

St. John’s College is committed to attracting and retaining a diverse staff, and we are proud to be an equal opportunity employer. We invite applications from candidates with unique backgrounds and strive to create and maintain an environment that is inclusive, equitable, and welcoming.

Position: Catalog Librarian II
Location: Southern Maryland Regional Library Association, Inc. (SMRLA, Inc.)
Salary: 55,251 – $88,402

Full vacancy announcement available on ALA Joblist.

Position
The Southern Maryland Regional Library seeks a professional librarian to join our team. Acts as the Technical Services team lead which includes the monitoring of team workflow and performance, directing work activity, and supervising a technical services staff of five. Performs copy and original cataloging and classification of library materials. Maintains the integrity of the bibliographic and item record database. Performs NACO level authority control work. Participates in the development of department policies and procedures. Trains Technical Services support staff and member library staff.

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.

Application Deadline July 23, 2021

About the Southern Maryland Regional Library Association, Inc.

Vision

Advancing Library Excellence

The Regional Library collaboratively provides the public libraries of Southern Maryland with services that help them serve the citizens of Southern Maryland and beyond through shared resources, including people, time, and services.

At the Southern Maryland Regional Library, you will make an impact.

Culture

We pride ourselves on partnering with the local public libraries and libraries across the state and nation to provide excellent library services and in looking beyond to the future of libraries. What we do matters.

We are a learning organization where all team members are valued, not only for their daily work, but for their ideas, creativity, and potential.

We are a team of strategic thinkers, problem solvers, librarians, information specialists, computer geeks, and data ninjas who celebrate individuality, welcome big ideas and small ideas, and encourage growth through collaboration. We’re looking for people who can think beyond their daily activities to what could be and who are willing to work toward that future.

We work hard, laugh often, cooperate, collaborate, and learn together.
Southern Maryland Regional Library serves diverse library partners. Our customers inspire our commitment to equity, diversity and inclusion in how we approach our work. We acknowledge the role of racism in marginalizing Black, Indigenous, and People of Color (BIPOC) and we are committed to creating an anti-racist organization that is inclusive and equitably serves all members.

Career Benefits

Work with dedicated professionals who are leaders in the state of Maryland and beyond. You will be given opportunities to expand your knowledge and become involved in library work statewide and nationally.

Where we are located

The Southern Maryland Regional Library is located in northern St. Mary’s County and serves Calvert, Charles, and St. Mary’s County’s public libraries. It is a rural community located about an hour and a half from Washington DC, urban Maryland, and even Northern Virginia. Living and working here will give you access to everything that rural life and urban life can provide—the peace and quiet of the country and access to the wider world of DC and beyond.

Requirements

The Regional Library technical services department is a fast paced environment which is responsible for cataloging and processing thousands of items annually. To be successful in this position, the candidate must be flexible, intelligent, able to utilize cataloging expertise, willing to learn, and skillful in leadership and team supervision.

ALA accredited MLS/MLIS required. Two years’ experience, or graduate level coursework in cataloging and technical services processes required. Three years supervisory experience required.

Position: Associate Vice President for the Library and Learning Commons
Location: Goucher College

Full vacancy announcement available on ALA Joblist

Goucher College, among the most innovative liberal arts colleges in the United States, seeks a visionary, strategic, and collaborative leader to become the College’s next Associate Vice President for the Library and Learning Commons (hereafter, AVP). Reporting to the Provost and Senior Vice President for Academic Affairs, this AVP will join Goucher at a pivotal moment in the trajectory of the Library, when the College is preparing to re-envision the role of the Library in its academic life, and re-center the Library in its future.

Goucher College is a small, private, residential liberal arts institution in the college town of Towson, Maryland, serving approximately 1,100 undergraduate students and 1,000 graduate students. Located eight miles north of downtown Baltimore and 50 miles from Washington, D.C., the campus sits on 287 acres of open and wooded land. The College offers an interdisciplinary core curriculum to anchor its undergraduate experience, along with selective graduate programs and professional certificates that are offered as low residency, hybrid, and fully online programs.

The ideal candidate for this position will be a visionary, strategic, and collaborative leader who is energized by the possibilities available to the 21st century library. Additionally, the ideal candidate will also be an adroit and empathic leader of people who is able to marshal the strengths of, and provide mentorship to the Library’s team while also forging connections with stakeholders external to the Library both across the College, and throughout the community.

Qualified candidates will possess a master’s degree in library science degree from an ALA accredited program. A second master’s degree or doctorate is desirable. A record of progressive responsibility in libraries is required, including administrative experience. The full leadership agenda, a list of qualifications, and instructions for applying are available in the position profile found by visiting www.academicsearch.org and clicking on the “Open Searches” tab.

Goucher College has retained Academic Search to assist with this search. Applications, nominations and expressions of interest can be submitted electronically, and in confidence, to GoucherAVPLibrary@academicsearch.org. The search is open until the position is filled, but only those applications received by August 2, 2022 can be assured full consideration. Applications should consist of a substantive cover letter, resume, and a list of five professional references with full contact information and a note explaining their relationship to the applicant. References will not be contacted without the explicit permission of the candidate. Confidential discussions about this position may be arranged by contacting Senior Consultant Eric Richtmyer at eric.richtmyer@academicsearch.org, or by phone at 202-332-4049.
Goucher College is committed to increasing the diversity of our community and seeks applicants dedicated to applying principles of equity and inclusion in all areas of the campus community. Goucher College does not discriminate on the basis of race, color, national origin, ethnicity, sexual orientation, gender identity, religion, sex, age, disability, marital status or genetic information in its programs and activities. The college has adopted a Nondiscrimination Policy. For more information, please visit Nondiscrimination Notice & Policy | Goucher College.

Position: Library Services Manager  
Location: Caroline County Public Library  
Salary: $50,000 – $58,000  

Originally posted on the Maryland Library Association listserv.

Responsibilities: The Caroline County Public Library seeks an innovative, experienced, conscientious, and community-oriented Library Services Manager to oversee all aspects of customer facing services at our Central Library. The purpose of this position is to plan, supervise and direct the work of the public service points and related staff at the Central Library while working with administration and other library staff to develop and update library policies and procedures. As a senior management position in a small public library (20 FTE employees), this position requires proficiency in frontline customer service and adult programming along with the ability to manage budgets, apply for and manage grants, contribute to the library’s strategic plan, and supervise staff. Strong project management and interpersonal communication skills are required for success. Given the current conditions of delivering library services during the COVID-19 public health emergency, the successful candidate will demonstrate flexibility, creativity, and confidence in designing and delivering both virtual and in-person programs and services. The Caroline County Public Library is dedicated to ensuring equity of library services to the community; as such, we seek a librarian who views library services through an equity lens and is skilled at partnering with organizations to deliver services to traditionally underserved groups.

Requirements:

Minimum Requirements:

- Master’s degree in library science from an American Library Association (ALA) accredited program.
- Three years of progressively responsible post-graduate experience working in a public library.
- Possess a Maryland Class “C” driver’s license or an equivalent from another state.
- Excellent written and verbal communication skills.
- High level of computer proficiency, including familiarity with both Mac and Windows operating systems.
- One-year supervisory experience.

Preferred Qualifications:

- Collection Development experience.
- Three years supervisory experience.
- Adult programming experience.
- Familiarity with Polaris ILS.

Salary Range: $50,000 – $58,000, Commensurate with experience. Benefits include health and dental insurance, and participation in the Maryland State Retirement System.

Application Process: Submit a cover letter, resume, and three professional references to: employment@carolib.org.

One Position: Washington, DC  

Posted on June 25, 2021 by LLAM News
Position: Supervisory Librarian (Head, Inventory Management and Document Fulfillment)
Location: Library of Congress
Salary: $103,690 to $134,798

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Inventory Management and Document Fulfillment Section, Collections Management Division, Preservation Directorate, Library Services. The position description number for this position is 012698. The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area. 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 serves as the Head, Inventory Management and Document Fulfillment Section in the Collections Management Division (CMD), with responsibility for supervising, scheduling, and directing the work force comprised of subordinate supervisors, and through them, a large staff of library technicians. Under the broad guidelines of the Assistant Chief, CMD the incumbent is responsible for overseeing major components of the inventory management program, primarily those involved in inventory control, tracking, and problem resolution. The high quality of the reference and research service that the Library provides is directly related to the practices and procedures developed and implemented in CMD. The incumbent shares with other Division managers and supervisors, overall responsibility for administering, planning, implementing, and evaluating programs and activities which deal directly with the provision of high quality service to the various users of the Library’s general collections and protecting the integrity of the collections. CMD has implemented several collections improvement and security programs and initiatives to improve the quality of responses the Library provides to its readers. The implementation of the Library’s Integrated Library System contributes to improved efficiencies in research support and item-level tracking.

Supervises a group of employees through subordinate supervisors. 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. 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.

Manages major components of the inventory management program, primarily those involved in inventory control, tracking, and problem resolution. When necessary to improve inventory management and document fulfillment, develops programs to fill in gaps and augment collections to improve services and document fulfillment success for constituents. Provides effective inventory management activities regardless of custodial responsibility.

Issues directives and changes of policies based on expert knowledge of request management and collections retrieval to address new and improved strategies and technologies.

Assists the Assistant Chief, and the Chief both in determining priorities and in making long-range and short-range plans, taking into account: the goals and objectives of the Division, budgetary constraints, available resources, and other variables.

Within the Library, chairs and/or serves on various committees and task forces dealing with new technologies and policy development effecting public service and inventory management. Serves on committees and other groups involved in investigating new technologies and their possible application to library programs.
Two Positions: Washington, DC

Posted on June 24, 2021 by LLAM News

Position: **Associate Dean of Law Library & IT Services**
Location: University of the District of Columbia David A. Clarke School of Law
Salary: $107,431- $132,735

Originally posted on LLSDC Job Listings.

The Associate Dean of the Law Library and IT is a core member of the Law School's senior leadership team and a member of the faculty who will have the opportunity to shape the future of this vibrant and thriving organization by leading the library’s efforts. The Associate Dean ensures broad and deep support of the research, educational, informational and technological needs of faculty, students, and staff.

This position has faculty status and is entitled to the privileges and responsibilities of other members of the faculty of the Law School. The candidate must have significant law library administrative experience, be committed to service, and demonstrate strong leadership, organizational, interpersonal, and communication skills. Experience teaching legal research skills and/or current and emerging technologies that impact law libraries, legal education, and law practice is essential. Experience teaching full semester law courses for credit is preferred.

The Academic Dean of Law Library & IT Services will promote a positive work environment, fostering collaborative and collegial work relationships between a dynamic mixture of promising new professional staff and faculty, intermixed with experienced staff and faculty.

This leader will be expected to think strategically, to innovate, and to successfully move the law library and IT services in the Law School progressively forward in the rapidly changing environment of legal education.

**Essential Duties and Responsibilities**

- Is responsible for the planning and overall administration of the law library and law IT department, including short- and long-term strategic planning, budgeting, hiring, management and development of library staff, collection development and management, and overseeing and enhancing Law School technology.
- Ensures the law library is organized and managed in an efficient and productive manner and models a collaborative and collegial culture.
- Promotes and creates professional development opportunities for library staff, particularly around technology, project management and communication.
- Maintains and enhances the collection development policy for the law library to ensure a collection of print and digital resources that support the educational and scholarly needs of the Law School and ensures compliance with ABA Standards.
- Ensures an outstanding, broadly conceived approach to research and scholarly services, keeping in mind faculty, students, staff, and departmental needs.
- Oversees the Legal Research curriculum in collaboration with reference librarians and faculty.
- Directs workflows related to data collection, prepares reports and other materials related to law library and law IT services for the Law School Dean, the University, the American Bar Association, the DC Council, U.S. News and World Reports, IPEDS, and other entities as needed.
- Develops short- and long-term law library budget and personnel needs assessments and ensures library and IT spending is in conformance with budget limitations.
- Represents UDC Law at meetings and functions, both internally and externally. External events might include those hosted by local bar associations and other organizations, and at the national level by the ABA, AALL, AALS, LLSDC, and others. In the Law School Dean's absence, may be charged with making administrative decisions.
- Serves on Law School and University committees and tasks forces as appointed.
- Performs other related duties as assigned.
Minimum Job Requirements

- Juris Doctorate degree (JD) from an accredited law school in the United States
- Master's of Library Science (MLIS) from an ALA accredited school.
- Minimum of five years of increasing professional responsibility in an academic law library setting, or other equivalent experience.
- Minimum of two years of experience teaching legal research and providing training on learning and practice technologies.

Apply online at: https://udc.applicantstack.com/x/detail/a2hbyxhuor5l, for questions or issues with the application, contact Muyi Idehen (oidehen@udc.edu)

Position: Library Assistant (Circulation)
Location: Supreme Court of the United States
Salary: $44,237 to $63,906

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: Monday, 07/05/2021, 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.

One Position: Maryland
Posted on June 24, 2021 by LLAM News

Position: Reference/Education Services Librarian
Location: Hood College, Frederick, MD

Originally posted on the Maryland Library Association listserv.

Under the general direction of the Director of the Beneficial-Hodson Library, the full-time Reference/Education Services Librarian works collaboratively with the Reference/Education Services Team and other library colleagues in providing reference services and research skills instruction for all College constituencies. The Librarian in this position will be able to gauge the needs of a diverse student population, provide effective research assistance and instruction in a variety of modalities, and assess the library’s impact on student success; will sustain and expand partnerships across the campus community; will participate in strategic planning, collection development, and outreach activities. Some evening work is required. Occasional weekend work may be required.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Reference Services and Research Skills Instruction (50%)
Provides innovative, user-centered research assistance and education services to students and faculty in the library, via telephone, and online. Works collaboratively with faculty and the Reference/Education Services team to design and deliver engaging research and information literacy instruction, both in person and online; introduces/orients students, faculty, and staff to various library resources; works to integrate information literacy and research skills into the curriculum. Creates, shares, and assesses LibGuides, instruction videos, interactive research modules, and other digital learning materials to support student learning. In collaboration with the Reference team, develops and presents workshops, tutorials, and orientations to a variety of campus constituencies. Represents the library as a member of the Reference team at external workshops and conferences. Collaborates with library staff to address organizational training and transformation related to cultural competence and diversity, equity, and inclusion objectives. Works with the Reference and Access Services teams to train, supervise, and assess student workers.

Programming, Outreach, and Collection Development (30%)

- Works with outreach team to design, market, implement, and assess inclusive, culturally sustaining educational programming and outreach initiatives that reach students, faculty, and staff. 
- Communicates with library staff and disciplinary faculty to evaluate and select print and electronic resources for acquisition. 
- Performs ongoing evaluation of database subscriptions and individual electronic journals to identify and implement changes in content, navigation, and access. 
- Fosters effective collaborative relationships with faculty and staff to increase awareness of library resources, promote critical engagement with information, and encourage open scholarly communication. 
- Participates in college and library committees. 
- Contributes to the maintenance of the library website, social media, and campus newsletters.

Planning and Policy Development (20%)

- Participates with other members of the Reference team in consensus decision-making; collaborates with the Reference team in the planning and design of library user surveys. 
- Participates with other members of the Reference team to create annual goals, strategies, and assessments for the department. 
- Stays up to date on emerging trends in information literacy, teaching and learning, and educational technology in order to provide creative, relevant services for our community.

Supervisory Responsibilities

Carries out supervisory responsibilities for directing student workers in accordance with the organization's policies and applicable laws. Responsibilities may include assigning and directing work, appraising performance, addressing concerns and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with physical disabilities to perform the essential functions.

We seek a candidate who values diversity, equity and inclusion in all that they do. Candidates must have strong organizational skills and a proven ability to work collaboratively across departments and disciplines.

Education and/or Experience

Master's degree from an ALA-accredited program is required. In addition, the Librarian must have the ability to work cooperatively in a team-based environment and have familiarity with library systems. One to two years' experience in an academic library and experience with classroom instruction and research skills instruction experience is preferred.

Technology Skills
Proficiency with Microsoft Office suite is required. Experience with e-journal management, library databases, videoconference software, LibApps, and Blackboard (or another LMS) is preferred.

Language Skills

Ability to respond effectively to sensitive inquiries or complaints. Ability to create effective sessions for library research skills teaching. Ability to write reports, to develop a written argument, and to communicate effectively in writing with colleagues, faculty, and students.

Proficient in the communication of key concepts for the specific discipline in the English language and ability to assist students with English as a secondary language. Strong oral and written communication skills.

Mathematical Skills

Ability to work with and apply mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, currency conversions, and proportions to practical situations. Ability to draw conclusions from data and to make appropriate recommendations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to hypothesize, draw, and support conclusions. Ability to work independently and as a member of a group in developing and executing project plans. Ability to work with theoretical concepts and to apply logic as appropriate.

Two Positions: Washington, DC

Position: Reference Librarian – Epstein Becker & Green, P.C.
Location: Epstein Becker & Green, P.C.

Originally posted on LLSDC Job Listings.

The law firm of Epstein Becker & Green, P.C. has an immediate opening for a Reference Librarian in our Washington, D.C. office. Reporting to the Manager of Library Services, the Reference Librarian will work as part of a team to provide research and related services to the firm.

RESPONSIBILITIES:

- Provide research and related services to attorneys and paralegals, including support for attorney professional development, client development and marketing projects, and provide specialized business, legislative, regulatory, and docket research and monitoring services.
- Daily monitoring and dissemination of targeted news, litigation, legislative, and regulatory developments to specific attorney interest groups.
- Provide interlibrary loan services as needed.
- Assist with the following: 1) orientation of new attorneys and paralegals; 2) training and password management for research resources, and evaluation of new resources; 3) monitoring and editing of the research pages on firm intranet; 4) client billing for research services and vendor invoice payment
QUALIFICATIONS: Qualified candidate must possess a Master’s degree in Library Science from an ALA-accredited program; A minimum of two years of relevant Library experience in a law firm or corporate setting; Excellent organizational, project management, customer service, communication, and interpersonal skills; Ability to work independently as well as collaboratively; Ability to prioritize and manage deadlines and assignments; Substantial research experience with business and legal databases including Westlaw Edge, Bloomberg Law, Accurint, docketing services, legislative monitoring services, and legal analytics; Experience with Sydney ILS desirable.

TO APPLY: We thank all applicants for their interest, however, we are only able to contact candidates selected for follow up.

Please send resume and cover letter containing salary expectations to Emily Kasprak at ekasprak@ebglaw.com. No agencies, please.

Epstein Becker & Green is an equal opportunity employer.

Position: Research Analyst (Remote)
Location: Research Analyst – Ballard Spahr LLP

Originally posted on LLSDC Job Listings.

Location is at any Ballard office, includes Washington, DC.

Job Description:

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. To support business, industry, market and other business development or strategic research initiatives, the Analyst collaborates with other department personnel. The Analyst also serves on department teams as assigned and collaborates to accomplish specific goals and objectives set by the Director and individual team leaders.

The selected individual will conduct high-level, customizable research and analysis in legal, business and other subjects to support the firm’s clients and practices as well as its business development and strategic initiatives. They will also present research results with expert analysis, using visual presentation (graphs, charts) or other technology (spreadsheets, databases) and department branding and templates, as needed.

This position is full-time, (Monday – Friday) and may work remotely in any state with a Ballard office or in any Ballard office as long as the individual is able to start working no later than 11:00 AM ET.

Required Skills:

Knowledge of research methodology as well as resources for all media types in the areas of law relevant to the firm’s practices and proven primary and secondary research skills with the ability to analyze and synthesize large amounts of data and information into actionable information. Must be proficient with Lexis, Westlaw, Bloomberg, TLO, Accurint and other legal, public records, social media and corporate research services. Knowledge of library technologies for communication, research intake, knowledge sharing and resource management. Experience with request tracking software Quest is a plus.

Strong intellectual curiosity and ability to delve deeply during the research process to identify patterns, trends and other insights. Solid writing skills to prepare written research reports as needed and the ability to present ideas and communicate complex information clearly and concisely. The ability to work well independently or as part of a team and manage multiple projects simultaneously, successfully and within tight deadlines is essential.

Required Experience:

The ideal candidate will have the following:
A Master of Library Science or a Master’s degree in a relevant area from an ALA accredited school or equivalent degree. Significant years of experience or a background in private investigations, especially if certified or licensed may be substituted in lieu of formal education.

- 2+ years’ experience providing support for research and business & competitive intelligence services in a corporate or law firm environment and 1+ years’ experience in project management; law firm experience is strongly preferred.
- 2+ years’ experience conducting background checks, due diligence and other investigative research into people or companies and 2+ years’ experience preparing investigative research reports.

Ballard Spahr is committed to increasing diversity in the legal profession and to supporting the communities where we live and work. People from all backgrounds are valued and integrated into every part of the firm. Diverse candidates, veterans and individuals with disabilities are encouraged to apply.

The Firm is not accepting resumes from search firms for this position.

Ballard Spahr offers an excellent benefits package which includes medical, prescription drug, dental and vision coverage; life insurance, short and long-term disability; 401(k) retirement savings plan with a firm contribution and match; and a generous paid time off program. Additional benefits provided are health care and dependent care flexible spending accounts, and a health savings account; firm subsidized emergency child and elder care services; family and medical leave; employee assistance program; and a pre-tax transportation program. Time worked in excess of 40 hours per week will be paid at time and one-half of the hourly rate. The salary range is $70,000-$95,000, depending on geography and experience.

For immediate consideration, please visit our career page https://jobs.silkroad.com/BallardSpahr/Careers 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.

Posted in Job Vacancies | Tagged Virtual Position, Washington DC

One Position: Virginia

Posted on June 18, 2021 by LLAM News

Position: Geospatial Resources Librarian
Location: George Mason University Libraries

Full vacancy announcement available on ALA Joblist.

George Mason University Libraries is seeking a dynamic, innovative, and service-oriented individual to join a team of colleagues supporting the university’s faculty, researchers, students, and staff with needs related to Geographic Information Systems and Geography and Geoinformation Science. 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.

About the Position:

Reporting to the Director, Digital Scholarship Center, the Geospatial Resources Librarian is a member of the Digital Scholarship Center (DiSC) team. The incumbent will collaborate with colleagues more broadly in the Libraries’ other departments across several divisions, as well as across the university to support geographic information and data efforts, methods, and tools.
The Geospatial Resources Librarian will:

- be responsible for promoting and developing geospatial data services and programs;
- provide instruction, research assistance and consultations in the use of geospatial information; data and tools, including the map collection;
- serve as the subject librarian supporting the Department of Geography and Geoinformation Science (GGS);
- perform outreach and collection development in geography and geoinformation disciplinary areas;
- promote DiSC to faculty, students, staff, and other relevant stakeholders;
- plan, facilitate, and participate in DiSC events and workshops;
- keep current on trends, tools, issues, and needs in GIS;
- participate in activities related to access, preservation, and sharing of geographic data; and
- work both independently and as part of a team to support the Digital Scholarship Center’s initiatives.

Required Qualifications:

- ALA-accredited master’s degree in Library or Information Science, or a certified foreign equivalent;
- Proficiency with geographic information systems (GIS) applications including the ESRI suite of ArcGIS products;
- Familiarity with open-source geospatial software, such as QGIS, and digital mapping tools;
- Proficient understanding of geospatial and GIS concepts;
- Experience with teaching to groups and providing research consultations;
- Demonstrated public presentation as well as oral and written communication skills; and
- Ability to build and sustain key relationships with faculty, students and professional colleagues and to work effectively with a variety of academic groups.

Preferred Qualifications:

- Graduate, undergraduate degree, or significant coursework in a discipline working with GIS, geography, or spatial analysis;
- Demonstrated ability with or willingness and aptitude to learn scripting languages utilized in GIS, such as R, Python, or SQL;
- Familiarity with data visualization software (e.g., Tableau or Microsoft Power BI); and
- Understanding of trends affecting academic libraries and higher education including scholarly communication issues.

Appointment/Salary/Benefits/To Apply:

12-month professional faculty appointment with rank; health plan options and paid life insurance; several retirement plans, including TIAA-CREF; 24 vacation days and 12 paid holidays; tuition waiver for self.

Salary is commensurate with education, experience and rank, with minima as follows: Librarian I – $60,000; Librarian II – $65,000; Librarian III – $70,000; Librarian IV – $75,000.

All applications for this position (FA537z) MUST be submitted online at George Mason’s employment page (https://jobs.gmu.edu/). Applicants must submit letter of application, resume, and the names, addresses (including e-mail) and phone numbers of three current references. Questions should be directed to Renee Prokop (rprokop@gmu.edu), Human Resources Coordinator, Office of the Dean of Libraries. Review of applications will begin July 12, 2021.

The George Mason University library system, comprises a large central library and three other distinctive libraries, is located on three campuses in the Northern Virginia-metropolitan Washington, D.C., region. One of Virginia’s leading academic research libraries, the Mason Libraries continues to gain steadily in national stature as it undergoes extensive transformation in all areas that are key to a 21st century research library—innovative technologies and services, expert library faculty and skilled staff members, growing collections, publishing, modern facilities, and transformational engagement and partnerships. Visit us at library.gmu.edu for more information.

George Mason University is an equal opportunity/affirmative action employer, committed to promoting inclusion and equity in its community. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or veteran status, or any characteristic protected by law.
Five Positions: Maryland

Position: Public Services Librarian
Location: Greenfield Library, St. John’s College, Annapolis, MD
Salary: $52,170.00

Originally posted on the Maryland Library Association listserv.

Reports To: Library Director

Office: Greenfield Library

FLSA STATUS: Exempt

Essential Duties and Responsibilities:

- Under the general supervision of the Library Director, provides access and reference services to all user groups of the library
- Responsible for the hiring, training and supervising of student aides, as well as overseeing the functions, workflows, and continual training for all activities at the Circulation Desk
- Oversees stacks maintenance activities and collection inventory projects
- Responsible for the delivery of Inter-Library Loan services, for the record keeping of the same, and for communication among the various lending agencies
- Assists with collection maintenance work by inputting acquisitions orders, reviewing, selecting, and weeding materials, submitting replacement orders, ensuring receipt of titles on standing order, and accepting gifts and donations
- Responsible for all methods of patron instruction including group orientations, instruction sessions on specific topics, and maintaining bibliographies, pathfinders, user guides, and online public service forms
- Responsible for the library exhibits scheduled in the library’s display room, and as such, serves a curator for these regular exhibits
- Provides general and specific reference services, and cooperative reference services with the Office of Career Services focusing on graduate programs, internships, and vocational guidance. Responsible for instruction for use of electronic resources
- Works independently yet shows good judgment in keeping the Director informed of developments outside the regular routines
- Keeps abreast of current trends and practices; keeps informed of new and used book markets and electronic resources; participates in professional development activities including workshops, meetings, training sessions, and conferences; works independently and cooperatively with colleagues, handles multiple assignments and changing priorities, and meets deadline
- Respects the confidentiality of patron requests and records and adheres to the ALA Code of Ethics
- Prepares and submits quarterly reports and compiles statistics on public service activities for various reports and surveys; contributes to library decision making
- Supervises special projects of a set duration
- Other duties as assigned

Qualifications and Requirements:

- MLS from an ALA accredited institution; minimal 1–2 years professional public service experience in a library
- Understanding of relational databases
- Microsoft proficiency; knowledge of image software; experience using internet search engines, integrated library systems, linking software/applications, and HTML
- Reading knowledge of a foreign language
- Ability to communicate clearly and support the established policies and procedures of the Library and the College
- Demonstrates good judgment and maturity in support of the mission of the Library and the College; ability to work independently and as a member of a team
- Is a good office citizen (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)
- Must be able to lift 40 pounds, and push and control wheeled carts with more than 100 pounds of weight

Desirable Qualifications:

- Academic library experience
- Knowledge of the SirsiDynix ILS system
- Acquisitions experience in an academic setting
- Interlibrary loan experience
- Reading knowledge of French language
- Familiarity with the St. John’s College curriculum

Compensation: Grade 12, Base salary $52,170.00, excellent benefits.

To Apply: Send cover letter and resume to annapolis.jobs@sjc.edu

Position: Access Services Assistant (Part Time)
Location: Maryland Institute College of Arts (MICA), Baltimore, Md

Originally posted on the Maryland Library Association listserv.

General purpose: The Access Services Assistant engages in the full-range of Access Services functions including managing the service desk, supervising student workers, and overseeing the physical library space.

Summary of Essential Functions:

- Assists with Access Service functions on evenings including the service desk, student workers, and overseeing the physical library space.
- Assists with technical processing, collection maintenance, and preservation.
- Serves as backup for Access Services staff.

Essential Duties & Responsibilities:

- Assists with circulation of library items, fines, stacks maintenance, ILL, Reserves and other related tasks.
- Assists with pulling, processing and expiring holds.
- Supervises student employees when covering the Access Services Desk.
- Responsible for covering the desk when student staff are unavailable.
- Resolves outstanding fines.
- Assists in shelving library materials, shelf reading, and maintaining the appearance of the library collection.
- Reshelves special collections materials as needed.
- Processes books including wrapping and labeling.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

- Work flexibly, independently, and collaboratively with colleagues, staff, faculty, and students fostering a collegial work environment that encourages growth, inclusivity, innovation, curiosity, and rigor.

Minimum qualifications:

- High School Diploma or equivalent
- 1-3 years of library experience
- Willingness to learn and flexibility in schedule
- Exceptional organizational skills, problem-solving skills, attention to detail and accuracy, and the ability to set and keep deadlines
- Excellent communication, interpersonal, and customer service skills

Preferred Qualifications:

- Background in art, art history, or design
- Customer Service Experience
- Demonstrated experience with promoting social justice, equity, and diversity
- Management experience

Reporting to this position: student staff on duty

Conditions of Employment:

- Satisfactory Background Check
- Position will require some evening and/or weekend work

Position: Part-time Hourly Circulation Staff
Location: Multiple Branch Locations, Anne Arundel County Public Library
Salary: $14.64/hr. to start.

Originally posted on the Maryland Library Association listserv.

- PART-TIME HOURLY JOBS – CIRCULATION DESK – Multiple Branch Locations

RESPONSIBILITIES: Provide customer service to Library customer at the Circulation Desk: Checking out materials, checking in returns, promoting library services, registering customers for library cards and resolving fines and other concerns related to customers’ borrower accounts.

SALARY: $14.64/hr. to start.

SCHEDULING: Up to 20 hours per week. Availability and flexibility required. MUST have good availability weekdays between 9 a.m. and 5 p.m. AND weekday evenings (excluding Friday) between 5 p.m. and 9 p.m., AND good Saturday availability at least once or twice each month. Work is scheduled on an as-needed, on-call basis.

REQUIRED: High school diploma or equivalency; computer experience using Windows-based programs.

PREFERRED: Customer service experience.

MANDATORY TRAINING: Ability to attend and successfully complete all training.

TO APPLY: Upload cover letter, resume and completed AACPL Employment Application Form on AACPL’s Recruitment Page. Questions may be directed to humanresources@aacpl.net. All required application materials must be received no later than 4:00 p.m., June 16, 2021.

TIMETABLE: Candidates selected for an interview will be contacted no later than June 18, 2021. Interviews will be tentatively scheduled during the week of June 21, 2021. Tentative start date will be July 19, 2021.

This position is open to all candidates that meet the qualifications. Anne Arundel County Public Library values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliations, age, sexual orientation, or gender identity. The Library encourages people of all backgrounds to apply. If you need assistance with any aspect of the application process, please contact the Human Resources Office at 410-222-7107, (www.mdrelay.org).

Position: Part-time Hourly Information
Location: Multiple Branch Locations, Anne Arundel County Public Library
Salary: $17.50/hour

Originally posted on the Maryland Library Association listserv.

- PART-TIME HOURLY JOBS – INFORMATION DESK – Multiple Branch Locations

- RESPONSIBILITIES: Provide reference and readers’ advisory service; instruct and help customers in the use of library resources.

- SALARY: $17.50/hr. to start.

- SCHEDULING: Up to 20 hours per week. Availability and flexibility required. MUST have good availability weekdays between 9 a.m. and 5 p.m. AND weekday evenings (excluding Friday) between 5 p.m. and 9 p.m., AND good Saturday availability at least once or twice each month. Work is scheduled on an as-needed, on-call basis.

- REQUIRED: Bachelor’s Degree, excellent customer service skills, experience using computer and 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.

- MANDATORY TRAINING: Ability to attend and successfully complete all training.

1. TO APPLY: Upload cover letter, resume and completed AACPL Employment Application Form on AACPL’s Recruitment Page. Questions may be directed to humanresources@aacpl.net. All required application materials must be received no later than 4:00 p.m., June 16, 2021.

1. TIMETABLE: Candidates selected for an interview will be contacted no later than June 18, 2021. Interviews will be tentatively scheduled during the week of June 21, 2021. Tentative start date will be July 19, 2021.

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Position: Branch Manager I
Location: Calver Library Twin Beaches Branch, Chesapeake, MD
Salary: $54,400 – $68,050

Originally posted on the Maryland Library Association listserv.

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. We seek an enthusiastic, open-minded, intrinsically-motivated individual who works well independently and collaboratively. Calvert Library circulates over a million items annually 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. Construction is slated to begin in Fall 2021 for an 18,000 SF replacement facility in North Beach, MD. That location is expected to open in Spring of 2023. 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 Branch Manager of our Twin Beaches Branch.

Key Responsibilities
• Under the general direction of the Director, manages day-to-day branch operations including reference, circulation, and children’s departments as well as classes and events.
• Serves as a leader in gaining commitment for Calvert Library’s strategic plan, implementing changes in library service, and communicating a shared vision for exceptional customer experiences.
• Builds and maintains effective work relations with staff, customers, administration, and the community.
• Responsible for supervising, coaching, training, and performance planning of assistant branch manager and branch staff.
• Creates a work environment that fosters continuous improvement, encourages risk-taking and learning from mistakes and values teamwork. Demonstrates a commitment to guiding staff in their professional growth.
• Engages in direct public service and develops and maintains a thorough understanding of Calvert Library policies and quality standards; suggests changes to policy as needed.
• Empowers staff to have consistently excellent customer interactions.
• Uses management and technology skills to improve branch efficiency and effectiveness in the delivery of services.
• Handles security issues and emergency situations.
• Monitors the use of library services and branch spaces and makes recommendations for changes and new services.
• Actively participates in Management teams and promotes the Library in the community.

Job Requirements
• MLS from an ALA accredited school or Bachelor’s Degree and four years of library-related experience with two years in a public library.
• A commitment to excellent customer service and the desire and ability to work with people of diverse backgrounds.
• Experience using various technologies including online databases, E-books, and Microsoft applications.
• Ability to establish and maintain respectful relationships with customers, co-workers, and community groups.
• Ability to handle multiple priorities and emergencies in a fast-paced environment.
• Possesses strong verbal and written communication skills and demonstrates flexibility, initiative, and creativity.
• Willingness and ability to travel locally and regionally and work a variable schedule including nights, weekends, and some telework.
• Must pass a post-offer criminal background check.

We offer an excellent benefit package that includes 15-24 days of vacation depending on degree status, 3 weeks of sick leave and 3 days of personal leave, competitive health, dental and vision benefits, MD Retirement Plan, and related benefits. Annual starting salary range: $54,400 – $68,050, depending on education and experience. We encourage applicants from underrepresented groups to apply. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of this job.

To apply:
Complete application available online must be received by: midnight on June 29, 2021. Interviews will be held on July 12 and candidates selected for an interview will be notified by COB on July 8.

Four Positions: Maryland

Posted on June 11, 2021 by LLAM News

Position: Technical Information Specialist (Nutrition)
Location: Agricultural Research Service, Department of Agriculture
Salary: $87,198 to $113,362

Full vacancy announcement available on USAJOBS.

Summary
This position is located within the United States Department of Agriculture, Agricultural Research Service, NAL’s Information Products Division. Information & Customer Services Branch, and Nutrition & Food Safety Program in Beltsville, MD.

The incumbent supports program development, content management for websites, support knowledge base of trends in nutrition resources and literature, conduct outreach and communications, and provide services.

Responsibilities
Collaborate with NAL functional programs, including identification, analysis, publication, outreach and document delivery of pertinent materials, as well as reference, research, website management, and information retrieval. Maintain statistics; forecasts usage patterns and identifies potential areas of growing demand. Provide nutrition information services to local, state, and Federal officials; representatives of Congress, consumers, scientists, educators, school food services personnel, researchers, health care professionals and international users. Participate in the development and management of the library collection in the specialized fields relating to food and human nutrition. Maintain knowledge of current and projected developments in food and nutrition. Manage reference services for the food and nutrition program, including the use of online reference systems such as Ref Tracker or other systems. Support the enhancement of the Historical Dietary Guidance Digital Collection (HDGDC) by conducting searches through library collections and/or contact partner agencies to obtain new resources for the HDGDC.

Occasional travel – You may be expected to travel for this position.

Position: Librarian for Outreach & Marketing
Location: Towson University

Full vacancy announcement available on ALA Joblist.

Position
Towson University’s Albert S. Cook Library seeks a dynamic and innovative individual to serve as the Librarian for Outreach & Marketing. Towson University places a high priority on the importance of diversity, equity, and inclusion. Candidates will be expected to explain how they have been and could be involved in advancing this campus goal. This position is a 12-month faculty status position available in Fall 2021.

Responsibilities
The Librarian for Outreach & Marketing will lead the design, implementation, and assessment of library’s marketing and outreach initiatives including events and exhibits. Develops, communicates and collaborates with departments and units across campus focusing on marketing and outreach of library programs, resources and services. In addition to supervising and mentoring participants in the library’s student leadership institute program, they will continually develop, assess, and manage the program to meet the needs of the library and fulfill the program’s experiential learning mission. The Librarian for Outreach & Marketing will also serves as a research and instruction librarian and as liaison and subject specialist to assigned department and related disciplines.

Albert S. Cook Library:

Albert S. Cook Library is the campus library for Towson University, the largest university in the Baltimore area and the second largest in the University System of Maryland. Cook Library also serves the Towson University Northeastern Maryland (TUNE) campus. With 23 faculty librarians and 25 staff, Cook Library provides superior support to Towson University.

Qualifications
Master’s degree in library or information science from an ALA-accredited institution or equivalent; background in event planning or project management; familiarity with mentorship and student success; and a commitment to issues of diversity, equity, and inclusion are required. Experience with or course work related to information literacy instruction preferred. Rank is determined by qualifications at time of appointment.

Application Process
Review of applications begins immediately and continues until the position is filled.

Click here to apply. Please note that the search number for which you are applying is LIB-3423.

A Criminal Background Investigation is required for the hired candidate and the results may impact employment.

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.
**Position:** Head of Technical Services & E-Resources Librarian  
**Location:** McDaniel College

Full vacancy announcement available on [ALA Joblist](https://www.alastart.com/joblist).

**Description**  
Reporting to the Director, the librarian is responsible for providing leadership for technical services and electronic resources management. This librarian manages the technical service areas of the library. Responsibilities include Acquisitions, Serials, Cataloging, and Government Documents. Responsible for maintenance of the Integrated Library System in coordination with the Carroll Library Partnership. Maintains the library website, discovery service, proxy, and related systems. Responsible for the development of electronic resources appropriate to the current and evolving curriculum needs of McDaniel College. Supervises three full-time staff and indirectly supervises student assistants. Participates with other librarians in providing reference, instruction, supporting collection development, and liaison services to assigned departments.

Occasional evening and weekend hours required.

**Responsibilities:**

- Manages the Technical Services department.
- Provides leadership in collection development.
- Performs system administration duties for the Integrated Library System (ILS).
- Maintains the library website, discovery service, proxy, and related systems.
- Provides reference services.
- Provides instruction on the use and interpretation of information resources.
- Participates in library collection development.
- Participates in professional organizations and takes part in College academic activities.
- Participates as a member of the leadership team.
- Performs other duties as assigned.

**Requirements**

- ALA accredited Master's Degree in Library or Information Science.
- A minimum of three years of progressive experience in library technical services.
- Demonstrated supervisory skills and technological expertise.
- Experience with web development platforms, CSS, and SQL.
- Experience with DDC, LCSH, OCLC and MARC21 formats for bibliographic holdings and authority control, and with Integrated Library Systems.
- Knowledge of current and emerging trends, issues, and best practices in e-resources management and assessment.
- Strong verbal, written and interpersonal communication skills.
- Ability to work in a strongly collaborative environment and fit into the cross-functional nature and close knit community at a small liberal arts college.
- Ability to manage multiple tasks and commitments in an effective and timely manner.
- Ability to successfully lead and complete a wide scope of projects. Demonstrated commitment to the use of new information technologies.
- Commitment to professional development and service excellence.
- Strong analytical, problem-solving and organizational skills with demonstrated ability to provide well-reasoned analysis using appropriate research and data resources; developing reports to support conclusions; and aptitude for detailed work.
- Experience developing and delivering curriculum integrated information literacy instruction and providing research assistance in an academic library.

**Position:** Cataloging & Metadata Librarian  
**Location:** Community College of Baltimore County

Full vacancy announcement available on [ALA Joblist](https://www.alastart.com/joblist).

**Description**  
Responsible for providing bibliographic access and control through management of cataloging and metadata operations for
the CCBC multi-campus library system. The librarian will lead planning, evaluation and implementation of metadata and cataloging policies, standards, procedures and workflows.

CLASS SPECIFIC ESSENTIAL DUTIES:
Responsible for making the CCBC Libraries’ collections accessible through the description and intellectual organization of the collections, following current standards and practice of cataloging and metadata.
The Cataloging and Metadata Librarian in collaboration with the Collections Librarian is also responsible for the development, management, and administration of the Community College of Baltimore County College Archives. Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned.

POSITION SPECIFIC ESSENTIAL DUTIES:

- Coordinate review, manipulation and batch loading of metadata for books, ebooks, streaming media, and other digital objects into the integrated library system (SIERRA)
- Provide original and copy-cataloging for a variety of materials in various formats in a contemporary MARC-based environment according to local and national standards.
- Maintain high quality cataloging and contributions to national databases by staying current with national and international cataloging standards, metadata strategies, emergent developments and trends in librarianship.
- Integrate an understanding of diverse populations and communities into cataloging and metadata policies and practices.
- Participate in library instruction program, provide in-person/Chat reference service to library users, and contributes to the development of the library collections.
- Maintain professional awareness and growth through participation in professional organizations and continuing education activities.
- Participate in the selection of resources for the library.
- Serve on the library management team and library committees to develop policies and procedures.
- Participate in college-wide committees and activities.
- Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned.

MINIMUM REQUIREMENTS:
MLS degree from an ALA-accredited institution. Five (5) years of cataloging experience. A minimum of two (2) years of cataloging or related experience in an academic institution’s library preferred. Demonstrated experience using cataloging tools, such as OCLC Connexion, OCLC Record Manager, and MarcEdit to perform original and copy cataloging with an integrated library system.

For best consideration please apply by June 15, 2021.

Posted in Job Vacancies | Tagged Academic Library, Government Library, Maryland, Public Services, Technical Services

Five Positions: Washington, DC

Posted on June 11, 2021 by LLAM News

Position: Digital Project Coordinator
Location: Library of Congress
Salary: $87,198 to $113,362

Full vacancy announcement available on USAJOBS.

Summary
This position is located in Culpeper, Recorded Sound Section, Motion Pic, Broadcasting&Recorded Sound, Library Services.
The position description number for this position is 405456. 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
The Digital Project Coordinator liaises with the library profession and information technology industry, Digital Services Directorate (DSD) and various working groups throughout the Library involved in digital technologies and automated systems as they relate to reference and access. In coordination with division experts, plans and manages a wide variety of projects for service and access of the Library’s digital media holdings. These collections center largely on sound/audio and/or moving image content and materials, but may also include multimedia forms of expression including text, graphic, manuscript, and mixed media to include web content. Projects may involve one or more of the analog and digital material collections and are intended to establish and/or enhance standards for creating and maintaining digital reference services and outreach in a collaborative Internet-based environment.

Utilizes knowledge of the major issues, program goals and objectives to coordinate and recommend digital projects. Adapts analytical techniques and evaluation criteria to the measurement and improvement of digital program effectiveness and productivity.

Within the parameters established by the supervisor organizes, develops, and implements plans for specific projects and recommends ways to improve effectiveness and efficiency of digital work operations. Provides input for the direction and shape of the character and nature of projects. Monitors and makes recommendations concerning the project from conception through development, production, and introduction to the intended audience. Coordinates and directs the work of others for specific tasks as necessary 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. Assists in managing various functions working under competing demands and deadlines. May serve on committees and other groups involved in investigating new technologies and their possible application to library programs.

As directed by the supervisor, develops programs of information resources. Develops, coordinates or serves as project manager for courses of action and methods needed to support, design, and implement projects, interpretive or advisory, in his/her subject specialization. Participates in preparation of documentation necessary for the needs of the digital project programs.

Prepares reports and documentation of assigned projects and division digital work. Assures all digital activities and plans for assigned project(s) conform to (or enhance) current division and Library practices and that they make optimum use of scarce resources and staff expertise.

Collaborates on digital projects related to recorded sound and/or moving image. As directed, works with individuals internal and external to the organization to meet project goals. Serves as a primary NAVCC liaison on assigned projects.

Develops personal contacts to establish and maintain cooperative work relationships with staff throughout the Library, project partners and contractors in order to provide or exchange information and professional knowledge. Explains information to groups and individuals with varying levels of understanding or knowledge of subjects. Attends workshops, conferences, seminars, or meetings in librarianship and other relevant fields for the purpose of professional development.

In consultation with the supervisor, researches, identifies and resolves moderately difficult program issues or problems impacting program initiatives in major agency organizational components. Identifies and makes recommendations for, and coordinates resolutions and improvements related to more challenging agency programs, services, or products.

Position: Research & Knowledge Supervisor
Location: Skadden, Arps, Slate, Meagher & Flom LLP

Full vacancy announcement available on AALL Career Center.

Description
Skadden is seeking a Research & Knowledge Supervisor to join our Research & Knowledge Services team in the Washington, D.C. office. As a member of Skadden’s professional staff, the Research & Knowledge Supervisor will play an integral role in helping the firm provide high-quality service to clients.

ESSENTIAL FUNCTIONS:

- Supervises the daily activities of the Washington, DC office R&KS professional staff both in the office and remotely.
- Provides cost effective research services using databases, print sources, and outside sources.
- Evaluates new and updated versions of online and print information resources.
- Perfects research skills using online and print sources, incorporating new technology.
- Develops information network within and outside the Firm.
- Monitors requests during off hours and coordinates with professional staff in all offices to complete pending requests.
- Uses workflow software for the distribution and recording of research and KM requests.
- Educates attorneys and professional staff about R&KS department services.
- Conducts department orientation for new and lateral attorneys.
- Works with Knowledge Strategy Counsel to select, maintain and update content for practice area websites.
- Keeps attorneys aware of new developments in their practice areas.
- Coordinates the payment of invoices for products and services for the Washington, DC R&KS operations. Assists Manager in developing and monitoring the department budget.
- Ensures current knowledge of Firm policies and practices for professional staff, current knowledge of industry trends, and continued professional development for professional staff.
- Ensures appropriate professional staffing levels for R&KS department. Participates in the interviewing, selection and training process for department professional staff on industry-specific and department processes.
- Recommends and implements changes and improvements in methods and procedures for higher level management.
- Monitors professional staff time, attendance, and expense reports to ensure accuracy and compliance with Firm policies.
- Recommends and participates in disciplinary procedures in collaboration with the department Manager and Human Resources.
- Effectively utilizes the Firm's performance management process to communicate performance expectations, monitor performance, coach employees, and manage unsatisfactory performance.
- Effectively addresses and resolves work-related problems and/or conflicts that arise among the department professional staff.
- Communicates departmental guidelines and procedures.
- Performs other related duties as assigned.

Qualifications

- Current knowledge of research and KM best practices, trends and techniques.
- Thorough understanding of legal, business and related information sources.
- Expertise using online research systems including: Deal Point Data, Securities Mosaic, ThomsonOne, LexisNexis, Westlaw Edge, Bloomberg Law, Cheetah, Intelligize, Fastcase, PLI, etc.
- Working knowledge of integrated library systems.
- Proven ability to use web page authoring tools.
- Ability to effectively supervise others and employ coaching and problem-solving techniques.
- Ability to administer Firm policies and procedures.
- Knowledge of relevant firm computer software programs (e.g., Outlook, Excel, PowerPoint), with the ability to learn new software and operating systems.
- Flexibility to adjust hours and work the hours necessary to meet operating and business needs.

Experience/Education

Master’s Degree in Library Science or an equivalent combination of education and experience. Minimum of six years related experience in a legal or corporate information center with a minimum of two years supervisory or leadership experience. Skadden is an Equal Opportunity Employer (Disability/Vet/other protected categories). For more information, please visit Skadden.com/careers.

Position: Business & Finance Law Librarian
Location: The George Washington University Law School
Full vacancy announcement available on AALL Career Center.

Description

Established in 1865, the George Washington University Law School is the oldest law school in the nation’s capital. The Law School is accredited by the American Bar Association and is a charter member of the Association of American Law Schools. GW Law is located on the GW campus in the downtown DC neighborhood familiarly known as Foggy Bottom.

The Law School’s Jacob Burns Law Library supports the curricular and teaching requirements of the Law School, the research and publication needs of the law faculty, and the study and research needs of the law students; and provides to the scholarly community at large access to a research collection of material about the law and its history. Additional information about the Law Library can be found at, https://www.law.gwu.edu/library.

The Law Library seeks a qualified librarian for its Business & Finance Law Librarian position to begin as early as August 1, 2021. The librarian in this position supports reference services offered by the Public Services Division of the Law Library.

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 and library-oriented curriculum support to faculty, students, and staff of the GW Law Business and Finance Law Program, Business & Finance Law Review, 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 research guides, bibliographies, instructional recordings, 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
- Performs other duties as assigned by the head of reference

BASIC QUALIFICATIONS:

Graduate degree in library or information science (e.g., MLS) from an ALA-accredited institution or completion of degree requirements by the time of appointment; and
JD, LLB, or LLM from an ABA-accredited institution or completion of degree requirements by the time of appointment

PREFERRED QUALIFICATIONS:

- Experience in providing general legal reference assistance, including working with business and finance law materials or the ability and intention to develop expertise in these areas, that demonstrates a proficiency with print and online legal resources
- Reference experience in a law library environment
- Demonstrated superior customer service skills
- Writing skills and oral communication skills that demonstrate the ability to convey information clearly and accurately with customers, colleagues, and supervisors
- Demonstrated organizational and time management skills
- Demonstrated attentiveness to detail
- Demonstrated ability to work well independently and as part of a team

APPLICATION PROCEDURE: Please complete an online application at https://www.gwu.jobs/postings/83621 and upload a resume and cover letter, and include contact information for three professional references. Review of applications will begin July 12, 2021 and 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.

The university is an Equal Employment Opportunity/Affirmative Action employer that does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or on any other basis prohibited by applicable law.

**Position:** Head of Academic Technology Services  
**Location:** The George Washington University Law School

Full vacancy announcement available on AALL Career Center.

**Description**

Established in 1865, the George Washington University Law School is the oldest law school in the nation’s capital. The Law School is accredited by the American Bar Association and is a charter member of the Association of American Law Schools. GW Law is located on the GW campus in the downtown DC neighborhood familiarly known as Foggy Bottom.

The Law School’s Jacob Burns Law Library supports the curricular and teaching requirements of the Law School, the research and publication needs of the law faculty, and the study and research needs of the law students; and provides to the scholarly community at large access to a research collection of material about the law and its history. Additional information about the Law Library can be found at, https://www.law.gwu.edu/library.

The Law Library seeks a qualified librarian for its Head of Academic Technology Services position to begin as early as August 1, 2021. The librarian in this position has primary oversight for the Office of Academic Technology Services. This position leads the development and delivery of services supporting the curation and use of the library’s growing electronic resources collection, the integration of library resources into the curriculum, the use of scholarly communication technologies and services, and the undertaking of digital initiatives.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Oversees, coordinates, and/or performs activities of the Office of Academic Technology Services which includes coordination of workflow, training and evaluation of staff, and oversight of personnel issues
- Oversees the integration of library resources and academic technologies including technology competencies into the curriculum and learning spaces; participates in identifying, implementing, and supporting technology-driven solutions and strategies to enhance the Law School’s teaching and learning experience; stays abreast of technology-focused learning trends and best practices in law schools including technology-related pedagogy as well as technologies used in law practice; develops library-focused reusable learning objects and modules for course site development
- Provides vision and expertise to develop and maintain the electronic resource collection; leads interdepartmental library efforts to select, implement, maintain, and provide access to electronic resources, including collaboration with Burns Law Library colleagues and GWU campus libraries, coordinating work with vendors and publishers, creating user awareness of the collection, coordinating and improving access to the collection, and gathering usage data
- Leads review of electronic resource licenses, manages license compliance issues, and evaluates resource usage-based feedback, web analytics, and vendor-supplied statistics
- Manages methods of user authentication for access to electronic resources, e.g., IP authentication, SSO, username/password including proxy server configuration and troubleshooting; collaborates with colleagues on content and technical matters related to access; troubleshoots access issues and provides end-user support
- Gathers, analyzes, and formats usage data from the proxy server and vendor/publisher-supplied data for library reporting and decision-making; coordinates access to usage data for the head of cataloguing and metadata to generate analytics reports
- Serves as liaison for Bloomberg Law, Lexis, and Westlaw online research services account managers and student representatives, coordinates their activities at the law school, performs password management for these research systems and communicates developments regarding these services with library colleagues and law school offices
- Coordinates department activities to identify, develop, and promote strategic scholarly communication services and programs; provides outreach, education, and training; identifies and implements best practices in documenting and strengthening access to the Law School’s intellectual output; provides vision and expertise on scholarly visibility and impact and online identity management; oversight of the online repository process for Law School scholarship and archives including data entry; supports staff, student, and faculty posting to content management systems such as CampusPress and open-access scholarship-sharing networks (SSRN) and digital commons (BePress)
- Oversees library’s digital initiatives such as digital content creation, online exhibits, and web publishing; oversees content sharing via the library website, LibGuides, and the law school portal; ensures search engine optimization, accessibility, and security compliance for all library managed online platforms
- Coordinates department efforts to identify, implement, and support web-based and digital marketing strategies and services; provides guidance to faculty, staff, and students on using content management systems managed by the library such as Drupal, Springshare, CampusPress, social media, and digital signage; provides guidance on system functionalities and use of graphics and formatting; performs content editing
- Monitors the Library’s ticketing systems and responds to user inquiries
- Drafts and implements procedures and practices
- Creates and contributes to research guides, bibliographies, instructional recordings, and other finding aids and publications
- May participate in reference and research services, including reference desk duties and the faculty liaison program
- Participates on library, university, and consortia committees
- Performs other duties as assigned by the assistant director for information services

BASIC QUALIFICATIONS:

Graduate degree in library or information science (e.g., MLS) from an ALA-accredited institution or completion of degree requirements by the time of appointment
JD, LLB, or LLM from an ABA-accredited institution or completion of degree requirements by the time of appointment, and Minimum of three years of post-graduate degree experience working in law libraries, including a demonstrable history of supervisory duties or potential for rapid growth into supervisory duties

PREFERRED QUALIFICATIONS:

- Knowledge of pedagogical trends employed by law schools, learning management systems, digital objects, and digital content creation
- Experience with scholarship repositories, scholarly impact metrics, content management systems, desktop publishing software, search engine optimization and web analytics tools, and knowledge of online publishing standards
- Experience with web design and proficiency with web authoring software, including experience with emerging technologies and use of browser plug-ins and applications.
- Experience with SaaS; online product technology/setup, including proxy server functionality and authentication protocol; web browser and operating system configuration; web design (HTML, CSS, Javascript); and content management system administration
- Experience with ExLibris Alma electronic resource management and AlmaAnalytics
- Demonstrated basic or general knowledge and understanding of trends relevant to any of the areas of the department
- Demonstrated ability to promote teamwork and collaboration with the goal of fostering an efficient and positive service role for the library; to form a strong rapport with colleagues, law faculty, and law students
- Experience in providing general legal reference assistance
- Reference experience in a law library environment
- Demonstrated superior customer service skills
- Writing skills and oral communication skills that demonstrate the ability to convey information clearly and accurately with customers, colleagues, and supervisors
- Demonstrated organizational and time management skills
- Demonstrated attentiveness to detail
- Demonstrated ability to work well independently and as part of a team

APPLICATION PROCEDURE: Please complete online application at https://www.gwu.jobs/postings/83604 and upload a resume and cover letter, and include contact information for three professional references. Review of applications will begin July 9, 2021 and 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.

The university is an Equal Employment Opportunity/Affirmative Action employer that does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or on any other basis prohibited by applicable law.

Position: Chief, Literary Initiatives
Location: Library of Congress
Salary: $144,128 to $172,500

Full vacancy announcement available on USAJOBS.
Summary
This position is located in the Literary Initiatives Office, Center for Learning, Literacy and Engagement Directorate, Office of the Librarian.
The position description number for this position is 412321.
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.
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 Chief, Literary Initiatives (CLI) is responsible for continuing and building upon the design and production of an imaginative, socially relevant, thought-provoking portfolio of accessible literary programs that engage diverse public audiences in active dialogue, builds a literary community, and cultivates connections between literary programs and the Library’s collections, services and experts of the Library of Congress. The CLI serves as the Library’s literary expert providing guidance and inviting authors for programming to retain and attract new audiences to the Library. In accordance with Library policies, develops strategies for handling complex content, topics, contracts pertaining to the literary programs and projects.

The CLI’s Office works closely with all Library service units/divisions especially offices within the Center for Learning, Literacy and Engagement, the Center for Exhibits and Interpretation, Communications, Multimedia Group, the Library Collections and Services Group, Congressional Relations Office, Development Office, Publishing, Office of the Chief Information Officer, Library Shop to ensure that Literary programming is coordinated with the institution’s strategic goals and operations while being responsive to the interests and expectations of the visiting public and special guests.

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.

The incumbent has overall responsibility, as well as delegated authority, for the oversight and administration of the Library of Congress’s Literary Initiatives program, which includes but is not limited to strategic collaborative planning, conceptualization, research, design, direction, assessment and reporting for the Library’s annual literary programming. Collaborates with staff in the Library Collections and Services group to ensure that Literary Initiatives programs are connected with the Library’s vast collections and expertise. Secures a wide range of authors and other related speakers that engage a diversity of audiences for a National Book Festival, and other Library-wide Literary Initiatives.

Uses extensive professional knowledge of the literary programming landscape, including knowledge of literature from all genres, authors, publishers, and book festivals and practice to ensure quality control and program management at the highest standards. Uses many years of experience in the profession to assess effectiveness of and determine needed improvements of complex Library program issues and concerns and known future institutions/organizational goals to create a successful program; determines resource requirements, estimating short- and long-range personnel, budgetary, space, and equipment needs. Identifies, develops and implements strategies for engaging the visiting public and for Congressional, official, professional, and special visitors, including international audiences. Identifies needs for and oversees the growth and development of programs and other services to provide Library audiences with enriching experiences.

Plays a key role in shaping, supporting and implementing the Library’s priorities for outreach in support of national literary programming. Works collaboratively with service unit managers and other Library staff to propose literary partnership and outreach strategies and communicate those priorities effectively inside and outside the Library of Congress.

Able to effectively conduct live or virtual welcome remarks, and/or live interviews, media interviews, etc. Ability to identify potential speakers both from within the Library and externally and assist others in developing their skills in this area. Ability to write proposals, reports, briefs, and other high level synthesized documents.

Directs collaborative efforts with offices Library wide to develop integrated approach to Literary Programming Initiatives. Provides guidance to key managers and stakeholders to develop priorities for developing and using resources. Ensures that all implications are identified, weighed, studied, and discussed. Contacts other agencies and organizations to obtain information and models for managing various issues. Identifies and resolves problems that are barriers to achieving goals.
One Position: Virginia

Posted on June 4, 2021 by LLAM News

Position: Library Associate or Senior Library Associate
Location: Thomas Balch Library
Salary: $21.20-$37.55 Hourly Wage

Originally posted on the SLA Career Center.

The Thomas Balch Library in Leesburg, Virginia, is current recruiting for a flexible part-time Library Associate or Senior Library Associate to add to its team. Work schedule: Thursday 4:00 p.m. to 8:00 p.m.; Friday 10:00 a.m. to 5:00 p.m. and Saturday (twice a month) 11:00 a.m. to 4:00 p.m.; potential for additional day/night/weekend on call hours; closed holidays.

What You’ll Be Doing:
This flexible part-time position, located within Thomas Balch Library, participates in reference, outreach and curatorial activities, which may include accessioning, processing and describing collections, reference and research, instruction, exhibits, and programs for the general public, staff, and Town officials with focus on local, regional, and military history, and genealogy.

Minimum Qualifications

Library Associate
Bachelor’s degree in liberal arts or a related field or a combination of education and library experience equivalent to a Bachelor’s degree in a related field; possession a valid driver’s license and a safe driving record.

OR

Senior Library Associate
Master’s degree in history, library science, genealogy or a related field with reference or archival processing experience and a minimum of two (2) years of library experience, or a Master’s degree in progress with a projected completion date within six (6) months of employment; possession of a valid driver’s license and a safe driving record.

TO APPLY: Please visit www.leesburgva.gov/jobs for more information and to apply online. Resumes may be submitted as supplemental only. EOE/ADA.

Two Positions: Washington, DC

Posted on June 4, 2021 by LLAM News

Position: Lead Librarian
Location: Department of State
Salary: $103,690 to $134,798
Summary
The position is in the Bureau of Administration, Information Resources Branch, Ralph J. Bunch Library Division with responsibilities for managing, coordinating and implementing the Department’s library systems and technology resources for the effective delivery of library services in Department of State.

Responsibilities

- Administers, implements, evaluates, maintains and supports all modules of Library’s Integrate Library System (ILS).
- Acts as a Library primary point of contact in utilizing a variety of technologies, to provide best possible experience for Library patrons and staff in their interaction with the ILS and the broad range of automated library systems in the Library.
- Coordinates procurement, testing and implementation of new systems and products, as well as enhancements to current Library systems.
- Leads effort for continual development and evaluation of Library Web presence, and facilitates and coordinates communications among Library staff concerning development of Web-based content and services.
- Represents Chief Librarian and Department at intra and interagency meetings concerning IT applications to the library systems.

Occasional travel – You may be expected to travel for this position.

Position: Program Specialist
Location: National Foundation on the Arts and the Humanities
Salary: $60,129 to $94,581 per year

Summary
This position is located in the Office of Library Services, Discretionary Programs Section and serves as a Program Specialist. The incumbent will participate in grants management work involving Federal grants and cooperative agreements, and provide grants-related guidance and services to both applicants and awardees.

Responsibilities
Due to the Pandemic and individual states with different phases of reopening, the selectee’s report date to the official duty station (Washington, DC) may be delayed until such time as employees are allowed to report to the workplace. The person selected may telework up to the maximum extent possible, up to and including full time, until it is determined by state and Federal officials that employees are allowed to report to the workplace (Washington, DC) where this position is located, on a regular basis.

At the full performance level, the incumbent will work on various phases of the receipt and processing of library grant applications as well as the monitoring and assessing of awardee performance. If selected for the Program Specialist, you will receive formal and/or on-the-job training as needed. Typical work assignments will include:

- Provides technical support in reviewing grants applications, annual reports, and required forms for the fulfillment of financial prerequisites and compliance with standard policies or regulations. Assists in researching administrative and regulatory citations and liaising with grant applicants and grantees as needed.
- Coordinates the finalization and dissemination of grant documents. Assists with processing grant applications and contacting grant applicants.
- Coordinates the peer review of grant applications and provides technical assistance to reviewers.
- Works closely with program staff and other agency staff as needed to develop and deliver training workshops and presentations on grant processes, requirements, and other matters.
- Responds to external and internal inquiries. Provides general guidance regarding basic program requirements but refers difficult questions or issues to a Program Officer. May contact grantees regarding incomplete reports or other matters as directed by program staff.
- Tracks and manages official grant files and documentation both in hardcopy and electronic format.
- Performs other duties as assigned.

Responsibilities will increase and assignments will become more complex as your training and experience progress.
One Position: Washington, DC

Posted on June 2, 2021 by LLAM News

Position: Resources Access Assistant
Location: Cooley LLP, Washington, DC

Originally posted on LLSDC Job Listings.

Cooley is seeking a Resource Access Assistant to join the Research Services team.

Position Responsibilities:

- Under the supervision of a Manager or Specialist, assist with deactivation of user access to digital research resources with the vendor, and remove internal user records using Research Monitor
- Under the supervision of a Manager or Specialist, maintain Secretary of State department deposit accounts and process associated billing via Chrome River
- Under the supervision of a Manager or Specialist process select monthly invoices for Lexis and Thomson Reuters via Chrome River and enter associated payment records into EOS acquisitions
- Under the supervision of a Manager or Specialist, file research contracts in CARS (Cooley Agreement Reporting System)
- Under the supervision of a Manager or Specialist, assist with maintenance of the integrated library system and print collection
- All other duties as assigned

Skills and experience:

Required:

- Available to work overtime, as required
- After orientation at Cooley LLP, exhibit proficiency in the Microsoft Office suite, iManage and other firm applications
- 2+ years of technical services experience in a research center or an equivalent combination of education and experience
- Experience with an integrated library system

Preferred:

- Law related experience a plus
- Bachelor's Degree

Competencies:

- Ability to organize and prioritize numerous tasks and complete them within defined time constraints
- Ability to work with vendors to resolve problems
- Ability to work well as part of a team
- Must be able to learn specialty software
- Demonstrated ability to communicate well both orally and in writing and to understand and follow written and oral instructions
- Ability to analyze and anticipate situations, define problems and objectives, recognize alternatives and formulate solutions
Two Positions: Maryland

Posted on June 2, 2021 by LLAM News

**Position:** Librarian II [Informationist II]
Location: Welch Medical Library at Johns Hopkins University, Baltimore, MD
Salary: $50,700 – $69,780

Originally posted on the Maryland Library Association listserv.

**Job Req ID:** 57456

**General summary/purpose:**

Johns Hopkins University and Medicine is a world leader in advancing biomedical research, specifically in translational and data sciences, and precision medicine initiatives. With its top-ranked health sciences schools, affiliated hospitals, and health system, Hopkins is committed to setting the standard for excellence in education, clinical care, and global engagement to improve human health. The Welch Medical Library seeks to hire an informationist to continue to provide and grow our deeply embedded library services while developing innovative information solutions to emerging opportunities to serve the faculty, staff, fellows, residents and students of the Johns Hopkins Medical Institutions (JHMI). This informationist will work as an information expert alongside faculty, staff, fellows, residents and students in assigned departments in the Schools of Medicine, Public Health, Nursing, and/or the Johns Hopkins Health System.

The successful applicant will be able to take advantage of a highly flexible work environment, build partnerships with user communities primarily engaged in public health research and global initiatives, and develop new services and curricula. They will also have a demonstrated track record of self-motivation, strong interpersonal and collaboration skills, and a personal commitment to excellence and innovation. This individual will join the library’s Informationist team at the forefront of revitalizing the way information experts engage with the Hopkins’ academic community. The team is currently embedded in the medical, public health and nursing curricula and has targeted outreach in graduate medical education. The position reports to the Associate Director of Informationist Services.

**Specific duties & responsibilities:**

- Work as a team member to support assigned public health and clinical departments to support the research life cycle.
- Deliver in-person and online course-integrated instruction, orientations, and workshops.
- Contribute to the library’s support of expert-level reviews, including systematic reviews by providing 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.

Minimum qualifications (mandatory):

Master’s degree from an ALA-accredited school of library and information science

2 years of professional library experience working in an academic health sciences or biomedical library or affiliated clinical/research environment

Preferred qualifications:

- An additional related advanced degree.
- Able to demonstrate experience at time of interview in the use of information technologies, information management tools.
- Conversant in information-related competencies in undergraduate and graduate medical, public health, and nursing education.
- Demonstrated interest or background in public and/or global health research.
- Demonstrated interest or background in librarian involvement in systematic review process and methodologies.
- Creativity in approaches to active adult learner engagement.
- Experience in an academic health sciences library.
- Demonstrated interest in using emerging technologies and software to create solutions that address the evolving information needs of a research enterprise.

Special knowledge, skills, and abilities:

- Demonstrated abilities in teaching evidence-based practice to health professions learners.
- Expert database searching and citation management skills.
- High level of analytical skills.
- Excellent presentation, instruction, communication, and relationship-building skills.

Classified Title: Librarian II
Working Title: Librarian II
Role/Level/Range: ATP/04/PC
Starting Salary Range: $50,700 – $69,780
Employee group: Full Time
Schedule: M-F, 8:30 am – 5:00 pm
Exempt Status: Exempt
Location: 04-MD:School of Medicine Campus
Department name: 10002632-SOM Admin Welch Informationist Services
Personnel area: School of Medicine

The successful candidate(s) for this position will be subject to a pre-employment background check.

If you are interested in applying for employment with The Johns Hopkins University and require special assistance or accommodation during any part of the pre-employment process, please contact the HR Business Services Office at jhurecruitment@jhu.edu. For TTY users, call via Maryland Relay or dial 711.

**Position:** Librarian III [Informationist III]
Location: Welch Medical Library at Johns Hopkins University, Baltimore, MD
Salary: $59,280 – $81,435

Originally posted on the Maryland Library Association listserv.

**Job Req ID:** 50457
General summary/purpose:

Johns Hopkins University and Medicine is a world leader in advancing biomedical research, specifically in translational and data sciences, and precision medicine initiatives. With its top-ranked health sciences schools, affiliated hospitals, and health system, Johns Hopkins is setting the standard for excellence in education, clinical care, and global engagement to improve human health, and we are committed to creating a working and learning environment that embraces and supports diversity, inclusion, and health equity. The Welch Medical Library seeks to hire an informationist to continue to provide and grow our deeply embedded library services while developing innovative information solutions to emerging opportunities to serve the faculty, staff, and students of the Johns Hopkins Medical Institutions. This informationist will work as an information expert alongside faculty, staff, fellows, residents and students in assigned departments in the Schools of Medicine, Public Health, Nursing, and/or the Johns Hopkins Health System.

The successful applicant will be able to take advantage of a flexible, fast-paced work environment to build partnerships with user communities primarily engaged in clinical and academic medicine, nursing, and public health research, and develop new services and curricula to meet evolving users needs. They will also have a demonstrated track record of self-motivation, strong interpersonal and collaboration skills, and a personal commitment to excellence and innovation. This individual will join the library’s Informationist team at the forefront of revitalizing the way information experts engage with the Johns Hopkins’ academic community and at a time when we are reshaping the way we work to meet the demands of a world changed by COVID-19. The team is currently embedded in the medical, public health and nursing curricula and has targeted outreach in graduate medical education. The position reports to the Associate Director of Informationist Services.

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.

Minimum qualifications (mandatory):

- Master’s degree from an ALA-accredited school of library and information science.
- 3 years of professional library experience working in an academic health sciences or biomedical library or affiliated clinical/research environment.

Preferred qualifications:

- An additional related advanced degree.
- Able to demonstrate experience at time of interview in the use of information technologies and information management tools.
- Conversant in information-related competencies in undergraduate and graduate medical, public health, and nursing education.
- Experience creating instructional and outreach materials utilizing LibGuides, Camtasia or other tools.
- Demonstrated interest or background in librarian involvement in systematic review process and methodologies.
- Creativity in approaches to active adult learner engagement and ability to deliver instruction in an online environment.
- Demonstrated interest in using emerging technologies and software to create solutions that address the evolving information needs of a research enterprise.
- Awareness of policies and practices relating to research data and scholarly publishing that impact the academic research landscape.

Special knowledge, skills, and abilities:

- Demonstrated abilities in teaching evidence-based practice to health professions learners.
- Expert database searching and citation management skills.
- High level of analytical skills.
- Excellent presentation, instruction, communication, and relationship-building skills.

Classified Title: Librarian III
Working Title: Librarian III
Role/Level/Range: ATP/04/PD
Starting Salary Range: $59,280 – $81,435 annually
Employee group: Full Time
Schedule: M-F, 8:30am – 5:00pm
Exempt Status: Exempt
Location: 04-MD: School of Medicine Campus
Department name: 10002632-SOM Admin Welch Informationist Services
Personnel area: School of Medicine

The successful candidate(s) for this position will be subject to a pre-employment background check.

If you are interested in applying for employment with The Johns Hopkins University and require special assistance or accommodation during any part of the pre-employment process, please contact the HR Business Services Office at jhurecruitment@jhu.edu. For TTY users, call via Maryland Relay or dial 711.

One Position: Maryland

Posted on May 28, 2021 by LLAM News

Position: Library Social Worker
Location: Enoch Pratt Free Library
Salary: $63,725 to $75,000 per year

Originally posted on the Maryland Library Association listserv.

Responsibilities:
The Pratt Library is excited to announce that we are accepting applications for a new Library Social Worker.

The Library Social Worker is responsible for planning, overseeing and executing the Social Worker in the Library program, which places graduate and bachelor degree candidate students from schools of social work at Pratt Library Branches. This position will also deliver direct client services to library customers, build partnerships with social service organizations and oversee system-wide social service initiatives.
The position is responsible for tracking and reporting on all library social service efforts.

If you feel that this rewarding and exciting opportunity is what you have been looking for, please apply!

Requirements:
Master’s Degree. Minimum of three (3) years of demonstrated experience performing similar job duties, including managing programs or projects and partnering with city and community agencies. Experience providing weekly field instruction and supervision for graduate student interns a plus.

One Position: Washington, DC

Position: Legal Reference Librarian
Location: Library of Congress
Salary: $72,750 to $94,581

Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Public Services Division, Global Legal Research Directorate, Law Library.

The position description number for this position is 011004.

This is a non-supervisory, bargaining unit position.

Responds to United States, foreign, comparative, and international 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, foreign, comparative, and international 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 on research methodologies.

Uses knowledge of legal and legislative information sources in other Library of Congress service units, and law libraries and research institutions outside of the Library of Congress. As assigned, compiles information packages for clientele.

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. Meets with clients to analyze and clarify questions and requirements. May assist clients with specialized collections, using knowledge of these collections and the clients who require them. May develop an expertise in a field of law or legal and/or legislative research methodology.

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.

Provides online and in-person instruction to Law Library users and staff on the content, nature, and use of Law Library print and electronic resources, as well as legal research methodologies. Assists in the development of instructional offerings that educate users on legal research sources and strategies. Delivers orientations to groups and individuals on Law Library operations and services, and conducts briefings on the U.S. legal system, and functions and inter-relationships of the legislative, executive, and judicial branches of government under the U.S. constitutional scheme. These orientations
and briefings may be delivered to Members of Congress; their staffs; U.S. federal and state jurists and attorneys; legal scholars; representatives of U.S. federal and state, foreign, and international governments; dignitaries; and students.

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. Contributes to digital collection development 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.

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.

Travel Required – Not required

Two Positions: Maryland

Posted on May 26, 2021 by LLAM News

Position: Librarian (Biological Science)
Location: United States Department of Agriculture, Agricultural Research Service, National Agricultural Library, Information Products Division, in Beltsville, MD.
Salary: $72,750 to $113,362

Full vacancy announcement available on USAJOBS.

SUMMARY
This position is located within the United States Department of Agriculture, Agricultural Research Service, National Agricultural Library, Information Products Division, in Beltsville, MD.

The incumbent serves as the Librarian for the national Animal Welfare Information Center; participates in outreach activities, the selection and acquisition of materials and information products for collection, and the development of information analysis products in the biological and veterinary sciences.

RESPONSIBILITIES

- Maintains awareness of current developments in library automation and technical services through professional development and continuous improvement activities.
- Compiles the information requested into usable information packages. Documents pertinent information about reference transactions, including data collection, using online systems such as RefTracker.
- Provides technical reference and research services to a wide range of clientele. Formulates and performs subject searches mostly on topics relevant to the use of animals in research, testing, education, and on exhibit as mentioned.
- Provides information on NAL programs and services assisting in formal and informal presentations to the national and international agricultural and scientific communities and others interested in research, technical assistance, and education.
- Interacts with customers to answer questions, provide information about NAL’s collections, content, programs and services, recommend avenues for investigation or refer to likely sources of assistance.

Full vacancy announcement available on USAJOBS.
Compiles, edits or authors various types of bibliographic and non-bibliographic information products on topics appropriate to animal welfare.

Position: Information Literacy Instruction Coordinator
Location: Frostburg State University, Frostburg, MD

Full vacancy announcement available on ALA Joblist.

Description

Frostburg State University, Lewis J. Ort Library seeks applications for a full-time, tenure-track Information Literacy Instruction Coordinator. This position is available to begin in Summer 2021 for the main campus in Frostburg, Maryland. Salary is competitive and commensurate with experience and qualifications. University System of Maryland benefits package included.

Under the direction of the Associate Director for Research, Learning, and Outreach and working in close collaboration with the Research and Learning librarians, the Information Literacy Instruction Coordinator coordinates the design, delivery, and assessment of information literacy instruction at the Lewis J. Ort Library. Information Literacy Instruction is a critical Library service to support student learning, student success, the Gen Ed Program, and the University’s strategic goal of “Focus learning on both the acquisition and application of knowledge.” During a normal academic year, approximately 2,800 FSU students receive information literacy instruction.

Responsibilities: Provide strategic vision for the library’s information literacy program. Promote information literacy on campus and within the library. In collaboration with other Research and Learning librarians, develop outcomes and assess the library’s information literacy program. Serve as primary contact to schedule requests and connect librarians and teaching faculty to facilitate information literacy instruction. Maintain and manage Library Instruction Center classroom technology. Maintain and manage instruction statistics. Coordinate library instruction for First Year English (ENGL 101/111) and Introduction to Higher Education (ORIE 101) classes, maintaining contact with those in charge of these programs to encouraging participation and schedule information literacy sessions. In collaborations with other Research and Learning librarians, develop, design, and maintain lesson plans, activities, and tours tailored to the First Year English (ENGL 101/111) and Introduction to Higher Education (ORIE 101) curriculum. Serve as primary instructor for First Year English (ENGL 101/111) and Introduction to Higher Education (ORIE 101) information literacy sessions. Collaborate with teaching faculty to design, deliver, and assess information literacy sessions that meet the instructional goals of the faculty member at hand, the corresponding department, and the university in First Year, upper division, and graduate courses. Develop instructional support materials such as LibGuides and videos. Provide reference and research service to students, faculty, and the community via in-person, chat, email, and phone and video calls, including evening and rotating weekend hours.

Provide support to Access Services at the Main Service Desk. Act as library liaison providing collection development and outreach to assigned academic departments. Contribute to the marketing of library resources. Contribute to the development and maintenance of assigned subject LibGuides. 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. Serve on library, campus, system-wide and/or professional committees. 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.

To Apply:

If you wish to apply, please visit http://frostburg.peopleadmin.com/postings/1698. Along with your application, please provide the following: 1) curriculum vitae; 2) a cover letter specifically addressing the requirements in this advertisement; and 3) name and contact information for three professional references.

For assurance of full consideration, please submit materials by June 22, 2021.

Frostburg State University welcomes and encourages women, veterans and minorities to apply and seeks to recruit and retain a diverse workforce. FSU is an Equal Opportunity Employer. Appropriate auxiliary aids and services for qualified individuals with disability will be provided upon request. Please notify us in advance.

WWW.FROSTBURG.EDURequirements
**Minimum Qualifications:** ALA-accredited Master of Library Science Degree (M.L.S.) or Master of Library and Information Science Degree (M.L.I.S.). Minimum of 2 years of professional experience developing, delivering, and assessing information literacy instruction in a college or university library. Analytical and problem-solving skills, including competence in advanced level information searching, evaluation and ethical application of results. Demonstration of excellent oral and written communication skills, interpersonal and collaborative skills, and strong presentation skills. Demonstrated ability to work independently and cooperatively in a complex, changing environment. Evidence of well-developed organizational, time, and project management skills. Commitment to fostering an equitable and inclusive workplace, and an ability to work effectively with a diverse faculty, staff, and student population.

**Preferred Qualifications:** Demonstrated experience assessing, improving, planning, and/or implementing library programs, initiatives, and/or services. Experience providing reference services and research support. Experience with collection development theory and practices in an academic library. Evidence of active participation in relevant professional or academic communities or organizations. Additional advanced degree.

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**Three Positions: Washington, DC**

**Position:** Reference and Digital Services Librarian  
**Location:** Congressional Research Service (CRS), Knowledge Services Group (KSG), Library of Congress, Washington, DC  
**Salary:** $72,750 to $94,581

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

**Duties**

**SUMMARY**

The Congressional Research Service (CRS), Knowledge Services Group (KSG) seeks a Reference and Digital Services Librarians to join its Knowledge Management Section. The selectee will perform reference and instructional services, and will maintain and develop web-based information tools and services.

**RESPONSIBILITIES**

**WEB SERVICES**

Facilitates and coordinates communication with stakeholders and collaborates with CRS staff to assist in the development and improvement of web-based information tools and services. Participates in the development and improvement of internal websites, including updating content and assisting in integrating new features and technologies. Applies standard and emerging practices of librarianship and other fields and disciplines related to the organization of information and management of information access.

Participates in and/or leads the maintenance of digital services such as bibliographic reference management, virtual reference, digital archives and repositories. Organizes information to improve access and retrieval.

**DIGITAL SERVICES PROJECTS**

Contributes to the development or enhancement of information tools to support CRS’s research activities, identifies project-related issues or problems, formulates 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 knowledge management 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.

**INSTRUCTIONAL AND RESEARCH SERVICES**

Provides electronic and print research and reference services. Promotes the use of electronic research materials by staff and coordinates the development of training guides (e.g., library tutorials, web-based instruction, and web pages). Identifies information resources to respond to research needs, instructs clients in the use of digital resources in face-to-face and classroom settings, updates documentation related to content administration and management, and assists with client outreach activities.

Develops and maintains a broad knowledge of CRS information resources, current events, research activities, and research resources. Integrates this knowledge into designing new tools and technology or facilitating or enhancing use of current tools and technology.

Candidates with a Master of Library Science (MLS) or equivalent degree or experience; knowledge of current and emerging practices of librarianship or other fields and disciplines related to the organization of information; and an understanding of the principles of information management, metadata, and information retrieval are encouraged to apply.

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

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

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

**Position:** Librarian (Research Specialist)

Location: Congressional Research Service (CRS) Foreign Affairs, Defense and Trade Division (FDT), Research & Library Services Section, Library of Congress, Washington, DC

Salary: $72,750 to $94,581

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

**SUMMARY**

The Congressional Research Service (CRS) Foreign Affairs, Defense and Trade Division (FDT), Research & Library Services Section seeks a Research Librarian. 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; 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 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.

**Duties**

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 foreign policy and global affairs. 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 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.

**Position: United States Institute of Peace Librarian**

**Location:** George Washington University Libraries & Academic Innovation, Washington, DC

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

**Description**

**APPOINTMENT RANK:** This is a part-time (20 hours/week), Librarian I/II limited-term appointment. Continued employment, beyond June 30, 2022, and future salary is dependent on grant funded availability.

**POSITION DESCRIPTION:** Under the supervision of a Director of Research Services, the United States Institute of Peace (USIP) Librarian is a member of the Research and User Services Division of George Washington University Libraries & Academic Innovation (GWLAI). The USIP Librarian serves as GWLAI’s primary liaison and point of contact for Visiting Research Scholars from USIP. The incumbent will provide a variety of services and support to USIP’s Visiting Research Scholars and other members of the GW university community, including, but not limited to:

- Facilitate access to the library and the library’s resources for USIP’s Visiting Research Scholars.
- Provide basic research and reference assistance (online and in-person).
- Develop and offer training and other instruction sessions on library resources and research.
- Hold individual, in-depth research consultations.
- Develop and maintain research guides and other web-based research and instruction tools.
- Conduct outreach and distribute relevant information about library resources and services to USIP.
- Advise and support collection development as needed in subjects relevant to USIP research.

The USIP Librarian may begin working remotely, but will eventually work at the Gelman Library at the university’s Foggy Bottom campus in Washington, D.C., once the university and library resume in-person operations. The incumbent may
perform other related duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

BASIC QUALIFICATIONS:

- Enrolled in or have completed a Master’s degree program in library and information science from an American Library Association-accredited program or equivalent.
- Ability to work creatively and independently as well as collaboratively and as part of a team in an environment committed to equity, diversity, and inclusion.
- Effective oral and written communication skills.
- Effective interpersonal skills and service-orientation.
- Excellent time management skills.

PREFERRED QUALIFICATIONS:

- One-to-two years of library experience, including experience with research/reference and instruction.
- Degree or background in political science, international affairs, or area studies.

SALARY AND OTHER BENEFITS:
Rank and salary are contingent upon qualifications and are competitive for DC-area academic libraries. The benefits package includes: (11) days/year paid annual leave; (12) days/year paid sick leave; paid winter break; (7) other paid holidays; medical, dental, and vision; 401(A) retirement plan, 4% base and GW will match 150% of the first 4% of employee 403(B) contributions, up to a maximum of 6% of eligible compensation; tuition assistance; and basic life insurance. For benefit details, please visit https://benefits.gwu.edu/.

APPLICATION PROCEDURE:
To be considered, please complete an online application at https://www.gwu.jobs/postings/82495, upload a cover letter that includes an assessment of skills related to basic qualifications, and a curriculum vitae. Only complete applications will be considered. Review of applications will begin on June 21, 2021 and will continue until the position is filled. Employment offers are contingent on the satisfactory outcome of a standard background screening.

The university is an Equal Employment Opportunity/Affirmative Action employer that does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or on any other basis prohibited by applicable law.

THE UNIVERSITY AND GW LIBRARIES & ACADEMIC INNOVATION (GWLAI):
The George Washington University is the largest research university in the nation’s capital and is located in the heart of Washington, D.C. GW offers undergraduate and graduate programs in many disciplines and currently enrolls approximately 25,000 students in ten colleges and schools at three campuses in the District of Columbia and Virginia. GW Libraries supports the teaching, learning, and research goals of the GW university community, and is a member of the Association of Research Libraries (ARL), Washington Research Library Consortium (WRLC), the Chesapeake Information and Research Library Alliance, and the Northeast Research Libraries Consortium. For more information on the university and GW Libraries, visit http://library.gwu.edu/.

UNITED STATES INSTITUTE OF PEACE:
Located a few blocks from GW’s Foggy Bottom campus, the United States Institute of Peace (USIP) “is a national, nonpartisan, independent institute, founded by Congress and dedicated to the proposition that a world without violent conflict is possible, practical, and essential for U.S. and global security. In conflict zones abroad, the Institute works with local partners to prevent, mitigate, and resolve violent conflict. To reduce future crises and the need for costly interventions, USIP works with governments and civil societies to build local capacities to manage conflict peacefully. The Institute pursues its mission by linking research, policy, training, analysis, and direct action to support those who are working to build a more peaceful, inclusive world.” For more information on USIP, visit https://www.usip.org/.

Posted in Job Vacancies | Tagged Academic Library, Government Library, Washington DC
Position: Supervisory Librarian (Head, Patron Engagement Section)
Location: Taylor Street, Patron Engagement Section, National Library Services for the Blind and Print Disabled, Library Collections and Services Group, Library of Congress, Washington, DC
Salary: $122,530 to $159,286

Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Taylor Street, Patron Engagement Section, National Library Services for the Blind and Print Disabled, Library Collections and Services Group.
The position description number for this position is 406316.
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
THIS VACANCY CANCELS SUPERVISORY LIBRARIAN, GS-1410-14 UNDER VAR001475. APPLICANTS WILL HAVE TO RE-APPLY UNDER SUPERVISORY LIBRARIAN, GS-1410-14, VAR001587 IN ORDER TO BE CONSIDERED.

The position serves as the Head, Patron Engagement Section and directs the activities of staff in the NLS Patron Engagement Section with a focus on patron relations, research, support and services. The position reports directly to the Chief, Patron and Network Engagement Division. The incumbent performs activities that include but are not limited to tertiary technical support on NLS library products and services; provision of library services to overseas patrons; development and distribution of training materials, library-related events and opportunities focused on patron needs; assistive technology and digital accessibility and usability as it relates to the NLS program; consumer relations activities; patron research and data collection and analysis; and other activities focused on patrons, and potential patrons of the NLS program. The incumbent represents NLS at regional and national library conferences and conventions, and initiates and oversees communication and data-gathering relevant to patron-focused improvements in the NLS program. The incumbent advocates for the patron perspective on NLS committees and carries patron-focused insights and information to upper management. The incumbent works across organizational lines with various experts at NLS on projects and programs, ensuring that patron perspective is included in discussions and decisions. The incumbent builds collaborative relationships with other service-providers in the disability field, sharing information and developing opportunities for collaboration and exchange.

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; 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. Coaches employees and recommends training and career-enhancement activities. Oversees contracts managed by CORs in the section.
Plans, establishes, and directs a library outreach and engagement program for patrons focused on the needs and priorities of the blind and print-disabled American as they relate to the NLS Program.

Coordinates staff efforts related to NLS library outreach and engagement services, instruction and training, and access services.

The incumbent manages the Patron Engagement Section, directing activities including library service to United States citizens living abroad; tertiary technical support for NLS products and services including all BARD and digital braille products; consumer relations; patron insights and data collection (in concert with the NLS Data and Analytics Officer); assistive technology and digital accessibility and usability as it relates to the NLS program. The incumbent sets short- and long-term priorities and goals for the section in consultation with NLS management.

The incumbent prepares annual budgets and management plans for the section; researches and recommends new or innovative approaches to address needs relevant to Section activities.

Position: Assistant Manager of Research Services
Location: LAC Group, International Law Firm, Washington, DC

Originally posted on LLSDC Job Listings.

LAC Group is seeking an Assistant Manager of Research Services for a prestigious international law firm with offices located in the Washington DC metro area. The Assistant Manager position will be responsible for developing research services and providing expert, customized research service. The Assistant Manager also assists the Manager with project management and oversight of Research Services, taking the lead on the coordination of daily research and other activities, as assigned.

RESPONSIBILITIES

- Manage unit services and develop and document processes, procedures and other best practices to support unit activities; serves as main point of contact in the Manager’s absence.
- Indirectly supervising the Senior Research Analyst(s), Research Analyst(s), and Legislative Analyst and directly supervising the Research Coordinator.
- Serving as the primary coordinator in areas designated by the Manager; such as centralized, on-demand research activities and the onboarding and training of lateral attorneys, as well as summer and fall associates.
- Performing reference and research services across a wide range of subject areas using a variety of print and electronic resources, including free and fee-based databases and websites.
- Serving as a liaison to practice groups and other designated constituencies to offer targeted research, training, and product support, and serving as the department’s expert in select subjects, industries, or types of research.
- Participating in collection development activities, reviewing resources, products, and tools, making recommendations as appropriate, and promoting their use.
- Assisting with current awareness services; developing requests, monitoring results, creating and maintaining targeted current awareness alerts and feeds.
- Establishing relationships and serving as a liaison internally with users and other designated individuals, and externally, with vendors and colleagues.
- Maintaining current knowledge of developments in the delivery of research services; including technologies and resources relevant to the Firm’s practice.
- Sharing knowledge by contributing to internal knowledge sharing systems, reporting at meetings, teaching, and other means.
- Promoting the services of the Department firmwide.
- Participating and/or leading special projects as assigned.

QUALIFICATIONS

- Masters in Library Science or equivalent degree from an ALA-accredited school.
- Minimum of three years of progressively responsible experience, including significant experience in a law firm or corporate information center. Law firm experience is strongly preferred.
- Demonstrated proficiency making cost-effective use of a wide range of print and online resources, such as Westlaw, Lexis Advance, Bloomberg BNA and Wolters Kluwer.
- Proficiency in Windows operating systems and Microsoft Office Suite and/or related software.
To apply, visit: https://lac.gp/3fxLjku

Position: Assistant Manager of Research Services
Location: Arnold & Porter, Washington, DC

Originally posted on LLSDC Job Listings.

The Research Services Department of Arnold & Porter has an opening for an Assistant Manager of Research Services to join our energetic, creative, and service-oriented global team. This position will be associated with the DC office. Under the direction of the Manager of Research Services, the Assistant Manager of Research Services works as part of the management team to develop research services and to provide expert, customized research service. The incumbent assists the Manager with project management and oversight of Research Services, taking the lead on the coordination of daily research and other activities, as assigned.

Essential responsibilities include but are not limited to:

- Working with the Manager of Research Services to manage unit services and to develop and document processes, procedures and other best practices to support unit activities; serves as main point of contact in the Manager's absence.
- Indirectly supervising the Senior Research Analyst(s), Research Analyst(s), and Legislative Analyst and directly supervising the Research Coordinator.
- Serving as the primary coordinator in areas designated by the Manager; such as centralized, on-demand research activities and the onboarding and training of lateral attorneys, as well as summer and fall associates.
- Performing reference and research services across a wide range of subject areas using a variety of print and electronic resources, including free and fee-based databases and web sites.
- Serving as a liaison to practice groups and other designated constituencies to offer targeted research, training, and product support, and serving as the department’s expert in select subjects, industries, or types of research.
- Participating in collection development activities, reviewing resources, products, and tools, making recommendations as appropriate, and promoting their use.
- Assisting with current awareness services; developing requests, monitoring results, creating and maintaining targeted current awareness alerts and feeds.
- Establishing relationships and serving as a liaison internally with users and other designated individuals, and externally, with vendors and colleagues.
- Maintaining current knowledge of developments in the delivery of research services; including technologies and resources relevant to the Firm’s practice.
- Sharing knowledge by contributing to internal knowledge sharing systems, reporting at meetings, teaching, and other means.
- Promoting the services of the Department firmwide.
- Participating and/or leading special projects as assigned.

QUALIFICATIONS:

- Master's in Library Science or equivalent degree from an ALA accredited school.
- Minimum of three years of progressively responsible experience, including significant experience in a law firm or corporate information center. Law firm experience is strongly preferred.
- Demonstrated ability to develop, implement and manage both short-term and on-going projects involving resources and staff.
- Thorough knowledge of research methodology and print and electronic resources and tools in the areas of law relevant to the firm’s practices.
- Advanced understanding of database research and the technologies associated with it.
- Demonstrated proficiency making cost-effective use of a wide range of print and online resources, such as Westlaw, Lexis Advance, Bloomberg BNA and Wolters Kluwer.
- Familiarity with library and law Firm technologies, including software and products used for communication, research and knowledge sharing.
- Excellent organization and interpersonal skills, with the ability to forge relationships with management, colleagues and a diverse clientele.
- Excellent business writing and communication skills, including in person, chat, email, and remote settings.
- Strong critical thinking and analytical skills, including the ability to analyze, evaluate and synthesize information from a variety of sources to solve problems effectively.
- Ability to make sound decisions and demonstrate a high degree of trustworthiness in handling confidential and sensitive information.
Self-motivated, resourceful, and creative, with the ability to work in a fast-paced environment while exhibiting a strong attention to detail.

Exceptional client service both internal and external.

Ability and desire to seek out challenges and capitalize on new opportunities as well as be a change agent and drive new Firm initiatives.

Proficiency in Windows operating systems and Microsoft Office Suite and/or related software.

Flexibility to work additional hours, as necessary.

Arnold & Porter Kaye Scholer LLP uses E-Verify, which is a web-based system, to confirm the eligibility of our employees to work in the United States. As an E-Verify employer, we verify the identity and employment eligibility of newly hired employees by electronically matching information provided by employees on the Form I-9, Employment Eligibility Verification, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS). We use E-Verify because we are a federal contractor containing the Federal Acquisition Regulation (FAR) E-Verify clause. Please see the posters for details regarding E-Verify or contact Arnold & Porter’s Human Resources Department for more information. E-Verify Participation Poster and Right-to-work Poster.

Arnold & Porter is an equal opportunity and affirmative action employer that does not discriminate on the basis of race, color, creed, religion, national origin, sex (which includes pregnancy, childbirth, breastfeeding and related medical conditions), age, marital or partnership status, familial status, sexual orientation, gender, gender identity, gender expression, transgender, physical or mental disability, medical condition, family leave status, citizenship status, immigration status, ancestry, genetic information, military or veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations. Our firm’s equal opportunity policy applies to all employment practices and terms and conditions, including, without limitation, recruitment, employment, assignment, training, compensation, benefits, promotions, disciplinary action and terminations. To achieve our goal of equal opportunity, Arnold & Porter maintains an affirmative action plan through which it makes good faith efforts to recruit, hire and advance in employment qualified minorities, females, individuals with disabilities and protected veterans. If you would like more information about your EEO rights as an applicant under the law, please click EEO is the LAW and the Supplement poster.

Arnold & Porter is an EO Employer – M/F/Veteran/Disability/Sexual Orientation/Gender Identity.

Position: Sr. Research Analyst/Legal Researcher
Location: Steptoe, Washington, DC

Originally posted on LLSDC Job Listings.

Steptoe, an AmLaw100 firm, is seeking an experienced researcher to join its highly collaborative Research & Information Services Department. As a member of our professional research team, this position will support ongoing cases and business development initiatives, working with attorneys and staff in all firm departments. We are looking for a skilled and creative researcher—an individual with demonstrated expertise using general CALR services, specialized databases, analytic platforms, and docketing, news, and open web sources. Substantive knowledge of the law and legal bibliography is required, as are strong oral and written communication skills, including the ability to summarize and concisely deliver complex results. Other responsibilities will include providing current awareness services and participating in training programs, and knowledge initiatives. Proficiency with Microsoft Office applications and document management systems is required. Minimum qualifications include a four year degree, at least five years of substantive research experience, a JD or MLS (both degrees are strongly preferred), and a commitment to customer service. The position assumes the ability to work remotely in a fast-paced environment, both collaboratively with other researchers and individually.

The ideal candidate will be based in the firm’s DC office, but we may consider applicants who can reside in the Los Angeles, San Francisco, Chicago, or New York office.

Please send cover letter with your resume.


Steptoe is an equal opportunity employer EOE/AA/Minority/Female/Disability/Veteran. All inquiries will be held in strict confidence. We strongly encourage qualified women, minorities, Veterans, individuals with disabilities, and members of the LGBTQ+ community to apply.
Position: Virtual Legal Research Analyst  
Location: LAC Group, Virtual  

Originally posted on LLSDC Job Listings.

LAC Group seeks a Virtual Legal Research Analyst to be part of an experienced and talented research team for a prestigious international law firm. This role will work independently as well as with a research team providing legal and other types of research to attorneys and staff. This is a full-time benefited temp position (4-6 months) that could lead to a permanent position and will be 100% remote.

RESPONSIBILITIES

- Conduct 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.
- Provide training on research strategies and resources as requested.
- Participate in collection development including new databases, websites and print material.
- Occasional evening and weekend coverage is required as part of team rotation.

QUALIFICATIONS

- MLS from an ALA accredited university and at least 3 years of experience in a research environment.
- Experience with industry research tools such as LexisNexus, WestLaw, Factiva, Cap IQ, Bloomberg, etc.
- Strong technical skills, including familiarity with SharePoint and MS Office

To apply, visit: https://lac.gp/3ygWlxN

Position: Law Firm Librarian (Long-term Temporary)  
Location: R & W Group, Washington, DC  

Originally posted on LLSDC Job Listings.

R & W Group has a brand new urgent long term temporary need! Are you a law firm librarian? One of our favorite law firm clients needs to hire a librarian in any of their US offices (DC/NY/Boston/CA/Chi/Denver/Houston/NJ ). Currently all work is remote but you will likely need to start going into one of the offices in September.

Our client is looking for a full-time Research Analyst to work as part of an energetic, creative and service orientated team. The Research Analyst is primarily responsible for responding to research and reference requests from attorneys and administrative personnel firm-wide.

Responsibilities include, but are not limited to:

- Legal and business research and reference using a variety of free and fee-based databases and web sites;
- Document retrieval, including dockets, cases, articles, etc.; and
- Setting up current awareness and docket alerts.

Qualifications

- Bachelor’s degree; MLS preferred but may substitute substantial law library experience.
- Minimum of two years of experience providing legal and business research and reference services in a law library with law firm experience strongly preferred.
- Demonstrated ability to use Pacer, PacerPro, Westlaw, Bloomberg Law, Google Scholar and other resources to find and retrieve documents.
- Comfortable using Microsoft Office applications, especially Word, Outlook and Excel.
- Strong client service skills.
- Ability to work independently and as part of a team, prioritizing multiple projects and assignments.

Hours:  11:00am – 8:00pm or 12:00pm – 9:00pm. ET
Four Positions: Maryland

Position: Deputy for Presidential Libraries
Location: National Archives and Records Administration, College Park, MD
Salary: $132,552 to $199,300

Full vacancy announcement available on USAJOBS.

Summary
This position is part of the National Archives and Records Administration. As a Deputy for Presidential Libraries, you will serve as the Director of the Office for Presidential Libraries and you will be responsible for planning, developing, coordinating, and administering the Presidential Library system.

Responsibilities
As a Deputy for Presidential Libraries, you will:

- Formulate basic policies, procedures, and guides for the administration and management of the Presidential library system.
- Plan for the development and establishment of proposed libraries for present and future Presidents in close coordination with the White House and other interested parties.
- Initiate contacts with colleges, universities, historical societies and other professional associations to stay aware of their needs and foster their interest in the use of Presidential libraries' holdings as source materials.

Position: Circulation Manager
Location: Whiteford Branch, Harford County Public Library

Full vacancy announcement available on ALA Joblist.

The Circulation Manager provides management and oversight of library employees who come into direct contact with the public, ensuring high quality customer service at every opportunity. Responsible for the general operation of the Circulation department of the Level I designated branch, including supervising, scheduling, evaluating, and training circulation staff in order to ensure an exceptional customer experience. Meets minimum public service hours as defined by Library Administration.

Essential Duties:

1. Ensures the efficient and effective operation of the circulation department;
2. Opens and closes the branch, as assigned;
3. Prepares the money reports;
4. Prepares pull-list materials and sends to appropriate location;
5. Performs circulation tasks as needed to include material check-in and out, repairing damaged items, registering customers for library cards, and returning books to the proper shelf location;
6. Resolves internal and external customer complaints;
7. Negotiates fines and fees in accordance with established policies;
8. Books meeting rooms;
9. Troubleshoots branch machinery and computers, as necessary;
10. Prepares schedules to ensure proper staffing levels are maintained;
11. Oversees and manages the branch office supplies;
12. Monitors departmental budget.
Supervision Functions:

1. Serves as hiring manager and supervises assigned 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.

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. Learns new skills and technologies to retain proficiency in areas of expertise;
5. Is dependable and punctual;
6. Maintains a positive, friendly, and cooperative attitude and provides consistent customer service;
7. Upholds all library policies and procedures as defined in Harford County Public Library’s Policies and Procedures Manual;
8. Performs other duties as assigned.

Minimum Requirements:

1. Bachelor’s degree;
2. Two (2) or more years of related job experience;
3. One (1) year of supervisory experience;
4. Ability to work day, evening, and weekends hours;
5. Ability to obtain and maintain a favorable criminal background report.

Knowledge, Skills and Abilities:

1. Knowledge of Circulation and/or Circulation Assistant practices and principles;
2. Knowledge of customer service practices and principles;
3. Extensive experience resolving customer issues with an assertive, empathetic and calm demeanor;
4. Ability to operate relevant computer systems, including hardware and software and office machines;
5. Ability to learn to maintain and organize library materials;
6. Ability to train staff, volunteers, and others as assigned;
7. Ability to prepare and maintain accurate records;
8. Ability to be adaptable, flexible and patient with customers and staff;
9. Previous cash handling experience;
10. Strong communication skills, both verbal and written;
11. Basic math and language skills.

Reporting Relationship:

This position reports to the Branch Manager. Directly supervises circulation staff. May supervise volunteers.

Work Environment:

1. Work requires occasional physical effort in handling of light materials, up to 30 pounds, in non-strenuous work environment. For example, set up and take down of tables, chairs or other equipment for meetings or events, pushing/pulling of library carts;
2. Environment includes moderate noises (i.e. an office with conversations, photocopiers, and/or computer printers);
3. Work also involves standing or walking up to 60% of the time;
4. Requires sitting and use of computer and keyboard for extended periods of time;
5. Observes safe work place practices with uncluttered workspace, including office equipment, avoidance of trips and falls, proper lifting techniques and following fire regulations;
6. Clarity of vision at 20 inches or less;
7. Precise hand-eye coordination with the ability to judge distance and space relationships;
8. Ability to travel to branch/outside locations is required.

Work Week:

Work schedule includes day, evening and weekend hours.

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's Values statement, customer service guidelines, and all other policies detailed in the Policies and Procedures Manual.

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

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

This and all library positions are eligible for system-wide transfer.

Harford County Public Library is an Equal Opportunity Employer.

Position: Contract Librarian Position
Location: Bethesda Campus, NIH Patient Library

Originally posted on the Maryland Library Association listserv.

Contract Librarian Position

Contract management firm seeks full-time Librarian for the NIH Patient Library, a small library with a big mission at the National Institutes of Health, Bethesda campus.

Typical Duties: The librarian will work collaboratively with the supervisory and part time librarians, performing a variety of professional tasks including reference, program and collection development; customer service at circulation desk, supervision of volunteers, and other duties as assigned, some of which may be clerical in nature. The librarian is also charged with assisting patients and caregivers with computer technology needs, liaising with NIH web site management staff on library web page updates, and creatively and consistently managing the social media presence of the NIH Patient Library on Facebook and Pinterest.

Minimum Qualifications: The ideal candidate must possess a Master's Degree in Library Science or be close to completing the requirements for an MLS degree. A solid knowledge of professional library principles, practices, and procedures coupled with excellent customer service, communication, and interpersonal skills is required. Attention to detail, strong public service orientation, and an optimistic, caring, and kind disposition is a must. Candidates must be comfortable and well-versed in library technology and Microsoft Office Suite. Conversational Spanish in addition to English proficiency is highly desirable.

The successful candidate will have to complete a basic government background check and provide immunization records as part of the on-boarding process for this contract librarian position. Competitive salary and benefits, rewarding work environment. EOE.

To Apply: Email resume and cover letter to Marie Kaplan, mkaplan@cc.nih.gov. No phone calls please. This recruitment may close at any time, and will close when it is determined that enough qualified applications have been received.

5-14-2021
Position: Contract Substitute Librarian  
Location: Bethesda Campus, NIH Patron Library

Originally posted on the Maryland Library Association listserv.

Contract Substitute Librarian

Contract management firm seeks a Substitute Librarian to provide staff support and customer service on an as-needed, on-call basis, to patrons at NIH Patient Library, a small library with a big mission at the National Institutes of Health, Bethesda Campus. Duties include staffing circulation/information desk; responding to patient, caregiver, and staff inquiries with utmost courtesy; updating patron database and managing library circulation on Follett Destiny library software; and performing other duties as assigned.

Required qualifications include an MLS degree from an accredited program, or being close to completion of requirements for the degree. Excellent customer service, communication, and interpersonal skills, attention to detail, strong public service orientation, and an optimistic, caring, and kind disposition are a must. A solid knowledge of professional library principles, practices, and procedures is required. Conversational Spanish in addition to English proficiency is highly desirable. Candidates will have to complete a basic background check and provide immunization records as part of the on-boarding process for this contract Substitute Librarian post. EOE.

Please email resume and cover letter by May 28, 2021 to Marie Kaplan, mkaplan@cc.nih.gov. No phone calls please.

5-14-2021

Three Positions: Washington, DC

Position: Technical Services/Research Law Librarian  
Location: Central Intelligence Agency, Office of General Counsel, Washington, DC  
Salary: $64,137 – $131,341

Originally posted on LLSDC Job Listings.

*Multiple positions available*

Please visit job posting: https://www.cia.gov/careers/jobs/technical-services-research-law-librarian/

- Full time
- Starting salary: $64,137 – $131,341
- Master of Library Science (MLS) degree from an ALA-accredited institution

As a Technical Services/Research Law Librarian for 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; providing current awareness of legal developments across OGC practice areas; and 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

WHO YOU’LL WORK WITH
At the Central Intelligence Agency (CIA), we recognize our Nation’s strength comes from the diversity of its people. People from a broad range of backgrounds and viewpoints work at CIA, and our diverse teams are the reason we can keep our country safe.

Read more about diversity and inclusion

WHAT YOU’LL GET

Our benefits support every aspect of a working professional’s life, including health and wellness, time off, family, finances, and continuing education. Our programs include highly sought-after government health benefits, flexible schedules, sick leave, and childcare. In some cases, we also offer sign-on incentives and cover moving expenses if you relocate.

As a CIA employee, you’ll also get the satisfaction of knowing your work is part of something bigger than yourself. Our work is driven by one mission: to keep our Nation safe. Every day is an opportunity to enhance U.S. national security.

Learn more about working at CIA

Minimum Qualifications

- Master of Library Science (MLS) degree from an ALA-accredited institution
- At least a 3.0 GPA on a 4-point scale
- Minimum of two (2) years of experience as a librarian in a large legal firm
- Legal research skills with proficiency in Westlaw, Lexis-Nexis, and other common legal information platforms
- Demonstrated knowledge of search technologies and concrete, advanced information retrieval techniques
- Demonstrated knowledge of the traditional legal research method
- Demonstrated knowledge of cataloging principles, practices, and systems
- Excellent written and verbal communications skills
- Flexibility and strong interpersonal skills
- Demonstrated ability to work independently and collaboratively
- Enthusiastic commitment to customer service
- Ability to meet the minimum requirements for joining CIA, including U.S. citizenship and a background investigation

What You’ll Need to Apply

- Resume
- Unofficial transcripts for all degrees
- Three (3) professional references
- A cover letter specifying your qualifications. Please address why you want to work in this role and what differentiates you from other applicants.

Position: Cataloger
Location: American Folklife Center, Special Collections Directorate, Library Services, Library of Congress, Washington, DC
Salary: $72,750 to $94,581

Full vacancy announcement available on USAJOBS.

Duties
SUMMARY
This position is located in the American Folklife Center, Special Collections Directorate, Library Services.

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.

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 purpose of this position is to assist in preparing descriptive information generated from the Community Collections grant program, a limited-term project to collect and archive contemporary community-driven cultural expressions and traditions that may otherwise be absent from the national record. The American Folklife Center at the Library of Congress, which is home to one of the largest repositories of ethnographic materials from the United States and around the world, will offer grants to individuals to work within their communities to produce ethnographic cultural documentation, such as oral history interviews and audio-visual recordings of cultural activity, from the community perspective. The initiative is part of "Of the People: Widening the Path," an initiative at the Library of Congress funded by the Andrew W. Mellon Foundation.

Under the direction of the Director of the Archives, the incumbent performs the full range of original cataloging duties for unpublished or rare born-digital 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.

Position: Supervisory Librarian (Head, Collections Conservation Section)
Location: Collections Stabilization Section, Conservation Division, Preservation Directorate, Library Services, Library of Congress, Washington, DC
Salary: $103,690 to $134,798

Full vacancy announcement available on USAJOBS.

Duties

SUMMARY
This position is located in the Collections Stabilization Section, Conservation Division, Preservation Directorate, Library Services.

The position description number for this position is 209491.

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

This is a supervisory, non-bargaining unit position.

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

This position is located in the Collections Stabilization Section, which carries out the preventive preservation work of the Conservation Division. The incumbent serves as Section Head of the Section and is responsible for managing work conducted in this section. Preventive preservation work includes, but is not limited to, surveys, analyses, design of preventive conservation actions, treatment and housing and all aspects of safety for collections treated by the Section, via the registration system of the Conservation Division.

The Collections Stabilization Section works closely with all custodial divisional representatives to develop, establish, coordinate and carry out a comprehensive, Library wide preventive preservation program appropriate to the collections’ needs. In developing such programs, the incumbent considers the following factors: knowledge and understanding of the latest preventive preservation practices and techniques and their suitability/applicability to the collections of the Library of Congress; housing and conservation priorities established by each custodial division; and the mission of the Preservation Directorate. All activities undertaken by the Section become part of the Directorate’s annual work plan. The incumbent of this position integrates and coordinates activities with the Book and Paper Conservation Section to provide a comprehensive, efficiently run preventive preservation program for the permanent research collections of the Library of Congress, collections of both paper-based formats selected for their importance, value, and rarity to be preserved in their original form. These collections are diverse and in varying states of deterioration, presenting a variety of complex preservation problems, requiring sophisticated problem solving abilities and solutions.

Three Positions: Maryland & Virtual

Posted on May 12, 2021 by LLAM News

Position: Chief Information Officer
Location: Enoch Pratt Free Library, Baltimore, MD

Full vacancy announcement available on ALA Joblist.

Description

The Enoch Pratt Free Library is looking for an experienced Chief Information Officer who will be responsible for the strategic and administrative management of all information systems and telecommunications initiatives for the entire Library system. If you feel that this position is for you, we would love to hear from you.

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

The successful candidate will be able to work with the CEO, COO, and Deputy Director to create a forward thinking and community focused vision that serves the organization by being responsive to the staff and community user needs along with considering the aspirations of the City and State. The incumbent will collaborate with the Executive Leadership Team to coordinate the IT resources needed to meet organizational objectives. Responsibilities will include streamlining operations by implementing relevant and innovative technologies, developing technological systems that will improve customer satisfaction, as well as managing and maintaining the library city and state-wide network created for the use of Pratt and Maryland public library systems (SAILOR).

The Chief Information Officer will:

Serve as chief architect for network and services provided by IS. In addition, will investigate and initiate projects to develop the application of cutting-edge technology required to achieve the goals of Library, City and State customers.

Ensure adequate IT resources are available to support organizational goals and objectives.
Develop organizational leadership and technical skills within the department to provide effective responses to the needs of the Library.

Collaborate and negotiate with vendors and partners across city agencies to economically provide products and services to the Library.

Serve as the Library’s Chief Information Security Officer in charge of ensuring compliance with all information security regulations.

Oversee and/or participate in library technology expansion projects in collaboration with all library service areas.

Develop and oversee annual and project-based budgets.

Lead talent management efforts by hiring the best candidates while engaging the IT Team through transparent performance management and development.

Requirements

The successful candidate will hold a Master’s Degree in Technology Management, Computer Science, Administrative Science or other relevant focus. Microsoft MCSE and/or Cisco CCNP, Certified Project Manager (PMP) desired. Six years of demonstrated experience in senior management as well as three years of successful experience managing a team is required.

Position: Virtual Corporate Researcher
Location: Global Investment Banking and Asset Management Firm, LAC Group, Virtual

Full vacancy announcement is available on the CUA SLIS blog.

LAC Group seeks a Virtual Corporate Researcher to be part of an experienced and talented business intelligence research team for a global investment banking and asset management firm. This role will work independently as well as with a research team providing corporate/financial and other types of research to staff. This is a full-time position and candidates can be located anywhere in the US.

Responsibilities

- Conducts information research in a variety of domestic and international sectors using research databases and other resources
- Completes both short term and in-depth research projects and analysis under deadline
- Manages multiple projects on a daily basis
- Contributes to knowledge initiatives
- Works on special projects as assigned

Qualifications

- Master’s degree in Library and Information Science or a Bachelor’s degree with comparable research experience.
- At least 3 years’ experience performing research
- Understanding of and experience with database services such as LexisNexis, Factiva, Capital IQ, Pitchbook, Eikon, Profound, Privco, BVD and others preferred
- Strong investigative research and analytical skills preferred
- Expertise conducting in-depth industry, company, biographical, financial, market, and regulatory research desired
- Strong commitment to customer service
- Strong verbal and written communication skills
- Ability to work in a fast-paced environment

To apply, visit: https://lac.gp/3nVAHjc

Position: Library Associate
Location: Multiple Locations, Prince George’s County Memorial Library System
Salary: $46,688.00 – $50,184.00
Prince George’s County Memorial Library System (PGCMLS) is inviting applications for the position of Library Associate. Ideal candidates will be enthusiastic about programming and outreach, providing reference services and reader’s advisory to customers, promoting library services, and more! Bilingual fluency is a plus! If you are welcoming, curious, accessible, kind, collaborative and resilient, APPLY TODAY!

This announcement will be used to establish an “Eligibility List” for future vacancies.

Job Summary: Responds to customer questions regarding both in-print and online library materials and services in the library departments. Assists in the organization, management and technical functions relevant to the overall operation of various library departments.

Essential Duties:

- Provides reference, reader’s advisory, and computer assistance to library customers.
- Provides instruction on the use of library catalog and databases.
- Assists with programming for library customers.
- Assists with circulation desk duties, as needed.
- Assists with the management and review of the library collection, as required.
- Participates in the maintenance and development of the library collection by weeding assigned areas and identifying library materials in need of replacement.
- Develops and maintains library display areas and posts community notices.
- Assists with the inter-library loan process, as needed.
- Creates and maintains customer library accounts, as needed.
- Assists with the management and review of the library collection, as required.
- Oversees library volunteers, as required.
- Manages customer relations and resolves any escalated customer issues and conflicts via in person, phone and email, as required.
- Performs routine data entry including entering customer information into library database.
- Prepares correspondences and reports.
- Creates and maintains office files and department records appropriately.
- Trains volunteers, as needed.
- Acts as an ambassador and advocate for the library.
- Attends meetings, trainings, and workshops.
- Assists with special projects, as required.
- Performs other duties, as assigned.

Qualifications

Education and Experience

- Bachelor’s degree required.
- One to three of years of working in a library setting; or, experience which provides the required knowledge, skills and abilities.
- Library Associate certificate must be acquired within two years of hire via on the job training.

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 preferred.
- Knowledge of public library reference tools, including web and database searching.
- Strong communication and customer service skills.
- Strong organization and problem-solving skills.
- Ability to work independently and with volunteers.
- Ability to operate relevant computer systems including hardware and software, such as Google Suite, electronic databases, e-mail, and internet navigation, and office equipment.
Physical and Environmental Conditions

- Work is conducted in a normal office setting which provides comfortable lighting, temperature and air conditions.
- Occasional light lifting (up to 20 pounds) may be required.
- Work environment involves everyday risks or discomforts which require normal safety precautions.

Four Positions: Maryland

Posted on May 7, 2021 by LLAM News

**Position: Digital Resources Analyst**  
Location: Southern Maryland Regional Library  
Salary: $54,167 – $86,668 per year

Full vacancy announcement is available on the CUA SLIS blog.

The Southern Maryland Regional Library seeks a professional analyst to join our team.

- Manages digital resources.  
- Provides recommendations and support to leadership regarding digital resources needs and services.  
- Provides customer support for report and data-driven decisions.  
- Assists in problem solving through the evaluation of data.  
- Collects, organizes and interprets data using statistical analysis or other methods for the regional library and our stakeholders.  
- Acts as a vendor liaison.

The Regional Library administers and deploys various digital resources to serve our customers. To be successful in this position, the candidate must be flexible, intelligent, able to utilize statistical and data analytics expertise, willing to learn, and skillful in working with customers.  

Associate’s Degree or vocational/technical school degree required. Three years of data analytics experience required.

**Application Procedures**  
All applicants must complete an application, which can be found on our website https://smrla.org/jobs  
Application Deadline: May 18, 2021

**Position: Project STAND Coordinator**  
Location: University of Maryland Libraries  
Salary: $50,000 – $55,000 per year

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 ascendency in academic excellence.
Project STAND, is a grassroots archival consortia project of nearly 70 colleges and universities around the country, founded to create a centralized digital space which highlights analog and digital collections emphasizing student activism in marginalized communities. Project STAND fosters ethical documentation of contemporary and past social justice movements in underdocumented student populations. STAND also advocates for collections by collaborating with educators to provide pedagogical support and create digital resources. Our project hosts workshops, and forums for information professionals, academics, technologists, humanists, etc. who are interested in building communities with student organizers and their allies, leading to sustainable relationships, and inclusive physical and digital spaces of accountability, diversity, and equity.

In partnership with Atlanta University Center (AUC) Robert W. Woodruff library and Project STAND, the Project Coordinator, based in the UMD Libraries, will be responsible for organizing and completing activities for a 3-year Mellon Grant, AUC Woodruff Library in Partnership with Project STAND: Building Capacity, Ethical Documentation and Archiving of Student Activism in BIPOC Communities.

The Project Coordinator will report directly to the Co-Principal Investigator / Project STAND Founder and University Archivist at the University of Maryland Libraries, with a dotted line of support to the Principal Investigator at AUC Woodruff Library.

This impactful project will include hosting residencies, workshops, co-coordinating micro-grants for digitization projects, coordinating oral history and podcasting projects that will focus on the archival profession and social justice.

This is a full-time (40 hours per week), grant-funded position with benefits and works within University Archives. The University Archives captures the day-to-day functioning of a highly complex research institution in all its many facets: administration, academics, athletics, the arts, and other student activities. The University Archives is a key resource for the history and present activities of the University of Maryland, especially the College Park campus.

Requirements
Duties and Responsibilities:

Manage logistics for two residencies and five workshops; travel required after pandemic restrictions are lifted. Assist in coordinating budgets and scheduling activities, virtual meetings, handling communications for the project, including emails. Provide support for project committees and teams, including assisting with scheduling project meetings and recording minutes as necessary.

Conduct research, compile and synthesize reports, assist in monitoring and coordinating the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed.

Assist in managing digitization projects, manage Project STAND social media platforms, including working with graphic designers on social media campaigns, and assist in conducting and coordinating oral histories, podcasts and transcription.

MINIMUM QUALIFICATIONS:

Education:
Bachelor’s degree required

Experience:

- Demonstrated experience in the Information Profession (internships, volunteering, assistantships acceptable)
- Demonstrate significant experience engaging in work on issues around equity, diversity and inclusion, and social justice
- Strong organizational and analytical skills
- Strong oral, written and interpersonal communication skills
- Demonstrated ability to work both collaboratively in teams and independently, as well as exercise sound decision-making
- Strong time management skills
- Demonstrate flexibility, agility and adaptability with deliverables
- Provide examples of project management
- Reliable access to the Internet when working remotely
- Demonstrated experience working with standard office applications, including Microsoft Office (outlook, word, excel, etc.), and Google suite applications (gmail, google drive, google docs, etc.)
PREFERRED QUALIFICATIONS:

Education:
Master's degree in Information profession, History, or related field

Experience:
Demonstrated knowledge of African American history
Familiarity with project management software
Working knowledge of web development tools, Omeka and ArchivesSpace

Position: Associate Director of Informationist Services
Location: Johns Hopkins University/Welch Medical Library
Salary: $71,445 – $98,205 per year

Full vacancy announcement available on ALA Joblist.

Description

General summary/purpose:

Johns Hopkins University & Medicine is a world leader in advancing biomedical research, specifically in translational and data sciences, and precision medicine initiatives. With its top-ranked health sciences schools, affiliated hospitals, and health system, Johns Hopkins is setting the standard for excellence in education, clinical care, and global engagement to improve human health, and we are committed to creating a working and learning environment that embraces and supports diversity, inclusion, and health equity.

The Welch Medical Library seeks to hire an Associate Director of Informationist Services. This position is a member of the Library's senior management team and is responsible for conceiving, planning, directing, and evaluating information services to faculty, staff, fellows, residents, and students in the Schools of Medicine, Public Health, Nursing, and/or the Johns Hopkins Health System. Working in a complex, fast-paced, and distributed information delivery environment the successful applicant will collaborate with other senior managers in the overall development of information services. The goal of the department is to define and grow our deeply embedded library services while developing innovative information solutions to emerging opportunities to serve the faculty, staff, and students of the Johns Hopkins Medical Institutions (JHMI). The information services of the department focus particularly on identifying and meeting needs for health information resources through performing needs assessments, identifying and addressing barriers to access, and the creation of strategic information partnerships between the librarians and staff of the Welch Medical Library and our large user community. This individual will lead the library's Informationist team at the forefront of revitalizing the way information experts engage with the Johns Hopkins’ academic community and at a time when we are reshaping the way we work to meet the demands of a world changed by COVID-19. As a member of the Library’s senior management team, the Associate Director shares responsibility for determining the future course of the Welch Library, including both strategic and operational planning. This position reports to the Director of the Library.

For a full description of this position please visit https://jobs.jhu.edu/job/Baltimore-Associate-Director-Informationist-Services-MD-21205/725404500/

Benefits include medical, dental, prescription drug plans, paid holidays, annual leave, sick leave, and tuition remission. JHU provides a smoke-free and drug-free workplace. EOE/AAE/M/F/D

Requirements

MLS degree in library from an ALA-accredited library school, or library and information science degree.
5 years professional and progressively responsible management library experience.

Position: Online Learning Librarian
Location: Loyola Notre Dame Library
Salary: $46,074 per year

Full vacancy announcement available on ALA Joblist.
The Loyola Notre Dame Library (LNDL) seeks a dynamic and innovative librarian to join our Research and Technology Services Department. The Online Learning Librarian, who will report to the Research and Innovation Librarian, will lead and direct the creation, implementation, and assessment of online learning services and programs.

The successful candidate will communicate effectively and work collaboratively with campus partners to grow and continuously improve the Library’s online learning program that supports the information needs of a diverse population of undergraduates, graduates, and faculty at Loyola University Maryland and Notre Dame of Maryland University.

Position Responsibilities:

- Grow and continuously improve an effective program of online instruction including managing, developing, and accessing a broad range of teaching and learning objects that support research, teaching, and learning for faculty, students, and staff. Examples include, but are not limited to, modular web-based tutorials, instructional videos, research guides, and emerging educational technologies.
- Proactively seek faculty partners to promote and integrate information and digital literacy instruction into academic programs.
- Provide library research instruction to on-campus and remote students incorporating active learning into both in-person and online experiences.
- Work closely with units on the two campuses (Loyola University Maryland and Notre Dame of Maryland University) to provide services to students including, but not limited to, technology services and online program support.
- Investigate and implement enhancements to services for remote students.
- Coordinate LNDL’s participation in the Association of Jesuit Colleges and Universities’ (AJCU) Virtual Reference consortium and provide general reference service.
- Perform liaison duties to promote services and resources to faculty.
- Participate in departmental and library-wide initiatives.

Requirements

Required Qualifications:

- ALA-accredited Master’s in Library/Information Science;
- Demonstrated instruction experience;
- Demonstrated knowledge of current trends, best practices, and issues in online learning;
- Demonstrated knowledge of video conferencing software;
- Demonstrated effective oral, written, and interpersonal communication skills;
- Demonstrated leadership skills;
- Ability to work creatively and effectively both individually and collaboratively;
- Ability to thrive in a changing work environment and demonstrated commitment to professional development.

Preferred Qualifications:

- Experience providing research and/or instructional design support;
- Working knowledge of online learning theory;
- Working knowledge of platforms such as Zoom, Sidecar Learning, LibGuides, and other learning object creation software;
- Coursework or degree in instructional technology design;
- Working knowledge of open-source technologies, course management software, web design, or instructional design;
- Familiarity with inclusive pedagogies and instruction practices in order to engage students who are historically underrepresented and underserved in traditional academic libraries;
- Familiarity with tools and standards for creating accessible online learning objects.

Posted in Job Vacancies | Tagged Academic Library, Maryland, Public Library, Technical Services

Four Positions: Washington, DC
Position: Access Services Assistant
Location: George Mason University Law Library

Full vacancy announcement is available on the CUA SLIS blog.

The Law Library at George Mason University invites applications for a reliable and customer service oriented person to be our Access Services Assistant. 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.

About the Law Library:

The Law Library supports a robust Law School, with a student population over 500 and more than fifty full-time teaching faculty. The Law School and Library support a daytime and evening JD program, an LLM program, and a JM program. The Law Library also serves as a resource to attorneys and GMU alumni in the Washington, D.C. region. The circulation desk is the entryway to the Library and a point of resources—books, equipment, information, and more.

About the Position:

The Access Services Assistant is responsible for assisting the Head of Access Services with managing the daily operations of a busy circulation desk of a large law library. The position has primary responsibility for opening the Law Library on weekday mornings. The position also has an important role in maintaining the Library’s print collection on a daily basis at the desk and throughout the Library, and processing and handling all interlibrary loan requests and materials, both incoming (from other libraries) and outgoing (from GMU law patrons).

Responsibilities:

Assist the Head of Access Services with managing all operations of the circulation desk during shift hours, including actual coverage of the desk, especially during early morning hours. Assist with hiring, training, and scheduling student and wage employees. Assign tasks and assess performance of wage and work-study workers; monitor work levels, and ensure appropriate coverage. Serve as the point of contact for and manage any community volunteers in the circulation department;

Respond to basic information needs at the circulation desk in a polite and professional manner. This includes answering directional and ready reference questions, maintaining knowledge of the Reserve collection and answering questions about and providing Reserve materials to patrons, providing other check-out materials including books, study rooms and equipment, and effectively checking-in materials. Explain and enforce circulation and library policies, including checking IDs of all incoming patrons Maintain the online reservation system for Study Room checkout. Collect fees & fines;

Collection maintenance in the library, which includes shelving new books and returned books and materials, straightening and shifting projects, shelf reading to find mis-shelved or lost items, and supervising wage and work-study workers to do the same. Re-printing of faded book (spine) labels. Maintain accurate record of Reserve materials, including interfacing with Faculty and their Liaison Librarians regarding placement and return of course Reserve Materials;

Serve as a member and contributor to relevant University Libraries committees, ILL working groups, etc., as needed. Learn and periodically run reports using the analytics function of the Library catalog;

Provide interlibrary loan services to faculty and students by borrowing materials from other libraries. Respond to and fulfill loan requests from other libraries. Periodically run reports and provide statistics about ILL services.

Required Qualifications:

- Bachelor’s degree or equivalent combination of education and experience;
- Must have working knowledge of the general support activities of library operations;
- Must have knowledge of library catalog and reference tools, specific to circulation;
- Demonstrated ability to supervise, train and review the work of wage and work-study student workers;
- Demonstrated customer service capability; demonstrated ability to follow, interpret, and apply organizational policies and procedures;
- Must have willingness to learn new software applications relevant to the job;
- Demonstrated circulation or general public services experience in an academic library or similar information setting (one to two years preferred);
- Working knowledge of or demonstrated ability to learn automated and online systems specific to circulation and provision of circulation and ready reference.

**Position:** Supervisory Reference Librarian (Research Center)
**Location:** Library of Congress
**Salary:** $103,690 to $134,798 per year

Full vacancy announcement available on USAJOBS.

**Summary**
This position is located in the Motion Picture, Broadcasting and Recorded Sound, Library Services.

The position description number for this position is 307706.

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

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 Research Center supervisor reports directly to the Recorded Sound Section Head, MBRS Division in Library Services. The primary duty is to provide administrative and technical supervision necessary for accomplishing the work of the Recorded Sound and Moving Image Research Centers.

Serves as on-site supervisor for a group of employees performing work at the GS-12. Provides administrative and technical supervision necessary for accomplishing the work of the research center. Performs the administrative and human resource management functions relative to the staff supervised. Develops 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 and tracks time and attendance.

Ensures subordinates are trained and fully comply with safety regulations. Coordinates the documentation of time and attendance of research center staff. Coordinates the collection and reporting of research center statistics. Serves as the Packard Campus for Audio Visual representative at Capitol Hill meetings as requested by the Section Heads. Responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of diversity objectives and by adhering to nondiscriminatory employment practices in regard to race, color, religion, sex, national origin, age, and 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 recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills.

**Position:** Research Assistant (Domestic Social Policy)
**Location:** Library of Congress
**Salary:** $49,157 to $63,906 per year

Full vacancy announcement available on USAJOBS.

**Summary**
The Congressional Research Service (CRS) Domestic Social Policy (DSP) Division seeks Research Assistants to support research tasks across a broad range of domestic social policy issues and program areas.

**Responsibilities**
The Research Assistant (RA) provides research support tasks across a broad range of domestic policy and social program issues including: (1) Children and Families issues, especially as related to low-income populations; (2) Domestic Security and Immigration, including crime policy and border security; (3) Education and Labor, including training and the workforce;
The RA will join a team of RAs supporting objective, authoritative public policy analysis and consultation to congressional committees, Members and staff by assisting CRS analysts and specialists preparing objective, non-partisan analytical studies and descriptive reports on nationally significant public policy issues; assisting CRS analysts and specialists providing personal assistance to Members and staff on public policy issues throughout the legislative process; and participating in multi-disciplinary research projects and seminars.

Candidates should have knowledge of one or more DSP issues or program areas, familiarity with the research process, and knowledge of the research materials and tools used in social science research. Candidates must be able to work as part of a collaborative team and must exhibit the intellectual flexibility and broad research skills set that facilitate effective work across a wide spectrum of domestic social policy issues. Illustrative programs of study include economics, demography, sociology and other social sciences and public policy. Candidates with computer programming and data analysis skills, as applied to social science or public policy research are especially encouraged to apply.

Research assistant duties include:

- Reviewing and evaluating professional journal articles, agency documents, and other analyses for authoritativeness, relevance, and currency. Preparing abstracts of these descriptive and/or analytical materials, summarizing their key findings, methodologies employed, and other relevant information.
- Participating in group efforts on research projects as a member of a collaborative team and undertaking research and analytical tasks in support of the development of an array of analytical and descriptive products or components. Illustrative tasks might include: tracking congressional hearings and bills in specific areas; culling, synthesizing, and tracking state policies; fact checking and other quality control; building and maintaining a database of (specific) program authorizations and appropriations; and, for active legislation, developing and managing a database of amendments and conference documents.
- Preparing materials for use at consultations, briefings, and seminars for congressional clients. Attending consultations, briefings, seminars, and outreach activities to gain familiarity with CRS’s information and analytic capabilities, recording questions, gauging audience engagement, and capturing audience suggestions for future sessions.
- Formatting a range of tables, graphs, images, and other insertions to CRS products, reviewing and verifying this content for accuracy and completeness. Updating statistics in CRS reports or other general distribution products. Recommending quality control procedures and making suggestions to improve and enhance these insertions to CRS products.
- Locating, extracting, collecting, and/or compiling quantitative data and other information; evaluating data for accuracy, relevance, authoritativeness, and usefulness; in some cases, cleaning and manipulating quantitative data using Excel or via programming using software such as Stata, SAS and R.

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

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

The position description number for this position is 308062.

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

This is a non-supervisory, bargaining unit position.

The tour of duty for this position is full-time.

The incumbent of this position may elect to work a flexitime or compflex work schedule.

**Position:** Librarian (Braille Music)

**Location:** Library of Congress
Salary: $103,690 to $134,798

Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Music Section, Patron & Network Engagement Division, National Library Services Blind/Print Disabled Directorate, Library Collections and Services Group.

The position description number for this position is 137754.

This is a non-supervisory, bargaining unit position.

Responsibilities
Processing and quality assurance of braille music scores; advising patrons teachers, parents, and other persons on material and other matters related to braille music reading; responding to telephone inquiries to the Music Section; assisting with the planning and production of new instructional music recordings; assisting with the compilation of Music Section magazines.

Participates in and assists in conducting limited user evaluations of existing and emerging music technology resources. Gathers and processes data on usage and cost. Coordinates computer workstation installations that utilize assistive technology.

Develops personal contacts to establish and maintain cooperative work relationships in order to provide or exchange information and professional knowledge. May serve as a liaison in arranging appointments for visitors to the Music Section and its music library. Explains information to groups and individuals with varying levels of understanding music and music braille. Attends workshops, conferences, seminars, or meetings in music librarianship, music braille and other relevant fields for the purpose of professional development. Orientors visitors and conducts tours.

Organizes and analyzes specialized information that pertains to music braille, especially digital music braille, Evaluates, selects, and adapts procedures to meet specialized information requirements. Applies the standard practices of other fields and disciplines as they relate to the subject specialty of music. Evaluates and prioritizes work. Assesses new or unusual circumstances and develops variations in approach, or solutions for incomplete or conflicting information. Identifies, examines, and evaluates major publications and trends in music and music braille. May initiate, assist with, or be responsible for organizing reports and studies. Prepares reports, analyses, and other documents related to information and research efforts.

Prepares written materials, including the writing and/or editing of documents and reports, relating especially to music and music braille. Produces material by gathering and verifying facts, writing and 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 automated databases and modifies and edits online records.

Communicates with a wide variety of patrons with non-routine questions on borrowing privileges, use of general collections, and the location of material. Provides services that are of limited technical complexity, or easily acquired. Exercises good public relations practices in soliciting information, is called on to deal with difficult patrons or callers. Demonstrates an understanding of the demands and attitudes of various interested and affected groups.

Manages patron accounts; notifies them of overdue materials, determines replacement cost of lost items, drafts correspondence explaining account problems, etc.

Posted in Job Vacancies | Tagged Government Library, Law Library, Public Services, Technical Services, Washington DC

One Position: Maryland
Position: **Librarian**  
Location: Citizenship and Immigration Services, Department of Homeland Security  
Salary: $60,129 to $113,362 per year

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

Summary  
This position is located in Identity and Information Management Division, International and Interagency Information Sharing Branch

Every day our Librarians preserve and promote understanding USCIS’s history, provide authoritative historical information, and administer the daily operations of the History Office and Library by planning for and maintaining resources, equipment, and facilities.

Responsibilities

- The responsibilities described are for the GS-12 level. At developmental grade levels, assignments will be of more limited scope performed with less independence, and limited complexity.
- Develop and implement a library program which provides the resources and services required by the Office in accomplishing its mission.
- Develop and implement local inhouse policies on research, reference, office loan of materials and collection maintenance.
- Design and execute moderate to complex online searches on full text legal or bibliographic databases.
- Independently perform library acquisitions, cataloging, shelving, physical processing, and automation and participates in management functions and the formulation of library-wide policy and procedures.
- Perform the full-range of librarian duties.

Four Positions: Washington, DC

Position: **Reference Librarian**  
Location: National Defense University, Department of Defense  
Salary: $63,016 to $81,608

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

Summary  
NDU develops joint warfighters and other national security leaders through rigorous academics, research and engagement to serve the common defense.

Responsibilities  
Major Duties

- Participates in the development and delivery of a comprehensive instructional program focused on research methodology, development of effective research strategies, and critical evaluation and analysis of scholarly resources.
- Delivers highly-customized research and reference services, utilizing an in-depth knowledge of the theories, principles, practices, and objectives of librarianship in a graduate level, higher education environment.
- Builds partnership with faculty throughout NDU to provide curriculum development assistance, conducting research to identify and obtain learning materials to support course content and design.
- Evaluates library holding for strengths, weaknesses, and trends to assure currency and balance in the development of a library collection in all formats that aligns with curricular and research requirements of the University.

**Position: Supervisory Librarian (Executive Librarian)**
Location: National Gallery of Art
Salary: $132,552 to $199,300 per year

Full vacancy announcement available on USAJOBS.

**Summary**
The Senior Level Executive Librarian leads and manages the National Gallery of Art’s Library Division (PL), exercising responsibility for library collection development, maintenance, user access, budget, personnel management, policy administration, and overall operational effectiveness. Serves as leader in formulating and realizing the Library’s strategic goals, including comprehensive digitization. The Executive Librarian reports to the Collections, Exhibitions and Programs Officer (P).

**Responsibilities**
As the Executive Librarian, you will be responsible for the following:

- Planning and Program Evaluation. Is responsible for formulating and implementing the division’s short and long-range strategic plans. Consults with the Collections, Exhibitions and Programs Officer collaborates with senior library managers and other staff to frame appropriate plans for library operations, and to ensure efficient and timely implementation of programs. Assures that ambitious goals and appropriate policies, guidelines, and procedures are set in place to accomplish program.
- Collection Development, Management, and Access. Incumbent is responsible for directing the acquisition, cataloguing, organization, and preservation of the Library’s collections on the history of art and related fields and is responsible for articulating the Library’s acquisitions, cataloging, security, and preservation policies and practices in support of research on art history and related fields.
- Development Initiatives. Plans and manages the Library’s fundraising initiatives, including corporate, foundation, and individual prospect identification, cultivation, and solicitation. Seeks grant funds for special projects as required.
- Technology Initiatives. Initiates and develops digital strategies to further the DL mission and to improve library services for the user community.
- Financial Management. The incumbent makes annual recommendations to the Collections, Exhibitions and Programs Officer and Treasurer on the federal and private operating budgets for the division and on the allocation of space, time, staff, and equipment.
- Personnel Management. Incumbent ensures the proper management of the PL staff, which is comprised of thirty-nine employees, including three managers overseeing Administration and Technical Services, Reader Services, and Library Image Collections, respectively, and their staffs of librarians, cataloguers, technicians, museum specialists, information technology specialists, administrative and clerical assistants, student aides, and volunteers.
- Communications, Customer Service, Collegiality, and Public Contact. Represents the Library and its resources to a variety of constituencies, both internal and external.
- Performs other related duties as assigned.

**Position: Librarian (Collections Specialist)**
Location: Library of Congress
Salary: $60,129 to $78,167

Full vacancy announcement available on USAJOBS.

**Summary**
This position is located in the African Section, African and Middle East Division, General and International Collections Directorate, Library Services. The incumbent is principally responsible for implementing collections projects, studies, and surveys for the division, concentrating on the areas of security, preservation, inventory control and space management.

The position description number for this position is 382872.

This is a non-supervisory, bargaining unit position.
Responsibilities
Uses standard methods, techniques, concepts, and principles to perform assignments related to Near East materials, collections management, preservation or security. Receives assignments and carries out projects to meet the needs of AMED, especially related to security, collections management and arrearage projects. Monitors the quality of preserved materials to ensure adherence to established standards and specifications. Receives and performs preliminary processing of library materials from all sources (gift, purchase, transfer, and copyright) in all formats. Opens packages and inspects receipts; sorts; and recommends redirection of misrouted materials to proper destinations.

Uses a knowledge of ILS and other Library applications to train and teach lower graded Library technicians to ensure materials are located more efficiently and effectively and patrons are better served in the reading room.

Analyses and organizes standard subject data that pertains to collections management, preservation, and the Near East. Information is obtained, analyzed, and organized using standard rules, guidelines, and reference tools and established techniques and practices. May participate in formulating plans for changes and improvements in approaches to work. Carries out space management and security projects applying practices adopted from related fields; works as part of a team that may initiate, and complete studies and reports, analyses, and other documents related to materials management.

Maintains personal contacts and cooperative work relationships in order to provide or exchange information. Serves as a liaison and works with staff of the acquisitions and collections management and offsite storage divisions, especially the Gifts Coordinator, the loading dock staff, and off-site storage staff in carrying out these tasks. Attends workshops and meetings in librarianship and other relevant fields for the purpose of professional development. Services on division committees on issues related to preservation, collections management and security.

Responds to requests for information concerning the Near East Section’s multi-lingual collections, and refers the specialized requests to country specialists. Provides reference and research services of limited technical complexity to researchers where user needs are determined easily from interviews or written requests. Relevant electronic database resources and Near East Section’s collection can be readily obtained through standard search strategies. Assists in search techniques and strategies for handling specific types of requests; carries out special searches for lost or misfiled materials from the division’s collection. Develops knowledge of collections for use in performing research tasks. Assists in preparing finding aids and related written products describing research methodologies. Prepares basic and standard responses to in-person, written, telephone, or electronic media inquiries. Assists senior librarians in revising or updating research materials and completing claim and order forms.

Prepares complete preliminary inventories for the records of an agency having a limited variety of functions and a fairly stable organizational and administrative history. Has achieved basic knowledge of the division’s collections; the ability to perform basic historical and technical research. Assists with the full range of curatorial processing, and preservation duties.

Coordinates procedures for routing materials requiring preservation; preparation of materials to be added to the collections. Recommends technical specifications for all supplies, materials, and equipment used in marking, repair, housing, or reformatting. Recommends and implements improved methods for marking, labeling, and library housing, based on changing technologies.

Monitors the appropriate transportation of library materials, internally and externally, to reduce excessive materials handling and ergonomic impact, ensure security, and protect library materials from unnecessary damage.

**Position: Supervisory Librarian (Head, Patron Engagement Section)**
Location: Library of Congress
Salary: $122,530 to $159,286 per year

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

Summary
This position is located in the Taylor Street, Patron Engagement Section, National Library Services for the Blind and Print Disabled, Library Collections and Services Group.

The position description number for this position is 406316.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.
This is a supervisory, non-bargaining unit position.

Responsibilities
The position serves as the Head, Patron Engagement Section and directs the activities of staff in the NLS Patron Engagement Section with a focus on patron relations, research, support and services. The position reports directly to the Chief, Patron and Network Engagement Division. The incumbent performs activities that include but are not limited to tertiary technical support on NLS library products and services; provision of library services to overseas patrons; development and distribution of training materials, library-related events and opportunities focused on patron needs; assistive technology and digital accessibility and usability as it relates to the NLS program; consumer relations activities; patron research and data collection and analysis; and other activities focused on patrons, and potential patrons of the NLS program. The incumbent represents NLS at regional and national library conferences and conventions, and initiates and oversees communication and data-gathering relevant to patron-focused improvements in the NLS program. The incumbent advocates for the patron perspective on NLS committees and carries patron-focused insights and information to upper management. The incumbent works across organizational lines with various experts at NLS on projects and programs, ensuring that patron perspective is included in discussions and decisions. The incumbent builds collaborative relationships with other service-providers in the disability field, sharing information and developing opportunities for collaboration and exchange.

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; 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. Coaches employees and recommends training and career-enhancement activities. Oversees contracts managed by CORs in the section.

Plans, establishes, and directs a library outreach and engagement program for patrons focused on the needs and priorities of the blind and print-disabled American as they relate to the NLS Program.

Coordinates staff efforts related to NLS library outreach and engagement services, instruction and training, and access services.

The incumbent manages the Patron Engagement Section, directing activities including library service to United States citizens living abroad; tertiary technical support for NLS products and services including all BARD and digital braille products; consumer relations; patron insights and data collection (in concert with the NLS Data and Analytics Officer); assistive technology and digital accessibility and usability as it relates to the NLS program. The incumbent sets short- and long-term priorities and goals for the section in consultation with NLS management.

The incumbent prepares annual budgets and management plans for the section; researches and recommends new or innovative approaches to address needs relevant to Section activities.
Position: Research Specialist
Location: Jackson Lewis P.C, Flexible, in one of the nationwide offices

Originally posted on LLSDC Job Listings.

Focused on labor and employment law since 1958, Jackson Lewis P.C.’s 950+ attorneys located in major cities nationwide consistently identify and respond to new ways workplace law intersects business. We help employers develop proactive strategies, strong policies and business-oriented solutions to cultivate high-functioning workforces that are engaged, stable and diverse, and share our clients’ goals to emphasize inclusivity and respect for the contribution of every employee.

The Firm is ranked in the First Tier nationally in the category of Labor and Employment Litigation, as well as in both Employment Law and Labor Law on behalf of Management, in the U.S. News – Best Lawyers® “Best Law Firms”.

Jackson Lewis P.C. has an exciting opportunity for an experienced Research Specialist to expand its staff of Innovation and Knowledge Management (IKM) professionals in a centralized Reference program.

Duties and responsibilities:

- Conduct in-depth research and analysis in legal, business, and other subjects for attorneys, paralegals and staff throughout all offices of the Firm.
- Use appropriate online and print research resources to provide excellent practice support in a timely and cost-effective manner.
- Utilize project management and planning skills to prioritize competing assignments, work within recognized budgetary constraints and consistently meet tight deadlines.
- Create and maintain current awareness newsletters and alerts for ongoing monitoring of clients, industries, and special topics.
- Serve as IKM Liaison to several of the firm’s Practice and Industry Groups in order to assist with each group’s broad structure and content-related needs.
- Work on special projects as needed.

Requirements

Skills and educational requirements:

- Master of Library and Information Science degree from accredited institution.
- At least two years of Reference/Research experience in law firm library or equivalent.
- Thorough knowledge of electronic legal and business products.
- Ability to work well both independently and as part of remote/centralized team.
- Able to perform at high level under pressure with minimal supervision.
- Exceptional critical thinking skills and attention to detail.
- Excellent verbal and written communication skills.
- General understanding of databases and MS Office applications.
- Experience with labor and employment law is a plus.

Jackson Lewis understands that embracing our differences makes us a stronger, better firm. We appreciate the importance of having a workforce that reflects the various communities in which we work. We strive to create an inclusive environment where diverse employees want to work and where they can flourish professionally. In furtherance of our culture, all qualified applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status or any other characteristics protected by law.

Submit cover letter and resume to KMInfoRecruiting@jacksonlewis.com. No calls, please.
For Colorado Applicants: The expected starting salary range for this position in Colorado is between $70,000-$90,000. Applicable salary ranges may differ across markets. Actual pay will be determined based on experience and other job-related factors permitted by law.

**Position: Librarian**  
**Location: LAC Group, Washington, DC**

Originally posted on LLSDC Job Listings.

LAC Group seeks a dynamic and experienced Librarian to join a contract supporting the library for a well-known governmental agency located in Washington, D.C. The Librarian will be primarily responsible for creating, updating and maintaining library catalog and other metadata records for both print and online resources. Materials include traditional library materials, both print and digital, as well as agency publications and archival materials. Travel to other agency locations in the Washington, D.C. Metro area may be required. This is a full-time, 40 hour per week, fully benefited position.

Candidates must be able to pass a background investigation. Active or recently completed background investigation strongly preferred.

**Responsibilities:**

- Creating, updating, and maintaining library catalog and other metadata records for print and electronic resources
- Maintaining records for subscriptions and information products requests
- Creating and maintaining vertical file records
- Verifying and update local holding records
- Digitizing print materials for online access
- Maintaining patron records

**Qualifications:**

- Master’s degree in library and Information Science
- At least 2-3 years of professional experience in a library or information center
- Knowledge of OCLC and other cataloging utilities
- Knowledge Integrated Library Systems (ILS)
- Knowledge of Innovative Interfaces’ Sierra strongly preferred
- Knowledge of major online services and vendors, especially in the areas of metadata standards, user account administration, and quality assurance in online catalog systems.
- Strong verbal and written communication skills
- Ability to work in a fast-paced environment to meet deadlines
- Knowledge of the following standards: Dublin Core, Anglo-American Cataloging Rules, 2nd edition, Revised (AACR2R), and Resource Description and Access (RDA)

To apply, visit: https://lac.gp/2QPxeGE

**Position: Supervisory Librarian (Head, Patron Engagement Section)**  
**Location: Taylor Street, Patron Engagement Section, National Library Services for the Blind and Print Disabled, Library Collections and Services Group, Library of Congress, Washington, DC**  
**Salary: $122,530 to $159,286**

Full vacancy announcement available on USAJOBS.

**SUMMARY**

This position is located in the Taylor Street, Patron Engagement Section, National Library Services for the Blind and Print Disabled, Library Collections and Services Group.
The position description number for this position is 406316.

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

This is a supervisory, non-bargaining unit position.

RESPONSIBILITIES

The position serves as the Head, Patron Engagement Section and directs the activities of staff in the NLS Patron Engagement Section with a focus on patron relations, research, support and services. The position reports directly to the Chief, Patron and Network Engagement Division. The incumbent performs activities that include but are not limited to tertiary technical support on NLS library products and services; provision of library services to overseas patrons; development and distribution of training materials, library-related events and opportunities focused on patron needs; assistive technology and digital accessibility and usability as it relates to the NLS program; consumer relations activities; patron research and data collection and analysis; and other activities focused on patrons, and potential patrons of the NLS program. The incumbent represents NLS at regional and national library conferences and conventions, and initiates and oversees communication and data-gathering relevant to patron-focused improvements in the NLS program. The incumbent advocates for the patron perspective on NLS committees and carries patron-focused insights and information to upper management. The incumbent works across organizational lines with various experts at NLS on projects and programs, ensuring that patron perspective is included in discussions and decisions. The incumbent builds collaborative relationships with other service-providers in the disability field, sharing information and developing opportunities for collaboration and exchange.

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; 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. Further 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. Coaches employees and recommends training and career-enhancement activities.

Plans, establishes, and directs a library outreach and engagement program for patrons focused on the needs and priorities of the blind and print-disabled American as they relate to the NLS Program.

Coordinates staff efforts related to NLS library outreach and engagement services, instruction and training, and access services.

The incumbent manages the Patron Engagement Section, directing activities including library service to United States citizens living abroad; tertiary technical support for NLS products and services including all BARD and digital braille products; consumer relations; patron insights and data collection (in concert with the NLS Data and Analytics Officer); assistive technology and digital accessibility and usability as it relates to the NLS program. The incumbent sets short- and long-term priorities and goals for the section in consultation with NLS management.

The incumbent prepares annual budgets and management plans for the section; researches and recommends new or innovative approaches to address needs relevant to Section activities.
Position: Librarian  
Location: Patent and Trademark Office, Alexandria, VA  
Salary: $87,198 to $113,362

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
The individual selected for this Librarian position will perform the following duties:

- Conducts needs assessments, analysis and evaluations of library products and services; applies library science principles to collection and content management; assesses non-patent literature (NPL) resources needed and the appropriate medium, and makes recommendations on collection development and source selection.
- Conducts analyses to plan, evaluate and recommend acquisition of computer software and equipment to support STIC’s library functions.
- Reviews data trends and works with acquisition and budget specialists to obtain relevant resources and content; reviews reports and analyzes data to develop findings and recommendations; aligns products and services with the customer information needs.
- Serves as liaison between STIC, user groups and the library community; establishes cooperative links with other libraries and information centers; and maintains contact with professional library organizations.

Posted in Job Vacancies

Three Positions: Maryland

Posted on April 28, 2021 by LLAM News

Position: Librarian (Part-Time)  
Location: Office of the Attorney General, Baltimore, MD

Posting Date: April 26, 2021 Closing Date: May 10, 2021

Description: The Office of the Attorney General is seeking applicants for the position of Librarian. The Librarian provides resources, either in print, online or through interlibrary loan, to fill the information needs of the Office of the Attorney General; and is responsible for the supervision of all library activities including the selection, distribution, cataloging, shelving and binding of books and related materials.

Experience: The ideal candidate would have a bachelor’s degree in Library Science or Library and Information Services or equivalent training and two years of professional library work. Additional experience performing library work may be substituted on a year-for-year basis for up to two years of education. Additional education in professional work that is accredited by the American Library Association may be substituted for the required experience on a year-for-year basis.

The Office of the Attorney General is an equal opportunity employer that encourages all interested persons to apply regardless of race, color, religion, ancestry, national origin, age, marital status, sexual orientation, gender identity, disability, pregnancy, or genetic information. The Office is committed to recruiting, retaining, and promoting a diverse workforce.

**Position:** Online Learning Librarian  
**Location:** Loyola Notre Dame Library, Baltimore, MD

Originally posted on the Maryland Library Association listserv.

The Loyola Notre Dame Library (LNDL) seeks a dynamic and innovative librarian to join our Research and Technology Services Department. The Online Learning Librarian, who will report to the Research and Innovation Librarian, will lead and direct the creation, implementation, and assessment of online learning services and programs.

The successful candidate will communicate effectively and work collaboratively with campus partners to grow and continuously improve the Library's online learning program that supports the information needs of a diverse population of undergraduates, graduates, and faculty at Loyola University Maryland and Notre Dame of Maryland University.

**Position Responsibilities:**

- Grow and continuously improve an effective program of online instruction including managing, developing, and accessing a broad range of teaching and learning objects that support research, teaching, and learning for faculty, students, and staff. Examples include, but are not limited to, modular web-based tutorials, instructional videos, research guides, and emerging educational technologies.
- Proactively seek faculty partners to promote and integrate information and digital literacy instruction into academic programs.
- Provide library research instruction to on-campus and remote students incorporating active learning into both in-person and online experiences.
- Work closely with units on the two campuses (Loyola University Maryland and Notre Dame of Maryland University) to provide services to students including, but not limited to, technology services and online program support.
- Investigate and implement enhancements to services for remote students.
- Coordinate LNDL's participation in the Association of Jesuit Colleges and Universities' (AJCU) Virtual Reference consortium and provide general reference service.
- Perform liaison duties to promote services and resources to faculty.
- Participate in departmental and library-wide initiatives.

**Required Qualifications:**

- ALA-accredited Master's in Library/Information Science;
- Demonstrated instruction experience;
- Demonstrated knowledge of current trends, best practices, and issues in online learning;
- Demonstrated knowledge of video conferencing software;
- Demonstrated effective oral, written, and interpersonal communication skills;
- Demonstrated leadership skills;
- Ability to work creatively and effectively both individually and collaboratively;
- Ability to thrive in a changing work environment and demonstrated commitment to professional development.

**Preferred Qualifications:**

- Experience providing research and/or instructional design support;
- Working knowledge of online learning theory;
- Working knowledge of platforms such as Zoom, Sidecar Learning, LibGuides, and other learning object creation software;
- Coursework or degree in instructional technology design;
- Working knowledge of open-source technologies, course management software, web design, or instructional design;
- Familiarity with inclusive pedagogies and instruction practices in order to engage students who are historically underrepresented and underserved in traditional academic libraries;
- Familiarity with tools and standards for creating accessible online learning objects.

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 “Online Learning Librarian” in the subject line to Briana Marine, Administrative Operations Coordinator: bmarine@loyola.edu.

Position: Experience Design Specialist (Part-Time)
Location: Exploration Commons at 50 East, Carroll County Public Library
Salary: $24,440

Originally posted on the Maryland Library Association listserv.

Must be able to work day, evening and weekend hours.

Are you enthusiastic about learning new things and teaching others? Are you looking to be a member of a customer service-oriented team that will help our community achieve their professional, educational and personal goals?

Join our team! Carroll County Public Library's new space, Exploration Commons at 50 East (https://explorationcommons.carr.org), is seeking a part time Experience Design Specialist who is passionate about new technologies and/or have professional cooking experience. You will create and implement trainings and programs for a thriving maker and culinary community in our innovative and state of the art makerspace and teaching kitchen. The successful candidates will be highly motivated, able to work independently as well as with a team focused on providing superior customer service, and able to learn and share new technologies and skills.

The Experience Design Specialist will plan, prepare and present training on makerspace, teaching kitchen and meeting room resources; conduct programs on a variety of makerspace and cooking concepts; create content and showcase applications of new technology for the community; work closely with educational, workforce development, and other community partners to develop content; and engage the public through a wide variety of technologies and professional-grade kitchen equipment.

Core Values

The following Core Values guide the work of successful CCPL staff members:
- We are risk-takers and leaders.
- We meet each other with humor and kindness.
- We treat everyone equally and with respect.
- We embrace challenges and learn from mistakes.
- We inspire curiosity.
- We build community.

Job Summary:

At CCPL, superior customer service is core to everything we do. As an Experience Design Specialist, you ensure that CCPL customers have the best experience possible no matter what channel they use to contact us or service they require. We take customer service seriously and this position is essential to our success.

Under the direction of the Emerging and Digital Technologies Manager, you will engage customers in the Exploration Commons Makerspace and Teaching Kitchen and assist with their design, fabrication, and cooking needs in person, on the phone, via email, or through social media. You will create and implement instructional programming for ages 8 and up for the makerspace and the teaching kitchen. Additionally, you will facilitate and manage use of the meeting rooms and perform other duties as assigned. Essential Functions:
1. Incorporates excellent customer service skills and finds solutions to Exploration Commons related questions
2. Plans, prepares, and presents training on Exploration Commons resources (makerspace, kitchen, and meeting rooms) for individuals and groups, ensuring safe operation
3. Conducts programs in the makerspace, kitchen, or meeting rooms on a variety of topics
4. Operates all audiovisual equipment in all meeting rooms
5. Maintains Exploration Commons equipment, including basic maintenance and repair, installing and updating software and applications, etc.
6. Maintains 3D printers and supports centralized 3D printing service
7. Maintains and provides systemwide support for maker equipment, such as 3D printers and VR gear
8. Creates content and examples to showcase applications of new technology at CCPL
9. Serves on committees and participates in workshops, seminars, and training as requested
10. Learns new skills and technologies to retain proficiency in areas of expertise via online and in-person training
11. Works with community partners for program and content creation
12. Maintains, monitors, and troubleshoots kitchen equipment
13. Maintains high quality standards of products and services
14. Performs other duties as instructed and assigned

Education and Experience:

1. Bachelors Degree and 1 – 2 years directly related experience;
2. Requires 90 contact hours of approved in-service training through Library Associate Training Institute (LATI) within first 2 years of employment or 9 hours of formal academic course work in library science;
3. Instructional experience preferred;
4. Proficiency with design software (Adobe Creative Cloud and Autodesk);
5. Familiarity with the makerspace and/or kitchen equipment;
6. Highly effective communicator via email, telephone, and in person;
7. Or equivalent technical training, education, and experience.

Required Knowledge, Skills, and Abilities:

1. Commitment to excellent customer service;
2. Ability to create and tailor instruction based on individual need and experience;
3. Ability to work independently and as a member of a team;
4. Must be a self-starter and motivated to learn new technologies;
5. Ability to design new objects using CAD and other available design software;
6. Ability to learn kitchen maintenance responsibilities and operate all equipment;
7. Ability to learn the use of all equipment located in the makerspace and be able to provide basic training on all equipment;
8. Must be physically able to move throughout the building, lift up to 30 lbs., and push/pull a wheeled cart weighing up to 100 lbs., stand on ladders, and bend to floor;
9. Ability to maintain effective working relationships with all staff;
10. Project management skills;
11. Ability to effectively manage time and prioritize;
12. Must be able to work evenings and weekends as needed.

Physical and Environmental Conditions:

Work requires no unusual demand for physical effort. Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings, training rooms, and libraries, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions.

Posted in Job Vacancies
One Position: Maryland

Posted on April 23, 2021 by LLAM News

Position: Central SLRC Manager  
Location: Enoch Pratt Free Library  
Salary: $77,607 – $98,375 per year

Full vacancy announcement available on ALA Joblist.

Description
The Pratt Library is in search of an innovative, passionate individual to serve functionally as the Manager for the State Library Resource Center Office. This management position serves a diverse local and statewide customer base. If you feel that you meet the requirements or wish to learn more about this opportunity, we would like to hear from you!

The SLRC Manager:

- Provides direct administrative and management support to the Chief of Central/SLRC
- Provides direct supervision and evaluation of assigned Central Library Subject Department Managers
- Researches, coordinates and supports programs/projects for senior administrative staff
- Ensures excellent customer service experience from staff with adherence to the Library’s mission and guidelines
- Supervises the design and implementation of relevant programming and outreach to a broad and diverse statewide customer base
- Develops relevant training for local and statewide public library staffs
- Function effectively and collaboratively as a member of the SLRC management team
- Coordinates planning and project management related to the Library’s Strategic Plan and Annual
- Participates in and may lead division meetings and work groups

Requirements
Master’s Degree in Library Science from an ALA accredited college or university; at least five years of successful experience in a library management position, including at least two years of direct supervisory experience over professional library staff involving evaluation, discipline, hiring, and termination; knowledge of Maryland State Library Resource Center operations. The ability to travel in Maryland with personal transportation is required. Must be available to work a flexible schedule including evening, Saturday, and Sunday hours.

Posted in Job Vacancies | Tagged Maryland, Public Library

Two Positions: Washington, DC

Posted on April 21, 2021 by LLAM News

Position: Supervisory Librarian (CIP and Dewey Section Head and Program Manager)  
Location: CIP and Dewey Section, U.S. Programs, Law and Literary Division, Acquisitions and Bibliographic Access Directorate, Library Services, Library of Congress, Washington, DC  
Salary: $122,530 to $159,286
Summary
This position is located in the CIP and Dewey Section, U.S. Programs, Law and Literary Division, Acquisitions and Bibliographic Access Directorate, Library Services.
The position description number for this position is 259448.
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.
This is a supervisory, non-bargaining unit position.
Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Responsibilities
Serves as the senior expert and spokesperson for the Cataloging and Publication program and Dewey program, both within the Library and in the national and/or international library and information communities. Communicates program policies and decisions to the library and information communities via presentations, training sessions, email discussions, articles, and/or other means. Initiates, establishes, and maintains professional relationships with librarians and other specialists to obtain input on the program and to share information and resources. Plans, directs, and executes liaison operations for critical program changes with national or international implications. Represents the Library at national and/or international meetings and serves on national and international task forces, as appropriate.

Manages the activities of a program with a national and/or international scope. Provides administrative oversight of all program functions under the direction of the division chief. Establishes strategic and operational goals for the program, plans and implements strategies to achieve those goals, and is accountable for the program's overall performance. Ensures the program supports the mission and goals of the division, Directorate, Library Services, and the Library of Congress. Coordinates the work of the program with other sections in the division and other units throughout the Library.

Supervises employees assigned to the program working at the GS-13 level or below. Provides administrative, technical, and policy-related supervision necessary for accomplishing the work of the program. Sets priorities; plans, schedules, and coordinates the work of section staff. Directs the work performed and assigns tasks to accomplish program goals and objectives, including technological improvements and innovations, development of policy and procedural documents, acquisitions activities, and metadata services. Utilizes a consultative approach to actively involve staff in planning work. Oversees work performed to ensure quality and adherence to policies.

Position: Librarian (Legal and Legislative Research)
Location: Internal Revenue Service, Washington, DC
Salary: $72,750 to $113,362

Summary
The Office of Chief Counsel Library, IRS, is looking for enthusiastic Librarians to join our research & legislative teams & gain valuable experience in a legal environment. Our mission is to serve America’s taxpayers fairly & with integrity by providing correct & impartial interpretation of Internal Revenue laws & the highest quality legal advice & representation for the Internal Revenue Service. The Tax Library provides support to the Office of Chief Counsel & the Internal Revenue Service.

Responsibilities
The following are the duties of this position at the GS-12 level. If you are selected at a lower grade level, you will have the opportunity to learn to perform all these duties, and will receive training to help you grow in this position.

- Participates with supervisor in developing policies, plans and objectives relating to the research services and the legislative history work of the Library with emphasis on these of online and other automated research systems.
- Provides comprehensive reference, research and advisory services to personnel of the IRS by answering a wide range of comprehensive reference questions relating to law, taxation and legislation that often involves locating information that is not included in various information centers and automated retrieval systems to locate and select the appropriate materials, makes analyses as necessary, and prepares answers to reference questions.
- Provides detailed instructions to library clientele on the content, nature and use of Chief Counsel’s library resources including how to search manual and automated databases.
- Performs complex literature searches, both manual and automated, which require systematic, comprehensive, and exhaustive searches for legal and non-legal information.
Administers and monitors the Library’s various contracts, leases, and subscription agreements for electronic database services and equipment, reviewing statements and invoices and resolving billing problems as necessary.

Produces selected and annotated bibliographies on specific subjects, compiles information packages for Chief Counsel personnel; develops resource directories in both paper and electronic format.

Designs and performs complex online searches of appropriate databases in areas involving legislative materials and issues.

Initiates, plans, and develops programs for providing access to the Library’s unique collections of government and legislative documents.

Plays a pivotal role in development and implementation of automated system for indexing of legislative history materials.

Responsible for maintaining and developing print and electronic collections of legislative research materials, both current and historical; collection responsibilities include the following subject areas: tax, appropriations, bankruptcy, social security, government contracts, freedom of information and disclosure, federal employee benefits, and public sector labor law.

Is responsible for monitoring and tracking legislative activity of interest to the Office of Chief Counsel; utilizes both manual and automated services to ensure that legislative tracking functions are comprehensive, timely, and that all current and pending legislation of interest to the agency is properly identified and monitored.

Provides sophisticated legislative research and reference services to the legal staff of the agency in areas involving tax, appropriations, bankruptcy, social security, government employment, and employee benefits legislation.

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Two Positions: Maryland

Posted on April 21, 2021 by LLAM News

Position: Data Services Librarian
Location: The Universities at Shady Grove, Rockville, MD

Full vacancy announcement available on ALA Joblist.

Position Number: 123563

Location: The Universities at Shady Grove, Rockville, MD 20850

Best Consideration Date: 04/29/2021

Position Information:

The Universities at Shady Grove (USG) is a regional higher education center of the University System of Maryland (USM) located in Rockville, Maryland, serving students from Montgomery County and the surrounding region. USG is an innovative partnership with nine public universities, providing access to approximately 80 high-demand undergraduate and graduate degree programs specifically selected to respond to the workforce needs of the county and region. The campus currently serves more than 3,500 students enrolled in day-time, evening, full-time and part-time degree programs. In 2019, the Biomedical Sciences and Engineering (BSE) Education Facility opened to expand USG’s degree and certification offerings in STEM fields, including health and life sciences, information science and technology, and engineering. USG’s four-building campus has the capacity to grow its enrollment to more than 7,500 students in the coming years. The Priddy Library is seeking an innovative and enthusiastic information professional to serve as the Data Services Librarian at the Universities at Shady Grove (USG). The successful candidate will lead the development and provision of the Data Management and Visualization Lab. Working closely with faculty, students and staff, the Librarian will build relationships in order to support research and teaching with a focus on promoting and providing data services for finding, manipulating, analyzing, visualizing and managing data. Through research consultations, classroom instruction, and other programming, the Librarian will help the Libraries meet curricular needs by increasing the visibility of available data-related resources and services. The Librarian will provide subject-specific data and visual literacy instruction, maintain strong relationships with faculty and students in assigned undergraduate and graduate programs, and enhance curricula and research innovation at
USG.

Duties and Responsibilities:

- Assist and provide guidance to students and faculty with issues related to the research data lifecycle. Identify software and tools and develop services supporting the discovery, management, and visualization of research data. Pro-actively participate in the development and oversight of the Data Management and Visualization Lab, including overall management of programs, hardware and software, and supervision of student assistants. (40%)
- Serve as library liaison for the following programs: Data Science, Cybersecurity, Computer Science, and Engineering. Duties include, but is not limited to, providing data and visual literacies instruction, promoting services available through the Priddy Library, supporting faculty research, creating web and digital content, and developing and managing collections in assigned subject areas. May assist in liaison activities to other disciplines as needed. (25%)
- Teach and support workshops on data and visual literacies and related tools for a variety of audiences. Provide general and specialized information assistance and research consultations – in person, by phone, by e-mail and through chat. Discover and implement innovative technologies to advance teaching and learning, research, communication, collaboration, and information literacy. Maintain a strong knowledge of current and emerging trends, particularly in the areas of information literacy instruction, assessment, and research methods. (25%)
- Participate in UMD Libraries and USG events. Participate in professional development activities and provide service to the library community. (5%)
- Assist with special projects and programs as assigned. (5%)

Minimum Qualifications:

Required Education:

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

Required Experience:

- Experience providing reference and research and/or technical assistance in an academic or special library or research or computer lab.
- Experience using electronic resources.
- Experience or demonstrated potential to support students with information, data and/or visual literacy instruction.
- Familiarity with data discovery, analytical techniques and statistical methodologies.
- Familiarity with local and national data repositories, public data sets and data management plans.
- Familiarity or experience indicating an ability to become proficient with data analysis and visualization tools such as SPSS, R, Excel, Tableau, GIS, Python, and NVivo.
- Experience indicating an ability to become proficient with data management and cleaning tools (e.g., OpenRefine, DMTool, DMPonline, Git/GitHub, Open Science Framework)
- At least two years of professional experience in academic or research library or other research or computer lab.

Preferences:

- Experience with or aptitude for working effectively and creatively with faculty and students.
- A deep understanding of the research data life cycle.
- Knowledge of the research process and evolving models of scholarly communication, open access, institutional repositories, and other trends in information science.
- Demonstrated knowledge of and enthusiasm for the integration of new technologies into the delivery of information services.
- Familiarity with collection development.
- Experience using digital and web technologies in the delivery of library services.
- Ability to work effectively with a diverse and multicultural faculty, staff, and student community.
- Flexibility, adaptability, and the ability to work successfully in a complex, dynamic environment with competing demands.
- Strong commitment to public service.
- Demonstrated understanding of the value of diversity, equity, and inclusion in the workplace.
- Excellent oral and written communication skills.
- Demonstrated ability to work well both independently and collaboratively with colleagues, faculty, and staff in a rapidly changing and dynamic environment.
- A commitment to continuous professional development through participation in local, regional, and national forums.
Position: **Tech Services Director**  
Location: Kent County Public Library, Chestertown, MD  
Salary: $38,000

Originally posted on the Maryland Library Association listserv.

General Summary:

Responsible for planning and carrying out activities related to system-wide materials compiling/selection and to the overall management of the system’s print, media and electronic collections. Oversees the implementation and planning of young adult programming. Also responsible for administrative work such as reporting and recordkeeping. Participates in formulating and executing goals and objectives, and participating in tasks and projects with other members of the Tech Services Department. Serves as a member of the Senior Staff, acts as Person in Charge, and regularly works the front desk.

One Position: **Maryland**

Posted on **April 16, 2021** by **LLAM News**

**Position:** Library Technician  
Location: National Agriculture Library  
Salary: $15/hour

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

Description: Hedgelan Consulting seeks a qualified and highly motivated Library Technician to support our Federal client on-site in Beltsville, Maryland.

Roles and Responsibilities:

- Perform bibliographic searching using print and online sources including NAL’s Agricola and Dictionary catalogs and OCLC.
- Submit and manage interlibrary borrowing requests in OCLC, Docline, and NAL’s Relais document delivery management system.
- Process loans from NAL’s collection and for interlibrary borrowing requests using Voyager, OCLC, and NAL’S Relais document delivery management system.
- Retrieve materials from NAL stacks to fill user requests.
Back up Senior Library Technicians
- Code requests appropriately for material not held by NAL
- Register new patrons; transfers records to Voyager and verifies them in the Voyager Circulation subsystem
- Monitor Relais Receive FTP and processes documents received
- Sort material in pre-shelving and shelves materials in the stacks
- Clean shelves and dusts collection materials and participates in shifts over 8 shelves
- Perform shifts of up to 8 shelves, as required
- Weed crowded areas in accordance with NAL guidelines

Minimum Educational/Experience Requirements:

- Associates Degree from accredited college or technical institute with 16 credits in library science or computer science.
- Minimum of one year of experience in library services.
- Experience with Integrated Library Systems (ILS), collection management, collection maintenance, and base preservation techniques.
- Base knowledge of sources of reference and bibliographical materials.
- Ability to use and explain library facilities, including catalogs, and other reference aids.
- Ability to deal effectively with volunteers and non-professional staff in instructing them in use of library.
- Knowledge of Library of Congress Classification (LCC) system.
- Attention to detail, a good command of written English, and the ability to multi-task across tasks and projects with competing deadlines.
- Ability to communicate effectively both orally and in writing to diverse groups of people.
- Strong customer service skills.
- Ability to handle many different projects at any given time.
- Knowledge and experience of records management and information practices and procedures of a records management system.
- Experience with large and complex filing systems, research procedures, and database entry.
- Highly organized, accurate and attention to detail in the review, classification, and distribution of documents, books, maps, and other library artifacts.

Desired Technical Skills

- Experience or basic working knowledge with the following systems:
  - Online Computer Library Center’s national bibliographic utility (OCLC)
  - Voyager
  - Relais
  - Internet search engines
  - Microsoft Office Suite (Excel, Word)
  - Adobe Acrobat
  - FedEx, UPS, and USPS online shipping tools

Employment Requirements:

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

How to Apply:

Interested candidates, should apply on-line by visiting Hedgelan’s Careers page on our website, Careers | Hedgelan Consulting, LLC

Company Overview:

Hedgelan Consulting is a Federal contracting firm that provides the Federal Government with a variety of services and support. Service offerings include administrative staffing support, library support services, records management, workforce development, including succession planning, information technology support, facilities support and acquisitions support. Hedgelan is an SBA-certified woman-owned, small-disadvantaged business that is HUBZone certificated.
Three Positions: Washington, DC

Posted on April 16, 2021 by LLAM News

Position: Librarian
Location: United States Holocaust Memorial Museum
Salary: $87,198 to $113,362

Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Library Services Division, National Institute for Holocaust Documentation, United States Holocaust Memorial Museum, and is located in Washington, DC.

The incumbent performs specialty work that supports Library programs acquiring, preserving, and providing access to collections, including reference services for a wide variety of researchers.

Responsibilities
Duties include:

Provides library services to a wide range of users engaged in various aspects of Holocaust research, investigating and analyzing sources to perform independently at least two of the following library functions, as assigned: Collection development, acquisitions, bibliographic access (cataloging), reference services, collections management, and digital access.

Evaluates and develops topical areas of the collection, and searches various sources to identify, evaluate, and recommend print, audio-visual, and electronic resources to be acquired in accordance with the Museum’s collecting policies and researcher needs. Determines the optimal sources and terms for the acquisition of Library materials; initiates orders according to Museum procedures and utilizing the appropriate systems; receives materials; ensures the timely payment of invoices; applies institutional and Federal purchasing requirements; and assists in monitoring the budget to ensure that funds are spent in accordance with appropriate controls.

Applies current national and institutional cataloging rules, standards, and practices and utilizes the full range of cataloging tools to make comprehensive cataloging information about the Holocaust and genocide available to libraries and library users worldwide.

Provides timely and efficient reference services to users of the Library and Archives collections; creates well-documented responses to requests, reflecting knowledge of the collections and expertise in the fields of Holocaust studies; develops methods to highlight resources; and manages reading room operations, including technology.

Conducts and oversees housing, shelving, inventory, and circulation activities; recommends modifications to the storage of materials to meet researcher needs, to ensure the security and preservation of materials, and to maximize use of space; coordinates the delivery of collections materials and tracks locations; and assesses the need for rehousing or treatment of collection materials.

Manages digitization projects following established policies and procedures, coordinates and fulfills duplication requests for donors and patrons, and provides technical support and guidance for projects to expand digital access to resources, including eBook and other electronic resource programs.

Position: Dean of the Library and Learning Center Services
Location: National Defense University, Department of Defense
Salary: $151,633 to $177,933
Summary
The Dean of the Library and Learning Center Services in the NDU Library will provide vision and leadership to unite a variety of campus-wide services which promote student learning. The Dean reports to the Deputy Provost for Academic Affairs and has full managerial responsibility for planning, programming, budgeting, and operation of the Library & Learning Center.

Responsibilities
The Dean of Library and Learning Center Services is responsible for defining and articulating the vision, strategic directions, and priorities for the Library and Learning Center. Provides leadership and oversees the development, delivery and assessment of services, resources, and programming in support of student learning. Creates collaborative relationships with administration, college commandants and deans, and faculty to ensure that Library and Learning Center resources, services, and programming meet the needs of the entire university community. Ensures that the Library and Learning Center stays at the forefront of changes in technology, communication, instruction, and the storage and delivery of information. Supports the traditional core functions of the library interpreted to 21st century user needs. Promotes knowledge of library resources and services among stakeholders and customers. Directs a staff of professional, technical, and clerical personnel through the division supervisors. Formulates and advocates policies and strategies for enhancing academic quality, resources, and environment through the development of education and training workshops for students, faculty and staff on current and planned academic technologies.

Position: Research Analyst – Morrison & Foerster LLP
Location: Morrison & Foerster LLP

Originally posted on LLSDC Job Listings.

Morrison & Foerster LLP, an Am Law 50 law firm with 16 offices worldwide, has an opening for a Research Analyst in our Research Services Department. This role can be based in any of our U.S. offices! (includes Washington, DC)

The Opportunity

Join the Research Services team of a billion dollar global law firm in a dynamic fast-paced Research Analyst role. The Research Analyst works as part of a firmwide team to provide research expertise for business development efforts and client work. This individual monitors and identifies information sources and data to identify potential opportunities and presents research findings clearly and concisely. The Analyst also participates on firmwide project teams.

As part of the firmwide research team, provide research expertise to support the firm’s practice areas and business development efforts, including research related to markets, industries, and competitors. Retrieve, package, and present information in response to requests from attorneys and colleagues in research function as well as other departments in the Firm. Handle a high volume of routine research requests including document retrieval requests, requests to mine websites and other sources, and requests to populate spreadsheets with specified data. Create current awareness tools, newsletters, and alerts for ongoing monitoring of clients, industries, and events. Demonstrate strong writing skills and the ability to distill and present research work product in a concise, professional manner.

Ideal Candidate

Strong background in research focusing on a variety of areas. Bachelor’s degree required plus a minimum of two years related experience or equivalent combination of relevant education and experience. Master’s degree in Library Science or Information Science or equivalent degree such as a J.D., M.B.A., or other advanced degree is a plus. Knowledge of the legal materials and databases used to support the Firm’s practice areas and research needs for client work and for business development efforts. Demonstrate strong research skills and a deep understanding of research strategies.

Who We Are
At Morrison & Foerster, our culture is defined by our deeds. We’re passionate about what we do. We’re equally passionate about how we do it. We resist hierarchies and operate within a model of respect – for our colleagues, their ideas, and the differences that make us stronger. We encourage you to learn more about who we are, and what we do.

Should you find you’re ready to do the best work of your life, we encourage you to let us know!

for colorado applicants: Employees can expect to be paid a salary of approximately $69k to $103k. Additional compensation may include a discretionary bonus or commission. Other benefits include health care, vision, dental, retirement, PTO. The range displayed is specifically for those potential hires who will work or reside in the state of Colorado if selected for this role, and may vary based on market data/ranges, an applicant’s skills and prior relevant experience, certain degrees and certifications, and other relevant factors. Morrison & Foerster is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, religion, creed, ethnic or national origin, ancestry, age, disability, veteran or military status, marital status, pregnancy, sexual orientation, gender identity, domestic partner status, and other categories protected by applicable laws, or in retaliation for opposition to any practices forbidden under this policy.

Apply Here: https://www.click2apply.net/8OjNJ4T7wr8msxm2HR1by

Posted in Job Vacancies | Tagged Academic Library, Government Library, Public Services, Special Library, Washington DC
Participates in agency procurement activities, including identifying the need for new databases and data resources, developing statements of work, conducting market research, and developing evaluation criteria, serving on evaluation panels, and assisting in the monitoring of existing contracts.

Designs and executes searches of advanced complexity using a wide variety of electronic information retrieval systems and other resources. Identifies and evaluates publications and electronic resources dealing with one or more areas of specialization and recommends additions to the library collections.

Develops and conducts training sessions. Serves as an adjunct faculty member of the GAO, Learning Center.

**Position:** Supervisory Librarian  
**Location:** Commander, Navy Installations, Washington, DC  
**Salary:** $95,000 to $115,000

Full vacancy announcement available on USAJOBS.

**Summary**  
This position is assigned to the Recreation Division (N922); Fleet Readiness (N92); FFR (N9); CNIC; on the Washington Navy Yard. This position manages the MWR Library Program for the Navy, serving shore MWR libraries, the Navy MWR Digital Library, and providing shipboard library material for Fleet Sailors.

**Responsibilities**
- Performs direct supervisory functions for N922 Library Program support staff.
- Serves as subject matter expert (SME) for library operations Navy wide, with responsibility for management and operational support for Navy shore MWR libraries, resource centers, shipboard Library Multimedia Resource Centers (LMRCs), digital library, and library resources at remote and isolated Navy locations and Military Missions in the Unified Pacific Command. Is the Department of the Navy (DON) authority on the professional, technical, and procedural aspects of military MWR librarianship and information resources.

- Establishes MWR library program policy, objectives, goals and priorities. Ensures progressive program development and technological advancement on par with military and municipal library systems.

- Manages the integrated library system and public access portal for libraries in the consortium of Army, Marine Corps, Navy, and Air Force libraries. Collaborates with Information Technology (IT) staff as necessary to accomplish upgrades for Navy MWR shore libraries.

- Establishes library qualitative and quantitative standards for personnel, collections, equipment, facilities, services and programs and evaluates compliance annually.

- Oversees contract administration, collection research and management, and ensures optimal user authentication and site performance for the MWR Digital Library.

- Develops instructions, directives, manuals, desk guide and training aids for effective library system operations for Navy MWR.

- Determines resource requirements and priorities, and prepares and justifies execution, Program Objective Memorandum (POM) and Fiscal Year Defense Plan (FYDP) budgets for direct Operations and Maintenance, Navy (O&MN) funds. Prepares non-appropriated fund (NAF) budget for headquarters library non-appropriated Uniform Funding and Management (UFM) cost center. Tracks execution of multiple lines of funding from CNIC, Naval Sea Systems Command (NAVSEA) and Office of the Secretary of Defense (OSD) sources.

- Directs and manages acquisition of library collections, materials, services and electronic resources. Manages all supporting IT documentation as required for systems and software acquisitions. Develops purchase agreements, statements of work, sole source justifications and identifies contracting vehicles as necessary. Serves a Contracting Officer’s Representative (COR) for library contracts. Prepares payment documents and ensures proper accounting procedures and compliance with NAF and appropriated fund (APF) acquisition processes.

- Conducts site visits to field library programs at Navy installations world-wide to assist staff development and review compliance with standards.
Assists field librarians develop and advocate for projects to accomplish necessary upgrades to furnishings and facilities. Works with Region and installation staff to confer on project plans and requirements to meet library standards.

Provides guidance and consulting services to staff commands, Naval War College, NAVSEA, Office of the Under Secretary for Defense (OUSD) Personnel and Readiness and military Service Library counterparts for collection research and fulfillment, coordination of higher level initiatives and collaboration to ensure efficiency and parity in operation of the military MWR Libraries.

Assesses training needs of field libraries and provides opportunities for professional librarian development.

Maintains liaison with other Federal agencies, and professional and educational organizations to further program objectives.

Position: Supervisory Librarian
Salary: $64,000 to $74,000

Full vacancy announcement available on USAJOBS.

Summary
About the position:
This position will be assigned to the Library on JB Andrews.
This is a Regular Full Time (RFT) position with benefits (medical, dental, life insurance, retirement, 401(k), and annual/sick leave.
Relocation cost not funded

Responsibilities
Directs and oversees the library or information center functions. Accountable for the full scope of library operations including administration, management, technical, and public services. Responsible for collection management which includes the acquisition, organization, maintenance, preservation, and removal of materials for the collection. Performs original or modified descriptive cataloging, subject analysis, and classification of a wide variety of specialized information in all formats. Catalogs, classifies, and assigns subject headings to information resources using specialized cataloging systems. Searches reference materials, including on-line sources and the Internet, in order to locate unusual or unique reference information in response to customer requests. Functions as a liaison with user groups and establishes partnerships and builds networks with local, state, and regional organizations. Attends professional meetings, conferences, workshops, seminars that support library services which demonstrate practices that meet customer needs. Plan and deliver specialized programs, services, and/or exhibits. Completes cost estimates prior to ordering/purchasing library materials. Evaluates the effectiveness of automated services used by conducting studies and determining requirements that improve system operation. Conducts tours and orientations. Prepares how-to instructions for various services provided. Assists customers with conducting literature searches and catalog use. Writes operating procedures for automated library operations based on established policies. Responds to customer complaints and takes necessary action.

Develops marketing and publicity ideas that promote library programs that include outreach and publicity programs and special events. Tracks marketing program costs and evaluates program effectiveness. Develops budgets while establishing short and long range library plans. Establishes internal procurement and quality processes to ensure appropriate accountability for library acquisitions. Works with procurement office to develop purchase agreements and statements of work for various library services. Resolves problems with procurement activity, finance and accounting office, or vendor.
Performs supervisory responsibilities such as management of staff, recruitment, and training of personnel. Assigns work based on priorities and deadlines; consideration of the difficulty and requirements of assignments; and the capabilities of employees. Reviews work of subordinates for completion and adherence to established policies. Provides direction and continuous feedback on strengths and weaknesses, and holds employees responsible for satisfactory completion of work assignments. Delivers and advocates recognition for employee’s performance and contribution, using the full range of honorary and monetary awards.

Performs other related duties as assigned.

If interested in applying for this position you may preview the online application: https://apply.usastaffing.gov/ViewQuestionnaire/11089872

**Position:** Digitization Services Coordinator  
**Location:** University of Maryland, College Park, MD  
**Salary:** $51,468-$64,336

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

The Digital Conversion and Media Reformatting department performs digitization operations for the University of Maryland, College Park Libraries, and seeks to be a leader in the region and professional community for process development, special format digitization, and peer education.

In support of these goals, the Digitization Services Coordinator manages the in-house digitization operations at the University of Maryland Libraries, in the Hornbake Digitization Center (HDC), the central location in which most textual, photographic, and audio materials are digitized, and in the Performing Arts Digitization Studio (PADS), the satellite space in the Michelle Smith Performing Arts Library for still image and audio digitization. The Coordinator manages people, projects, and relationships with collections managers. The Coordinator hires, trains, and supervises hourly student assistants or part-time contract staff to perform digitization work and quality control of all files and metadata. The Coordinator solicits and plans in-house digitization projects with relevant library staff. The individual manages and prioritizes short-term, user-initiated requests, and balances these with managing long-term projects. The Coordinator establishes quality assurance standards and manages quality control for all digital files and associated metadata records uploaded to all digital repositories. The individual provides oversight for all in-house digitization requests and projects, maintains digitization equipment, and reports production and inspection statistics. The Coordinator maintains updated digitization and file management procedural documentation, and creates documentation and instructions for in-house projects. The Coordinator assesses in-house digitization needs, is expected to remain current with evolving digitization standards and best practices, and will research development for expansion into additional formats.

For the full position description, please go to [http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions](http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions).

APPLICATIONS: Electronic applications required. Please apply online at [https://ejobs.umd.edu/postings/82092](https://ejobs.umd.edu/postings/82092). No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter which includes the source of advertisement, a resume, and names/email addresses of three references.

Applications will be reviewed as they are received and best considered by April 26, 2021

**EDUCATION:**

**Required:**

Bachelor’s degree in related field by the start of employment

**Preferred:**

Master’s degree in Library and Information Science from an ALA-accredited institution of higher education by the start of employment, or equivalent advanced degree in a relevant field can be substituted for two years of experience  
Specialization in archives, preservation studies, digital curation, or special collections  
People or project management continuing education

**EXPERIENCE:**

**Required:**
Four years of demonstrated digitization project management working in a cultural heritage institution or production management in a related field
One year of supervisory experience
Preferred:

One year working with special collections or archival materials
Experience using a digital repository (e.g. Fedora, DSpace, etc.)
Experience working with legacy media formats

Position: Africana Archivist
Location: Johns Hopkins University, Baltimore, MD
Salary: $50,700 – $69,780

Full vacancy announcement available on ALA Joblist.

General summary/purpose:
The Sheridan Libraries welcome applications from creative, collaborative applicants for a newly created, full-time position of Africana Archivist (a three-year grant-funded appointment) in our special collections department.

Working closely with the Center for Africana Studies and the Billie Holiday Project for Liberation Arts, the Africana Archivist will serve as a vital member of the team implementing a new Mellon Foundation-funded project, Inheritance Baltimore: Humanities and Arts Education for Black Liberation. A central goal of this three-year grant is to document and preserve the histories of local Black communities, often marginalized within or omitted from institutional archives. The Africana Archivist will be responsible for enhancing access to current Africana collections, helping to expand acquisitions and improve our acquisitions process, contributing to community archiving activities, and providing guidance to post-graduate archival and curatorial fellows.

The Sheridan Libraries inspire and advance research, teaching, and life-long intellectual growth by providing the distinctive collections, information and educational services, training, and facilities needed by affiliates and other researchers. As recognized world leaders in transforming the global information environment, the Sheridan Libraries are a strategic and integral asset in the university’s mission of creating, sharing, and preserving knowledge for the world.

Specific duties & responsibilities:

- Enhancing the description of and access to Special Collections’ current Africana archives;
- Conducting outreach for the acquisition of new collections in ways that are collaborative with local Africana communities, and processing new collections;
- Articulating this community-driven philosophy to project stakeholders, advising partners on community archives, and directing the off-campus community archives digitization lab;
- Mentoring archival fellows, who will assist with outreach, processing, and stewardship responsibilities; as well as curatorial fellows, who will prepare exhibits, classes, and public programs with Africana materials;
- Collaborating with other members of the Inheritance Baltimore team, including curators, faculty, and fellows, and work closely with community members and library staff.
- This position requires travel to the communities served.

Application Instructions:
Applications and supporting materials must be submitted online. To be considered for the position, interested candidates should upload a letter describing relevant experience and interests, a resume or C.V., and a statement that explains their philosophy of and experience with diversity, equity, and inclusion in the cultural record. We will ask finalists for the names and contact information of three professional references (including email addresses). Review of applications will begin May 10, 2021 and continue until position is filled.

A career at Johns Hopkins University is more than a job.

For a complete job description, please visit our web site at http://jobs.jhu.edu. Qualified applicants should apply online at: https://jobs.jhu.edu/job/Baltimore-Africana-Archivist-MD-21218/729545800/

Position: Central/SLRC Manager
Location: State Library Resource Center, Baltimore, MD
Salary: $77,607.00 – $98,375.00
Description
The Pratt Library is in search of an innovative, passionate individual to serve functionally as the Manager for the State Library Resource Center Office. This management position serves a diverse local and statewide customer base. If you feel that you meet the requirements or wish to learn more about this opportunity, we would like to hear from you!

Summary of Duties
The Deputy Chief:

- Provides direct administrative and management support to the Chief of Central/SLRC
- Provides direct supervision and evaluation of assigned Central Library Subject Department Managers
- Researches, coordinates and supports programs/projects for senior administrative staff
- Ensures excellent customer service experience from staff with adherence to the Library’s mission and guidelines
- Supervises the design and implementation of relevant programming and outreach to a broad and diverse statewide customer base
- Develops relevant training for local and statewide public library staffs
- Function effectively and collaboratively as a member of the SLRC management team
- Coordinates planning and project management related to the Library’s Strategic Plan and Annual
- Participates in and may lead division meetings and work groups

Minimum Qualifications
Master’s Degree in Library Science from an ALA accredited college or university; at least five years of successful experience in a library management position, including at least two years of direct supervisory experience over professional library staff involving evaluation, discipline, hiring, and termination; knowledge of Maryland State Library Resource Center operations. The ability to travel in Maryland with personal transportation is required. Must be available to work a flexible schedule including evening, Saturday, and Sunday hours.

Required Knowledge, Skills, and Abilities
- excellent written and verbal communication skills
- proven ability to manage multiple priorities in a fast paced environment
- ability to work effectively with other libraries and outside organizations including the skills in establishing and maintaining effective relationships with library management, customers, and the statewide library community.
- knowledge of and experience in the principles of library organization and management
- demonstrated knowledge and facility in using the Internet and web-based resources and office productivity software at basic to intermediate levels of proficiency is required.

Core Skills:

- Application of existing and emerging technologies and their role in library services
- Awareness of trends in library service and 21st century learning skills
- Confident presentation skills with an emphasis on internal administrative and statewide audiences
- Flexibility and collaboration
- Understanding the role and influences of literacy e.g. information, digital inclusion, digital and media literacy

Two Positions: Washington, DC

Position: Inspection Librarian
Location: LAC Group, Prestigious Federal Library, Washington, DC

Originally posted on LLSDC Job Listings.
LAC Group is seeking a qualified Librarian to perform quality control review on a variety of Law materials and collections at a prestigious federal library in Washington, DC. The Librarian will provide assistance to conduct a quality review of completed work in areas of processing collection receipts, collection maintenance, looseleaf filing, physical inventory, and binding preparation of law materials. This is a full-time (40 hours a week; Monday to Friday) position, benefited. The work must be performed on-site.

Qualifications:

- MLS from an ALA-accredited library school is required
- 2+ years of work experience in a library (Law preferred)
- Experience in reviewing completed work for quality control
- Knowledge of online catalogs, MARC records, and basic cataloging procedures for legal monographs and serials
- Working knowledge of processing materials in various languages preferred
- Strong attention to and ability to work with great detail
- Ability to meet deadlines and exceed fixed production quotas

To apply, visit: https://lac.gp/3cJboNi

Position: Supervisory Librarian (Head, Reference and Reader Services Section)
Location: Reference and Reader Services Section, Manuscript Division, Special Collections Directorate, Library Services, Library of Congress, Washington, DC
Salary: $122,530 to $159,286

Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Reference and Reader Services Section, Manuscript Division, Special Collections Directorate, Library Services.
The position description number for this position is 199007.
The salary range reflects the locality pay adjustments for the Washington, D.C., Metro area.
Fixed schedule from 8:30am – 5:00pm, Monday-Friday, with occasional Saturdays, generally once per month, in the Manuscript Reading Room.
This is a supervisory, non-bargaining unit position.

Responsibilities
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. 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. 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). Furthers the objectives of diversity and inclusiveness and adheres to nondiscriminatory employment practices.

Plans, establishes, and directs a library reference program. Serves as head of and manages all aspects of service in the Manuscript Reading Room. Develops and implements policies and procedures governing public use of the division’s rare, valuable, fragile, and unique collections. Policies address the provision of reference service both in person and remotely via the Internet, telephone, fax, and postal mail. Assigns and directs reference work and ensures a high quality of service is provided to members of Congress, other libraries, professional organizations and institutions, scholars and members of the public. Acquires and provides inventory control of reference materials for the research use of division staff and public users. Manages the division’s interlibrary loan program and coordinates circulation policies. Works with the division’s chief and classified documents officer in developing and implementing policies and procedures for researcher use of government classified materials. In pursuing these duties must qualify for top security clearance. Plans, directs, and supervises security measures for the reading room. Develops and administers policies and procedures for access to
restricted material and the prevention of theft and mutilation. Oversees contract security officer assigned in the reading room.

Serves on the division’s administrative team, ensuring coordination between the reference section and other units. Works closely with the chief on administration and establishment of long-range goals and objectives for the division. Recommends actions affecting budgets, staff, and space. Works closely with division managers and automation and processing staff to define requirements for automation support, including the creation and maintenance of the division’s presence on the Internet, via the division’s home page, the Library of Congress Online Catalog, online publications, finding aids, and other reference guides. Achieves scholarly knowledge of the division’s collections that includes an expert understanding of the major manuscript finding aids, registers, and other descriptive archival tools, an in-depth familiarity with the library’s holdings, and an extensive familiarity with the holdings in other institutions and collections.

Performs a broad range of technical information activities that require substantial depth of analysis, and typically require solving problems in information access and dissemination in particularly difficult and responsible circumstances. Analyzes and responds to broad and complex researcher questions, requirements, and priorities related to historical and archival matters and suggests the most appropriate research strategies to implement. Directs researchers to the proper resource, service, specialist, or reading room. Conducts research and analysis on historical and archival topics in field of expertise, providing authoritative and definitive results. Defines and provides a framework for research activities, priorities, programs, and resources for the Reference and Reader Services Section of the Manuscript Division. Plans or participates in public programs, tours, and symposiums. Establishes, and maintains professional relationships with archivists, librarians, historians, documentary editors, and other specialists in order to share resources and information. Prepares articles for publication and presents papers at conferences.

Posted in Job Vacancies | Tagged Government Library, Law Library, Washington DC

One Position: Maryland

Posted on April 7, 2021 by LLAM News

Position: STEM/Agriculture Librarian
Location: University of Maryland, College Park, Maryland

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.

Reporting to the Head of the STEM Library, the incumbent serves as STEM/Agriculture subject librarian, with responsibilities in: Collections and Content, Reference and Research Consulting, Teaching, Learning and Literacies, Outreach and Engagement, and Scholarly Communications and Research Data Services. Additionally, the STEM/Agriculture librarian will develop programs benefiting STEM disciplines to expand Research Commons @ STEM. The STEM Library serves several colleges and schools, including the College of Agriculture and Natural Resources, the A. James Clark School of Engineering, and the College of Computer, Mathematical and Natural Sciences. Along with other STEM and other subject librarians, the incumbent is in a key position to help the University of Maryland Libraries define a role for subject librarians that will allow the Libraries to be more closely integrated into the entire educational and research process at the University of Maryland. The STEM/Agriculture librarian will help envision and shape new approaches to faculty/library relationships.

The STEM/Agriculture Librarian is an active member of the Research, Teaching, and Learning (RTL) department of the Research and Academic Services (RAS) division, contributing to departmental and divisional initiatives and leading
specific projects in collaboration with colleagues and other units in the Libraries. The STEM/Agriculture Librarian participates in developing and maintaining a departmental culture that is inclusive, equitable, diverse, customer-centered, and responsive to changes happening in academic libraries and higher education.

Serves as library liaison to specified academic units/departments (in this case, College of Agriculture and Natural Resources), which involves, but is not limited to, promoting services available through the Libraries, supporting information literacy efforts and faculty research, creating web and digital content, and developing and managing print and electronic collections.

Proactively supports researchers on scholarly communication models, data management, development of new digital tools, and e-Research and data services in assigned fields. Builds internal and external partnerships to support this activity.

Actively engages with faculty, students, and staff in assigned STEM subject areas, developing strong working relationships and partnerships. Develops strong understanding of research and teaching needs of assigned units/departments, develops and enhances services in anticipation of these needs.

APPLICATIONS: Electronic applications required. Please apply online at https://ejobs.umd.edu/postings/81850. No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter, which includes the source of advertisement, a curriculum vitae, and names/e-mail addresses of three references.

Applications will be reviewed as they are received. For best consideration, please apply by 05/01/2021.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.

The University of Maryland Libraries are committed to advancing diversity, equity, inclusion, and accessibility. We support university and library efforts to create a more just campus environment, understanding the unique, interdisciplinary focus of libraries and archives as collectors and curators of the historical, literary, artistic, and scientific record. We provide collections, services, and programs that reflect the diversity of our community, heighten cultural awareness, and incorporate the histories, experiences, and expressions of those who have been historically marginalized and/or underrepresented. We work to ensure equitable access to our facilities, resources, and services.

Requirements

Education:

Master’s degree in library science from a graduate program accredited by the American Library Association or equivalent professional degree with relevant library experience.

Experience:

Understanding of current and emerging trends in the assigned subject areas and in academic librarianship; knowledge of electronic resources and information technologies, reference, and collection development. Demonstrated experience with reference and collection development in agriculture, life sciences, engineering, science, technology, or related disciplines. Excellent oral and written communication skills. Demonstrated excellent interpersonal skills with the ability to function independently and in groups, to build and maintain relationships with partners and library staff and the ability to provide exceptional services to a diverse clientele. Demonstrated experience with or demonstrated aptitude for working effectively and creatively with faculty and students.

For the full position description and faculty requirements, please go to http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions.
Position is appointed to Librarian Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant’s experience and relevant credentials. Applicant must meet the Libraries’ requirements for promotion, which includes a commitment to professional development, service, and self-directed research, scholarship, and/or creative activities. For additional information, consult the following website:


Three Positions: Maryland

Position: Law Librarian II – Research and Instructional Librarian
Location: Thurgood Marshall State Law Library
Salary: $58,424

Originally posted on LLSDC Job Listings.

Essential Functions:

This position provides customized, multi-disciplinary reference and research services to the Library's diverse patron community using a variety of communication methods. Designs and produces educational activities and materials for the Library’s patron community. Participates in the execution of collection development projects. Provides reference services as a sole librarian each Saturday.

Education: Master’s Degree in Library Science

Experience: One (1) year of professional experience in a library setting.

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.
The full announcement and application link can be found on the Judiciary Career Center (Job ID 6752).

**Position: Associate Director of Informationist Services**  
Location: Johns Hopkins University/Welch Medical Library  
Salary: $71,445 – $98,205 per year

Full vacancy announcement available on ALA Joblist.

Description
General Summary/Purpose:
Johns Hopkins University & Medicine is a world leader in advancing biomedical research, specifically in translational and data sciences, and precision medicine initiatives. With its top-ranked health sciences schools, affiliated hospitals, and health system, Johns Hopkins is setting the standard for excellence in education, clinical care, and global engagement to improve human health, and we are committed to creating a working and learning environment that embraces and supports diversity, inclusion, and health equity.

The Welch Medical Library seeks to hire an Associate Director of Informationist Services. This position is a member of the Library’s senior management team and is responsible for conceiving, planning, directing, and evaluating information services to faculty, staff, fellows, residents, and students in the Schools of Medicine, Public Health, Nursing, and/or the Johns Hopkins Health System. Working in a complex, fast-paced, and distributed information delivery environment the successful applicant will collaborate with other senior managers in the overall development of information services. The goal of the department is to define and grow our deeply embedded library services while developing innovative information solutions to emerging opportunities to serve the faculty, staff, and students of the Johns Hopkins Medical Institutions (JHMI). The information services of the department focus particularly on identifying and meeting needs for health information resources through performing needs assessments, identifying and addressing barriers to access, and the creation of strategic information partnerships between the librarians and staff of the Welch Medical Library and our large user community. This individual will lead the library’s Informationist team at the forefront of revitalizing the way information experts engage with the Johns Hopkins’ academic community and at a time when we are reshaping the way we work to meet the demands of a world changed by COVID-19. As a member of the Library’s senior management team, the Associate Director shares responsibility for determining the future course of the Welch Library, including both strategic and operational planning. This position reports to the Director of the Library.

For a full description of this position please visit https://jobs.jhu.edu/job/Baltimore-Associate-Director-Informationist-Services-MD-21205/725404500/

Benefits include medical, dental, prescription drug plans, paid holidays, annual leave, sick leave, and tuition remission. JHU provides a smoke-free and drug-free workplace. EOE/AAE/M/F/D

Requirements
MLS degree in library from an ALA-accredited library school, or library and information science degree.  
5 years professional and progressively responsible management library experience.

**Position: Informationist III (Librarian III)**  
Location: Johns Hopkins University/Welch Medical Library  
Salary: $59,280 – $81,435 per year

Full vacancy announcement available on ALA Joblist

Description
General summary/purpose:

Johns Hopkins University and Medicine is a world leader in advancing biomedical research, specifically in translational and data sciences, and precision medicine initiatives. With its top-ranked health sciences schools, affiliated hospitals, and health system, Johns Hopkins is setting the standard for excellence in education, clinical care, and global engagement to improve human health, and we are committed to creating a working and learning environment that embraces and supports diversity, inclusion, and health equity. The Welch Medical Library seeks to hire an informationist to continue to provide and grow our deeply embedded library services while developing innovative information solutions to emerging opportunities to serve the faculty, staff, and students of the Johns Hopkins Medical Institutions. This informationist will work as an information expert alongside faculty, staff, fellows, residents and students in assigned departments in the Schools of Medicine, Public Health, Nursing, and/or the Johns Hopkins Health System.
The successful applicant will be able to take advantage of a flexible, fast-paced work environment to build partnerships with user communities primarily engaged in clinical and academic medicine, nursing, and public health research, and develop new services and curricula to meet evolving users needs. They will also have a demonstrated track record of self-motivation, strong interpersonal and collaboration skills, and a personal commitment to excellence and innovation. This individual will join the library’s Informationist team at the forefront of revitalizing the way information experts engage with the Johns Hopkins’ academic community and at a time when we are reshaping the way we work to meet the demands of a world changed by COVID-19. The team is currently embedded in the medical, public health and nursing curricula and has targeted outreach in graduate medical education. The position reports to the Associate Director of Informationist Services.

For the full job description or to apply for this position (#50457), please visit our website – https://jobs.jhu.edu/job/Baltimore-Librarian-III-MD-21205/720188200/

Benefits include medical, dental, prescription drug plans, paid holidays, annual leave, sick leave, and tuition remission. JHU provides a smoke-free and drug-free workplace. EOE/AAE/M/F/D

Requirements
Master’s degree from an ALA-accredited school of library and information science.
3 years of professional library experience working in an academic health sciences or biomedical library or affiliated clinical/research environment.

Posted in Job Vacancies | Tagged Academic Library, Government Library, Law Library, Maryland, Public Library, Public Services

Five Positions: Washington, DC

Posted on April 2, 2021 by LLAM News

Position: Director of Research & Reference Services
Location: Venable LLP

Originally posted on LLSDC Job Listings.

Venable is seeking a Director of Research & Reference Services to support the firm in the creation of vision, strategy, and implementation of policies and procedures for the firm’s lawyers and allied professionals. The Director will ensure the department develops and provides business solutions for research and reference utilization that fully support internal and external client needs.

The ideal candidate will be responsible for…

- Leading firmwide team of research and reference professionals, promoting an environment of proactivity, collaboration, teamwork, and accountability.
- Directing all activities for research and reference collection development and maintenance, including the acquisition of research and reference materials and sources. Reviewing, evaluating, and recommending new research materials/resources for firm utilization.
- Developing, implementing, and maintaining policies and procedures as it relates to circulation & catalog maintenance, the firm’s internal and external loan programs, and general library practices.
- Managing research and reference budget within established firm financial policies and budget guidelines; developing a cost reduction strategy and realign tools by eliminating redundancy, maximizing the use of online versions and/or renegotiating vendor agreements.
- Overseeing maintenance of subject classifications and collection catalogs, as well as, the inclusion of new materials.
- Researching, evaluating, and advocating for emerging technologies and resources.
- Developing practice area specialties, liaise with Marketing and Business Development departments, support firm competitive intelligence research, and maintain proper risk management standards.
- Ensuring department awareness and education/training on developments in legal research, technology, information management, and other developments related to law research and reference operations.
The successful candidate will demonstrate…

- Masters level degree in Library Science (MLS, MLIS, MSI) or equivalent
- Minimum of eight years of progressive research and reference management experience, including experience managing a team of staff. Law firm industry experience preferred but not required.
- Thorough knowledge of professional research and reference science concepts, principles, and associated methodologies. Experience overseeing the research and reference collection, including developing and managing policies/procedures relating to acquisition, circulation and general maintenance of research and reference materials.
- Thorough understanding of various technology platforms used within the operations and utilization of Library resources for research and reference work, i.e. Sydney/Lucidea, LexisNexis, Westlaw, Bloomberg, etc.
- Demonstrated experience developing and managing to budgets; analyzing costs and identifying appropriate ways to mitigate increases and make best use of available resources.
- Desire to work in a collaborative manner and lead through change to ensure a cohesive and a positive results-oriented approach.
- Proven experience and strong focus on client service and responsiveness for internal and external clients.
- Experience managing vendors, negotiating contracts, and ensuring terms and service meet the needs of the organization.
- Experience developing training programs for research and reference resources.
- Experience conducting resource needs assessments and developing mid and long-range plans for maintaining a high service levels while managing costs to include the presentation of ideas and persuading others to see value of new ideas.

We are seeking candidates interested in working as part of the firm’s management team, focusing on client service; continuous learning, innovation and improvement; collaboration; and building human capital.

**Position:** Research Services Librarian  
**Location:** Perkins Coie LLP

Originally posted on LLSDC Job Listings.

Perkins Coie LLP has an immediate opening for a Research Services Librarian. This position will provide support for a very busy reference desk. Duties will include research and attorney outreach, as well as management of time billing entries and cost recovery. Additional tasks supporting Collection & Digital Services or Knowledge Management may be assigned. We operate in a centralized environment to increase consistency and efficiency, while providing the same level of excellent service to attorneys and staff in all offices. The reference librarian must have excellent customer service skills with the ability to communicate clearly and effectively with stakeholders, including attorneys and firm leadership. The ability to handle multiple complex research projects with minimal supervision, attention to detail, and strong teamwork skills are required.

Locations include Washington, DC.

See the full job description and apply at: https://perkinscoie.wd1.myworkdayjobs.com/en-US/perkinscoieexternal/job/Seattle/Librarian_R0001955

**Position:** Senior Research Analyst/Legal Researcher  
**Location:** Steptoe

Originally posted on LLSDC Job Listings.

Steptoe, an AmLaw100 firm, is seeking an experienced researcher to join its highly collaborative Research & Information Services Department. As a member of our professional research team, this position will support ongoing cases and business development initiatives, working with attorneys and staff in all firm departments. We are looking for a skilled and creative researcher—an individual with demonstrated expertise using general CALR services, specialized databases, analytic platforms, and docketing, news, and open web sources. Substantive knowledge of the law and legal bibliography is required, as are strong oral and written communication skills, including the ability to summarize and concisely deliver complex results. Other responsibilities will include providing current awareness services and participating in training programs, and knowledge initiatives. Proficiency with Microsoft Office applications and document management systems is required. Minimum qualifications include a four year degree, at least five years of substantive research experience, a JD or MLS (both degrees are strongly preferred), and a commitment to customer service. The position assumes the ability to work remotely in a fast-paced environment, both collaboratively with other researchers and individually.
The ideal candidate will be based in the firm’s DC office, but we may consider applicants who can reside in the Los Angeles, San Francisco, Chicago, or New York office.

Please send cover letter with your resume.


Steptoe is an equal opportunity employer EOE/AA/Minority/Female/Disability/Veteran. All inquiries will be held in strict confidence. We strongly encourage qualified women, minorities, Veterans, individuals with disabilities, and members of the LGBTQ+ community to apply.

**Position:** Analyst in Financial Economics (Financial Technology)
**Location:** Library of Congress
**Salary:** $103,690 to $134,798

Full vacancy announcement available on USAJOBS.

**Summary**
The Congressional Research Service (CRS) Government and Finance Division seeks an Analyst in Financial Economics (Financial Technology) to join its Banking, Insurance, Securities, and Macroeconomic Policy Section. The analyst will serve the United States Congress by providing in-depth research and analysis on policy issues pertinent to U.S. financial markets, financial regulation and financial technology, and may support research analyses undertaken throughout CRS.

**Responsibilities**
The ideal candidate will have experience that blends a broad understanding of economics and public policy with detailed knowledge of U.S. financial markets and financial regulation, particularly financial technology, cybersecurity, securities regulation and related financial markets and industries. The successful candidate will demonstrate their ability to link knowledge of these principles and policies with each step of the legislative process. Strong writing, research, data analysis, and presentation skills are essential, as is the ability to work on a collaborative team.

Candidates with experience explaining principles, practices, and legislative options related to policy issues pertinent to U.S. financial markets, financial regulation, and financial technology in terms that resonate with audiences without their level of expertise and/or providing sophisticated economic analysis to congressional staff and Members are encouraged to apply. Preferred candidates will possess expertise in financial technology relating to securities markets and their regulation, but may support research analyses undertaken in other related issue areas throughout 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 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.

Analyst duties include:

Preparing a variety of objective, non-partisan analytical studies and descriptive background reports, memoranda and other written materials on subjects or public policy issues of national significance that are within the employee’s area of professional knowledge.

Providing personal consultation and assistance to congressional committees, Members and staff on public policy issues throughout the legislative process by providing information and analysis, and applying professional subject-area knowledge.

Participating in CRS seminars, workshops, and/or outreach programs for congressional committees, Members and staff.

Participating in or leading team research projects and seminars.
Locating and providing information requested by Members and committees of Congress and their staff.

The analyst is also expected to develop over time the skills necessary to provide public policy and legislative analysis and consultation to congressional committees, Members, and staff at increasingly sophisticated levels.

**Position:** Analyst in Small Business and Economic Development Policy  
**Location:** Library of Congress  
**Salary:** $103,690 to $134,798 per year

Full vacancy announcement available on USAJOBS.

**Summary**  
The Congressional Research Service (CRS) Government and Finance Division seeks an Analyst in Small Business and Economic Development Policy to join its Federalism and Emergency Management Section. The analyst will serve the United States Congress by providing in-depth research and analysis on policy issues pertinent to small business and economic development, federal contracting preferences, business development, and technical assistance programs, and may support research throughout CRS.

**Responsibilities**

The ideal candidate will have experience conducting applied analysis that blends a background in economic development policy with detailed knowledge of small business development programs and principles, including federal contracting preferences. State and/or local planning experience and expertise connecting this experience to federal policy and programs is preferred. Specifically, the successful candidate will demonstrate their ability to link knowledge of these principles, policies, and programs with each step of the legislative process. The successful candidate will demonstrate the ability to draw from a multidisciplinary background to provide rigorous policy analysis for some of the most complex issues for Congress. Strong policy research, writing, and presentation skills are essential, as is the ability to work as part of a collaborative team. Candidates with experience explaining complex policies, programs, and economic principles in terms that resonate with audiences without their level of expertise are encouraged to apply.

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

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

**Analyst duties include:**

Preparing a variety of objective, non-partisan analytical studies and descriptive background reports, memoranda and other written materials on subjects or public policy issues of national significance that are within the employee’s area of professional knowledge.

Providing personal consultation and assistance to congressional committees, Members and staff on public policy issues throughout the legislative process by providing information and analysis, and applying professional subject-area knowledge.

Participating in CRS seminars, workshops, and/or outreach programs for congressional committees, Members and staff.

Participating in or leading team research projects and seminars.

Locating and providing information requested by Members and committees of Congress and their staff.

The employee is also expected to develop over time the skills necessary to provide public policy and legislative analysis and consultation to congressional committees, Members, and staff at increasingly sophisticated levels.
Four Positions: Washington, DC

Position: Library and Research Supervisor – LAC Group
Location: Washington DC metro Area

Originally posted on LLSDC Job Listings.

LAC Group is seeking a Library and Research Supervisor for a prestigious law firm located in the Washington DC metro area. The Library and Research Supervisor position will be responsible for managing the research staff as well as providing research and reference to all areas of the firm. They will also be responsible for training and evaluating information resources. This is a full-time, benefitted position.

RESPONSIBILITIES

- Manage the DC office and virtual staff in the areas of research, reference and knowledge services.
- Utilize research databases, print materials and online resources to fulfill requests from attorneys and staff.
- Research and evaluate new information resources tools and services.
- Monitor, coordinate and complete internal research requests throughout the Firm.
- Train and provide research and library services orientation to Firm’s attorneys and staff.
- Coordinate, monitor and update information for the Firm’s websites.
- Assist in developing departmental budget and monitoring invoices and vendor payments.
- Assist Department Manager in staffing decisions including sourcing, interviewing and selection of candidates.

QUALIFICATIONS

- At least 2+ years of library research supervisor experience in a law firm environment or similar is strongly preferred.
- At least 4 years of experience as a senior law or research librarian is required.
- An MLIS from an accredited university is required.
- Strong knowledge of research tools including Lexis, WestLaw, Bloomberg Law, Cheetah, etc. is required.
- Experience with Knowledge Management, legal research, reference and web page authoring is required.

To apply, visit: https://lac.gp/3lPinaE

Position: Technology Services Librarian
Location: U.S. Courts
Salary: $58,189 to $113,362 per year

Full vacancy announcement available on USAJOBS.

Summary
The Circuit Library of the D.C. Circuit is comprised of one headquarters library located in Washington, D.C.

Responsibilities
The Technology Services Librarian provides technical, operational, and customer service support in the equally weighted functions of legal resources procurement, cataloging, information discovery, creation of digital repositories, evaluation and implementation of emerging technology products, and creation of both traditional and innovative interactive user services, for the purpose of maintaining a well-organized and accessible court library system in the circuit. The Circuit Library serves the judges, law clerks, and court executives for the U.S. Court of Appeals, the U.S. District Court, U.S. Bankruptcy Court, and appellate offices. This is a full-time, permanent position.

Major Duties
Manages subscriptions and prepare orders for the purchase of materials, based on collection development decisions of the Circuit Librarian. Catalogs and classifies materials utilizing the Library of Congress classification system. Resolves acquisition issues and coordinates with vendors. Monitors the library’s SirsiDynix Integrated Library System to ensure the integrity of the system’s data and the timely generation of accurate reports. When necessary, manages periodic system upgrades and troubleshoots occasional system errors. Adopts and maintains discovery systems. Improves user discoverability, staff usability, and intelligent collection development statistics. Builds interactive experiences through websites, mobile apps, branded email, and electronic and physical newsletters. Creates digital repositories. Creates and manages metadata for digital collections. Maintains current awareness of new and emerging technology resources to support the research and procurement functions of the Circuit Library. Evaluates emerging technology and electronic products (including value of content, usability, and technical requirements) and makes recommendations to the Circuit Librarian. Assists the Circuit Librarian in the delivery of digital services to all library users and library staff. Advises in all aspects of digital delivery needs, objectives, and capabilities. As assigned by Circuit Librarian, directs special digital projects, which includes addressing any unique issues related to digital products and services. In consultation with the Circuit Librarian, assists with the library’s intranet presence for the circuit. Provides advice on the development of judiciary-wide policies by serving on various working groups and/or focus groups. Assists the Circuit Librarian with designing and managing the library’s current awareness services. Performs all other tasks as assigned by the Circuit Librarian.

**Position:** Librarian (Reference)
**Location:** Library of Congress
**Salary:** $60,129 to $78,167 per year

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

**Summary**
This position is locate in the Reference Section, Serial & Government Publications Division, General & International Collections Directorate, Library Services. The Serial and Government Publications Division serves as a primary access point for a wide variety of serial collections and is responsible for the development and management of its custodial collections.

The position description number for this position is 132599.

This is a non-supervisory, bargaining unit position.

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

Provides in-person reference service in a reading room, and responds to telephone, written and Internet requests. 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 in order to provide informed referrals. Assists patrons with specialized collections in the Newspaper & Current Periodical Room under the direction of senior staff.

Provides basic legal and legislative reference services utilizing on-line and in-print resources. Inquiries are received by telephone, in person, or in writing. Identifies primary and secondary source legal information relative to United States federal and state legal and legislative proposals utilizing finding aids, on-line services, general and government publications, catalogs and directories.

Reviews a variety of brochures, catalogs, journals, and other sources of items for possible acquisition in order to develop collections in areas by subjects, publication format or geographic responsibility. Uses standard methods, techniques, concepts, and principles to perform assignments, which may involve materials in multiple languages and formats.

Assists senior reference staff in determining the quality and usefulness of collection materials. Makes recommendations to fill in gaps in custodial collections. Assists in developing strategies for the organization, storage, preservation and regulations governing use and handling of custodial 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. Orains users and explains procedures and regulations governing use and handling of materials.

Assists in the management of a limited size law collection within a larger library, such as legal research materials on federal laws, business and economics, or public administration; or a contractor reading room.

Participates in the formulation of plans for collection development limited to developing factual data, such as usage statistics for certain journals or books. Provides assistance in investigating minor library collections problems issues, or questions to recommend solutions or courses of action, such as recommending alternative titles to and the removal of titles from assigned portions of the Law Library reference collections.

Assists in preparing research guides and finding aids on specific topics of recognized client interest using standard search strategies. Provides reference and research services of limited technical complexity where needs are determined easily from interviews and written requests. Reviews the professional literature and reference guides, and makes recommendations for additions to the reading room reference collection and for library-wide licensed databases applicable to newspaper1 periodical, or government document reference service.

Performs other duties as assigned.

Position: Analyst in Industrial Organization and Business (Industrial Innovation)
Location: Library of Congress
Salary: $103,690 to $134,798 per year

Full vacancy announcement available on USAJOBS.

Summary
The Resources, Science and Industry Division of the Congressional Research Service is seeking an Analyst in Industrial Organization and Business. The analyst will cover industrial processes focusing on advanced manufacturing. The candidate should understand all facets of these areas including the manufacturing sector and related federal policy concerns. The ideal candidate will demonstrate ability to develop expertise in new areas.

Responsibilities
The analyst will cover industrial processes focusing on advanced manufacturing. The candidate should understand all facets of advanced manufacturing and the manufacturing sector and related federal policy concerns. The ideal candidate will demonstrate ability to develop expertise in new areas.

This position requires the ability to utilize analytical methods and techniques to analyze policy issues for the U.S. Congress. Applicants should be comfortable with quantitative approaches in research and familiar with industrial processes with an emphasis on advanced manufacturing and related federal policy concerns. Strong writing and presentation skills, including the ability to synthesize complex analyses into easy-to-understand language for a non-technical audience, are required.

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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.

Analyst duties include:

Preparing a variety of objective, non-partisan analytical studies and descriptive background reports, memoranda and other written materials on subjects or public policy issues of national significance that are within the employee’s area of professional knowledge.

Providing personal consultation and assistance to congressional committees, Members and staff on public policy issues throughout the legislative process by providing information and analysis, and applying professional subject-area
Participating in CRS seminars, workshops, and/or outreach programs for congressional committees, Members and staff. Participating in or leading team research projects and seminars.

Locating and providing information requested by Members and committees of Congress and their staff.

The employee is also expected to develop over time the skills necessary to provide public policy and legislative analysis and consultation to congressional committees, Members, and staff at increasingly sophisticated levels.

One Position: Washington DC

Posted on March 24, 2021 by LLAM News

Position: Library Technician (Digital)
Location: Reformatting Projects Sections, Preservation Services Division, Preservation Directorate, Library Services, Library of Congress, Washington, DC
Salary: $44,237 to $57,506

Full vacancy announcement available on USAJOBS.

Summary
The primary purpose of this position is to serve as a digital library technician. This position is located in the Reformatting Projects Sections, Preservation Services Division, Preservation Directorate, Library Services. This is a non-supervisory, bargaining unit position. The position description number is 306765

Responsibilities
Performs arrangement and description work in a limited body of records that describe digitized materials. Assesses the correctness of item entries in different fields and makes corrections as needed. Identifies duplicate entries. Copies records when needed. Creates new records or modifies existing records as appropriate. Consults with senior staff on a regular basis when correcting or significantly altering database entries.

Performs initial searching functions to locate and identify materials. Conducts searches on a limited variety of bibliographic files to identify and locate titles, editions, pages, serial volumes and issues, and reformatted versions in the Library and in other institutions.

Applies knowledge of a limited range of library rules, procedures, and operations to respond to a more routine range of standard library collection maintenance issues. Prepares, organizes, and collates collection materials as necessary for digitization and processes the digital files produced as needed so that they may be included in digital projects. May physically transport collection materials between custodial divisions, conservation offices, scanning operations, and/or contractors. As required, digitizes library materials using scanners or digital cameras according to specifications provided. Receives computer files representing digitized items and files containing associated metadata and places in appropriate locations on servers. Checks files representing digitized items against established quality standards prior to acceptance. Where files fail to meet such standards, documents problems and works with senior staff to request rework.

Completes a sequence of detailed routines in searching online databases. Uses search tools in a variety of online databases that have different search interfaces and protocols. Follows a limited number of applicable instructions concerning the recognition and comparison of dates, authors, titles, filenames, directory structures, and other conventions. Determines whether records describe items in hand or items represented by digital files. Assists in the implementation of
digital projects as assigned by senior staff. Creates and updates data in in-house databases for digital project production. Regularly consults senior staff when record inconsistencies are noted.

Performs other various duties as assigned.

Posted in Job Vacancies

Two Positions: Maryland

Posted on March 24, 2021 by LLAM News

Position: Emerging Technologist
Location: Administrative Offices – Towson, Baltimore County Public Library
Salary: $36,230-$56,214

Originally posted on the Maryland Library Association listserv.

Job Code: 2021-324
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 Administrative Offices staff may be required to work evenings, Saturdays and Sundays throughout the year as a part of the normal work schedule.

Job Summary:

- Conducts research on current and emerging technologies to make recommendations to Virtual and Media Services Manager for evaluation of future services for customers.
- Collaborates with Virtual Services Coordinator, the Virtual and Media Services Manager, and the Planning and Project Manager to address gaps in library services relating to digital equity of constituents.
- Updates and maintains emerging technology equipment used in assisting customers in achieving technology education equity, such as: 3D printers, laser cutters, library robots, gaming laptops, soldering gear, Raspberry Pis, etc., and other items not supported by the County’s Office of Information Technology.
- Provides training for both internal and statewide library staff on basic trouble shooting and maintenance of emerging and other library technology equipment that is housed at branches or library makerspaces, such as: VR stations, Xboxes, Playstations, 3D printers, Cricut machines, etc.
- Collaborates with Media Services staff to research and maintain new equipment and software including drones, improvements for the sound both, and augmented reality asset creation.
- Conducts Artificial Intelligence research and provides trainings, both internally and externally on the use of this technology and its impact for library systems and customers.
- Collaborates with Emerging Technology Specialist in conducting research and provides information to department on traditional technologies that may help resolve customer technology issues, including easy-to-use smartphones, setting adjustments that would promote simplified use of mobile and PC OS operation.
- Conducts research and provides input into the use of library robots in helping staff and customers navigate difficult social/emotional situations, programs library robot to complete tasks relevant to education.

Job Requirements:

- Must have an Associate’s degree and a minimum of five (5) years of experience or Bachelor’s degree and minimum of three (3) years of experience.
- Related degree should be in Library and Information Science, Education, Technology, Engineering, or similar field.
• Must be able to maintain and repair a wide array of technology gear, must learn new platforms quickly.
• Working knowledge of JavaScript, C++, Python, and/or other programming Languages typically used in emerging technology environments.
• Experience troubleshooting and fixing delicate electronics.

**Position: Library Aid**  
**Location: Air Force District of Washington, Andrews Airforce Base, MD**  
**Salary: $11.75 to $11.75**

Full vacancy announcement available on USAJOBS.

**Summary**

**About the position:**  
This position will be assigned to the Library at Joint Base Andrews, MD 20762.

**Physical Effort:**  
Work requires some physical exertion such as long periods of standing; recurring activities such as bending, crouching, stooping, stretching, and reaching.  
Must be physically able to frequently lift boxes of up to 40 pounds.  
Must be able to reach up to 72 inches with or without the assistance of a step stool.

**Responsibilities**

Shelves books, magazines, and other library materials ensuring all materials are reshelved in correct order. Reviews the library collection to ensure library materials are maintained in correct order in their assigned areas. Checks condition of books in designated areas, removes obsolete/damaged materials for review by a librarian, and performs minor mending.  
Processes new, rebound, and reconditioned library materials for circulation and reference according to established procedures. Assists with annual inventory of collection. Assists with automated and manual circulation duties, registering and deleting customers, charging and discharging library materials, taking requests for reserves and interlibrary loans, and checking to ensure those requests are filled. Assists with processing overdues. Explains library rules to users and ensures that users observe library rules. Assists users in locating books and information using the Integrated Library System (ILS), online databases and other Internet resources and on the shelves, referring difficult questions to lead technician or librarian. Performs routine clerical tasks such as answering the telephone, taking messages, and referring callers or visitors to the appropriate staff member.

Posted in **Job Vacancies**

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**Six Positions: Washington, DC**

Posted on **March 19, 2021** by **LLAM News**

**Position: Technology Services Librarian**  
**Location: United States Courts of the District of Columbia Circuit**

Originally posted on **LLSDC Job Listings**.

The Circuit Library of the D.C. Circuit is comprised of one headquarters library located in Washington, D.C. The Technology Services Librarian provides technical, operational, and customer service support in the equally weighted functions of legal resources procurement, cataloging, information discovery, creation of digital repositories, evaluation and implementation of emerging technology products, and creation of both traditional and innovative interactive user services, for the purpose of maintaining a well-organized and accessible court library system in the circuit. The Circuit Library serves the judges, law clerks, and court executives for the U.S. Court of Appeals, the U.S. District Court, U.S. Bankruptcy Court, and appellate offices. This is a full-time, permanent position.
Representative Duties

- Manages subscriptions and prepare orders for the purchase of materials.
- Catalogs and classifies materials utilizing the Library of Congress classification system.
- Resolves acquisition issues and coordinates with vendors.
- Monitors the library’s SirsiDynix Integrated Library System to ensure the integrity of the system’s data and the timely generation of accurate reports. When necessary, manages periodic system upgrades and troubleshoots occasional system errors.
- Adopts and maintains discovery systems.
- Improves user discoverability, staff usability, and intelligent collection development statistics.
- Builds interactive experiences through websites, mobile apps, branded email, and electronic and physical newsletters.
- Creates digital repositories.
- Creates and manages metadata for digital collections.
- Maintains current awareness of new and emerging technology resources to support the research and procurement functions of the Circuit Library.
- Evaluates emerging technology and electronic products (including value of content, usability, and technical requirements) and makes recommendations.
- Assists in the delivery of digital services to all library users and library staff. Advises in all aspects of digital delivery needs, objectives, and capabilities. Assists with special digital projects, which includes addressing any unique issues related to digital products and services. Assists with the library’s intranet presence for the circuit.
- Provides advice on the development of judiciary-wide policies by serving on various working groups and/or focus groups.
- Assists with designing and managing the library’s current awareness services.
- Performs all other tasks as assigned by the Circuit Librarian.

Required Qualifications

CL-27: Applicants must have an MLS/MLIS from an ALA accredited library school and a minimum of three years of progressively responsible and successful law library experience, including at least one year equivalent to work at CL-27.

CL-28: Applicants must have an MLS/MLIS from an ALA accredited library school and a minimum of five years of progressively responsible and successful law library experience, including at least one year equivalent to work at CL-28.

- A comprehensive understanding of library operations and systems, including OCLC and SirsiDynix ILS or a similar integrated library system.
- Experience in library technical services.
- Knowledge of current cataloging principles and best practices.
- Knowledge of legal research resources and legal bibliography. Familiarity with Westlaw, Lexis, Bloomberg Law, and other digital resources.
- Knowledge of discovery products and other digital products relevant to the successful operation of a law library.
- Excellent analytical skill, oral and written communication skills, strong interpersonal skills, and a committed customer-service orientation.
- Effective training skills, utilizing both virtual programs and in-person training techniques.
- Experience working with web design and electronic publishing software.

Desirable Qualifications

- A second degree or certification in computer programming, web design, graphic design, or any other related technical area.
- Knowledge of the federal judiciary’s financial accounting system (JIFMS)

Conditions of Employment

- Applicants must be a United States citizen or eligible to work in the United States. Employees of the federal courts are excepted service appointments. Excepted service appointments are “at will” and may be terminated with or without good cause by the Court. All applicant information is subject to verification. The candidate selected for the position will be hired provisionally pending the results of a background investigation. Direct deposit of pay is required. Information about benefits is available at http://www.uscourts.gov/careers/benefits.

Position: Librarian (Technical Services)
Location: Government Publishing Office
Salary: $60,129 to $113,362 per year

Full vacancy announcement available on USAJOBS.
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.

This position is located in Library Services and Content Management (LSCM), Library Technical Services (LTIS).

Additional vacancies may be filled through this announcement.

Responsibilities

- Life cycle management of Federal Government publications: performs a wide variety of technical services tasks associated with all aspects of life cycle management of government information within LTS.
- Work specifically requires the incumbent to learn workflows including processes and procedures associated with content acquisitions, bibliographic control, library technical services support, serials management and quality control.
- Content Acquisitions: identifies appropriate Federal Government information resources (monographs, serials, and other formats) to be acquired for all Programs in LSCM.
- Performs outreach functions, including contacting agencies and monitoring agency Web sites, in order to identify, acquire and process Federal Government information products.
- Catalogs U.S. Government publications in tangible and electronic formats. In doing so, incumbent performs original and derived (copy cataloging) to include descriptive and subject cataloging, PURL assignments, and archiving tasks.
- Performs classification of acquired information products using the Superintendent of Documents classification system and assigns Federal depository item numbers for Federal Depository Library acquisitions purposes.
- Uses knowledge of library technical service processes to make contributions to improve library technical services (LTS) operations.
- Serials Management: identifies information products that are serials and processes accordingly.
- Under direction of the Administrative Librarian for Serials, works to resolve routine problems in serials control involving bibliographic records and holdings.
- Customer Outreach: handles inquiries from libraries in the FDLP via Ask-GPO by researching and answering questions concerning issues related to acquisitions, cataloging, serials control and information product processing.
- Perform Team Assignments: serves on cross-organizational teams and works on projects and tasks assignments related to application/tool development, quality control and business process improvement initiatives.

Position: Supervisory Librarian (Head, Loan and Reader Registration Section)
Location: Library of Congress
Salary: $122,530 to $159,286 per year

Full vacancy announcements available on USAJOBS.

Summary
This position is located in the Loan and Reader Registration Section, Researcher and Reference Services Division, General and International Collections Directorate, Library Services.

The position description number for this position is 400742.

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-13 level. Provides administrative and technical supervision relative to the staff supervised. Plans work to be accomplished by subordinates, set and adjust 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.

Plans, establishes, and directs library programs such as collection development, reference, and research. Serves as an expert in managing general reference and research methodology to effectively and efficiently provide information services to a diverse and demanding clientele. Manages the Reader Registration Team and supervises the Loan Team with the responsibility of overseeing Interlibrary Loan and service to Congress.

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 agency, both domestic and international to resolve reference issues. Keeps abreast of new developments in reference and in scholarly methods, techniques, resources, and concerns.

Reports orally and in writing to the Chief on new trends in reference and scholarship, and recommends changes or improvements in the Library’s services to its users. Provide research services for users that involve not only directing the user to information sources, but also locating and evaluating the information itself. Activities require substantial depth of analysis to access information. Serve as an arbiter of policies and regulations concerning the reading room. Provide technical expertise in a specific area or on operational procedures.

Serves as a principal liaison for the organization at professional conferences, seminars, and exhibits. Initiates, establishes, and maintains professional relationships with scholars and academicians, librarians and other information specialists in order to share resources and information. Represents the Division in security planning that affects Division reading rooms. Provides consultative services with respect to use of informational services and products.

Plans and manages complex projects related to modernization of two major Library-wide systems called ILLiad/OCLC WorldShare and Reader Manager, working closely with senior staff in other service units such as OCIO. Serves as the principal contact and automation leader for two agency-wide systems. Reviews and edits the contract and implements upgrades on behalf of the 15 divisions that lend collection materials to other libraries. A recognized national expert in this field, the position manages the Reader Manager and represents 15 divisions with reading rooms; coordinates with senior IT staff and security contractors. Contributes to the IT Contingency Plan used to maintain access to the Reader Registration system.

Position: Conservator (Paper)
Location: Library of Congress
Salary: $60,129 to $78,167

Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Paper Conservation Section, Conservation Division, Preservation Directorate, Library Services.

The position description number for this position is 253063.

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
Serves as a conservation specialist in paper conservation. Responsible for most aspects of conservation treatment on a limited range of library materials with basic conservation needs that could display some degree of complexity.
Demonstrates a growing knowledge, and continued development of highly refined manual skills and judgment concerning conservation treatment.

Assesses specific types of collections that have been designated by senior conservation staff to be surveyed for their preservation needs. Examines collection items to determine their condition and composition. Establishes written and photographic documentation of the object condition prior to treatment and drafts written treatment proposals for review by supervisor. Works in collaboration with senior staff to solicit and receive custodial division’s agreement on treatment proposal and later variance(s).

In the course of examination and treatment, performs specific chemical tests and analytical techniques under the guidance of senior conservation staff to identify and/or determine condition and composition of materials used in the composition and manufacture of library materials. Implements newly developed conservation treatment techniques if existing treatment options do not address the condition of the artifact sufficiently and reports results to the supervisory conservator. Interprets and incorporates the results of testing and analysis in condition reports and treatment plans based on an understanding of the chemistry of the materials and history and technology of their manufacture.

Participates in larger conservation or preservation efforts, including projects that involve other Division staff members, Preservation Directorate staff, interns, and volunteers, as well as representatives from custodial units, with varying skill and knowledge levels. Assists conservation liaisons to custodial units to assess short-term and long-term collection conservation needs and in the implementation of the annual work plan.

Provides data regarding production and other services to Supervisory Conservator in an continuing effort by the Conservation Division and the Preservation Directorate to provide information to the custodial units, the Library of Congress, members of Congress, and the public.

**Position:** Supervisory Digital Projects Specialist  
**Location:** Library of Congress  
**Salary:** $122,530 to $159,286 per year

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

**Summary**  
This position is located in the Digital Conversion Team, Digitization Services Section, Digital Collections Management and Services Division, Digital Services Directorate, Library Services.

The position description number for this position is 169139.

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**

Candidates should have knowledge of international trade and finance, familiarity with the research process, and knowledge of the research materials and tools used in social science research.

Candidates must be able to work as part of a collaborative team and must exhibit the intellectual flexibility and broad research skills set that facilitate effective work across a wide spectrum of international trade and finance issues.

Illustrative programs of study include economics, public policy or related discipline with coursework in international trade and finance or equivalent work experience.

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.
Duties include:

- Reviewing and evaluating professional journal articles, agency documents, and other analyses for authoritativeness, relevance, and currency. Preparing abstracts of these descriptive and/or analytical materials, summarizing their key findings, methodologies employed, and other relevant information.
- Participating in group efforts on research projects as a member of a collaborative team and undertaking research and data analytical tasks in support of the development of an array of analytical and descriptive products or components. Illustrative tasks might include: tracking congressional hearings and bills in specific areas; culling, synthesizing, and tracking state policies; fact checking and other quality control; building and maintaining a database of (specific) program authorizations and appropriations; and, for active legislation, developing and managing a database of amendments and conference documents.
- Preparing materials for use at consultations, briefings, and seminars for congressional clients. Attending consultations, briefings, seminars, and outreach activities to gain familiarity with CRS’s information and analytic capabilities, recording questions, gauging audience engagement, and capturing audience suggestions for future sessions.
- Creating and populating databases and spreadsheets, reformatting and standardizing data from different sources, and performing data input, calculations, and analysis. Training colleagues and/or instructing staff on the content, nature, and use of division data resources.
- Formatting a range of tables, graphs, images, and other insertions to CRS products, reviewing and verifying this content for accuracy and completeness. Updating statistics in CRS reports or other general distribution products. Recommending quality control procedures and making suggestions to improve and enhance these insertions to CRS products.
- Locating, extracting, collecting, and/or compiling quantitative data and other information; evaluating data for accuracy, relevance, authoritativeness, and usefulness; in some cases, cleaning and manipulating quantitative data through programming using SAS, STATA, or Excel.

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 tour of duty for this position is full-time.

The position description number for this position is 308062.

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.

**Position:** Research Assistant, International Trade and Finance  
**Location:** Library of Congress  
**Salary:** $49,157 to $63,906 per year

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

**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 International Trade and Finance (IT) 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
The Resources, Science and Industry Division of the Congressional Research Service is seeking an Analyst in Natural Resources Policy. The analyst will possess knowledge of the science, theories, concepts, principles, issues, and/or practices of risk reduction and resilience policy related to natural hazards, such as drought, wildfire, coastal and inland flooding, extreme weather, and/or earthquakes. This includes knowledge of the science, technological approaches, history, trends, and current status of natural resources policy, with a focus on risk reduction and resilience from natural hazards, and interrelationships of federal programs and policies with the positions of key state, industry, academic, and nongovernmental stakeholders. The ideal candidate will demonstrate ability to develop expertise in new areas.

This position requires the ability to utilize analytical methods and techniques to analyze policy issues for the U.S. Congress. Applicants should be comfortable with quantitative approaches in research, able to identify implications of scientific data and draw appropriate conclusions, and familiar with policy related to issues of risk reduction and resilience related to natural hazards. Strong writing and presentation skills, including the ability to synthesize complex analyses into easy-to-understand language for a non-technical audience, are required.

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.

Analyst duties include:

Preparing a variety of objective, non-partisan analytical studies and descriptive background reports, memoranda and other written materials on subjects or public policy issues of national significance that are within the employee’s area of professional knowledge.

Providing personal consultation and assistance to congressional committees, Members and staff on public policy issues throughout the legislative process by providing information and analysis, and applying professional subject-area knowledge.

Participating in CRS seminars, workshops, and/or outreach programs for congressional committees, Members and staff.

Participating in or leading team research projects and seminars.

Locating and providing information requested by Members and committees of Congress and their staff.

The employee is also expected to develop over time the skills necessary to provide public policy and legislative analysis and consultation to congressional committees, Members, and staff at increasingly sophisticated levels.

The tour of duty for this position is full-time

The position description number for this position is 4748.

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.

Applicants who are referred for interview will be required to submit a completed OF-306, Declaration for Federal Employment.
Four Positions: Washington, DC

Posted on March 17, 2021 by LLAM News

Position: Electronic Services Librarian
Location: Bryan Cave Leighton Paisner, Washington, DC

Originally posted on LLSDC Job Listing.

POSITION OVERVIEW

Under the direction of the Senior Research Technology Manager, the Electronic Services Librarian is responsible for supporting firm access to electronic resources, including research request database support, resource and connectivity troubleshooting, online usage statistics analysis, and current awareness processes. This position also develops and supports standardized processes involving the evaluation of new technology by researchers and appropriate internal groups, and identifies the devises improved protocols establishing and maintaining electronic services workflow operations.

Responsibilities

- Primary responsibility for upkeep and troubleshooting of Quest research request database, and serves as liaison with Quest technical support and internal IS as issues arise
- Utilizing Quest, gathers statistics and creates reports in order to determine trends in the usage of resources in order to support digital collection decision-making and identify training opportunities
- Using SharePoint, edits, builds, and maintains format and content of L&RS pages on firm intranet (Connexus), including organizing and enhancing practice specific content pages, developing more self-service functions using the L&RS pages and ensuring resource awareness; collaborates with members of the global team in this effort as well
- Monitors functionality of content on Westlaw and Lexis’ e-libraries residing on intranet; with input from the research team, works directly with the vendors to ensure content is added or modified as needed
- Looks for opportunities for and adds APIs to knowledge systems in order to increase efficiencies; conducts due diligence on APIs to ensure compatibility with internal systems
- With input from the Senior Technology Systems Manager, establishes and standardizes current awareness processes/procedures, setting up alerts for news, litigation, legislation, etc in support of attorneys’ ongoing information needs; monitors and curates alerts utilizing news aggregators and other tools, working and coordinating related to this effort with designated global team members; works with Research Specialist on any issues related to access
- Serves as liaison to NewsDesk and InfoNgen technical support and partners with internal IS on system improvements and issues related to current awareness tools
- Works with Senior Operations Manager to gain proficiency with the Research Monitor (RM) internet tracking tool and serves as partner in monitoring and reporting usage; runs reports on usage trends; assists with establishing mobile functions of RM and rollout
- Serves as liaison with vendor technical support and internal IS support
- Keeps current on new technologies and applications; communicates to Senior Research Technology Manager on any that may be of interest to Firm to support practices
- Schedules periodic testing and updating of links to e-resources; coordinates testing of new electronic information products with research team and other appropriate groups
- Participates in LRS team meetings and calls
- Establishes goals supporting the L&RS vision
- Assists with broader knowledge management initiatives as needed
- Performs other duties as assigned

Essential Job Specifications/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.

- Expertise in the use of MS Word, Excel, and Outlook
- Proven experience with process improvement and/or project management
- Demonstrated knowledge of a variety of electronic information resources (databases, internet, e-books) and print resources
- Facility with SharePoint
- Facility with technical aspects of research request managers
- Facility with statistical reporting
- Knowledge of basic legal research processes
- Familiarity with online legal research platforms: Lexis-Nexis, Westlaw, Bloomberg Law, and Wolters Kluwer’s Cheetah
- Ability to deal professionally and communicate clearly and concisely both orally and in writing with internal and external clients on all levels
- Excellent organizational skills including ability to organize large amounts of electronic data and to make this data easy to search, retrieve, export and report from
- Well-developed analytical and resourceful problem solving abilities
- Proven ability to pay close attention to detail essential
- Must be highly motivated, possess the ability to work independently and as part of a team with both local and geographically diverse staff
- Must be flexible enough to adjust to changing projects and priorities
- Requires the ability to regularly report to work on the days and times scheduled

Travel

No travel is required for this position.

Education/Experience/Certification

- Master’s degree or equivalent required
- Minimum two (2) years’ experience with online reference and/or information systems, preferably in a law library
- Law firm library experience a plus.

Benefits

BCLP offers eligible employees a comprehensive benefits package that includes medical, dental and vision insurance coverage, life insurance, and retirement plans. We also provide eligible employees flexible time off plans including paid Parental leave, Paid Time Off (PTO), and paid holidays.

Position: Research & Knowledge Supervisor
Location: Skadden, Arps, Slate, Meagher & Flom LLP, Washington, DC

Originally posted on LLSDC Job Listing.

Skadden is seeking a Research & Knowledge Supervisor to join our Research & Knowledge Services team in the Washington, D.C. office. As a member of Skadden’s professional staff, the Research & Knowledge Supervisor will play an integral role in helping the firm provide high-quality service to clients.

ESSENTIAL FUNCTIONS:

- Supervises the daily activities of the Washington, DC office R&KS professional staff both in the office and remotely.
- Provides cost effective research services using databases, print sources, and outside sources.
- Contributes to development and organization of research materials in the R&KS department.
- Evaluates new and updated versions of online and print information resources.
- Perfects research skills using online and print sources, incorporating new technology.
- Develops information network within and outside the Firm.
- Monitors requests during off hours and coordinates with professional staff in all offices to complete pending requests.
- Uses workflow software for the distribution and recording of research and KM requests.
- Educates attorneys and professional staff about R&KS department services.
- Conducts department orientation for new and lateral attorneys.
- Works with Knowledge Strategy Counsel to select, maintain and update content for practice area websites.
- Keeps attorneys aware of new developments in their practice areas.
- Coordinates the payment of invoices for products and services for the Washington, DC R&KS operations. Assists Manager in developing and monitoring the department budget.
- Ensures current knowledge of Firm policies and practices for professional staff, current knowledge of industry trends, and continued professional development for professional staff.
- Ensures appropriate professional staffing levels for R&KS department. Participates in the interviewing, selection and training process for department professional staff on industry-specific and department processes.
- Recommends and implements changes and improvements in methods and procedures for higher level management.
- Monitors professional staff time, attendance, and expense reports to ensure accuracy and compliance with Firm policies.
- Recommends and participates in disciplinary procedures in collaboration with the department Manager and Human Resources.
- Effectively utilizes the Firm’s performance management process to communicate performance expectations, monitor performance, coach employees, and manage unsatisfactory performance.
- Effectively addresses and resolves work-related problems and/or conflicts that arise among the department professional staff.
- Communicates departmental guidelines and procedures.
- Performs other related duties as assigned.

Qualifications

- Current knowledge of research and KM best practices, trends and techniques.
- Thorough understanding of legal, business and related information sources.
- Expertise using online research systems including: Deal Point Data, Securities Mosaic, ThomsonOne, LexisNexis, Westlaw Edge, Bloomberg Law, Cheetah, Intelligize, Fastcase, PLI, etc.
- Working knowledge of integrated library systems.
- Proven ability to use web page authoring tools.
- Ability to effectively supervise others and employ coaching and problem-solving techniques.
- Ability to administer Firm policies and procedures.
- Knowledge of relevant firm computer software programs (e.g., Outlook, Excel, PowerPoint), with the ability to learn new software and operating systems.
- Flexibility to adjust hours and work the hours necessary to meet operating and business needs.

Experience/Education

- Master's Degree in Library Science or an equivalent combination of education and experience.
- Minimum of six years related experience in a legal or corporate information center with a minimum of two years supervisory or leadership experience.

Skadden is an Equal Opportunity Employer (Disability/Vet/other protected categories). For more information, please visit Skadden.com/careers.

Apply at this link: https://www.skadden.com/careers/staff/opportunities/washington-dc/research-and-knowledge-supervisor#main-content

Position: Law Librarian
Location: LAC Group for FMSHRC, Washington, DC

Originally posted on LLSDC Job Listing.

LAC Group is seeking a Law Librarian with experience performing research in the fields of mining and administrative law, including Federal and administrative cases, statutory and regulatory law, legislative and regulatory history, and other areas and related topics impacting the work of the Federal Mine Safety and Health Review Commission (FMSHRC). The Librarian will be responsible for maintaining the Library’s SharePoint site, providing specialized reference services, maintaining and developing the digital and physical collections, training and educating staff, and collaborating with the
Library Committee. This is a part time position (24 hours a week) and will initially be performed remotely due to COVID restrictions, but later work will be performed onsite at the downtown DC office.

Responsibilities:

- Provide general, legal, and legislative reference services using expert knowledge, published and unpublished sources, and electronic databases.
- Develop and maintain Library SharePoint site
- Retrieve and disseminate appellate filings from Pacer.
- Evaluate the authoritativeness, currency, and relevance of specialized information available on FMSHRC-related issues.
- Manage electronic subscriptions and vendor relations.
- Curate, maintain, and distribute FMSHRC’s Digital Assets.
- Assist in library collection maintenance including: acquisitions; serials processing; shelving multiple formats of legal and other research materials; weeding superseded materials; shifting contents of shelves as needed; and ensuring that the library’s physical collection is consistent with the electronic inventory.
- Review the veracity of the online library catalog; edit and verify catalog records for conformance with collection and established cataloging policies.
- Monitor library ordering and purchasing; maintain a Microsoft Excel spreadsheet for coordination with the Office of the Executive Director (OED).
- Monitor preserved materials to ensure adherence to established standards.
- Identify superseded materials; dispose of such material in line with Federal rules and regulations.
- Review brochures, websites, catalogs, and other sources for possible acquisition; assess materials acquired from different sources and identify the need for new subscriptions and renewals.
- Train FMSHRC staff in one-on-one or group instruction formats, via in-person, teleconference, or recorded sessions.
- Promote useful research tools and strategies to agency staff
- Prepare a library column for submission to FMSHRC’s newsletter “The Scoop.”
- Monitor relevant newsfeeds and other sources for inclusion on library intranet/SharePoint pages and/or distribution to agency employees.
- Attend library committee meetings; keep the Committee informed of library activities, make recommendations, and respond to Committee concerns.

Qualifications:

Required

- Masters of Library and Information Science (MLIS) with a certificate in Law Librarianship

OR

Three years as a professional law librarian

- Demonstrated knowledge of mining law
- Solid understanding of legal documentation
- Expert SharePoint skills
- Experience with online legal research portals including Lexis, Westlaw and Hein
- Demonstrated knowledge of best practices and current trends and issues applying information technology to libraries and law practice
- At least 2 years of experience with vendor management, database and web technology within a law or business library
- Knowledgeable in integrated library management systems with proficiency in online research and legal databases
- Ability to learn quickly and work with multiple groups
- Excellent written and oral communication skills
- Experience training users in searching and use of legal databases
- Experience with library collection maintenance, both physical and digital

Desired

- Juris Doctor (JD) degree
Position: Supervisory Digital Projects Specialist
Location: Digital Conversion Team, Digitization Services Section, Digital Collections Management and Services Division, Digital Services Directorate, Library Services, Library of Congress, Washington DC

Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Digital Conversion Team, Digitization Services Section, Digital Collections Management and Services Division, Digital Services Directorate, Library Services. The position description number for this position is 169139. 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

Assesses program effectiveness or the improvement of complex digital conversion and management processes and systems encompassing difficult and diverse functions or issues that affect critical aspects of the major programs of The Library of Congress. As an expert on long-range planning, recommends and participates in developing strategies for implementing planning for major digital conversion projects and programs. Recommends short- and long-range goals of the organization, develops detailed plans for implementing them, and oversees implementation of the goals in subordinate organizations. Evaluates current and proposed programs and operations and recommends action to initiate, modify, or discontinue projects as appropriate. Determines if adjustments or changes in objectives or emphasis are needed in organization functions. Recommends organizational or process changes to ensure maximum mission effectiveness in furtherance of the Library’s strategic goals.

Provides expert analysis and advice and develops solutions to solve issues and problems associated with agency-wide IT programs. Researches new developments in library and information technologies, particularly as they apply to the electronic dissemination of information. Based on digital library trends, operations, and changing program requirements, identifies relevant issues to management. Collects, analyzes and evaluates relevant digital reference stakeholder, technical and programmatic information from varied sources inside and outside the Library and makes authoritative recommendations to management.

Supervises a group of employees performing work primarily at the GS-12 level. Provides administrative and technical supervision necessary for accomplishing the work of the Digital Conversion Team. Provides administrative, technical and managerial support to the Director, Collections and Services, for the administration and management of digital conversion activities throughout Collections and Services Divisions.

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.

Serves as advisor and principal liaison to the Director, Collections and Services on all matters pertaining to digital conversion activities and, as needed, other digital library initiatives under the purview of the Director. Establishes and maintains effective working relationships with Library management staff at multiple levels and across service unit lines on digital conversion and other digital library activities, in furtherance of the Library’s strategic goals. Initiates, establishes, and maintains professional relationships with librarians, IT and digital conversion specialists in order to share resources and information. Serves as a principal liaison for the organization at professional conferences, seminars, and exhibits. Communicates with digital conversion specialists throughout the Library. Coordinates digital conversion activities with specialists in other Divisions, Directorates and Service Units. Works collaboratively inside and outside the project team and program areas to facilitate and encourage the development and implementation of institution-wide and national best practices and standards. Communicates orally and in writing to both technical and non-technical staff concerning
multimedia digital service and access activities. Attends conferences/meetings to make presentations or for professional development to keep abreast of current trends in technology.

Two Positions: Maryland

Posted on March 17, 2021 by LLAM News

Position: Director
Location: Loyola/Notre Dame Library, Baltimore, MD

Full vacancy announcement available on ALA Joblist.

The Loyola/Notre Dame Library and its sponsoring universities, Loyola University Maryland and Notre Dame of Maryland University, invite nominations and applications for the position of Director of the Loyola/Notre Dame Library. This is an exciting opportunity for an entrepreneurial leader to continue building on a unique library model known for collaboration and innovation, partnering with two scholarly communities to provide the most up-to-date services and information resources to the universities.

The Loyola Notre Dame Library (LNDL), located in northern Baltimore City, serves as the library for Loyola University Maryland and Notre Dame of Maryland University and is a member of the University System of Maryland and Affiliated Institutions (USMAI). Loyola University Maryland, a member of the Association of Jesuit Colleges and Universities, is recognized for excellence in teaching and learning and Notre Dame of Maryland University is a comprehensive University that is home to Maryland’s only women’s college. The Library serves the needs of both institutions by complementing and accentuating their strengths. The Library serves a total student population of 5,819 FTE that includes 4,529 FTE at Loyola and 1,290 FTE at Notre Dame. The state-of-the-art facility has become a destination for students, faculty, staff, and community members and is frequent host to major campus events and celebrations.

The Library Director administers the overall operation of the Loyola Notre Dame Library, Inc. an independent 501 (c)3. Reporting to a Board of Directors, the Director guides the Library in key initiatives: leading ongoing strategic planning; fostering collaboration on and beyond the campuses; engaging the Library in the academic and intellectual life of both universities; advancing the use of innovative technology in teaching and research; and working externally to help support and represent the Library locally, regionally, and nationally. This position represents an exceptional opportunity for a creative library leader with a history of decisive, innovative and effective leadership, including managing fiscal, programmatic, and personnel needs. Successful candidates will have an understanding and appreciation of the unique partnership between Loyola University Maryland and Notre Dame of Maryland University and will have the capacity to innovate and lead within it. Also critical are an ability to work effectively in a collaborative and diverse workplace and a commitment to increasing diversity and inclusion efforts within the Library. A Master’s degree in Library Science or Library and Information Science from an American Library Association-accredited institution is required.

To make a nomination or to apply for this role, please see below.

Jackie Mildner is leading this search with Katie Stellato and Clay Batley.

Position: Librarian II (two positions available)
Location: Reisterstown Branch, Baltimore County Public Library
Salary: $36,230 – $56,214
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:
Two positions available.
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.
- Must become a Notary Public in branches which provide Notary Services.
- Must meet the requirements of the Department of State to attain and maintain certification as a Passport Acceptance Agent at branches that provide Passport Services.

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 three years of date of hire.
- Knowledge of public library services and operations.
- Knowledge of print, electronic and online information resources.
- A commitment to excellent customer service and the ability to work with people 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 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.
- 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.

Please Note: This position closes on April 6, 2021.
We offer an excellent benefit package that includes 20 vacation days, 15 sick days, and 7 personal days per year, as well as, subsidized healthcare options, pension eligibility, and other related benefits.

Posted in Job Vacancies | Tagged Academic Library, Maryland, Public Library
Two Positions: Maryland

Posted on March 12, 2021 by LLAM News

Position: Director, Library and Learning Resources
Location: Prince George’s Community College

Full vacancy announcement available on ALA Joblist.

Assumes administrative responsibility for the operation of the College’s Library and Learning Resources (LLR), consisting of the Library, English Lab, Mathematics Learning Center, and the Tutoring and Writing Centers, in support of the needs of credit and continuing education students. Leads in the exploration and adoption of innovations in library and tutoring services and in new methods of resource and service delivery. Leads efforts to inspire and encourage participation by departments and recruit faculty to develop, adopt, and/or assess open educational resources. Establishes appropriate liaison relationships with internal and external partners. Guides LLR participation in the strategic planning process. Develops and manages human, programmatic, and fiscal resources in support of the missions of LLR and the College.

Minimum Qualifications

1. Master’s Degree in Library/Information Science, or equivalent, from an ALA accredited program.
2. Minimum of three years of progressive management and supervisory knowledge and experience.
3. Minimum of five years’ supervisory experience in an academic library, preferably at a community college.
4. Experience managing large projects, including documented grant experience.
5. Experience in outreach and collaboration regarding open education, open textbooks, open access, copyright and intellectual property with faculty and students.
6. Experience with evaluating an Intergraded Library System/library management system (ILS/LMS), and working with vendors through the procurement process.
7. Training or experience in instructional design principles, pedagogy, curriculum development, assessment, teaching with technology, and learning management systems.
8. Experience with developing strategic plans and maintaining budgets.

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. Knowledge of the philosophy and techniques of college library and tutoring services.
2. Knowledge of college library materials and resources.
3. Knowledge of issues in open education, open textbooks, open access, copyright and intellectual property.
4. Knowledge of instructional and/or curriculum design in higher educational settings and implications for online teaching.
5. Knowledge of the challenges facing the library field in the 21st century.
6. Skilled in creating and implementing college library programs and services.
7. Ability to think analytically and to develop new or revised systems, procedures, and work flow.
8. Ability to exercise initiative and independent judgment.
9. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form.
10. Ability to make administrative decisions, interpret policies, and supervise staff.
11. Ability to motivate, establish and maintain effective working relationships with staff, faculty, administrators, and other community agencies and the public.
12. Ability to coordinate the work of diverse people in multiple departments with differing personalities.
13. Ability to articulate a vision to move the Library forward.
14. Ability to lead, motivate, and support teams to work collaboratively.
15. Ability to work with diverse college units and external partners.
16. Ability to understand barriers presented to students, including issues of functional, media, information, and technological literacy.
17. Job Requirements
18. Must be able to work Monday through Friday, 8:30 a.m. to 4:30 p.m. Work schedule subject to change based on department needs.
19. Ability to communicate effectively in spoken and written standard English.
20. As required by the 1986 Immigration Act, be prepared to present acceptable documentation showing your identity and that you are a U.S. citizen or an alien who is authorized to work.
21. A limited background investigation will be conducted prior to offer of employment. A signed authorization for release of personal information will be required if selected for an interview.

Position: **Technical Information Specialist**
Location: National Maritime Intelligence Center, Suitland, MD
Salary: $60,129 to $78,167 per year

Full vacancy announcement available on USAJOBS.

Responsibilities

- You will provide support for Library functions including: cataloging, circulation, responding to reference questions, and collection management.
- You will identify and recommend books and serials for acquisition.
- You will assist customers with access to collection holdings, online resources, and information services.
- You will identify and provide charts and maps in response to requests.
- You will complete on-the-job and formal training that are designed to equip the incumbent with the knowledge and skills necessary to perform routine activities that will lead up to the next career progression grade level.
- You will assist customers in the use of library resources by locating materials (e.g., books, reports, periodicals), and showing users how to find items in the public access catalog, and answering a wide range of ready reference questions.
- You will perform duties pertaining to interlibrary loans.
- You will work with customers to determine library service requirements and acquire information through procurement process to fulfill those requirements.
- You will perform purchase requests and review incoming orders for correctness and completeness.
- You will track and report expenditures for library service requests and maintain record keeping of reports in the database.
- You will ensure Library requests are provided in the proper format, customer requests are addressed in a timely manner, reports meet standards and disseminated in a timely manner in the directed format, and tradecraft skills are updated as necessary.

Occasional travel – You may be expected to travel for this position.

Conditions of Employment

- Must be a US Citizen.
- Must be determined suitable for federal employment.
- Must participate in the direct deposit pay program.
- New employees to the Department of the Navy will be required to successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit e-verify.gov
- You must obtain and maintain a Top Secret security clearance and access to Sensitive Compartmented Information (SCI). Failure to do so may result in the withdrawal of an offer or removal. Indicate the level and date of your clearance in your resume.
- Successful completion of a pre-employment drug test (including marijuana) is required. A tentative offer of employment will be rescinded if you fail to report to the drug test appointment or pass the test. You will be subject to random testing.
- You must acknowledge in writing that you are accepting an appointment in the DCIPS (excepted service) which does not confer competitive status, prior to appointment.
- Within the Department of Defense (DoD), the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326.
- Males born after 12-31-59 must be registered for Selective Service.
- This position may require travel from normal duty station to CONUS and OCONUS and may include remote or isolated sites. You must be able to travel on military and commercial aircraft for extended periods of time.
- This position requires a periodic polygraph examination.
- This position may require a 2-year DCIPS trial period.
- All Defense Intelligence positions under the Defense Civilian Intelligence Personnel System (DCIPS) are in the excepted service by specific statute, 10 U.S.C. 1601. This position is in the excepted service and does not confer competitive status.
Qualifications
In addition to meeting the basic requirements, your resume must demonstrate at least one year of specialized experience equivalent to the next lower grade level (GG-07/GS-07) or pay band in the federal service or equivalent experience in the private or public sector. Specialized experience includes the following tasks and responsibilities: 1) Providing reference and research assistance to customers; 2) Performing data research in response to specific requests; 3) Using standard cataloging rules to perform descriptive cataloging; 4) Performing reference services and information services utilizing library related systems, to include: OCLC, Workflow, Lexis/Nexis, SharePoint, FEDLINK, milSuite, and others as identified.

Additional qualification information can be found from the following Office of Personnel Management website: https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1400/technical-information-services-series-1412/

One Position: Washington, DC

Posted on March 12, 2021 by LLAM News

Position: Librarian
Location: Library of Congress
Salary: $60,129 to $78,167 per year

Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Library Collections and Services Group, Library Services.

The position description number for this position is 112650.

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 Geography and Map Division is responsible for the acquisition, processing, preservation, duplication and reference servicing of the cartographic collections of the Library. These collections consist of maps, atlases, globes, three-dimensional objects, digital files, research collections, pamphlet collections and reference works pertaining to or describing the collections and the history of cartography globally. The Division maintains a fully equipped digital laboratory to handle the conversion of original cartographic objects to digital format. The Division maintains the Congressional Cartography Program directed to producing maps on demand for Congress, or through the Congressional Research Service. The Geography and Map Division is the largest map collection in the world. The reference librarian provides reference services in the reading room of the Geography and Map Division and serves under the direction of the Team Leader.

Plans and designs projects pertaining to inventories and information management (such as preparing catalogs, cartobibliographies, or printed or machine-readable inventories) to determine holdings and make collections data more accessible. Develops databases and determines available resources and most appropriate data to capture. Researches new methods applicable to projects and determines available resources and most appropriate methods to use. Writes and submits proposals requesting funding for projects, if necessary.

Provides reference services where needs are relatively easy to determine from client interviews in person or over the telephone, from written requests or internet requests, and the bibliographic source materials are of limited technical
complexity and are readily-accessible, i.e., found within the library's collection or can be located within a database by use of standard search procedures. 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 and for cartographic records. Searches an automated database of bibliographic records. Inputs information into an automated data file. Prepares current awareness bibliographies based on user interest profiles. Clarifies vague requests for materials through the use of proper bibliographic tools. Verifies correct bibliographic citation for requested items. Performs extensive reference searches for materials that cannot be located. Seeks assistance for locating materials that are not readily accessible. Develops knowledge of resources in other agencies or institutions in order to provide informed referrals. Assist patrons with the specialized collections of the Geography and Map Division, using knowledge of these collections, subject matter, and the patrons who require them.

Assists in the production of written materials on a specific subject matter. Examines material for conformity to proper style. Prepares written documents, including reports, articles, memoranda, and formal correspondence. Edits portions of documents or reports and assists in the development and presentation of the information. Analyzes changes to the various projects at hand and prepares reports of the changes for review. 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. Oriented visitors and conducts tours. Attends workshops, conferences, seminars, or meetings in map librarianship, in the history of cartography, and cartography, and other relevant fields for the purpose of professional development.

Two Positions: Washington, DC & Virtual

Posted on March 8, 2021 by LLAM News

Position: Library and Information Services Project Manager
Location: LAC Group, Virtual

Originally posted on LLSDC Job Listings.

LAC Group seeks candidates for a Library and Information Services Project Manager position within our organization. The main focus of the position will be to oversee and assist with the coordination of law firm library accounts, and to help assigned firms move forward with innovative and effective best practices in research workflow support, eResource management, database training, and general library administrative functions. The manager of library and information services will be directly client facing, and will work across departments internally. We are seeking a well rounded, customer service oriented, information professional with direct law firm library and information services experience. This position can be worked from any location in the US or Canada.

RESPONSIBILITIES

- Contribute to the success and management of client relationships, and serve as the point of contact for new and existing Firm initiatives and projects;
- Collaborate with other Firm managers and administrators on special projects;
- Conduct library orientation for new attorneys and professional staff;
- Participate and build upon best practices for a streamlined research workflow;
- Ensure client metrics are being captured, reported, and delivered according to specifications;
- Offer ideas and insight into best practices in collection management, invoice processing, and training support;
- Work with Firm stakeholders to maximize cost recovery efforts;
- Assist with management of contracts and relationships with online research vendors, print content, print management, and library administration;
- Develop standards for collection development and cost recoveries, with a focus on print to digital transformation;
- Serve as LAC ambassador for distributed colleagues at assigned Firms and across service lines;
- Oversee enhancement of the Firm’s use technologies to promote and disseminate information for legal, business research, and marketing purposes;
Position: Law Librarian  
Location: LAC Group, Washington, DC  

Originally posted on LLSDC Job Listings.

LAC Group is seeking a Law Librarian with experience performing research in the fields of mining and administrative law, including Federal and administrative cases, statutory and regulatory law, legislative and regulatory history, and other areas and related topics impacting the work of the Federal Mine Safety and Health Review Commission (FMSHRC). The Librarian will be responsible for maintaining the Library’s SharePoint site, providing specialized reference services, maintaining and developing the digital and physical collections, training and educating staff, and collaborating with the Library Committee. This is a part-time position (24 hours a week) and will initially be performed remotely due to COVID restrictions.

Responsibilities:

- Provide general, legal, and legislative reference services using expert knowledge, published and unpublished sources, and electronic databases, such as Westlaw.
- Develop and maintain Library SharePoint site, in coordination with FMSHRC SharePoint Administrator.
- Retrieve and disseminate appellate filings from Pacer.
- Evaluate the authoritativeness, currency, and relevance of specialized information available on FMSHRC-related issues.
- Manage electronic subscriptions and vendor relations.
- Curate, maintain, and distribute FMSHRC’s Digital Assets.
- Assist in library collection maintenance including: acquisitions; serials processing; shelving multiple formats of legal and other research materials; weeding superseded materials; shifting contents of shelves as needed; and ensuring that the library’s physical collection is consistent with the electronic inventory.
- Review the veracity of the online library catalog; edit and verify catalog records for conformance with collection and established cataloging policies.
- Monitor library ordering and purchasing; maintain a Microsoft Excel spreadsheet for coordination with the Office of the Executive Director (OED).
- Monitor preserved materials to ensure adherence to established standards.
- Identify superseded materials; dispose of such material in line with Federal rules and regulations.
- Review brochures, websites, catalogs, and other sources for possible acquisition; assess materials acquired from different sources and identify the need for new subscriptions and renewals.
- Train FMSHRC staff in one-on-one or group instruction formats, via in-person, teleconference, or recorded sessions.
- Promote useful research tools and strategies to agency staff.
- Prepare a library column for submission to FMSHRC’s newsletter “The Scoop.”
- Monitor relevant newsfeeds and other sources for inclusion on library intranet/SharePoint pages and/or distribution to agency employees.
- Attend library committee meetings; keep the Committee informed of library activities, make recommendations, and respond to Committee concerns.

Qualifications:

Required

- Masters of Library and Information Science (MLIS) with a certificate in Law Librarianship OR Three years as a professional law librarian
- Demonstrated knowledge of mining and administrative law
Three Positions: Washington, DC

Position: Research Manager – Government Finance and Taxation
Location: Library of Congress
Salary: $144,128 to $172,500 per year

Full vacancy announcement available on USAJOBS.

Summary
The Congressional Research Service (CRS) is seeking a Section Research Manager (SRM) for the Government Finance and Taxation Section within the Government and Finance Division. The Research Manager leads the Section in the development of policy research and analysis relevant to congressional needs, particularly as it relates to public finance, taxation, the federal budget, and small business.

Responsibilities
The Section Research Manager leads a team of policy analysts in the development of policy research and analysis for Congress. The section covers a broad range of issues related to public finance and taxation. This includes, but is not limited to tax policy, the federal budget, debts and deficits, small business, and the impact of federal policies on state and local government finances, and the economy more widely. The section’s work intersects with many related areas including economic development, housing, energy, education, health, the non-profit and charitable sector, and benefits to families and children.

Duties include:

Managing and supervising policy analysts, including communicating performance standards and expectations to staff, observing staff performance, giving feedback, and assessing performance;
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; and
Performing special assignments as directed by the Assistant/Deputy Assistant Director. Candidates with research and research management experience in issues covered by the Government Finance and Taxation Section and who have strong interpersonal skills and are capable of leading a highly motivated and talented research staff committed to providing Congress the highest level of nonpartisan, authoritative, objective policy analysis are encouraged to apply. Previous experience in writing, research, and analysis, and knowledge of congressional decision making and legislative process is desired.

Directly supervises 9-12 staff members in the Government Finance and Taxation Section of the Government and Finance Division and advises the Assistant Director and Deputy Assistant Director. Leads staff toward meeting the Library's and CRS’s vision, mission, and goals by managing performance, communicating effectively, fostering continuous improvement and innovation, building and maintaining relationships, leveraging diversity and inclusiveness, thinking systematically and inspiring change. Exhibits commitment to the Library's Supervisor Core Competencies.

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. Ensures that research and analysis undertaken is of the highest quality and meets CRS's 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.

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.

Position: Archives Technician
Location: Library of Congress
Salary: $44,237 to $57,506 per year

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

Responsibilities
As part of one of the largest manuscript repositories in the United States and in the world, the Preparation Section is key to the Manuscript Division’s mission of preparing for reader use material that encompasses the breadth and chronology of American history, including the papers of presidents, cabinet members, Supreme Court justices, writers, scientists, inventors, business leaders, reformers, and prominent nongovernmental organizations. The Archives Technician works under the administrative supervision of an assistant head of the Preparation Section. Working also at times with the coordination of an archivist, the Archives Technician assists in or independently completes special projects identified by the head or assistant head of the section. He or she implements standards for accuracy and detail while exercising judgment, technical proficiency, and an understanding of the archival principles of arranging, describing, preserving, and securing rare and fragile material.

Performs arrangement and description work in a major body of records or personal papers. Assists in the preliminary review and handling of newly acquired papers or assigned collections. Assists in processing collections, including tasks such as removing duplicate material and performing preservation photocopying.
Applies descriptive information to collection material according to a prescribed plan. Assists in the compilation of container lists, inventories, finding aids, and other descriptive guides in automated format.

Performs the wide variety of interrelated steps and procedures required to preserve and maintain collection materials. Assists in the preliminary review of archival collections to determine physical condition and identify potential processing problems. Identifies and labels material for conservation and inventory control. Treats and houses material according to instructions, and performs duties such as shelving, relocating collections, transferring collection material, and marking them for special identification or handling.

Performs other duties as assigned.

The position description number for this position is 137564.

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.

**Position: Analyst in Asian Affairs**

Location: Library of Congress  
Salary: $72,750 to $94,581 per year

Full vacancy announcements available on USAJOBS.

Summary

The Congressional Research Service (CRS) Foreign Affairs, Defense and Trade Division (FDT) seeks an Analyst in Asian Affairs focused on China, including Hong Kong. The ideal candidate is expected to possess and enhance over time the skills necessary to provide legislative analysis and consultation to congressional committees, Members, and staff at increasingly sophisticated levels. The analyst may support research undertaken throughout CRS.

Responsibilities

Prepares a variety of analytical, descriptive and background reports, memoranda, and written materials on subjects or public policy issues within the employee’s designated areas of responsibility to support congressional decision making.

Through personal consultation, assists committees, Members, and staff with consideration of legislative issues by providing information and analysis, and applying professional subject-area knowledge.

Participates in CRS seminars, workshops, and/or outreach programs for committees, Members, and staff. Locates and provides information requested by Members and committees of Congress or their staff.

Applicants should have experience conducting sophisticated analysis of Asian affairs with a focus on China, including Hong Kong; knowledge of the U.S. legislative branch and its operations; and the ability to work as part of a collaborative team. The work can require rapid response to emerging policy issues during active legislative processes. The ideal candidate will have a solid background in Asian affairs and the ability to apply such knowledge in a legislative context. Professional experience analyzing or implementing policy and legislation is preferred. Strong research, analysis, writing, and presentation skills are essential, and applicants with an advanced degree in regional studies, international relations, national security policy, history, economics, foreign languages, or similar discipline are strongly encouraged to apply.

The analyst will prepare authoritative, objective, and non-partisan analytical studies and descriptive and background reports and other products that analyze Asian affairs; provide personal consultation and assistance to congressional committees, Members, and staff on Asian affairs throughout the legislative process; and participate in team research projects and seminars.

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 tour of duty for this position is full-time.

The position description number for this position is 004746.

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

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

This is a non-supervisory, bargaining unit position.

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

Posted in Job Vacancies | Tagged Government Library, Technical Services, Washington DC

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Four Positions: Washington, DC

Posted on March 3, 2021 by LLAM News

Position: Head of Access Services
Location: Georgetown Law, Washington, DC

Originally posted on LLSDC Job Listings.

The Head of Access Services oversees all operations of the Access Services department including circulation, reserve, interlibrary loan, the public patron program, media services, as well as planning and overseeing projects involving the physical collections of the law library, including shelving material, shifting the collection, planning the layout of the collection, and monitoring the collection’s use and growth. The Head of Access Services is directly responsible for establishing, implementing, and evaluating policies and procedures in the Access Services department.

Reporting to the Deputy Director, the Head of Access Services directly supervises 5 FTE staff members (4 full-time, 2 part-time) and indirectly as many as 15 student assistants; works closely with members of the Cataloging, Acquisitions, and Reference departments; and interacts with diverse groups and individuals outside of the library. Duties include but are not limited to:

**ADMINISTRATION OF ACCESS SERVICES DEPARTMENT**

*Supervision and Staff Development*

- Supervises, mentors, and develops Access Services staff by providing assistance and setting an atmosphere that promotes effective work performance.
- Develops short- and long-term strategies for staff development and training.
- Makes final personnel decisions for the entire range of employment actions.

*Circulation*

- Oversees library circulation and reserve system, performs all circulation functions, processes notices and reports, resolves complex circulation problems, and assures documentation of policies and procedures and training staff.
Establishes, evaluates, documents, and implements circulation policies in order to deliver needed research materials and to promote equitable access to library resources.
Establishes, evaluates, documents, and implements interlibrary loan (ILL) policies in order to provide materials to other libraries through the ILL program; and coordinates with other departments as needed.
Manages the library's circulation (fulfillment) module in ALMA, which includes collaborating with the Systems Librarian to make necessary adjustments and improvements to local settings, as well as providing feedback on consortium level settings.

Library Access

- Works with library administration to establish hours of operations and access policies.
- Ensures that policies, hours, and other access information are correct on the library’s website.
- Serves as a contact point for people requesting access to the library and its services, and provides oversight of the library’s public patron program.

Physical Collection & Spaces

- Oversees the print collection, including reshelving, incorporating new materials, inventories, and collaborating to resolve collection issues or problems with other departments.
- Manages the planning of projects involving the physical aspects of law library's print collection, including shelving, shifting, layout, and monitoring of collection use and growth.
- Manages the overall operation and functioning related to media services, including supervising the media and photocopy assistants, and training personnel for this area.

Planning & Statistics

- Develops and implements comprehensive plans, policies, and procedures for staff.
- Meets and collaborates with other library units and departments in order to solve complex problems and review procedures.
- Compiles and maintains statistics related to circulation, library use, and space as required by the ABA, ARL, US News, and other organizations or as needed for internal evaluation.
- Analyzes and interprets these statistics and other information to forecast trends and plan for events.

COLLABORATION WITH OUTSIDE DEPARTMENTS

Georgetown and Washington Research Library Consortium (WRLC)

- Maintains a strong working relationship with the access services departments of other Georgetown libraries, especially to facilitate joint projects or services related to the library's participation in the WRLC Consortium.
- Serves on WRLC Consortium committees or groups and maintains relationships with WRLC access librarians.

Law Center Departments

Meets and collaborates with other units and departments in order to solve complex problems and review procedures. Examples include: Public Safety to ensure access for visitors, alumni, visitors, and researchers seeking to access the library and its collection; and the Registrar’s office.

SERVICE AND CURRENT AWARENESS

- Participates in library committees and forums, search committees, and task forces to contribute to the over-all welfare of the library operations or to represent the unit.
- As needed, performs for other departments or sections as part of library-wide efforts in cross-training and personal development.
- Participates in professional organizations such as the American Association of Law Libraries, American Library Association, and the Law Librarians Society of the District of Columbia (LLSDC) as a representative of the library and to actively participate in the advancement and promotion of the librarian profession; and serves in various leadership capacities within these groups.
- Maintains current awareness of new technologies and library trends by following news sources and participating in workshops and classes.
Qualifications

- Master’s degree in Library or Information Science from an ALA-accredited institution or equivalent
- At least three years of library experience
- Supervisory experience
- Strong service orientation
- Ability to work under pressure and to set priorities
- Integrated library systems experience (Alma preferred).
- Interlibrary loan systems experience

Preferred

- Juris Doctor from ABA-accredited institution or equivalent
- Law library experience
- Knowledge of legal materials

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.

Position: Research Specialist
Location: Akin Gump Strauss Hauer & Feld LLP, Washington, DC

Originally posted on LLSDC Job Listings.

Akin Gump Strauss Hauer & Feld LLP is a leading international law firm with more than 900 lawyers in offices throughout the United States, Europe, Asia and the Middle East. We are currently seeking a Research Specialist who will report to the firm’s Research Services Manager.

The position can reside in the Dallas, Houston, New York, Philadelphia or Washington, DC office.

The Research & Information Services department is critical to the firm’s day-to-day operations. Our Research Specialists are highly skilled in providing actionable intelligence which is used to make informed legal and business decisions.

We are looking for a forward-thinking, proactive, analytical and confident individual with impeccable research skills, business acumen, acute attention to detail, who thrives in a fast paced, strong team-oriented environment, and is passionate about the profession. The Research Specialist will have an opportunity to interact with members of the firm around the globe and have exposure to all types of legal and business work.

Key responsibilities of this position include:

- Analyzes and distills information to provide actionable intelligence from internal and external resources for the firm’s attorneys, marketing/business development teams, and additional business services teams.
- Initiates and develops strong relationships with designated practice groups [Intellectual Property, Tax, Financial Restructuring and International Trade practices] in order to actively collaborate with stakeholders, promote the efficient use of resources, and work together towards common goals.
- Monitor industry developments and curate intelligence in order to alert key stakeholders of critical legal and commercial events.
- Partner with practice groups in the assessment of resources, identifying opportunities and making recommendations for purchase and cancellation.
- Attend, initiate, and participate in team and practice group meetings.
• Provide back-up coverage in the event of other department staff member absences.
• Develop/Schedule and follow-up on training for attorneys, paralegals and others, including initial skills assessment and on-boarding processes.
• Maintain awareness of current legal and business research materials, techniques, strategies and resources; build research skills in new areas of the law and new technologies.
• Assist in resolving technical problems and issues, as appropriate.
• Undertake work to support ad hoc firm and practice group initiatives, as assigned.
• Handle administrative and other projects, as assigned.

Qualifications (Experience, Knowledge, Skills & Abilities):

• Master of Library Science degree [and/or] J.D. from accredited institution preferred.
• Minimum of 2 years law firm or relevant research experience.
• Exceptional analytical and research skills including familiarity with the wide range of legal and business materials found across various practices.
• Substantive understanding of legal and business resources literature, its organization and availability in a multitude of formats.
• Familiarity with – and enthusiasm for exploring – emerging technologies, their licensing methods, and their uses in improving research service provision.
• Excellent written and oral communication skills, including grammar, spelling and punctuation.
• Confident and approachable manner when communicating with senior levels at the firm.
• Desire to proactively seek out and disseminate additional information and analysis, beyond that which may have been requested.
• Creativity of thought when seeking solutions, collaborating with stakeholders and working towards the firm’s common goals.
• Energetic and highly-motivated work ethic, and the desire to constantly seek out ways to improve knowledge and processes.
• Strong working knowledge of Excel, PowerPoint and Word, and document management systems.
• Ability to work independently, take initiative, set priorities and see projects through to completion.
• Demonstrates flexibility under pressure, and the ability to quickly and efficiently adapt to potentially competing priorities.
• Ability to handle many tasks simultaneously.
• Ability to work with a wide range of people in a team setting.
• Ability to establish effective working relationships within the department, practice groups, office and firm.
• Strong service orientation.
• Commitment to professional growth.
Performs all research required to assist lawyers and other firm personnel as well as external clients in obtaining information in support of the firm's business. This includes undertaking complex research assignments requiring the utilization of specialized databases, legal and business information sources, web-based sites and print resources.

- Markets and promotes awareness of Research and K&I service offerings.
- Participates in the development of educational materials and leads instructional programs for lawyers and other firm personnel.
- Assists in the continual evaluation of new research applications ensuring that the firm's knowledge assets are sufficient to support the needs of the business.
- Handles projects related to resource optimization and management including resolving basic resource access issues.
- Works on special projects and performs other duties as assigned.
- Accounts for billable time by submitting diaries on a regular basis.

JOB SPECIFICATIONS:

Education and/or Experience

- M.L.S. from an accredited institution
- A minimum of seven years’ research experience in a law firm setting.

Competencies

- Upper margin research skills with detailed knowledge of case analytical tools, IP and litigation court filings and dockets, statistical and industry resources as well as strong familiarity with legal and non-legal print and electronic research resources.
- Demonstrated technical proficiency to resolve issues with the firm’s electronic resources management system or other such tools.
- The ability to think of creative solutions to novel or difficult research assignments.
- Excellent written, verbal communication and customer service skills.
- An effective collaborator with the ability to work well with staff at all levels of the firm. Self-starter with a strong time management skills so as to effectively manage multiple projects concurrently, many under tight deadlines.
- Strong sense of urgency and professional dedication.

WORK REQUIREMENTS:

(i.e. Normal office hours, travel, offsite work, weekends, overtime, etc. (List hours/shifts)

Remote and located in California. Assigned primarily to support West Coast research operations as well as provide assistance to other firm offices, Mon. thru Fr. from 9:30a.m. to 5:30p.m. (PST). Flexibility to work outside normal business hours when required. Travel Requirements: Ability to travel to the San Francisco as required. Travel to the NY office up to two times per annum is also required.

Disclaimer Statement
The preceding job description has been designed to indicate the general nature and level of the work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position: Supervisory Librarian (Chief, Collections Management Division)
Location: Collections Management Division, Preservation Directorate, Library Services, Library of Congress, Washington, DC
Salary: $132,552 to $199,300

Full vacancy announcement available on USAJOBS.
Summary
This position is located in the Collections Management Division, Preservation Directorate, Library Services. The position description number for this position is 369363. The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area. 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 Chief of the Collections Management Division (CMD) is the Library’s officer for planning, development and implementation of a program to ensure collections are securely and safely available from the time they enter the National collection and throughout their lifecycle. This includes maintenance of chain-of-custody throughout circulation, inside the Library’s premises and externally; safe and secure transportation of materials; and the development and oversight of storage facilities that meet appropriate security and preservation requirements. As a Chief in the Preservation Directorate, the Chief CMD is supported in these functions by the expertise of the Directorate’s other Divisions: Conservation, Preservation Services, and Research and Testing. Works closely with subject matter expert staff throughout the Library’s references, research, and collecting Divisions to develop the strategy, plans, and processes required to meet the Library’s user services goals, and works with offices throughout the agency to integrate collections space planning, security, and logistics with overall agency operations.

Serves as the Library’s expert responsible for space planning for collections Library-wide, both on Capitol Hill and other sites, and has delegated custodial responsibility for the general book collections, considered internationally significant in their research value, scope and importance. Serves as the Library’s security officer for the general collections and as a leader in developing and implementing security policies for the collections of the Library as a whole. Develops policies governing the provision of all or portions of items in the Library collections through loan of items themselves, and the provision of information other means such as electronic transmission. These programs reflect the Library’s responsibilities as the National Library in supporting and adequately reflecting current research and other needs of Congressional, governmental, and scholarly clients of the Library of Congress (LOC).

Performs the human resource management functions relative to the staff supervised, including the Assistant Chief CMD and subject matter staff of the CMD office. Establishes and clearly communicates performance expectations for staff members. Provides informal feedback and regularly evaluates staff on organizational performance. Resolves informal complaints and grievances. Provides advice and counsel to staff members and subordinate managers related to work and policy matters.

Serves as the primary advisor on library collections security, collections storage space, collections inventory management and stack management. Advises senior staff and officials at multiple levels of the service unit and agency on matters related to the management of the collections including issues of access, security, inventory control, space, retrieval and organization. Advises on the appropriate methods and techniques to use in order to achieve program goals and objectives. Serves on inter-agency, national, and/or international special work groups, task forces, or expert panels on special projects or studies essential to the resolution of far-reaching strategic and operational goals.

Responsible for the formulation and administration of policies affecting the mission of the CMD, Library Services (LS), and the LOC in the areas of collections access, security, inventory management, logistics, and collections storage. Provides broad policy guidance to managers to ensure effective integration of operational resources involved in implementing CMD and LS programs and initiatives. Is responsible for implementing policy direction for cross-cutting initiatives that may require coordination among LS divisions and various components of the Library. Directs the development, planning, and implementation of policies and guidelines affecting broad, emerging and/or critical Service Unit and agency programs and objectives.

Establishes and maintains effective working relationships with senior leaders in the Library and various high-level individuals, including Members of Congress and their staff, other legislative and executive agencies, executives of major corporations, and distinguished members of the public. Establishes and maintains close and cooperative working relationships with management and officials at the LOC, government agencies, and other institutions with related interests, in order to advance the programs and objectives of LS and the LOC.

Has overall responsibility, as well as delegated authority, for the oversight and administration of the CMD. Primarily responsible for the direction and management of inventory management, collections storage space planning and management, access, and security of the Library’s collections to efficiently achieve specified goals and objectives of LS and the LOC. Evaluates current and proposed programs and operations and recommends action to initiate, modify, or discontinue projects as appropriate.
Six Positions: Maryland

Posted on February 26, 2021 by LLAM News

Position: Library Technician
Location: Candance Group, Silver Spring, MD

Full vacancy announcement available on SLA Joblist.

Description

Responsibilities:

- Interlibrary loan work, processing orders and sending materials to other libraries
- Tracking loaned and borrowed materials to insure timely return using Integrated Library Systems (ILS)
- Processing library materials, including preparing and updating shelf lists
- Identifying and preparing library materials for binding
- Integrated library system support
- Register staff for access to databases and other online services
- Organize routine training
- Copy cataloging
- Circulation and ready reference support
- Preparing requisitions or other procurement documents for purchase of library materials
- Preparing multi-media and/or paper-based presentations
- Other duties as assigned, related to work the library performs

Requirements

- U.S. citizenship mandatory
- Must have 3 years specialized experience in a library that provided specific knowledge of library rules, policies, and procedures for circulation and technical service including library systems, procedures, and theory
- An associate degree from recognized college or technical institute with 16 credits in library science may be substituted for specialized experience
- Must have experience or training that demonstrates knowledge of Integrated Library Systems (ILS), library applications, and other information technologies
- Must have experience in a library that provides the applicant with general knowledge of standard library rules, policies, knowledge of cataloging rules (copy cataloging), and procedures in circulation services
- Experience performing medical or scientific research a plus
- Experience with EOS integrated library system desired
- Experience developing LibGuides a plus
- Experience working in a federal library highly desired

Position: Executive Director
Location: Wicomico Public Library
Salary: $85,000 – $95,000 per year

Full vacancy announcement available on ALA Joblist.

Description

Innovate Educate and Inspire as the Wicomico Public Libraries’ next Executive Director. The Library’s new ED will value communication and collaboration with staff, the Board of Trustees, Library partners, and Wicomico County residents and provide vision and leadership to the Library throughout the County. Governed by an eleven-member Board of Trustees, the Library serves 102,577 people through three locations, a bookmobile and an outreach van. Working with 53 talented library
staff and a $2.6 million annual budget, the Library will continue its focus on excellent customer service and broadening outreach services. Key initiatives include charting a clear course for welcoming and inclusive library programs and services; developing a new three-year plan for the Library; and becoming the recognized ‘face’ of the Library within the community while building positive relationships with stakeholders, staff, Board, and public officials. A key component of this position is fostering trust and teamwork.

Wicomico County is in southeast Maryland on the lower Eastern Shore and provides easy access to the Chesapeake Bay and the Atlantic Ocean, in addition to metropolitan areas – Baltimore, Philadelphia, and Washington D.C. Salisbury, the County seat, is the fastest growing city in Maryland. Major employers in Wicomico County include Salisbury University, the Perdue Farms headquarters and the Tidal Health system. Creeks, streams, inlets and marshes provide visitors with over 1,000 miles of waterways to enjoy fishing, crabbing, clamming, boating, paddling and exploring. The County is rich with history and culture, reflected by the many museums and heritage sites, such as the Salisbury City Park and Zoo, the Charles H Chipman Cultural Center, and the Newtown Historic District. Wicomico County schools provide a quality education and have been recognized as a Best Community for Music Education. The National Council of Traditional Arts selected Salisbury to host the 2018-2020 National Folk Festival due to the Region’s unique cultural assets and strong community spirit. For more information about the Library and the area, visit Wicomico Links.

Responsibilities. The Executive Director, reporting to the Board of Trustees, oversees an award-winning library system and provides overall strategic and operational leadership with full responsibility for, but not limited to, the following areas: personnel and fiscal management; marketing and communications; fundraising and development; emergent technologies; facilities; and external partnership development through engagement with key stakeholder groups. For a complete description of responsibilities, see the full Position Description.

Qualifications. Minimum qualifications are: a master’s degree in Library/Information Science from an ALA-accredited program and five years progressively responsible public library experience, and the ability to obtain Maryland State Department of Education certification as a Public Library Director within six months of hire. Proven experience working in a senior management capacity, including budget and finance, facilities management, and library automation and personnel administration are highly desirable. Reporting to a policy-making board and previous success in a multi-branch system are preferred. Residency in Wicomico County is strongly preferred within one year following acceptance of position.

Compensation. The starting salary range is $85,000– $95,000 commensurate with experience and includes a competitive benefits package. For further information, please visit Bradbury Miller Associates. Apply via email with a meaningful cover letter and resume as Word or PDF attachments to Karen Miller. This position will close April 11, 2021.

Position: Librarian Supervisor I
Location: Enoch Pratt Free Library
Salary: $67,771 per year

Originally posted on the Maryland Library Association listserv.

Responsibilities: The Neighborhood Library Services Division (NLS) of the Enoch Pratt Free Library is in search of passionate and dedicated individuals to fill the position of Librarian Supervisor I. This position will plan, administer and supervise the delivery of services provided by a Pratt Library neighborhood branch.

The ideal candidate is an experienced and effective leader who is committed to innovation and expanding public services in a large metropolitan area.

Under the supervision of the Librarian Supervisor II (Group Supervisor), the Librarian Supervisor I:

- Oversees the operation of a branch library.
- Plans, administers and supervises the delivery of services of a neighborhood branch.
- Interprets policies and procedures for branch staff and customers.
- Supervises and trains staff in reference skills (including use of automated databases) and in the development of services to the community.
- Responsible for the accuracy and maintenance of staff time records.
- Prepares evaluations for all branch staff members.
- Responsible for the development and maintenance of materials collection that address the needs and interests of the community.
- Consults and cooperates with various age-level specialists concerning branch materials and programs.
Requirements: A Master’s degree in Library Science from an ALA accredited college or university is required. Three years successful library experience, including reference work in related or allied field(s) and in an administrative capacity. Strong supervisory experience is a must. Maryland Certification in Library Science required.

Position: **Program Specialist, YA/Teens**  
Location: Enoch Pratt Free Library  
Salary: $46,074 per year

Originally posted on the Maryland Library Association listserv.

Responsibilities: The Enoch Pratt Free Library is looking for an experienced Library Program Specialist to perform the day-to-day operations of designing and coordinating youth initiatives and programs. Special responsibilities will include the development and implementation of library programming for difficult to reach youth in the Baltimore City community.

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

Under the direction of the Young Adult Services Coordinator:

- Oversees the Enoch Pratt Free Library’s Community Youth Corps Program (CYCP): recruits, orients, and monitors eligible youth for the program.
- Works with Young Adult Services Coordinator to train, evaluate, and place youth interns in appropriate library programs and alternative sites.
- Works with library staff and youth interns to plan library events for all young adults, both branch-based and citywide programs such as Teen Summer Reading.
- Works with Young Adult Librarians, Branch Managers, and other appropriate staff members on youth related projects.
- Works with the Young Adult Services Coordinator to ensure quality services for youth at all library locations.
- Assists in the development of training materials, brochures, and flyers for youth programs.
- Prepares reports, attends meetings locally pertaining to work with young people in libraries.
- Works with other agencies, non-profits, schools and vendors to develop and implement programs.
- Requirements: Bachelor’s degree in Education, Leadership or young adult programming related fields.

Position: **SLRC Deputy Chief**  
Location: Enoch Pratt Free Library  
Salary: $77,607 – $98,375 per year

Originally posted on the Maryland Library Association listserv.

Responsibilities: The Pratt Library is in search of an innovative, passionate individual to serve functionally as the Deputy Chief for the State Library Resource Center Office.

This management position serves a diverse local and statewide customer base. If you feel that you meet the requirements or wish to learn more about this opportunity, we would like to hear from you!

The Deputy Chief:

Provides direct administrative and management support to the Chief of Central/SLRC. Provides direct supervision and evaluation of assigned Central Library Subject Department Managers. Researches, coordinates and supports programs/projects for senior administrative staff. Ensures excellent customer service experience from staff with adherence to the Library’s mission and guidelines. Supervises the design and implementation of relevant programming and outreach to a broad and diverse statewide customer base. Develops relevant training for local and statewide public library staffs. Function effectively and collaboratively as a member of the SLRC management team. Coordinates planning and project management related to the Library’s Strategic Plan. Participates in and may lead division meetings and work groups.

Requirements: Master’s Degree in Library Science from an ALA accredited college or university; at least five years of successful experience in a library management position, including at least two years of direct supervisory experience over
professional library staff involving evaluation, discipline, hiring, and termination; knowledge of Maryland State Library Resource Center operations. The ability to travel in Maryland with personal transportation is required. Must be available to work a flexible schedule including evening, Saturday, and Sunday hours.

**Position: Librarian (Biological Sciences)**  
**Location:** Department of Agriculture, Beltsville, MD  
**Salary:** $87,198 to $113,362 per year

Full vacancy announcement available on USAJOBS.

**Summary**  
This position is located in the National Agricultural Library (NAL), Agricultural Research Service (ARS), U.S. Department of Agriculture (USDA) in Beltsville, MD.

The incumbent applies knowledge of digital information delivery, library policies, collection development and general library rules and procedures, and an understanding of library users in a rapidly changing digital environment.

**Responsibilities**

- Maintains awareness of current developments in library automation and technical services through professional development and continuous improvement activities
- Develops new resources for key audiences, tests with market research, and follow trends on new tools available to support resource development
- Contributes to the development of NAL’s services in literature searching (including systematic reviews, structured searches, rapid reviews, retrospective reviews, etc.) and citation analysis (including bibliometrics, data visualization, etc.).
- Creates, manages, and enhances data representing NAL’s digital and physical collections. Supports collection, organization and availability of information on NAL websites.
- Responsible for collection development in the specialized fields of water quality, natural resources, alternative farming, rural information, and LTAR.
- Prepares reports as needed or requested; maintains statistics; forecasts usage patterns and identifies potential areas of growing demand.
- Interacts with customers to answer questions, provide information about NAL’s collections, content, programs and services, recommend avenues for investigation or refer to likely sources of assistance.
- Analyzes search-related data and keywords, shifts in research topics, and customer information-seeking behavior to spot trends and identify opportunities for improving NAL collections, programs and services.

Three Positions: Washington, DC

**Position: Research Manager**  
**Location:** Sibley Austin LLP  
**Salary:** $132,552 to $199,300 per year

Originally posted on LLSDC Job Listings.

This position can be located in our Los Angeles (9:00 a.m. – 5:00 p.m. PT), Chicago (11:00 a.m. – 7:00 p.m. CT), Washington, DC (12:00 p.m. – 8:00 p.m. ET) or New York (12:00 p.m. – 8:00 p.m. ET) office.
The Research Manager works collaboratively to foster a team-focused, global research team. In the spirit of the firm’s Service Excellence Initiative, the Research Manager serves as mentor to all Research Team members, assisting in more complex research tasks, helping to understand legal topics and encouraging participation in professional and legal educational opportunities. The Research Manager will oversee and handle more involved or time-sensitive research requests, as well as manage the team for specific projects. The Research Manager will directly supervise and evaluate assigned research staff, while implementing standards and best practices of firmwide Library & Research Services.

Responsibilities

- Responsible for day-to-day management of the Research Team; consulting on requests that are more complex; mentoring team members for growth and development of research skills, legal and other topical knowledge.
- Supervise, train and evaluate direct reports
- Provide extensive legal, business, medical, and general research and analysis assistance to Library & Research Services users when needed in a team-styled environment.
- Conduct orientations and training for attorneys, paralegals, and other firm staff; participate in planning and presentation of educational sessions; provide quick ‘on the spot’ training sessions as needed; participate in planning and presentation of educational sessions to Team Members.
- Assist in the preparation of instructional and marketing materials, including research guides and competitive intelligence dossiers
- Participate in collection development including evaluation of new databases, websites and print material
- 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 the internal members/departments of the firm as well as external clients and vendors via electronic and print correspondence, over the telephone and in-person.
- Participate in professional associations and attend meetings and conferences to remain current on sources of information, trends in information delivery and best practices.
- Weekend coverage is required as part of team rotation.
- Work on any special projects or any other duties as assigned by the Director of Research Services or the Firmwide Director of Library & Research Services

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).

Education and/or Experience:

Required:

- MLS from an ALA accredited university
- Minimum 5 years of experience in a law library, concentrating on research services
- Demonstrated supervisory and leadership experience
- Expertise with both print and online legal research platforms, including Westlaw, LexisNexis, Bloomberg Law, and CCH Cheetah

Preferred:

- Strong technical skills, including familiarity with SharePoint, MS Office, social media, and other related technology tools
- JD from an ABA accredited law school
- Other Skills and Abilities:

The following will also be required of the successful candidate:

- Strong organizational skills
- Strong attention to detail
- Good judgment
- Strong interpersonal communication skills
- Strong analytical and problem-solving skills
- Able to work harmoniously and effectively with others
- Able to preserve confidentiality and exercise discretion
- Able to work under pressure
- Able to manage multiple projects with competing deadlines and priorities
- Able to quickly learn new technologies and then teach others
- Sidley Austin LLP is an Equal Opportunity/Affirmative Action Employer.

Apply Here: https://www.click2apply.net/DoOG5MI5eRVysgzLFjqgL

**Position:** Analyst in Environmental Policy (Climate Science)
**Location:** Washington, DC
**Salary:** $103,690 to $134,798

Full vacancy announcement available on USAJOBS.

**Summary**
The Resources, Science and Industry Division of the Congressional Research Service seeks an Analyst in Environmental Policy. The analyst will possess knowledge of the history, trends, and evolving status of climate change science and related multi-disciplinary aspects of global change, human systems, and technological change. The ideal candidate will demonstrate ability to develop expertise in new areas.

**Responsibilities**
The Resources, Science and Industry Division of the Congressional Research Service seeks an Analyst in Environmental Policy. The analyst will possess knowledge of the history, trends, and evolving status of climate change science and related multi-disciplinary aspects of global change, human systems, and technological change. The ideal candidate will demonstrate ability to develop expertise in new areas.

This position requires the ability to utilize analytical methods and techniques to analyze policy issues for the U.S. Congress. Applicants should be comfortable with quantitative approaches in research and familiar with issues related to groundwater contamination prevention and response, interrelationships of groundwater contamination with federal programs, and aspects of surface water quality. Strong writing and presentation skills, including the ability to synthesize complex analyses into easy-to-understand language for a non-technical audience, are required.

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.

Analyst duties include:
Preparing a variety of objective, non-partisan analytical studies and descriptive background reports, memoranda and other written materials on subjects or public policy issues of national significance that are within the employee’s area of professional knowledge.

Providing personal consultation and assistance to congressional committees, Members and staff on public policy issues throughout the legislative process by providing information and analysis, and applying professional subject-area knowledge.

Participating in CRS seminars, workshops, and/or outreach programs for congressional committees, Members and staff.

Participating in or leading team research projects and seminars.

Locating and providing information requested by Members and committees of Congress and their staff.

The employee is also expected to develop over time the skills necessary to provide public policy and legislative analysis and consultation to congressional committees, Members, and staff at increasingly sophisticated levels.
The tour of duty for this position is full-time.

The position description number for this position is 4748.

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.

Position: Librarian
Location: Library of Congress
Salary: $87,198 to $113,362 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. Prepares reports, analyses, and other documents related to information and research efforts. Writes 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.

Posted in Job Vacancies | Tagged Government Library, Law Library, Washington DC
One Position: Maryland

Posted on February 23, 2021 by LLAM News

Position: Systems Administrator
Location: Calvert Library, Prince Frederick, MD
Salary: $54,400-$66,212

Originally posted on the Maryland Library Association listserv.

JOB SUMMARY

The Systems Administrator (SA) is responsible for the day-to-day support of the Library servers and data network. The work requires extensive specialized training and experience in servers and server-based applications, telecommunications, electronics, network communications equipment, network security, and network engineering, including wired and wireless networks and operating systems and cloud-based applications. Position requires working well with users, performing under pressure, balancing demanding day-to-day assignments with long-term projects, and supporting weekend maintenance and upgrade projects. This position may require the employee to work in multiple locations. Continuing formal and self-education is required to keep up to date with constantly evolving technologies.

ESSENTIAL JOB RESPONSIBILITIES

Server & Network Administration

- Responsible for installation, configuration, maintenance, upgrade, troubleshooting, and customizing security settings for servers in a Windows 2019 Domain environment. Including but not limited to: Hyper-V Server, Active Directory (AD), Windows Server Update Services (WSUS), System Center Configuration Manager (SCCM), Web Servers, Public Key Infrastructure (PKI), Remote Desktop Services (RDS), and Microsoft SQL Server.
- Assists with installation, configuration, maintenance, upgrade, troubleshooting and repair of firewall, filter, networking (wired and wireless) hardware, telecommunications equipment, and related software necessary for network and internet access in the library system.
- Assists with establishing and monitoring controls to evaluate system performance, throughput, and security; takes appropriate action to ensure 24x7x365 accessibility and reliability.
- Researches, evaluates and recommends the best use of information technology (i.e., network architecture change, new hardware, software standardization) in meeting the public’s and library’s needs.

Security

- Makes risk-based assessments of critical data and system backups and make recommendations for a plan of action based on priority, policy and risk.
- Stays current on cybersecurity best practices to safeguard the library network and data and to ensure the confidentiality, integrity and availability of library network and data.
- Stays abreast of emerging threats and zero-day vulnerabilities. Serves as secondary point of contact (after Network Supervisor) for Intrusion Detection and coordinates responses to breaches and other attacks to the network such as Denial of Service attacks, ransomware, viruses, web-based attacks, etc.
- Helps Network Supervisor develop Disaster Recovery plans and Continuity of Operations Plans. Follows established guidelines and frameworks such as NIST, CIS Controls and PCI-DSS for cybersecurity.

Communication

- Communicates understanding and support of organization goals and programs through actions and spoken and written words; interacts effectively with individuals and groups at all levels; maintains ties with external organizations; keeps all interested and involved parties informed of matter requiring their attention.
• Reports project status to committees, supervisors and outside agencies; takes appropriate action to keep projects on schedule and within established human and financial constraints.
• Implements established goals and objectives of the organization; devises and implements work methods and procedures; reports on IT department and projects’ progress and effectiveness.
• Assists with training staff/customers on technology and its implementation, both one-on-one and in a group
• Provides leading edge technical advice to all departments.
• Prepares technical specifications, documentation, and correspondence, and other communications involving telecommunications and networked systems.

Planning & Administration

• Ensures effective maintenance and operations of facilities and equipment.
• Works to increase operational capabilities and increase efficiencies within departments.
• Prepares management reports; collects, analyzes and evaluates data and information and develops conclusions, action plans, and recommendations thereon.
• Develops and maintains informational resources and safeguards their use.
• Uses financial resources economically and efficiently; helps to develops and administer budgets.
• Assists with grants, e-rate, contract documents and submissions.
• Prepares, stores and distributes supplies and materials economically and efficiently.

Special Duties

• Position will require occasional after-hours weekend work for deployment, maintenance and upgrade projects.
• Subject to call in or to remain on the job for emergencies.
• Position will require the employee to work in multiple locations on occasion.
• Work is subject to deadlines and frequent interruptions.
• Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge required:

• Principles and best practices for server operating systems and services, access rights, and server-based applications including web services and electronic messaging.
• Principles, standards, and best practices for installation, configuration, and management of desktop/laptop computer, client/server software and peripherals.
• Principles, standards, and best practices for installation, configuration, maintenance and management of network equipment, telecommunications connections, and cabling infrastructure, including associated operating systems, protocols and associated addressing schema, routing, switching, virtual private networks, intranet and internet access.
• Principles and best practices for network security and Internet connectivity, including firewalls, filters, antivirus, antispyware, and threat detection.

Skills required:

• Project management
• Analytical skills to solve complex technical problems and recommend alternatives.
• Effective oral and written communication, particularly for complex technical issues.

Abilities required:

• Deliver excellent internal and external customer service
• Work effectively and calmly under pressure and make judgments in accordance with established policies and procedures
• Establish and maintain effective working relationships with others encountered in the work place
• Transition quickly between tasks and reprioritize workload
• Plan, implement and maintain secure and complex telecommunication and network systems and service.
• Establish and maintain effective working relationships with others encountered in the work.
• Deal effectively with the public
Required Education/Experience

(Note: Any acceptable combination of education, training and relevant experience that provides the above knowledge, skills and abilities may be substituted on a full-time year for year basis.)

- Education: Bachelor's degree in computer science, network engineering or management or related field.
- Experience: Minimum of two years of progressively responsible data networking experience that includes responsibility for server and/or network administration, engineering design, and management.
- Preferred: Library experience.

Licenses or Certificates:

- Preferred: At least one of the following certifications: MCSA, MCSE, CCNA, CISSP, GISP, or similar network operating system certification. Proof of completed coursework can be substituted for certification.
- Advanced training and/or certifications on network security and firewalls.
- Valid driver's license.

Physical demands:

- Requires reaching, bending and carrying moderate to heavy loads, up to 50 pounds of weight
- Requires ability to move about the library
- Requires ability to operate a keyboard and view a computer monitor
- Requires ability to communicate using a telephone
- Requires ability to carry and replace computers, monitors and related equipment
- Requires ability to travel from branch to branch
- Requires ability to climb a ladder in order to run cabling or access wireless access points

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of this job.
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
Works cooperatively with the Asian and Middle Eastern Division Management Team to achieve ASME Division goals.

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. Ensures the comprehensiveness and accessibility of library collections. Ensures that invoices and credits for library materials are received, entered, cleared, and approved in accordance with Library procedures and statutory requirements (i.e., the Prompt Payment Act). Ensures that vendor complaints and/or statements concerning non-payment are investigated and resolved promptly by appropriate personnel and offices; and for complying with audit requirements.

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.

Two Positions: Maryland

Posted on February 19, 2021 by LLAM News

Position: Director of Library Services and Instructional Technology
Location: The Park School of Baltimore, Baltimore

Full vacancy announcement available on SLA Joblist.

Named one of the top 10 most innovative colleges in the country by U.S. News & World Report, Goucher College has also been recognized as a College that Changes Lives. Located in Baltimore, Maryland within proximity to Washington DC and Philadelphia, Goucher is a private, coed, liberal arts college dedicated to teaching students to be complex problem solvers...
who are prepared for the jobs of the future. A Goucher education focuses on creating lifelong learners through an interdisciplinary, international education that requires 100% of students to study abroad.

SUMMARY

The Park School, a PK-12, independent day school located on 100 acres in Baltimore, celebrates core values rooted in the progressive educational philosophy of John Dewey. At Park, there is an unshakable belief in children’s capacity to enjoy learning, to act rationally, and to grow when inspired by highly qualified, caring teachers. A fundamental commitment to inclusiveness and equity guides all programs and activities. Building on that commitment, the school recently developed a comprehensive anti-racist action plan shaped by students, alumni, parents, and employees.

Park is also building on recent momentum and enthusiasm for instructional technology and information literacy by creating a new position: director of library services and instructional technology (DLSIT). This role will oversee two co-curricular academic departments and be charged with augmenting Park’s student research program, which for Park is at the intersection of technology and information literacy. In parallel, the school created a new operational technology position (director of IT and information services) that, along with the DLSIT and two associate heads of school, will form a new Technology Cabinet. This collaborative model of technology governance aligns with Park’s approach to shared leadership and consensus-driven decision making. The director of library services and instructional technology starts July 1, 2021 and reports to the associate head of school for academics.

For more information please visit the following link, which contains the job opportunity statement and complete application instructions.


SPECIFIC DUTIES

Program Management

Manage a 9,000 physical space, which includes two conjoined libraries and other learning commons and workspaces located in the center of campus.
Supervise the library staff, which includes a team of four, and (in collaboration with the principals) the instructional technology staff, which includes three divisional coordinators.
Oversee the library circulation, archives, and collections, as well as various enterprise-level library databases and instructional technology applications.
Support students and teachers who utilize both the physical library and deployed instructional technology tools as part of the teaching and learning program.

Empowering Academic Innovation

Lead a collaborative process to develop a PK – 12 strategic vision and curricular arc for the information literacy and instructional technology programs in support of advancing student-directed learning and student research in all divisions.
Design, deliver, and oversee professional development and growth experiences for faculty and staff in areas of technology integration, information literacy, and student research.
Inspire the library and technology teams, as well as the faculty community, to model and support best practices in innovation, technology integration, and instructional design.
Partner with departments on major research and instructional technology initiatives.
Create and implement a vision for the physical library space to become a central hub for developing informational literacy, supporting technology integration, serving as an instructional design partner to faculty, and serving as a research partner to students.
Evaluate emerging tools, systems, and programming, and maintain local, regional, and national connections, in support of the strategic goals of the academic program.

Leadership and Strategy

Work in concert with the director of IT and information services, and under the direction of the associate heads of school for academics and finance and operations, to develop and implement a technology vision that meets the needs of faculty and students.
Manage the library and instructional technology budgets.
Serve in the Technology Cabinet and on various academic and operational committees, and perform other duties as assigned.
**Position:** Technical Services Manager  
**Location:** Carroll County Public Library  
**Salary:** $57,934.50 annually plus benefits

Originally posted on the Maryland Library Association listserv.

**Job summary:**

At CCPL, superior customer service is core to everything we do. As the Technical Services Manager, you will ensure that CCPL customers have the best experience possible when they access our catalog and use our materials. We take customer service seriously and this position is essential to our success.

Under the direction of the Director of Operations and Innovation, you will oversee and manage the efficient operations and activities of the Technical Services Department; supervise assigned staff; serve as head cataloger, and perform other duties as assigned.

**Essential Functions:**

1. Supervises and/or performs the cataloging and classification of all library materials;
2. Supervises and/or performs the physical processing of all library materials (physical and digital);
3. Monitors department workflow and sets goals and objectives;
4. Supervises, schedules, trains, coaches, and evaluates the work of assigned staff;
5. Works closely with the Materials Management department to increase efficiencies in providing materials to customers in a timely manner;
6. Responsible for staying current with changes to cataloging standards and database record formats;
7. Assists in the maintenance of the library’s public access catalog;
8. Ensures consistency of bibliographic records and cataloging procedures;
9. Oversees a constant revision program to ensure an accurate and up-to-date catalog;
10. Identifies ways to modify existing processing procedures to increase efficiency;
11. Ensures that department’s workflow delivers material to branches in a timely and accurate manner;
12. Creates catalog records for new materials, including editing all bibliographic fields, assigning a Dewey number consistent with CCPL guidelines and current standards, and transferring records into Integrated Library System (Polaris);
13. Creates original bibliographic records according to standard cataloging procedures as needed;
14. Loads MARC records provided from library electronic resource vendors such as OverDrive, Hoopla, etc.;
15. Maintains vendor records;
16. Merges on-order record into correct bibliographic record when necessary;
17. Verifies bibliographic information of additional copies and edits records as needed;
18. Reviews and approves timesheets of assigned staff;
19. Trains staff in standard cataloging and processing procedures of library materials;
20. Trains staff to recognize bibliographic errors;
21. Ensures accuracy of holdings records;
22. Resolves database problems by merging or editing records and by initiating call number changes as needed;
23. Notifies system of systemwide cataloging and call number changes;
24. Supervises the receiving of all deliveries at Headquarters (UPS, FedEx, USPS, etc.);
25. Monitors department substitute budget;
26. Participates in meetings, teams/committees/workgroups, outreach activities and training opportunities, as appropriate;
27. Participates in the Carroll Library Partnership and works with local partners to maintain a consistent database;
28. Performs other duties as instructed and assigned.

**Education and Experience:**

1. Master’s Degree in Library Science;
2. Two or more years professional cataloging experience, including at least one year of supervisory experience;
3. Or equivalent technical training, education, and experience.

**Required Knowledge, Skills, and Abilities:**
4. Maintains Maryland Professional Public Librarian Certification;
5. Thorough knowledge of CCPL policies, procedures, and guidelines;
6. Commitment to excellent internal and external customer service;
Knowledge of the Dewey Decimal System, Library of Congress Subject Headings, and the principles of collection organization;

Ability to operate in a digital environment and learn new technology as it relates to the library;

Ability to schedule, supervise, assign, train, and evaluate the work of others;

Excellent communication skills;

Knowledge of AACR2, MARC 21, RDA and BIBFRAME;

Familiar with relevant computer equipment and associated software applications.

Physical and Environmental Conditions:
Work typically requires light physical effort in the handling of light materials, boxes, or equipment. Work may occasionally demand strenuous effort in the handling of moderately heavy boxes or materials. Work may require standing or sitting for extended periods of time. Work may require stooping and/or bending.

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, and libraries, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire regulations.

Six Positions: Washington, DC

Posted on February 19, 2021 by LLAM News

Position: Director, National Library Service for the Blind and Print Disabled
Location: Library of Congress
Salary: $132,552 to $199,300 per year

Full vacancy announcement available on USAJOBS.

Summary

- This position is located in the National Library Service for the Blind and Print Disabled, Library Collections and Services Group, Taylor Street Annex, 1291 Taylor Street, NW, Washington, D.C. 20542.
- The position description number for this position is 233393.
- The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.
- The incumbent of this position may work a flextime work schedule.
- This is a supervisory, non-bargaining unit position.

Responsibilities

This position is among the Library’s cadre of Senior Leader Executive Managers. The Library’s policy is to ensure that its executive management responds to the Library’s mission to support the Congress in fulfilling its constitutional duties and to further the progress of knowledge and creativity for the benefit of the American people. The Library attracts and retains executives of the highest caliber.

Has overall responsibility, as well as delegated authority, for the oversight and administration of the statutorily mandated NLS program of the Library of Congress. Responsible for the direction and management of the NLS to efficiently achieve specified goals and objectives outlined in the Library’s strategic plan.

Is responsible for leading the ongoing technological evolution of the NLS program including the expansion of online and digital delivery of program services, such as identifying changes in the technical landscape of the future, the future of network and multi-state libraries, and the lifecycle of current and future developments in support of NLS generally.

Administers the NLS research and development, information technology, collection development, reference, library network coordination, and managerial and administrative staff to attain program goals and objectives; works with the LCSG
Financial Management Division on the annual budget process and budget execution for appropriated and gift funds, and represents NLS at professional and management meetings.

Ensures that all services and programs anticipate the changing technology landscape, is responsive to stakeholder needs and demands, and establishes and executes dynamic services that are responsive to the changing stakeholder landscape.

Provides professional, technical and administrative direction for all activities of the NLS. Plans NLS annual program and activities within the NLS performance budget, and determines short-term and long-range goals and objectives. Determines research and development priorities, assuring that collections and delivery methods are relevant to patron needs, and that collections are served in a timely and efficient manner.

Determines program priorities in consultation with other Library managers and NLS advisory groups. Develops and recommends policies governing the use of collection materials, and the provision of reference and research services to meet the needs of eligible users. Directs and fosters growth and maintenance of the NLS collections and works to facilitate and increase their use and access.

Works with subordinate managers in planning programs, policies and procedures for the NLS, and expanding the program in accordance with Marrakesh. Serves as chief management official of the NLS, exercising managerial authority and oversight in all areas cited above. Cooperates with officials in other government agencies and institutions interested in collaborative projects and inter-agency agreements to benefit the Library and the NLS. Responds to congressional inquiries and requests, and testifies before congressional committees on budget and program matters.

Performs the full range of human-resource management functions relative to the staff supervised. Hires and assigns staff as required. Sets and clearly communicates performance expectations for staff and oversees performance management in accordance with Library regulations, procedures and collective bargaining agreements. Provides informal feedback and periodically evaluates staff on job performance.

Develops, conceives, plans, and implements policies and guidelines affecting the NLS, a critical agency program. Translates new legislation and/or Library strategic goals into program goals, actions, and policies and interprets the impact of new legislative or strategic planning requirements on NLS. Is recognized as an agency authority on formulating new policies and program objectives that have a broad and/or long-range impact on the Library, as well as the fields and constituents under the purview of the NLS.

Establishes and maintains effective working relationships with a wide variety of high-level individuals, including members of the U.S. Congress and their staffs, and other legislative and executive agencies to advance the mission of the NLS and the mission of the Library of Congress.

Serves as primary agency advisor on collections, services, programs and events of the NLS. Counsels senior management staff and officials at multiple levels in the Library of Congress, including senior staff of Library Collections and Services Group and the Library on matters affecting the NLS. Advises senior staff on the appropriate methods to achieve program goals and objectives. 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 challenges affecting library service to blind and print disabled individuals.

Position: Research Manager
Location: Epstein Becker & Green, P.C.

Full vacancy announcement available on AALL Career Center.

Description

The law firm of Epstein Becker & Green, P.C. has an immediate opening in our Washington, D.C. office for a Research Manager to join our national Library team. This position reports to the Manager of Library Services.

RESPONSIBILITIES:

Manage the research services function of the Library Services Department to provide strategic information support to the firm, including determining research priorities and recommending new resources and tools.
Recommend policies for research operations and for the use of research resources and tools

Plan, manage, and promote access to and use of research services, resources, and tools, including training initiatives

Supervise the Reference Librarians, including providing mentoring in research methods and skills and encouraging professional development

Provide research consultation and analysis, research project strategy, and manage specialized topical, legislative, docket, and regulatory monitoring services

**Position: Librarian (Acquisitions)**
Location: Securities and Exchange Commission
Salary: $130,364 to $218,671 per year

Full vacancy announcements available on USAJOBS.

Summary

Office of Chief Data Officer is responsible for leading the development of SEC’s data management strategy and priorities; enabling data analytics to support enforcement, examinations, and policymaking; ensuring that the agency collects only the data needed to fulfill its mission and can effectively secure.

OCDO includes the Information Services Branch, which delivers information expertise and a high-quality portfolio of business, law, and finance resources to support mission critical work.

Responsibilities

If selected, you will report the Chief Librarian and serve as a Senior Librarian, specializing in acquisitions librarianship.

Typical duties include:

- Serves as Senior Librarian with expertise in the fields of government contracting and procurement of data and information products and services.
- Leads the Library’s procurement activities for data and information resources on behalf of the SEC nationwide.
- Serves as the Contracting Officer’s Representative (COR) on data and information source contracts.
- Understands the nature and content of the resources procured and also provides recommendations for the continuation or the cancellation of these resources.
- Resolves complex acquisitions problems and applies knowledge of current issues and trends in data and information resource acquisitions to improve operations and services.
- Develops and implements policies, procedures, standards and goals related to the procurement of data and information products and services to continuously improve efficiencies and workflow.
- Tracks funds allocated, committed, and obligated and monitors the Library’s acquisitions budget.

**Position: Library Technician**
Location: Washington, DC
Salary: $49,157 to $63,906 per year

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the Books Support Team Section, U.S. Arts, Science & Humanities Division, Acquisitions and Bibliographic Access Directorate of Library Service. The incumbent of this position performs major technician duties for the functions of acquisitions, cataloging, and serials control.

The position description number for this position is 128318.
This is a non-supervisory, bargaining unit position.

Responsibilities

Uses standard techniques to perform further sorting and distribution for items not destined for the collections. Identifies items for the Duplicate Material Exchange Program (DMEP), for the National Agriculture Library, for the National Library of Medicine, for surplus, and for discard. Records receipts for all formats (e.g., bound and unbound ink prints, microforms, CD-ROMs, and special formats) on the appropriate entry in online and manual files. Independently performs serials control activities in an online environment.

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

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

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

Receives and accesses various types of materials. Searches collection data in large in-house databases. Logs materials into and out of the workflow. Distributes materials to the appropriate section, shelf, or individual cataloger. Creates labels for materials and performs other end-stage processing tasks as required. Routes accessioned and processed materials to the correct locations in the Library.

Communicates with a broad spectrum of clients regarding routine questions on services to publishers and other specialized library services. Provides forms and instructions for securing these services. Provides technical information in clear, straightforward language. Provides referrals to library services such as ISSN, Copyright, CIP, ISBN, U.S. Postal Service, Patent and Trademark Office, etc. based on knowledge of these services and their differences. Prepares acquisition acknowledgment letters.

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

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

**Position:** Library Technician (Collection Care Technician)  
**Location:** Library of Congress  
**Salary:** $39,684 to $51,592 per year

Full vacancy announcement available on USAJOBS.

Summary

This position is located in the General Collections Conservation Section, Conservation Division, Preservation Directorate of Library Services.

The position description number for this position is 062252.

This is a non-supervisory, bargaining unit position.
Responsibilities

Follows unrelated procedures and methods to support preservation and maintenance functions for collection materials. Uses an automated box-making system to construct custom-fitted enclosures for Library materials from the permanent research collections for which binding, repair, or other physical treatments are inappropriate. Houses collections-level materials by hand using protective enclosures such as folders, envelopes, sleeves, folders, or polyester encapsulations.

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, such as tipping-in or hinging-in of loose leaves and replacement pages; dry cleaning; tightening hinges; and repairing paper using heat-set tissue or Japanese paper. Humidifies and flattens materials as appropriate and constructs pockets to house material. Conducts treatment in a production environment by batching similar treatments.

Ensures equipment is in optimum working order. Orders needed supplies; troubleshoots equipment malfunction problems; and refers to service calls when appropriate. Participates in ensuring the safe operation of equipment. Equipment used may include board shears, guillotine cutter, book presses, computers, mounting presses, Velo-bind machines, ultrasonic or heat-welding equipment, box-making machines, fume hood, pressure and spray equipment for deacidification preparation or sewing frames.

Completes a sequence of detailed routines in searching online databases and entering predetermined bibliographic information as prescribed by the appropriate rules for varying levels of cataloging.

Develops and maintains a good working knowledge of microcomputer operations and of designated microcomputer software packages for word processing, database management, graphic design, statistical compilations, and bibliographic production.

Participates in meetings and in individual and group discussions on a very limited basis. Participates on Library committees and/or task forces and contributes to the Library-wide disaster preparedness and response efforts. Makes very limited brief and uncomplicated oral presentations.

Under minimal supervision, prepares a variety of 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 accordance with established policies and procedures, and in accordance with specific instructions from the supervisor.

Performs routine editorial operations, such as verifying spelling, capitalization, and punctuation; and reading proofs. Performs simple typing duties not requiring speed, such as typing headings on cards, form letters, general correspondence, and memoranda.

Position: Analyst in Natural Resources Policy (Resilience and Risk Reduction)
Location: Library of Congress
Salary: $103,690 to $134,798 per year

Full vacancy announcement available on USAJOBS.

Summary

The Resources, Science and Industry Division of the Congressional Research Service seeks an Analyst in Natural Resources Policy. The analyst will address natural resources issues with a focus on risk reduction and resilience policy related to natural hazards, such as drought, wildfire, coastal and inland flooding, extreme weather, and/or earthquakes.

Responsibilities

The Resources, Science and Industry Division of the Congressional Research Service is seeking an Analyst in Natural Resources Policy. The analyst will possess knowledge of the science, theories, concepts, principles, issues, and/or practices of risk reduction and resilience policy related to natural hazards, such as drought, wildfire, coastal and inland flooding, extreme weather, and/or earthquakes. This includes knowledge of the science, technological approaches, history,
trends, and current status of natural resources policy, with a focus on risk reduction and resilience from natural hazards, and interrelationships of federal programs and policies with the positions of key state, industry, academic, and nongovernmental stakeholders. The ideal candidate will demonstrate ability to develop expertise in new areas.

This position requires the ability to utilize analytical methods and techniques to analyze policy issues for the U.S. Congress. Applicants should be comfortable with quantitative approaches in research, able to identify implications of scientific data and draw appropriate conclusions, and familiar with policy related to issues of risk reduction and resilience related to natural hazards. Strong writing and presentation skills, including the ability to synthesize complex analyses into easy-to-understand language for a non-technical audience, are required.

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.

Analyst duties include:

- Preparing a variety of objective, non-partisan analytical studies and descriptive background reports, memoranda and other written materials on subjects or public policy issues of national significance that are within the employee’s area of professional knowledge.
- Providing personal consultation and assistance to congressional committees, Members and staff on public policy issues throughout the legislative process by providing information and analysis, and applying professional subject-area knowledge.
- Participating in CRS seminars, workshops, and/or outreach programs for congressional committees, Members and staff.
- Participating in or leading team research projects and seminars.
- Locating and providing information requested by Members and committees of Congress and their staff.
- The employee is also expected to develop over time the skills necessary to provide public policy and legislative analysis and consultation to congressional committees, Members, and staff at increasingly sophisticated levels.
- The tour of duty for this position is full-time
- The position description number for this position is 4748.
- 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.
- Applicants who are referred for interview will be required to submit a completed OF-306, Declaration for Federal Employment.

Posted in Job Vacancies | Tagged Government Library, Law Library, Public Services, Technical Services, Washington DC

Two Positions: Washington, DC

Posted on February 12, 2021 by LLAM News

Position: Analyst in Science and Technology Policy (Science, Technology, and Society)
Location: Library of Congress
Salary: $103,690 to $134,798 per year

Full vacancy announcement available on USAJOBS.
Summary
The Resources, Science and Industry Division of the Congressional Research Service seeks an Analyst in Science and Technology Policy. The analyst will address science and technology issues related to the social and policy implications of emergent technologies and their adoption, such as response to disruptive technologies, the ethics of big data and algorithms, and the impacts of automation and artificial intelligence.

Responsibilities
The Resources, Science and Industry Division of the Congressional Research Service is seeking an Analyst in Science and Technology Policy. The analyst will possess knowledge of the sciences, theories, concepts, practices, issues, and/or principles of the social and policy implications of emergent technologies and their adoption, such as response to disruptive technologies, the ethics of big data and algorithms, and the impacts of automation and artificial intelligence. This includes knowledge of the history, trends, and current status of science and technology policy and interrelationships of federal programs and policies with the positions of key state, industry, academic, and nongovernmental stakeholders. The ideal candidate will demonstrate ability to develop expertise in new areas.

This position requires the ability to utilize analytical methods and techniques to analyze policy issues for the U.S. Congress. Applicants should be comfortable with quantitative and qualitative approaches in research and familiar with policy related to science and technology policy, particularly the social and policy implications of emergent technologies and their adoption. Strong writing and presentation skills, including the ability to synthesize complex analyses into easy-to-understand language for a non-technical audience, are required.

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.

Analyst duties include:
- Preparing a variety of objective, non-partisan analytical studies and descriptive background reports, memoranda and other written materials on subjects or public policy issues of national significance that are within the employee’s area of professional knowledge.
- Providing personal consultation and assistance to congressional committees, Members and staff on public policy issues throughout the legislative process by providing information and analysis, and applying professional subject-area knowledge.
- Participating in CRS seminars, workshops, and/or outreach programs for congressional committees, Members and staff.
- Participating in or leading team research projects and seminars.
- Locating and providing information requested by Members and committees of Congress and their staff.
- The employee is also expected to develop over time the skills necessary to provide public policy and legislative analysis and consultation to congressional committees, Members, and staff at increasingly sophisticated levels.
- The Congressional Research Service, within the Library of Congress, is part of the Legislative Branch of the federal government. As such, all positions are in the excepted service.
- The salary range indicated reflects the locality pay adjustment for the Washington, D.C. metropolitan area. Although 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.

The tour of duty for this position is full-time.

The position description number for this position is 4748.

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.
Position: Librarian (Law)
Location: Department of Justice
Salary: $60,129 to $94,581 per year

Full vacancy announcements 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.

Posted in Job Vacancies | Tagged Government Library, Washington DC

Two Positions: Maryland

Posted on February 12, 2021 by LLAM News

Position: Children's Instructor and Research Supervisor
Location: Howard County Library System
Salary: $51,977 – $91,143 per year

Originally posted on the Maryland Library Association listserv.

Responsibilities: RESPONSIBILITY Positions Howard County Library System (HCLS) as a major component of public education for all ages. Ensures HCLS’ educational mission achieves its racial and social equity goals. 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. Advances
ESSENTIAL FUNCTIONS: Creates and implements children’s educational plan responsive to community aspirations and achieves HCLS’ strategic goals. Ensures curriculum meets HCLS’ goals standards for quality and instructional design. Supervises and develops children’s instructors. Manages department activity. Participates in the planning of system-wide events. Oversees collection maintenance and shelf reading. Hosts HCLS branch tours. Manages community engagement in accordance with equity goals, including liaisons to A+ schools. Participates in special events in the community. Participates in professional training and development. Requires vigorous activity, including standing, jumping, stretching, singing and sitting on the floor. Maintains regular and predictable attendance. Adheres to all policies and procedures. Oversees staffing and building security on an assigned basis. May be required to serve as a passport acceptance agent. May be required to work the Customer Service Desk. Assists with closing and building security on an assigned basis. Performs other job-related duties as assigned.

Requirements: EDUCATION, EXPERIENCE AND SKILLS: Four-year college degree. Minimum of two years supervisory experience. People skills – ability to work effectively with others and enjoy it. Exemplifies extraordinary customer service skills. Excellent communication skills, both written and oral. Demonstrated ability to be positive, adaptable, and forward thinking. Demonstrated passion for working with the public, especially with children. Demonstrated ability to develop and maintain effective, collaborative working relationships. Working knowledge of HCLS’ collection in all formats available. Thorough knowledge of children’s materials. Demonstrated ability to handle multiple projects and meet deadlines. Ability to promote children’s curriculum throughout the county. Demonstrated ability to motivate people, build teams, and to lead groups, committees, and other planning structures. Knowledge of the community and current events; Tech savvy – ability to use programs/processes such as the Internet, specialized online research tools, office applications, as well as other library related programs. Current valid driver’s license.

PHYSICAL STANDARDS: Job allows for some variance in work routine and considerable amounts of standing, walking, bending, reaching, pushing, pulling and sitting. In addition, strenuous activity is required, such as carrying bags or boxes of books (weighing up to 30 lbs.) or arranging rooms for classes and events.

Position: Senior Cataloger
Location: Howard County Library System
Salary: $44,004 – $77,161 per year

Originally posted on the Maryland Library Association listserv.

Responsibilities: RESPONSIBILITY Positions Howard County Library System (HCLS) as a major component of public education for all ages. Ensures HCLS’ educational mission achieves its racial and social equity goals. 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. Advances HCLS’ educational mission, effectively communicating our curriculum, which comprises Three Pillars (Self-Directed Education, Research Assistance & Instruction, Instructive & Enlightening Experiences).

ESSENTIAL FUNCTIONS: Performs original cataloging for all types of materials when no LC MARC or OCLC cataloging is available. Performs copy cataloging for all types of materials when LC MARC or OCLC cataloging is available. Assigns Library of Congress Subject Headings and Dewey Decimal classification numbers. Assigns local call numbers to compact discs, talking books, and DVDs. Edits bibliographic records in accordance with AACR2 using MARC 21 tagging and Polaris Library Systems software. Performs authority work for name, series, and subject headings. Provides expertise for Cataloging staff on MARC 21 tagging and coding and updates of cataloging trends. Lead contact to resolve HCLS cataloging problems and answers cataloging questions. Researches and provides analytical assessment of cataloging best practices to Materials Management Manager. Identify cataloging anomalies in the HCLS portfolio. Identifies or determines cataloging strategy for new and innovative collection items. Participates as cataloging authority of HCLS projects and initiatives that require collection items. Develops and implements annual system wide training program on HCLS’ cataloging process and methodology, as well as industry updates. Performs monthly analysis of the cataloging output and productivity measures. Participates and represents HCLS on industry discussions regarding cataloging...
One Position: Maryland

Posted on February 9, 2021 by LLAM News

Position: Cataloging Librarian II
Location: Southern Maryland Regional Library Association, Charlotte Hall, MD
Salary: $54,167 – $86,668

Full vacancy announcement available on ALA Joblist.

The Southern Maryland Regional Library seeks a professional librarian to join our team. Acts as the Technical Services team lead which includes the monitoring of team workflow and performance, directing work activity, and supervising a technical services staff of five. Performs copy and original cataloging and classification of library materials. Maintains the integrity of the bibliographic and item record database. Performs NACO level authority control work. Participates in the development of department policies and procedures. Trains Technical Services support staff and member library staff.

The Regional Library technical services department is a fast paced environment which is responsible for cataloging and processing thousands of items annually. To be successful in this position, the candidate must be flexible, intelligent, able to utilize cataloging expertise, willing to learn, and skillful in leadership and team supervision.

ALA accredited MLS/MLIS required. Two years’ experience, or graduate level coursework in cataloging and technical services processes required. Three years supervisory experience required.

Salary Range: $54,167 – $86,668. Excellent Benefits

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.

Application Deadline March 8, 2021

About the Southern Maryland Regional Library Association, Inc.

Vision

Advancing Library Excellence

The Regional Library collaboratively provides the public libraries of Southern Maryland with services that help them serve the citizens of Southern Maryland and beyond through shared resources, including people, time, and services.

At the Southern Maryland Regional Library, you will make an impact.

Culture

We pride ourselves on partnering with the local public libraries and libraries across the state and nation to provide excellent library services and in looking beyond to the future of libraries. What we do matters.

We are a learning organization where all team members are valued, not only for their daily work, but for their ideas, creativity, and potential.

We are a team of strategic thinkers, problem solvers, librarians, information specialists, computer geeks, and data ninjas who celebrate individuality, welcome big ideas and small ideas, and encourage growth through collaboration. We’re looking for people who can think beyond their daily activities to what could be and who are willing to work toward that future.

We work hard, laugh often, cooperate, collaborate, and learn together.

Southern Maryland Regional Library serves diverse library partners. Our customers inspire our commitment to equity, diversity and inclusion in how we approach our work. We acknowledge the role of racism in marginalizing Black, Indigenous, and People of Color (BIPOC) and we are committed to creating an anti-racist organization that is inclusive and equitably serves all members.

Career Benefits

Work with dedicated professionals who are leaders in the state of Maryland and beyond. You will be given opportunities to expand your knowledge and become involved in library work statewide and nationally.

Where we are located

The Southern Maryland Regional Library is located in northern St. Mary’s County and serves Calvert, Charles, and St. Mary’s County’s public libraries. It is a rural community located about an hour and a half from Washington DC, urban Maryland, and even Northern Virginia. Living and working here will give you access to everything that rural life and urban life can provide—the peace and quiet of the country and access to the wider world of DC and beyond.

Requirements
ALA accredited MLS/MLIS required. Two years’ experience, or graduate level coursework in cataloging and technical services processes required. Three years supervisory experience required.

Posted in Job Vacancies | Tagged Maryland, Public Library
Four Positions: Washington, DC & Virtual

Position: Assistant Manager of Research Operations
Location: Arnold & Porter, Washington, DC

Originally posted on LLSDC Job Listings.

The Research Services Department of Arnold & Porter has an opening for an Assistant Manager of Research Operations to join our energetic, creative, and service-oriented global team. This position is best located in the DC office, but we will consider excellent candidates working from our NY office. The Assistant Manager of Research Operations will work as part of the management team to transition the firm's print collections to digital alternatives and to develop new services in that environment and will assist the Manager with unit project management and oversight. The Assistant Manager has primary responsibility for supervising the Print Team who manage print resources in all offices. This team handles print acquisitions, processes invoices and transactional research allocations, and completes all tasks related to the physical library collections and attorney deskbooks. The successful candidate will be someone who enjoys managing people and projects and working with a team across the globe, and is highly proficient using Excel.

Essential responsibilities include but are not limited to:

- Working with the Manager of Research Operations to manage unit services and to develop and document policies, procedures, and other best practices to support unit activities.
- Serving as the main point of contact in the Manager’s absence.
- Directly supervising staff members engaged in the designated technical services systems, operations and activities (print acquisitions, processing, serials control, routing, and circulation) firm-wide to ensure the delivery of consistent and high-quality service.
- Managing the deskbook program, including acquisition requests, audits and adjusting subscription counts.
- Serving as the primary point of contact for overseeing and troubleshooting activities related to print materials, including space planning, weeding, and rebalancing the print collections.
- Managing the relationships with our major vendors of Thomson Reuters, Lexis, and Wolters Kluwer and developing an understanding of the evolving use of print resources in our offices firm-wide.
- Collecting, analyzing, and reporting data related to the designated systems and operations and using that data to recommend changes in operations.
- Assisting with data collection and budget recommendations and monitoring expenditures for activities related to the designated systems and operations.
- Establishing relationships and serving as a liaison internally with administrative staff and externally with vendors and colleagues.
- Maintaining current knowledge of developments in technical services, resource management, library technology and systems, and resources relevant to the Firm’s practice.
- Sharing knowledge by contributing to internal knowledge sharing systems, reporting at meetings, teaching, and other means.
- Promoting the services of the Department firm-wide.

Qualifications:

- MLS or equivalent degree from an ALA accredited school.
- Minimum of five (5) years of progressively responsible experience, including significant experience in a law firm or corporate information center and a minimum of three (3) years of management experience, including supervision of personnel and project management. Law firm experience is strongly preferred.
- Ability to multi-task and prioritize in a fast-paced environment using good judgment.
- Ability to work with a high degree of accuracy and attention to detail in a busy office environment.
- Strong organizational and planning skills.
- Ability to clearly and effectively communicate, in oral and written form, with individuals at all levels within the Firm and outside the Firm.
- Self-motivated and able to work independently.
- Must demonstrate a high degree of trustworthiness commensurate to handling confidential and sensitive material.
- High proficiency in integrated library system software, MS Word and Excel; ability to efficiently search the Internet and experience working in databases.
Solid knowledge of legal publishing industry and players and of the organization of legal materials.
Reliability, dependability, and strong motivation to respond to requests quickly.
Flexibility to work additional hours, as necessary.

Arnold & Porter is an equal opportunity and affirmative action employer that does not discriminate on the basis of race, color, creed, religion, national origin, sex (which includes pregnancy, childbirth, breastfeeding and related medical conditions), age, marital or partnership status, familial status, sexual orientation, gender, gender identity, gender expression, transgender, physical or mental disability, medical condition, family leave status, citizenship status, immigration status, ancestry, genetic information, military or veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations. Our firm’s equal opportunity policy applies to all employment practices and terms and conditions, including, without limitation, recruitment, employment, assignment, training, compensation, benefits, promotions, disciplinary action and terminations. To achieve our goal of equal opportunity, Arnold & Porter maintains an affirmative action plan through which it makes good faith efforts to recruit, hire and advance in employment qualified minorities, females, individuals with disabilities and protected veterans. If you would like more information about your EEO rights as an applicant under the law, please click EEO is the LAW and the Supplement poster.

Arnold & Porter is an EO Employer – M/F/Veteran/Disability/Sexual Orientation/Gender Identity.

Click here to apply: https://www.arnoldporter.com/en/careers/professional-staff/current-opportunities

Position: Research Coordinator
Location: Arnold & Porter, Washington, DC

Originally posted on LLSDC Job Listings.

The Research Services Department of Arnold & Porter has an opening for a Research Coordinator to join our energetic, creative, and service-oriented global team. This position can be located in our Washington, DC, New York, San Francisco, Silicon Valley, or Los Angeles offices. The Research Coordinator works as part of a firm-wide team to support the information needs of attorneys and other timekeepers, management and administrative staff. The Research Coordinator handles the department’s on-demand reference and document delivery requests using internal and external resources to ensure cost-efficiency.

Essential responsibilities include but are not limited to:

- Performing on demand reference and document research services across a wide range of subject areas using a variety of print and electronic resources, including free and fee-based databases and websites.
- Actively participating in department and other internal firm meetings.
- Promoting the services of the Department firm-wide.
- Participating in, or leading, special projects as assigned.

QUALIFICATIONS:

- Bachelor's degree required. Enrollment in an MLS program at an ALA accredited school is a plus.
- A minimum of one year of experience providing on demand reference in a law library. Law firm experience is strongly preferred.
- Basic knowledge of research methodology, print and electronic resources and tools in the areas of law relevant to the Firm's practice.
- Ability to make cost-effective use of a wide range of free and fee-based resources, such as Westlaw, Lexis Advance and Bloomberg BNA to conduct basic research and retrieve documents.
- Familiarity with library and law firm technologies, including software and products used for communication, research and knowledge sharing.
- Comfortable using Microsoft Office applications, especially Word, Outlook, and Excel.
- Strong oral and written communication skills.
- Self-motivated, resourceful, creative and highly organized individual with strong attention to detail.
- Strong customer service orientation and a positive, team-oriented attitude.
- Excellent interpersonal skills, with the ability to forge relationships with management, colleagues and a diverse clientele.
- Effective work habits, including the ability to work under pressure and manage multiple priorities under deadlines.
Arnold & Porter is an equal opportunity and affirmative action employer that does not discriminate on the basis of race, color, creed, religion, national origin, sex (which includes pregnancy, childbirth, breastfeeding and related medical conditions), age, marital or partnership status, familial status, sexual orientation, gender, gender identity, gender expression, transgender, physical or mental disability, medical condition, family leave status, citizenship status, immigration status, ancestry, genetic information, military or veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations. Our firm’s equal opportunity policy applies to all employment practices and terms and conditions, including, without limitation, recruitment, employment, assignment, training, compensation, benefits, promotions, disciplinary action and terminations. To achieve our goal of equal opportunity, Arnold & Porter maintains an affirmative action plan through which it makes good faith efforts to recruit, hire and advance in employment qualified minorities, females, individuals with disabilities and protected veterans. If you would like more information about your EEO rights as an applicant under the law, please click EEO is the LAW and the Supplement poster.

Arnold & Porter is an EO Employer – M/F/Veteran/Disability/Sexual Orientation/Gender Identity.

Click here to apply: https://www.arnoldporter.com/en/careers/professional-staff/current-opportunities

Position: Part-time Reference Contractor
Location: Online Law Library, Fastcase

Originally posted on LLSDC Job Listings.

- Company Name: Fastcase legal research
- Contract info: Erin Page, 202-999-4691, epage@fastcase.com
- Type of service: Online Law Library
- Posting dates 2/4/2021-4/4/2021

Job description:

Do you enjoy legal research? Are you willing to train others? Do you enjoy presenting and sharing your expertise? Fastcase is seeking a research professional to join our Outreach team.

Responsibilities include:

- Assisting researchers in all 50 states in using the Fastcase research platforms.
  - Provide expertise in all jurisdictions with customers of varying experience in legal research and practice area
- Presenting to diverse audiences, including via webinar and in person.
  - Presenting can include travel, so a willingness to travel is a must.
- Creating reference guides and other materials for new and experienced users.
- Collaborate with our tech team to create new tools to enhance the research experience.
- Collaborate with the content team for new products and materials
- Collaborate with sales to reach out to new and returning customers.

Requirements:

- JD or MLIS with legal focus
- 1-2 years experience with presentation and communication
- Strong research skills with 1-2 years experience preferred.
- Strong problem solving skills.
- Ability to drive with a valid driver’s license.

We change the practice of law every day — the ideal candidate will be a forward-thinking innovator. Bonus points for computer science or legal tech experience.

Currently hiring for part time virtual position from 5-9 PM ET Monday through Friday.

To apply please send a resume to Erin Page at epage@fastcase.com
Position: **Director, National Library Service for the Blind and Print Disabled**  
Location: National Library Service for the Blind and Print Disabled, Washington, DC  
Salary: $132,552 to $199,300

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

Summary
This position is located in the National Library Service for the Blind and Print Disabled, Library Collections and Services Group, Taylor Street Annex, 1291 Taylor Street, NW, Washington, D.C. 20542.  
The position description number for this position is 233393.  
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.  
The incumbent of this position may work a flextime work schedule.  
This is a supervisory, non-bargaining unit position.

Responsibilities
This position is among the Library’s cadre of Senior Leader Executive Managers. The Library’s policy is to ensure that its executive management responds to the Library’s mission to support the Congress in fulfilling its constitutional duties and to further the progress of knowledge and creativity for the benefit of the American people. The Library attracts and retains executives of the highest caliber.

Has overall responsibility, as well as delegated authority, for the oversight and administration of the statutorily mandated NLS program of the Library of Congress. Responsible for the direction and management of the NLS to efficiently achieve specified goals and objectives outlined in the Library’s strategic plan.

Is responsible for leading the ongoing technological evolution of the NLS program including the expansion of online and digital delivery of program services, such as identifying changes in the technical landscape of the future, the future of network and multi-state libraries, and the lifecycle of current and future developments in support of NLS generally.

Administers the NLS research and development, information technology, collection development, reference, library network coordination, and managerial and administrative staff to attain program goals and objectives; works with the LCSG Financial Management Division on the annual budget process and budget execution for appropriated and gift funds, and represents NLS at professional and management meetings.

Ensures that all services and programs anticipate the changing technology landscape, is responsive to stakeholder needs and demands, and establishes and executes dynamic services that are responsive to the changing stakeholder landscape.

Provides professional, technical and administrative direction for all activities of the NLS. Plans NLS annual program and activities within the NLS performance budget, and determines short-term and long-range goals and objectives. Determines research and development priorities, assuring that collections and delivery methods are relevant to patron needs, and that collections are served in a timely and efficient manner.

Determines program priorities in consultation with other Library managers and NLS advisory groups. Develops and recommends policies governing the use of collection materials, and the provision of reference and research services to meet the needs of eligible users. Directs and fosters growth and maintenance of the NLS collections and works to facilitate and increase their use and access.

Works with subordinate managers in planning programs, policies and procedures for the NLS, and expanding the program in accordance with Marrakesh. Serves as chief management official of the NLS, exercising managerial authority and oversight in all areas cited above. Cooperates with officials in other government agencies and institutions interested in collaborative projects and inter-agency agreements to benefit the Library and the NLS. Responds to congressional inquiries and requests, and testifies before congressional committees on budget and program matters.

Performs the full range of human-resource management functions relative to the staff supervised. Hires and assigns staff as required. Sets and clearly communicates performance expectations for staff and oversees performance management in accordance with Library regulations, procedures and collective bargaining agreements. Provides informal feedback and periodically evaluates staff on job performance.

Develops, conceives, plans, and implements policies and guidelines affecting the NLS, a critical agency program. Translates new legislation and/or Library strategic goals into program goals, actions, and policies and interprets the impact of new legislative or strategic planning requirements on NLS. Is recognized as an agency authority on formulating new
policies and program objectives that have a broad and/or long-range impact on the Library, as well as the fields and 
constituents under the purview of the NLS.

Establishes and maintains effective working relationships with a wide variety of high-level individuals, including members 
of the U.S. Congress and their staffs, and other legislative and executive agencies to advance the mission of the NLS and 
the mission of the Library of Congress.

Serves as primary agency advisor on collections, services, programs and events of the NLS. Counsels senior 
management staff and officials at multiple levels in the Library of Congress, including senior staff of Library Collections and 
Services Group and the Library on matters affecting the NLS. Advises senior staff on the appropriate methods to achieve 
program goals and objectives. 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 challenges 
affecting library service to blind and print disabled individuals.

Two Position: Maryland

Position: Metadata Librarian (Open Rank)
Location: University of Maryland Libraries

Full vacancy announcement available on ALA Joblist.

Description
The Metadata Librarian supports the discovery of and access to the Libraries’ resources, both tangible and intangible, 
through the creation, extraction, transformation, review, and management of metadata. Implements and supports metadata 
strategies associated with digital initiatives and projects, evaluating workflows and processes, with the goal of improving 
existing operations through the application of creative strategies and solutions for resource description. Recommends 
metadata schemas and develops workflows for metadata creation for collections to be digitized. Designs and provides 
documentation, training, and consultation on creation and application of metadata in the Libraries. Promotes and fosters 
partnerships with library colleagues involved in digital projects, special collections, continuing resources, and public 
services.

For the full position description and faculty requirements, please go to http://www.lib.umd.edu/hr/employment-
opportunities/staff-faculty-positions.

Electronic applications required. Please apply online at https://ejobs.umd.edu/postings/81011

MINIMUM REQUIREMENTS:

Education:
Master’s degree in library science from a graduate program accredited by the American Library Association or equivalent 
professional degree with relevant library experience.

Experience:
Minimum of two years of experience related to metadata in an academic, special or research library, or institution with a 
substantial digital collection. Demonstrated experience with MARC or non-MARC metadata in a library environment. 
Demonstrated experience with XML-based standards. Experience with software and tools for batch creation and 
manipulation of metadata such as Excel, OpenRefine, or oXygen. Knowledge of cataloging standards, such as 
RDA/AACR2 and related policy statements, DACS, DCRM, LC classification, LCSH and related thesauri, and the IFLA 
Library Reference Model. Working knowledge of cataloging utilities, such as OCLC Connexion, integrated library systems, 
or digital repository systems/software. Knowledge of Semantic Web, RDF, and linked data. Understanding of technical 
services operations, and emerging cataloging issues and trends in digital resource management.
Ability to manage a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints. Excellent interpersonal skills. Ability to work both independently and collaboratively in a congenial team environment and to interact effectively with a broad variety of personnel both within and outside of the department. Ability to communicate clearly, knowledgably and personably, orally and in writing, with all persons potentially affected by the scope of the work. Evidence of strong customer service orientation. Ability to meet standards for achieving permanent status.

Position: Research Commons, Head
Location: University of Maryland Libraries

Originally posted on the Maryland Library Association listserv.

Responsibilities: This is a full-time permanent status track librarian position in the Research, Teaching, and Learning Department with responsibilities for overseeing the Research Commons. The Head of RC will expand on the educational mission of RC, including development and coordination of workshops and events; maintaining and developing services for researchers of all levels, from undergraduate students through faculty, (for example, IRROC and copyright assistance); putting forward marketing campaigns to promote RC; establishing measures and assessments in determining value; and assuming leadership for the development and support of a cohesive digital scholarship service, incorporating GIS, data visualization, data research and OER in accordance with the Libraries’ strategic priorities. The Head of RC will advise and contribute to the developments of commons models across the University of Maryland Libraries, including those at STEM, MSPAL, and TLC units, and provide leadership to their unit by supervising RC staff members.

Duties include actively engaging with colleagues across the Libraries and the campus community in developing and maintaining partnerships, services, and spaces; developing a strong understanding of research needs on campus in order to enhance service models; creation of assessments to determine awareness of the services, overall satisfaction, and suggestions for improvement; drafting strategic goals for the Research Commons; developing a plan for the comprehensive and coherent digital scholarship services. The Head of RC actively participates in services and collections related activities for assigned subject responsibilities, including collection development and management, provides instruction and in person and virtual reference services, and promotes services available through the Libraries.

The Head of RC is an active member of Research and Academic Services (RAS) division, contributing to divisional initiatives and leading specific projects in collaboration with other RAS units (e.g., TLC), and with other units in the Libraries (e.g., Digital Programs and Initiatives). In addition, the librarian works with the Director of RTL and other RTL unit managers to enhance cooperation between units and to develop and maintain a departmental culture that is inclusive, equitable, diverse, customer-centered, and responsive to changes happening in academic libraries and higher education.

Requirements: Education: Master’s degree in library science from a graduate program accredited by the American Library Association or equivalent professional degree with relevant library experience.

Experience:

Three years of professional experience in an academic research library with demonstrated increase in responsibilities. Demonstrated experience working effectively and creatively with academic faculty, students and library faculty and staff. Experience with research/information and instructional services, particularly in developing large-scale instructional programs. Experience or aptitude for developing new research-based programs and services with broad appeals to large and diverse audiences. Experience or aptitude with digital tools, data collection, data visualization, data research, and web and information technologies. Experience with open educational resources (OER), open access and academic integrity. Experience or aptitude to plan, deliver and maintain complex projects and strategic initiatives. Experience with designing measures and assessments to determine value, experience with a variety of assessment tools. Subject background in assigned disciplines demonstrated through academic degrees, course work, or substantive experience.

Knowledge, Skills, and Abilities:

- Excellent attention to detail and organizational skills. Ability to maintain web pages, calendars, and other productivity tools.
- Ability to develop and articulate clear expectations and guidelines for a complex work environment within Research Commons.
- Demonstrated ability to inspire and mobilize others. Understanding of current and emerging trends in academic libraries.
- Excellent oral and written communication skills, including established record of published scholarship.
- Excellent interpersonal skills with the ability to function independently and in groups, build and maintain relationships with partners and library staff.
Two Positions: Washington, DC

Posted on February 5, 2021 by LLAM News

Position: Research Librarian  
Location: Supreme Court of the United States  
Salary: $87,197 to $134,798 per year

Full vacancy announcement available on USAJOBS.

This is a full-time position with the Library at the Supreme Court of the United States in Washington, D.C. A telework schedule is permitted under COVID restrictions.

Closing Date: Sunday, 02/21/2021, 11:59 PM EST

Please note that this vacancy has a limit of 200 applicants. The job opportunity announcement will automatically close if that limit is reached prior to the closing date.

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.

Qualifications

At least three years of professional experience in a law library setting, performing legal research, general reference and legislative and historical research in both print and electronic formats and resources required. Experience with major legal and non-legal databases, including Westlaw, Lexis, HeinOnline, Bloomberg Law, PACER, Proquest, and JSTOR required. Experience in the research and literature of one non-legal subject area, such as empirical research, history, or business, highly desirable. Knowledge of a foreign language desirable.

Education

Master’s degree in Library and Information Science from an ALA accredited institution required. Law degree from an ABA accredited institution strongly preferred.

Additional information
Working for the Supreme Court of the United States offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. Additional benefits include flexible spending accounts, long-term care insurance, and the SmartBenefits transit subsidy.

**Position:** Librarian (Acquisitions Specialist)
**Location:** Library of Congress
**Salary:** $60,129 to $78,167 per year

Full vacancy announcements 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.

**Responsibilities**

This position is located in the Copyright Acquisitions Division, Office of the Chief of Operations, Copyright.

The division monitors U.S. publishing activities and seeks to encourage voluntary, regular deposit and registration by planning and implementing outreach efforts; establishing and maintaining effective relationships; and administering informal arrangements and negotiated, formal agreements with individual publishers or trade associations. Under the authority delegated by the Register of Copyrights, the division also issues demands for deposit and monitors subsequent compliance. Non-complying claimants may be referred to the Department of Justice for prosecution.

Identifies, selects, and acquires library materials in assigned formats and assigned subject areas through the mandatory deposit provision of the U.S. copyright law. Materials identified for selection and acquisition are of limited technical complexity, or easily acquired. Contacts domestic publishers to obtain information or to relay information related to the mandatory deposit of published works. Manages serial subscription deposits; approves acquisitions and bibliographic records when issuing informal requests or formal demands; and resolves routine problems independently. Conducts publisher reviews to determine their rate of compliance and to bring them into full compliance with the Copyright Law. Ensures demand orders are represented by correct bibliographic identification, correct publisher contact information, and correct coding in the acquisitions and cataloging systems. Resolves routine problems and inconsistencies in the acquisitions and deposit process, including assisting in preparation of responses for requests for special relief from the mandatory deposit requirements. Performs research using on-site reference sources, online databases, the World Wide Web, and the collections of the Library.

In consultation with the supervisor or a senior specialist, gathers and evaluates copyright and publication facts to determine if the materials are subject to copyright demand, or are available through other acquisition methods.

Answers inquiries from copyright claimants and publishers regarding deposit requirements, Copyright Office and Library policies and programs, and the acquisition needs of the Library. Refers difficult technical questions on U.S. copyright law and Copyright Office policies and practices to a supervisor or senior specialist.

Provides routine copyright information to LC Recommending Officers and assists LC staff in searching Copyright Office databases via the internet.

**Qualifications**

- Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.
- Ability to work with electronic resources in a library environment.
- Ability to apply the principles and techniques of collection development in a library environment.**
- Ability to use information retrieval principles.
- Ability to apply knowledge of acquisitions, selection, and bibliographic control.**
Washington, DC: Two Positions

Position: Library Technician
Location: CIP and Dewey Section, U.S. Programs, Law and Lit Division, Acquisitions and Bibliographic Access Directorate, Library Services, Library of Congress, Washington, DC
Salary: $49,157 to $63,906

Full vacancy announcement available on USAJOBS.

Summary
This position is located in the CIP and Dewey Section, U.S. Programs, Law and Lit Division, Acquisitions and Bibliographic Access Directorate, Library Services.
The position description number for this position is 128318.
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
This position is located in any of the divisions that come under the Directorate of Acquisitions and Bibliographic Access. The incumbent of this position performs major technician duties for the functions of acquisitions, cataloging, and serials control. A foreign language may be required for this position depending on the geographical area for which functions are being performed. For example, staff processing and cataloging materials from South America need knowledge of the Spanish language.

Plans and carries out many procedures to acquire library materials via exchange, gift, transfer, approvals, Copyright or purchase. Performs searches of reference sources which may include print, automated files, and internal and external databases. Receives, inspects, and processes library materials in all formats received from all sources (governmental, exchange, gift, purchase). Prepares acquisition acknowledgment letters. Assists in determining materials that need to be claimed and issues appropriate claims to suppliers. Processes cancellations or adjustments to acquisition records.

Uses standard techniques to perform further sorting and distribution for items not destined for the collections. Identifies items for the Duplicate Material Exchange Program (DMEP), for the National Agriculture Library, for the National Library of Medicine, for surplus, and for discard. Records receipts for all formats (e.g., bound and unbound ink prints, microforms, CD-ROMs, and special formats) on the appropriate entry in online and manual files. Independently performs serials control activities in an online environment.

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

Performs copy cataloging for various materials and formats in an automated cataloging environment Searches entries in automated and manual catalogs. Assigns content designation on newly created and updated bibliographic records. Performs database maintenance including modifications, updates, and corrections. Creates and revises bibliographic records, including initial bibliographic control records (IBCRs). Refers problems and items needing authority work to senior staff.
Shelflists materials independently, adjusting procedures as needed. Consults the shelflist or the appropriate classification schedule to verify whether the class number assigned is consistent with the subject heading(s). Learns to identify possible errors in the cataloging process and then consults with senior personnel before correcting the problem.

Receives and accessions various types of materials. Searches collection data in large in-house databases. Logs materials into and out of the workflow. Distributes materials to the appropriate section, shelf, or individual cataloger. Creates labels for materials and performs other end-stage processing tasks as required. Routes accessioned and processed materials to the correct locations in the Library.

Communicates with a broad spectrum of clients regarding routine questions on services to publishers and other specialized library services. Provides forms and instructions for securing these services. Provides technical information in clear, straightforward language. Provides referrals to library services such as ISSN, Copyright, CIP, ISBN, U.S. Postal Service, Patent and Trademark Office, etc. based on knowledge of these services and their differences. Prepares acquisition acknowledgment letters.

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

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

Performs various other duties as assigned.

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

Position: Research Librarian
Location: Congressional Research Service (CRS) Foreign Affairs, Defense and Trade Division, Library of Congress, Washington, DC
Salary: $60,129 to $78,167

Full vacancy announcement available on USAJOBS.

Summary
The Congressional Research Service (CRS) Foreign Affairs, Defense and Trade Division is accepting applications under its 2021 Graduate Recruit Program for a Research 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. Initial appointments are expected to convert to permanent, contingent upon the participant's successful performance, 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.
**Position:** Head, Research Commons  
**Location:** University of Maryland, College Park

Full vacancy announcement available on [ALA Joblist](http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions).

**Description**  
This is a full-time permanent status track librarian position in the Research, Teaching, and Learning Department with responsibilities for overseeing the Research Commons. The Head of RC will expand on the educational mission of RC, including development and coordination of workshops and events; maintaining and developing services for researchers of all levels, from undergraduate students through faculty, (for example, IRROC and copyright assistance); putting forward marketing campaigns to promote RC; establishing measures and assessments in determining value; and assuming leadership for the development and support of a cohesive digital scholarship service, incorporating GIS, data visualization, data research and OER in accordance with the Libraries’ strategic priorities. The Head of RC will advise and contribute to the developments of commons models across the University of Maryland Libraries, including those at STEM, MSPAL, and TLC units, and provide leadership to their unit by supervising RC staff members.

Duties include actively engaging with colleagues across the Libraries and the campus community in developing and maintaining partnerships, services, and spaces; developing a strong understanding of research needs on campus in order to enhance service models; creation of assessments to determine awareness of the services, overall satisfaction, and suggestions for improvement; drafting strategic goals for the Research Commons; developing a plan for the comprehensive and coherent digital scholarship services. The Head of RC actively participates in services and collections related activities for assigned subject responsibilities, including collection development and management, provides instruction and in-person and virtual reference services, and promotes services available through the Libraries.

The Head of RC is an active member of Research and Academic Services (RAS) division, contributing to divisional initiatives and leading specific projects in collaboration with other RAS units (e.g., TLC), and with other units in the Libraries (e.g., Digital Programs and Initiatives). In addition, the librarian works with the Director of RTL and other RTL unit managers to enhance cooperation between units and to develop and maintain a departmental culture that is inclusive, equitable, diverse, customer-centered, and responsive to changes happening in academic libraries and higher education.

For the full position description and faculty requirements, please go to [http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions](http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions).

**Requirements**  
**MINIMUM REQUIREMENTS:**

- Master’s degree in library science from a graduate program accredited by the American Library Association or equivalent professional degree with relevant library experience.
- Three years of professional experience in an academic research library with demonstrated increase in responsibilities.
- Demonstrated experience working effectively and creatively with academic faculty, students and library faculty and staff.
- Experience with research/information and instructional services, particularly in developing large-scale instructional programs.
- Experience or aptitude for developing new research-based programs and services with broad appeals to large and diverse audiences.
- Experience or aptitude with digital tools, data collection, data visualization, data research, and web and information technologies.
- Experience with open educational resources (OER), open access and academic integrity.
- Experience or aptitude to plan, deliver and maintain complex projects and strategic initiatives.
- Experience with designing measures and assessments to determine value, experience with a variety of assessment tools.
- Subject background in assigned disciplines demonstrated through academic degrees, course work, or substantive experience.
Position: College Librarian  
Location: Goucher College, Baltimore

Full vacancy announcement available on ALA Joblist.

Goucher College seeks a dynamic College Librarian to provide leadership and strategic direction for all aspects of library services to the College, contributing to the Library’s campus-wide focus on transformative teaching and learning. The College Librarian will work collaboratively with faculty, staff and students 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 beyond the classroom, where students develop a habit of mind through mastery of skills and confidence gleaned from reflection, relationships, and resilience; where they are inspired to learn independently, with and among others, guided to ideas through the exploration of knowledge and resources; 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 has faculty status and will work closely with other campus departments and offices.

The College Librarian will:

- Serve as a strategic leader on campus adept at responding to and managing a changing campus environment;
- Serve as chief advocate and spokesperson for the academic support provided by the Library;
- Provide strategic vision for the continuing development and advancement of the Library as a learning center, leverage existing strengths in the service of new initiatives;
- Lead strategic planning and assessment efforts to determine the needs of the Library and document its effectiveness as demonstrated by evidence-based assessment methods;
- Collaborate and regularly consult with faculty and staff to provide significant student resources and support for academic programs, supplemental instruction, tutoring, scholarship, and student learning;
- Manage the operations of the Library including the facilities, services, staff, and budgets;
- Oversee the Writing Center, the Quantitative Reasoning Center, Library Research Foundations, supplemental instruction, and tutoring for other content areas or digital literacy, working collaboratively to enhance and integrate student learning;
- Engage in teaching, liaison, outreach activity and reference as appropriate;
- Provide energetic leadership in integrating new and emerging technologies with existing library resources and services;
- Oversee and provide guidance for the management of the Library’s collections, including its online resources;
- Distribute various Library development funds, grants, prizes, etc.;
- Lead fundraising for the Library, including supporting the Goucher Friends of the Library organization and serving as the Library’s liaison to College Advancement;
- Develop, conceive, plan and implement with Library staff a variety of library programs, projects, policies and guidelines;
- Engage with library leaders and consortia at the local, state and national levels for collaboration opportunities and to promote the College and the Library.
Requirements

Qualified candidates will possess a master's degree in library science degree from an ALA accredited program. A second master's degree or doctorate is desirable. A record of progressive responsibility in libraries is required, with three minimum at the administrative level. The successful candidate will:

- Demonstrate excellent organizational, oral, video and written communication skills to work collaboratively and collegially with students, faculty and staff;
- Have creative visioning and problem-solving skills;
- Possess the ability to identify and develop state-of-the-art information technologies integrated with traditional library collections and services;
- Have knowledge of current issues in libraries, in teaching and learning, outreach, collections, access, and in digital and special collections;
- Demonstrate commitment to a user-focused service orientation;
- Demonstrate commitment to shared governance;
- Demonstrate commitment to access, inclusiveness, diversity and social justice;
- Possess a deep understanding of the issues facing higher education, liberal arts colleges and academic libraries;
- A background check will be required as a condition of employment.

Goucher College is committed to increasing the diversity of our community and seeks applicants dedicated to applying principles of equity and inclusion in all areas of the campus community.

One Position: Washington, DC

Position: Librarian
Location: Library of Congress
Salary: $60,129 to $78,167 per year

Full vacancy announcement available on USAJOBS.

Summary
This position is located in the Benelux, France And Italy Section, African, Latin American & Western European Division, Acquisitions & Bibliographic Access Directorate, Library Services. It is a hybrid position that combines major duties of both the acquisition specialist and the cataloger.

The position description number for this position is 058498.

This is a non-supervisory, bargaining unit position.

Responsibilities

Catalogs a variety of materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Establishes personal and corporate names and uniform titles for inclusion in the name authority file.

Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloger's reference collection, online databases, the world
wide web, and the collections of the Library. Recommends resolutions to problems and inconsistencies in the cataloging process.

Provides services and deals with materials that are non-technical in nature, of limited technical complexity, or easily acquired. Coordinates proper purchasing information, correct bibliographic identification, and correct coding in the information system. Contacts dealers, subscription agents, vendors, overseas offices, government agencies, and/or exchange partners to coordinate the order process. Consults acquisition reference material to determine whether recommended item is appropriate for purchase, copyright claim, exchange, gift, loan, or other type of acquisition. Examines recommendations for acquisition to identify processing and custodial requirements and to identify acquisition of out-of-scope materials. Maintains liaison with recommending officials and subject specialists to understand their needs. Consults acquisition reference material to determine whether recommended item is appropriate for purchase. Reviews and approves invoices for payment for all formats of material. Determines availability of funds.

Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements to cataloging-related issues.

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accordance with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.

Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information. Consults with Team Leader and cataloging policy staff to recommend changes and additions in descriptive and subject cataloging rules. Offers suggestions and advice to Team Leader on operational and technical problems. Collaborates with Team Leader and other staff in planning and implementing team activities including: workflow procedures, team priorities, cataloging projects of an experimental nature, goal setting and strategies for meeting team production goals. Assists others inside and outside the Library with language, subject and cataloging problems.

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

Ability to read, write, and communicate in Italian and English, and preferably with some knowledge of French.**

Knowledge of library cataloging and/or acquisitions rules, practices, and procedures.**

Ability to use integrated library systems, applications, or other information technologies.**

Knowledge of the culture and/or civilization of Italy and/or France.

Ability to organize, analyze, and interpret data related to cataloging and/or acquiring library materials.

Ability to communicate effectively in writing.

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

Ability to communicate effectively other than in writing.

Posted in Job Vacancies | Tagged Government Library, Public Services, Washington DC
Two Positions: One Washington, DC; One Virtual

Posted on January 26, 2021 by LLAM News

Position: Research and Content Librarian  
Location: Cleary Gottlieb Steen & Hamilton, LLP, Washington, DC

Originally posted on LLSDC Job Listings.

Overview

We seek a Research and Content Librarian to conduct complex legal and non-legal research supporting practice areas such as Mergers & Acquisitions, Capital Markets, Litigation, and Antitrust as a member of the Research & Information Services – Americas team based in our Washington, D.C. office. The Research and Content Librarian will also support Library and Information Services operations daily and during resource and project constraints, specifically supporting the Acquisitions and Content Services Librarian.

Position: Exempt

Reports to: Reference Services Manager – Americas (Direct); Library Operations Manager – Americas (Matrixed)

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
- 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
- Flexibility to monitor emails and prioritize responses after hours

Preferred:

- Experience working across a matrixed organization

Position: Temporary Virtual Research Librarian  
Location: Virtual, Prestigious National Law Firm
LAC Group seeks a Temporary Virtual Research Librarian for a project position with a prestigious national law firm. This position will be responsible for conducting background check and legal research to attorneys and staff utilizing research tools (Lexis) and internet-based research methods. This role will be full-time, remote/virtual based and will run for 4-8 months.

RESPONSIBILITIES

- Collaborate with a nation-wide team of librarians to provide comprehensive and sophisticated research services for attorneys and staff in all offices.

QUALIFICATIONS

- At least 1+ years' legal reference and research experience, preferably in a law or corporate library.
- Masters in Library and Information Science and/or Juris Doctor degree strongly preferred.
- Demonstrated proficiency with major legal and business research platforms, public records resources, competitive intelligence tools, and state and federal legal information sources.

Two Positions: Maryland

Posted on January 19, 2021 by LLAM News

**Positions: Correctional Librarian**

Two Locations: Eastern Correctional Institution, Westover, MD and Maryland Correctional Institution/Roxbury Correctional Institution, Hagerstown, MD

Salary: $62,918.00 – $100,531.00

Originally posted on the Maryland Library Association listserv.

Introduction
The Maryland Department of Labor has several vacancies in our Western and Eastern Region. When completing your application, please select all locations in which you are willing to accept employment.

**LOCATION OF POSITION**
1. Eastern Correctional Institution (ECIW) – Westover, MD 21890
2. Maryland Correctional Institution – Hagerstown Hagerstown, MD 21746
3. Roxbury Correctional Institution – Hagerstown, MD 21746

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

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

MINIMUM QUALIFICATIONS
Education: Possession of appropriate educational credentials as determined by the Maryland State Board of Education.
Experience: None

DESIRED OR PREFERRED QUALIFICATIONS
1. Experience in current media center practices, computer, and electronic technologies and providing a variety of media services to a diverse customer base.
2. One year of professional library experience.

LICENSES, REGISTRATIONS AND CERTIFICATIONS
Librarians in State operated school programs are required to acquire and maintain certification in the State of Maryland per Section 6-101 of the Education Article of the Annotated Code and Code of Maryland Regulations (COMAR) 13A.12.01.03B(2). Applicants recommended for appointment will be required to complete an Authorization and Verification of Credentials. Information on requirements for certification and procedures for application may be obtained from the Maryland State Board of Education, 200 W. Baltimore Street, Baltimore, MD 21201-2595.

SPECIAL REQUIREMENTS
ESSENTIAL KNOWLEDGE/SKILLS/ABILITIES: Candidates should have knowledge of the principles and practices of adult education; knowledge of instructional planning and teaching methods; skill in the use of assessment instruments; ability to develop appropriate educational goals and objectives; ability to establish and maintain an effective learning environment; ability to communicate effectively; both orally and in writing.
CONDITIONS OF EMPLOYMENT: Employees in this classification are subject to Substance Abuse Testing in accordance with Code of Maryland Regulation 17.04.09, Testing for Illegal Use of Drugs. All potential applicants shall be screened for security purposes prior to being offered a position. This screening is a routine procedure for all employees required to work in State Correctional Institutions and shall consist of fingerprinting, credit check and background investigation by the Maryland State Police. Proof of eligibility to work in compliance with the Immigration Reform and Control Act is required.

Please see the link below for the Librarian APC job announcement and application.
(APC = Advanced Professional Certificate)

https://www.jobapscloud.com/MD/sup/bulpreview.asp?R1=21&R2=005896&R3=0001

Two Positions: Washington, DC

Position: Librarian
Location: Library of Congress
Salary: $60,129 to $78,167 per year
Summary
This position is located in the Southeast Europe Section, Germanic and Slavic Division, Acquisitions and Bibliographic Access Directorate, Library Services.

Responsibilities
This position is located in any of the divisions that come under the Directorate of Acquisitions and Bibliographic Access. It is a hybrid position that combines major duties of both the acquisition specialist and the cataloger. There may be a foreign language requirement for this position depending on the geographical area for which cataloging or acquisitions functions are being performed. For example, staff selecting and cataloging materials from South America need knowledge of the Spanish language (See attached listings of approved languages). The incumbent may use a specific foreign language to perform the following major duties.

Catalogs a variety of materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Establishes personal and corporate names and uniform titles for inclusion in the name authority file.

Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloger’s reference collection, online databases, the world wide web, and the collections of the Library. Recommends resolutions to problems and inconsistencies in the cataloging process.

Provides services and deals with materials that are non-technical in nature, of limited technical complexity, or easily acquired. Coordinates proper purchasing information, correct bibliographic identification, and correct coding in the information system. Contacts dealers, subscription agents, vendors, overseas offices, government agencies, and/or exchange partners to coordinate the order process. Consults acquisition reference material to determine whether recommended item is appropriate for purchase, copyright claim, exchange, gift, loan, or other type of acquisition. Examines recommendations for acquisition to identify processing and custodial requirements and to identify acquisition of out-of-scope materials. Maintains liaison with recommending officials and subject specialists to understand their needs. Consults acquisition reference material to determine whether recommended item is appropriate for purchase. Reviews and approves invoices for payment for all formats of material. Determines availability of funds.

Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements to cataloging-related issues.

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accordance with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.

Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information. Consults with Team Leader and cataloging policy staff to recommend changes and additions in descriptive and subject cataloging rules. Offers suggestions and advice to Team Leader on operational and technical problems. Collaborates with Team Leader and other staff in planning and implementing team activities including: workflow procedures, team priorities, cataloging projects of an experimental nature, goal setting and strategies for meeting team production goals. Assists others inside and outside the Library with language, subject and cataloging problems.

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.

**Position:** Librarian (Lead Acquisition)
**Location:** Library of Congress
**Salary:** $142,701 to $170,800 per year

Full vacancy announcements available on USAJOBS.

**Summary**
The position is located in the Acquisitions Unit in the Information Resources Branch providing advice and guidance to team members concerning the principles of selection of library resources, methods of bibliographic research, standards and practices of the information marketplace, Federal procurement regulations, various methods of procurement of library resources and the employment of streamlined acquisitions procedures that utilize evolving IT to facilitate the acquisitions process.

**Responsibilities**

- Explains team goals and objectives to team members and assists them accomplishing its work.
- Instructs team members in specific acquisitions tasks and work techniques, makes available written instructions and relevant reference materials and provides advice on interpretation of the instructions and references.
- Acts as Library Procurement Officer in carrying out most intricate acquisitions procedures for the Library that require specialized knowledge of sources necessary for searching out and identifying new channels for procurement of library materials
- Cultivates important relationships with clients and library sources, deals with many requesters for procurement services.
- Identifies significant gaps in library collection and acquires materials needed to support Department of State foreign affairs mission requirements.

One Position: Washington, DC

**Position:** Information Literacy Librarian
**Location:** University of the District of Columbia
**Salary:** $65,000

Full vacancy announcement is available on the CUA SLIS blog.

The University of the District of Columbia is currently seeking candidates for the position of Information Literacy Librarian. This highly visible position supports the mission of the university and division by leading in the development and maintenance of the division’s information literacy program. Reporting to the director of the library, the librarian works collaboratively with academic faculty and librarians in planning and implementing a program for teaching and fostering information literacy skills relevant to the university curriculum, and for developing students’ competence to discover, access, evaluate, and use electronic and print resources. This is a 12-month position. Some evening and weekend work is required.

The only public institution of higher education in the nation’s capital, the University of the District of Columbia is a land grant institution of higher learning dedicated to providing quality, career focused undergraduate and graduate programs that prepare its highly diverse students with the knowledge, skills, and credentials needed to launch, enhance, or change careers. The university is a member of the Washington Research Library Consortium (WRLC), which manages the shared integrated library catalog, the high-density off-site shared collections facility, the consortium and interlibrary loan systems,
and other initiatives. Librarians are expected to serve on appropriate WRLC committees and other task forces, as assigned.

Electronic submission of application materials is required. For additional information about this position and to apply, please visit:

https://udc.applicantstack.com/x/detail/a2hbyxhfmykk

Applications received before March 1, 2021 will receive first consideration.

Please note that as this is a tenure-track faculty position, the posting includes standard language from the university regarding terminal degrees and teaching. However, this librarian position does not primarily involve classroom teaching so those without teaching experience should not hesitate to apply. The MLS is the appropriate terminal degree for librarians.

Five Positions: Maryland

Posted on January 12, 2021 by LLAM News

Position: Law Librarian III, Maryland Collections Librarian
Location: Thurgood Marshall State Law Library, Annapolis, MD
Salary: $69,280
Closing Date: January 26, 2021

Essential Functions:

The Maryland Collections Librarian, in coordination with the Head of Collection Management, is responsible for developing and maintaining the Library’s Maryland-specific print collections.

The Maryland Collections Librarian manages digitization projects, including preparing and organizing collection materials as necessary for digitization and processing the digital files produced for inclusion in the Library’s digital collections.

The Maryland Collections Librarian provides regular reference and research assistance to all segments of the Library’s user population. All other duties as assigned.

Education: Master’s Degree in Library/Information Science from an American Library Association (ALA) approved school.

Experience: Two (2) years of professional-level library experience.

Preferred: Experience with technical services. Experience in a law library.

Skills/Abilities:

General

- Knowledge of the profession of librarianship, the legal system, and current information technology and architecture.
- Knowledge of utilizing computer technology and software (e.g., word processing, spreadsheet, database software, web-based tools).
- Ability to communicate effectively both orally and in writing.
- Ability to prioritize and organize multiple tasks and duties.
- Ability to lift up to twenty (20) pounds.
Ability to perform all of the essential functions of this position, with or without reasonable accommodations.

Cataloging and Digital Collections

- Knowledge of collection management.
- Knowledge of digitization and preservation standards.
- Knowledge of handling and maintaining a collection which includes material that is rare, old, and/or in poor condition.
- Knowledge of cataloging practice and standards including MARC, RDA, and Library of Congress Subject Headings.
- Knowledge of common metadata standards, such as Dublin Core.

Reference

- Knowledge of legal database retrieval and document delivery technologies, such as Westlaw Edge.
- Knowledge of legal, historical, and general information resources in multiple formats, including digital, print, and microform.
- Ability to work well with a highly diverse customer base to assist with their legal information needs using a variety of communication methods, including telephone, e-mail, and in-person dialogue.
- Ability to analyze and solve complex legal research/reference queries using multiple sources in multiple formats.
- Ability to staff the reference desk for four (4) hour periods of time.

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.

Position: Development Coordinator
Location: Library Headquarters, Anne Arundel County Public Library
Salary: $48,367-$79,926

Originally posted on the Maryland Library Association listserv.

Minimum Requirements:
Possession of a Bachelor’s Degree in Business Management, Marketing, Public Relations or related field supplemented by at least two years’ successful fundraising, development, or marketing experience; or an equivalent combination of experience and training that has provided the knowledge, abilities and skills listed in the job description, and acceptable performance on appropriate proficiency exercises. Knowledge of constituent management software required (Blackbaud Raisers Edge/NXT preferred)

Responsibilities:
Supporting the Executive Director of Foundation and Foundation Office with the fundraising operations including all development activities, special events, grants, sponsorships, annual fund, endowment, major gift efforts, stewardship, and planned giving programs. This position also may have a portfolio of donors that give annually at $1000 or less, and coordinate volunteer involvement in committees as needed.

Position: Custodian
Location: Busch Annapolis Library, Anne Arundel County Public Library
Salary: $13,872 – $22,923

Originally posted on the Maryland Library Association listserv.

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.

Position: Library Associate II
Location: Finksburg Branch, Carroll County Public Library
Salary: $45,825.00

Originally posted on the CUA SLIS listserv.

Job summary:
Provides a variety of public information and programming services to customers in the branch; maintains portion of branch collection materials, creates schedules for the information staff, supervises the work of Library Associate substitutes; coordinates branch volunteer program; works under general supervision; performs other duties as assigned.

Essential Functions:
1. Supervises, schedules, trains, coaches and evaluates the work of assigned staff;
2. Selects, processes, and schedules interviews for Library Associate Substitute applicants using hiring software; interviews and provides hiring recommendation to Human Resources;
3. Reviews and approves timesheets of assigned staff;
4. Serves as branch coordinator of volunteers; may supervise volunteers;
5. Greets customers and responds to information, reference, and reader’s advisory requests using model reference and reader’s advisory behaviors;
6. Maintains current knowledge of reference materials and search tools to assist customers;
7. Uses current knowledge of Library related technology to assist and instruct customers and perform basic troubleshooting;
8. Analyzes customers’ questions to decide search strategy and uses appropriate resources to meet customer needs;
9. Processes customers’ requests for materials;
10. Weeds, replaces, and adds materials to adult collections as directed and according to branch and system guidelines, suggests additions to collection area;
11. Develops, prepares, presents, and evaluates programming themes and ideas and submits to department head for approval;
12. Registers customers for programs;
13. Prepares and presents programs, booktalks, and event activities both in the branch and at other locations such as schools, and special events;
14. Conducts library tours to various groups;
15. Creates and/or assists with the creation of library displays;
16. Monitors and coordinates placement of miscellaneous materials;
17. Communicates library policies and procedures to customers as appropriate;
18. Manages multiple customers simultaneously while providing exemplary customer service;
19. Serves as librarian-in-charge; responsibilities include but are not limited to opening and closing activities, resolving customer complaints, and communicating necessary information to staff; enforces Library behavior guidelines and evicts customers, as appropriate;
20. Participates in meetings, teams/committees/workgroups, outreach activities and training opportunities, as appropriate;
21. Performs basic circulation duties;
22. Performs other duties as instructed and assigned.

Position: Children’s Associate/Librarian
Salary: $21.56 – $23.30 Hourly
Location: Waldorf West, Waldorf, MD, Charles County Public Library

Originally posted on the CUA SLIS listserv.

Essential Functions:

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
1. Provides a consistently high level of service to others by assisting with requests, or locating appropriate resources for the request.

2. Works collaboratively across CCPL departments to conduct joint programming.

3. Plans, prepares, and implements age-appropriate programs and outreach for children.

4. Provides reference and reader’s advisory services.

5. Maintains confidentiality of customers and their personal information.

6. Maintains orderliness of collection and neatness of public areas.

7. Instructs customers on the use of materials, equipment and technology.

8. Creates displays and makes suggestions for interactive learning and development activities.


10. Promotes library services and activities.

11. May prepare flyers or other publicity in conjunction with the Marketing Department.

12. Conducts tours and orientations as necessary.

13. Works with volunteers, as assigned.

14. May serve as Young Adult Associate/Librarian, as needed.

15. Performs circulation tasks, including shelving, checkouts, issuing cards, renewals, and holds.

16. Works at different locations throughout the CCPL system as needed.

17. Attends meetings and participates in committees and organizations that further the Library’s mission and goals.

18. Professionally represents the library at community and organizational events that further the Library’s mission and goals.

19. Fulfills Continuing Education requirements and stays current with Library developments.

20. May serve as Librarian-in-charge.

21. Performs other duties as assigned.

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

One Position: Maryland

Posted on January 8, 2021 by LLAM News
Position: Research Services and Innovation Librarian  
Location: Loyola Notre Dame Library, Baltimore  
Salary: $72,030 to $112,240 per year

Full vacancy announcement available on ALA Joblist.

The Loyola Notre Dame Library (LNDL) is looking for an innovative, learner-centered, tech-savvy leader for the position of Research Services and Innovation Librarian in our Research and Technology Services Department. The Research Services and Innovation Librarian supervises unit librarians and leads all research, learning, and engagement functions including the oversight of the Library’s instruction and consultation programs which emphasizes information, digital and copyright fluency, coordinates outreach and engagement and leads reference services. This individual also serves as a member of the Library Operations Group/Team that includes the Head, of Access Services, Technology Librarian, and Special Projects and Copyright Librarian. This group functional team has oversight of day to day library operations. This position reports to the Associate Director.

The Research Services and Innovation Librarian will possess broad knowledge of instruction program development and demonstrate creativity when infusing pedagogy with technology. The successful candidate will be passionate about collaborating with faculty and students to continuously improve user experiences. This individual will support and enable student and faculty collaboration, scholarship, creativity, and innovation. Flexibility and adaptability is key for working in our fast-paced environment.

Position Responsibilities:

- Provide leadership and management of programs and services that support research and learning for faculty, students, and staff of the LNDL community.
- Supervise, coordinate, and evaluate all activities and operations of the Research and Instruction Unit. Evaluate and mentor full-time librarians.
- Cultivate and promote new models of user engagement.
- Work collaboratively to integrate and lead a library instruction program that promotes information, digital, and copyright literacies. Develop strategic partnerships with faculty to facilitate the development and implementation of online learning and/or digital literacy initiatives into the curriculum as appropriate.
- Lead and oversee research consultation services including subject specific support in data management.
- Partner with students, faculty, and library staff to enhance outreach and engagement to promote the use of library spaces and programs in support of research by implementing and maintaining effective policies and procedures in response to evolving user and operational needs.
- Compile statistics, analyze data, and prepare reports to inform decision making and support institutional, state, and national reporting.
- Expand access to library services by serving as a liaison and supporting discipline information needs.
- Maintain and enhance professional skills through consistent and meaningful professional development activities to support the Research and Technology Services Department. Serve on Library and other committees as appropriate.
- Other duties as assigned.

Requirements

Required Qualifications:

- Graduate degree in library/information science from an ALA-accredited institution;
- Demonstrated understanding of changes in academic library research trends and the ability to thoughtfully analyze and adapt services, spaces, and technologies to improve user experience;
- Minimum of 3 years recent, significant library instruction experience in an academic library;
- Minimum of 2 years recent supervisory experience managing, motivating and leading staff;
- Ability to teach in a variety of settings and formats with a broad knowledge and understanding of instruction, pedagogy, and principles related to information and digital literacies development;
- Demonstrated familiarity with current and emerging technologies including developing learning objects.
- Experience leading in-person or digital reference and research services in an academic library;
- Strong interpersonal communication skills related to outreach, relationship-building and collaboration;
- Strong project management skills with a demonstrated ability to think strategically, set priorities, meet deadlines, and complete tasks and projects on time with little supervision;
- Ability to work effectively with a diverse population in a busy public service setting to deliver high quality customer service;
- Ability to work evenings and weekends as necessary;
Ability to lift up to 30 pounds, with or without accommodation, in support of work processes and projects.

Preferred Qualifications:

- Advanced degree or academic coursework related to user experience, instructional design, digital pedagogy, educational technologies, or learning spaces;
- Knowledge of tools and standards for creating accessible online learning objects;
- Familiarity with trends in data management and other emerging areas of research expertise in an academic Library;
- Basic knowledge of copyright law and “fair use” guidelines;
- Experience leading programming in a library commons;
- Working knowledge of integrated library systems including Aleph and ILLiad.

Four Positions: Washington, DC

Posted on January 8, 2021 by LLAM News

Position: Technical Services Technician
Location: Library of Congress
Salary: $43,798 to $56,939 per year

Full vacancy announcement available on USAJOBS.

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

The position description number for this position is 128788.

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
This position is located in the Technical Services Section of Prints and 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 incumbent works alone or with a team to prepare collections for service. This processing work involves archival arrangement, bibliographic description, inventory control, and collections management tasks such as recognizing different visual formats, sorting and labeling, foldering and boxing, performing digital reformatting and quality review, and entering pertinent information into inventory databases and library catalogs according to standard procedures. The collections contain more than 14 million items in hundreds of collections stored in local and remote sites. They encompass the full range of subject and geographical specialties collected by the Library and are often in fragile physical condition with attendant concerns for security, preservation, and safe handling.

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, barcoding, 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 images 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 microcomputer operations and of designated microcomputer software packages for word processing, database management, statistical compilations, and bibliographic production.

Performs other duties as assigned.

Position: Research Manager (Banking, Insurance, Securities, and Macroeconomic Policy)
Location: Library of Congress
Salary: $142,701 to $170,800 per year

Full vacancy announcements available on USAJOBS.

Summary
The Congressional Research Service seeks a Research Manager for the Banking, Insurance, Securities and Macroeconomics Policy Section in the Government and Finance Division. This position will be filled as a GS-0101 (social science analyst) or GS-0110 (economist). Applicants can request to be considered for either or both series (see Vacancy Questionnaire).

Applicants who apply for only one series will not be considered for the other series.

Responsibilities
The Section Research Manager leads a team of policy analysts in the development of policy research and analysis for Congress. The section covers a broad array of financial regulatory and economic policy issues including, but not limited to, banking, financial institutions, insurance, housing finance, securities, monetary policy, and macroeconomics. The section’s work intersects with many related areas including trade, energy, labor, and economic development.

The Research Manager duties include:

- managing and supervising policy analysts, including communicating performance standards and expectations to staff, observing staff performance, giving feedback, and assessing performance;
- 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;
- 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; and
- performing special assignments as directed by the Assistant/Deputy Assistant Director.

Candidates with research and research management experience in issues covered by the Banking, Insurance, Securities and Macroeconomics Policy Section and who have strong interpersonal skills and are capable of leading a highly motivated and talented research staff committed to providing Congress the highest level of nonpartisan, authoritative,
objective policy analysis are encouraged to apply. Previous experience in writing, research, and analysis, and knowledge of congressional decision making and legislative process is desired. Candidates with experience explaining complex policies, programs, and economic principles in terms that resonate with audiences without their level of expertise are encouraged to apply.

The Research Manager directly supervises 10-12 staff members in the Banking, Insurance, Securities and Macroeconomics Policy Section of the Government and Finance Division. The Research Manager advises the Assistant Director and Deputy Assistant Director, leads staff toward meeting the Library’s and CRS’s vision, mission, and goals by managing performance, communicating effectively, fostering continuous improvement and innovation, building and maintaining relationships, leveraging diversity and inclusiveness, thinking systematically and inspiring change and exhibits commitment to the Library’s Supervisor Core Competencies.

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. Ensures that research and analysis undertaken is of the highest quality and meets CRS’s 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.

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.

Position: Librarian (Digital Collections Specialist)
Location: Library of Congress
Salary: $59,534 to $77,396 per year

Full vacancy announcements available on USAJOBS.

This position serves as a Digital Collection Specialist located within the Digital Content Management Section, Digital Collections Management and Services Division, Digital Services Directorate, Library Services. The position reports to the Digital Content Management Section and is responsible for acquisitions, management of digital collections, project development, management, consultation, and liaison work.

The position description number for this position is 385309.

Responsibilities
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.

Performs other duties as assigned.

Position: Librarian II, LAC Group-DC
Location: Washington, DC

Full vacancy announcement is available on the CUA SLIS blog.

LAC Group seeks a Librarian II to join a contract supporting a well-known governmental organization focused on international development located in Washington, D.C. The Librarian provides reference and research services, using library resources and specialized databases. They perform original and copy cataloging, maintain the ILS, maintain the library’s website, support library outreach and promotions, and perform other projects as assigned. This is a full-time, benfited, on-site position, though it is temporarily remote due to COVID-19.

Responsibilities:

- Respond to reference questions both virtually and at the reference desk using a wide variety of databases (e.g., Factiva, EBSCO, Dun & Bradstreet, World Bank e-Library, LexisNexis and others).
- Prepares in-depth research on special topics
- Engage actively with technical developments in library software, technology and platform developments
- Manage collection development and maintenance.
- Help maintain electronic resources and Library supported web sites.
- Train clients and staff on effective search techniques for library e-resources.
- Perform copy cataloging using recognized standards.
- Assist with projects as needed: software implementation, needs assessments, database launches, strategic planning exercises, and special events.
- Stay abreast of the information needs and trends within the areas of foreign assistance and economic development
- Contribute to all aspects of the library, including maintenance of the integrated library system (ILS), cataloging and processing materials, interlibrary loan operations, and collection development.

**Qualifications:**

- Master of Library Science degree from an ALA-accredited library science program.
- Three years of library experience.
- Experience with providing ready and in-depth reference. Preferred: familiarity with LexisNexis, Factiva, business and international databases
- Experience with the Springshare Suite.
- Strong knowledge of library information technologies, including internet and online database searching, e-journal and discovery platforms (EDS a plus), ILS platforms (SirsiDynix a plus)
- Strong skills in Microsoft Office Suite and Google Suite applications.
- Experience with library and journal usage statistics preferred.
- Experience with copy cataloging and authority control.
- Experience using the OCLC system and Connexion.
- Willingness to learn new things and problem solve independently.
- Ability to work independently and cooperatively with others to achieve project goals.
- U.S. citizenship required.

**Preferred:**

- Secret clearance a plus.
- Knowledge of international development and foreign assistance programs and familiarity with print materials, e-resources and websites in the international development field a plus.

Posted in **Job Vacancies** | Tagged **Government Library**, **Technical Services**, **Washington DC**