

# Four Positions: Washington, DC

Posted on **December 29, 2020** by **LLAM News**

## **Position: Librarian (Reference)**

Location: Executive Office of the President, Washington, DC

Salary: \$102,663 to \$133,465

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

### Summary

The position is located in the Executive Office of the President (EOP), Office of Administration, Office of the Chief Administrative Officer, Library & Research Services Division. The incumbent will serve as a Librarian (Reference) providing information resources and research services for government officials and staff of the EOP regarding government-wide and/or national and international issues.

### Responsibilities

As a Librarian (Reference), GS-1410-13, your typical work assignments may include the following under supervision:

- Serves as the principal Main Library Reference Librarian providing complex policy and legislative research support to government officials and staff of the EOP.
- Responds to reference and research requests for special information in complex areas of public policy, political science, United States government and history, law, legislation, business administration, international relations, public administration and other areas of interest to the EOP staff.
- Develops a wide variety of training materials and marketing resources to assist clients with the use of electronic resources and library materials.
- Communicates orally and in writing at all levels of the EOP in preparing complex reports, correspondence, bibliographies, and other materials.

## **Position: Librarian-in-Residence**

Location: Library of Congress, Washington, DC

Salary: \$59,534 to \$77,396

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

### Summary

The Library of Congress seeks early-career librarians to bring their intellectual engagement, technological savvy, and theoretical understanding of library and information science concepts to bear on practical challenges via the Librarians-in-Residence program. The program is managed by Internship and Fellowship Programs, Human Capital Directorate.

### Responsibilities

About the Librarians-in-Residence program:

The Librarians-in-Residence program offers early-career librarians the opportunity to develop their expertise and contribute to building, stewarding, or sharing the national collection. Some Librarians-in-Residence may also have the chance to create, manage, and distribute national collection metadata.

Library staff will mentor recently graduated librarians, emphasizing the application of theory to practice through hands-on work. During the six-month appointment, the Librarians-in-Residence will gain meaningful experience in at least one of the following core work areas: acquisitions and collection development; archives and special collections; digital services; cataloging and metadata; collection preservation; reference and instruction; and systems and standards.

Librarians-in-Residence will also be expected to present information from their educational experiences to Library of Congress staff in formal or informal settings.

The service units sponsoring librarian residents are Library Services; National Library Service for the Blind and Print Disabled; and the U.S. Copyright Office.

#### Knowledge Development:

Applies knowledge of standard library methods, techniques, concepts, and principles of one or more specialty areas of librarianship to independently perform assignments in acquisitions and collection development, archives and special collections, cataloging and metadata, collection preservation, digital services, reference and instruction, systems and standards.

Develops knowledge of the types of materials within the Library's collections, including how they are collected, acquired, cataloged, preserved, and shared, and the procedures governing their use. Develops and maintains personal contacts and cooperative work relationships with librarians and others in Library Services; National Library Service for the Blind and Print Disabled; and the U.S. Copyright Office, with colleagues in other residency programs, and with subject matter experts in the field of librarianship and information science to provide or exchange information. Presents information to groups and persons with similar understanding of the subject. Attends workshops, conferences, seminars, or meetings in librarianship and other relevant fields for professional development.

#### Practical Skill Application:

Utilizes standard methods, techniques, concepts, and principles to complete assignments related to one or more specialty areas of librarianship.

Catalogs various materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Resolves routine problems promptly and independently, involving the supervisor on only the more difficult problems and recommends solutions or courses of action.

Applies standard rules, guidelines, and reference tools and established techniques and practices; and participates in formulating plans for changes and improvements to cataloging-related issues.

Provides reference and/or research services where needs are relatively easy to determine from client interviews or written requests, and the bibliographic source materials are readily accessible, i.e., can be found within the Library's collections or a database by use of standard search procedures. Orients users and explains procedures and regulations governing use and handling of the collection's materials. Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Searches and creates annotated bibliographies, guides, or other knowledge products to facilitate the client finding subject specific information and resources in print and online.

Assists in the creation and maintenance of information systems to manage the Library's collections and meet existing and foreseeable needs for reference and research support. This includes assisting with creating, managing, and distributing national collection metadata and related standards.

Monitors the condition of collection material to ensure adherence to established standards and specifications and brings deteriorating items and those with special needs to the attention of division management.

Shares responsibility for the security and safe handling of materials by adhering to the Library's collection security policies and procedures. Ensures items are not damaged, misfiled, or lost through use.

Participates in formulating plans for collection development limited to developing factual data, and provides assistance in investigating minor collection problems, issues, or questions to recommend courses of action.

#### **Position: Librarian**

Location: China Section, Asian and Middle Eastern Division, Acquisitions and Bibliographic Access Directorate, Library Services, Library of Congress, Washington, DC  
Salary: \$59,534 to \$77,396

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

## Summary

This position is located in the China Section, Asian and Middle Eastern 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 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.

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

## Position: **Reference Librarian**

Location: European Reading Room, European Division, General and International Collections, Library Services, Library of Congress, Washington, DC

Salary: \$59,534 to \$77,396

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

#### Summary

This position is located in the European Reading Room, European Division, General and International Collections, Library Services.

The position description number for this position is 012535.

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

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

This is a non-supervisory, bargaining unit position.

#### 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. Orients users and explains procedures and regulations governing use and handling of materials in the collection.

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

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

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

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

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

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

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

Performs various other duties as assigned.

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

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

---

## One Position: Maryland

Posted on [December 29, 2020](#) by [LLAM News](#)

### **Position: Supervisory Librarian**

Location: National Agricultural Library (NAL), Digitization & Access Branch, Beltsville, MD

Salary: \$121,316 to \$157,709

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

### Summary

This position is located in the National Agricultural Library (NAL), Digitization & Access Branch in Beltsville MD.

The Branch's mission is to acquire materials in agriculture and the disciplines, digitize content of the NAL collections, provide bibliographic access, produce metadata, produce content of AGRICOLA, and to develop the NALT. The Digitization & Access Branch digitizes existing NAL collections, processes metadata, provides collection management and curation, research and outreach.

### Responsibilities

- Identify, procure, and maintain digitization hardware and software.
- Administer appropriate techniques for the preservation and conservation of library materials.
- Oversee methods and techniques for storage and conservation of all library materials including archival storage for digital content.
- Manage sustainable digitization projects, including scope, cost, collaboration with other departments/institutions, timeline, delivery, and promotion strategies.
- Manage library collection programs and services.

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

---

## One Position: Maryland

Posted on [December 18, 2020](#) by [LLAM News](#)

### **Position: Circulation Assistant**

Location: St. John's College, Greenfield Library, Annapolis, MD

Salary: \$37,829 per year

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

**General Purpose:** The Circulation Assistant works independently and as a team member to provide high-level customer service in a small academic library setting; shows good judgment in keeping full-time staff informed of developments outside regular routines; represents the College in a professional manner respects patron confidentiality and privacy, adheres to the current ALA Code of Ethics; and is a good office citizen (i.e. keeps work and break area clean, responds to email and requests promptly, has a positive attitude, and respects the feelings and needs of co-workers).

**Duties and Responsibilities:**

- Provides circulation service and reference service to patrons
- Assists patrons with use of computers, printer, scanner, and AV equipment
- Serves as trouble shooter for all equipment in public areas
- Assists with training of student assistants, follows up with students on assigned tasks and projects
- Maintains on-desk and off-desk schedules and reviews and submits timecards
- Processes interlibrary loans (borrowing and lending)
- Oversees shelf-maintenance, including shelving and shelf-reading
- Maintains reserve collection and hold shelf
- Oversees inventory activities for all circulating collections, including missing materials
- Maintains newspaper collections including checking in and claiming newspapers
- Orders and maintains inventory of office supplies
- Tracks and records statistics including head and entry counts
- Submits money deposits to Business Office
- Tracks work orders for various offices and vendors
- Prepares and submits various monthly, quarterly, and annual reports
- Ensures that the library is safe and secure in the absence of a full-time staff member
- Opens and closes library on weekends and weekday evenings
- Ability to bend, kneel, crouch, reach, push book carts, and lift up to 40 lbs.
- Other duties and responsibilities may include the following: Updates library databases; assists with donations processing; social media posting; creating signage; assists with exhibits/displays and community outreach. Other duties and projects may be assigned.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required Qualifications:** A Bachelor's degree; 2 years relevant experience, or acceptable combination of education and experience; competence in use of computers, including experience using scheduling software; proficient with MS Office applications, especially Word and Excel; demonstrate strong and effective written and verbal communication, excellent customer service skills, ability to handle multiple and changing priorities, tasks and emergencies; ability to work independently and cooperatively with colleagues; meet deadlines. Must be detail oriented and demonstrate flexibility and initiative. Must be willing and able to work nights and weekends.

**Desirable Qualifications:** A Bachelor's degree in liberal arts or humanities, familiarity with the St. John's College curriculum, work experience in an academic library. Experience with SirsiDynix Horizon.

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

---

## One Position: Virginia

Posted on [December 18, 2020](#) by [LLAM News](#)

**Position:** [Campus Librarian](#)

**Location:** ECPI University, Manassas, VA

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



## Overview

The Campus Librarian independently manages the daily operations of the campus library including reference, library instruction and circulation. Campus Librarians work closely with faculty and students providing library instruction and support services in a technology focused environment.

## Responsibilities

- Train, supervise and evaluate library staff and student workers.
- Assess, develop and maintain the campus library collection.
- Catalog and classify new library resources.
- Maintain and report campus library usage statistics.
- Provide instruction and support for library users in all areas of the library, including print collections, electronic resources and library services.
- Chair the campus library committee; partner with faculty to develop and improve library services, instruction, and collection development.
- Promote library services to students, alumni, faculty, and staff.
- Other duties as assigned

## Qualifications

Education/Experience:

- Master's degree in Library Science from an ALA accredited program.
- At least 3 years of library experience, preferably in an academic library environment.

Skills/Abilities:

- Knowledge of library automation systems and Microsoft computer applications
- Knowledge of MARC record management, Dewey Decimal Classification
- Proficiency with online library catalogs and library databases (including Gale, Ebsco, and ProQuest products)
- Excellent oral and written communication skills
- Ability to organize and prioritize work flow
- Enjoy helping others
- Excellent customer service skills
- Familiarity with MS Office
- Detail oriented

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

---

# Four Positions: Three Washington, DC; One Virtual

Posted on [December 15, 2020](#) by [LLAM News](#)

## Position: Research Analyst

Location: Bracewell LLP, Any office location in United State, including Washington, DC

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

**Job Description:** Bracewell is seeking a Research Analyst to provide in-depth research and reference assistance to attorneys and administrative staff throughout the Firm. This position reports to the Director of Knowledge Resources in Dallas, Texas but can reside in any Bracewell U.S. office.

**Primary responsibilities include but are not limited to:**

- Performs in-depth, on-demand legal, business, financial and competitive intelligence research through the utilization of print and online resources
- Creates and maintains practice specific toolkits / resource pages
- Coordinates group training sessions, develops training materials, and provides instruction on various research-related topics and strategies
- Works with practice group leaders to develop the best collection of resources in print and online
- Develops current awareness materials for distribution to attorneys / clients
- Develops and maintains content on the firm's intranet
- Assists with the evaluation and review of new resources
- Performs data entry for client billing as appropriate
- Other duties as assigned or needed

**Knowledge / Experience / Skills Required:**

- Master's degree in Library/ Information Science or J.D. preferred
- At least three (3) years of law firm legal research experience
- Highly proficient in searching a variety of databases including, but not limited to Westlaw, Lexis Advance, Practical Law, Intelligize, Courtlink, Pacer, HeinOnline, Bloomberg Law, CCH, MonitorSuite, Hoovers, etc.
- Experience using automated library systems; SydneyPlus experience preferred
- Strong critical thinking and analytical skills
- Ability to manage multiple assignments under tight deadlines
- Superior oral and written communication skills
- Strong customer service orientation
- Strong technology and database administration skills
- Strong work ethic and ability to maintain strict confidentiality
- Strong problem-solving skills and attention to detail
- Ability to work independently with limited supervision as well as part of a virtual team
- Ability to develop strong internal relationships to market and improve services
- SharePoint experience a plus

Interested candidates should send their cover letter and resume to Natalie Lira – [Natalie.Lira@bracewell.com](mailto:Natalie.Lira@bracewell.com).

**Position: Business Data and Competitive Intelligence Analyst**

Location: Cooley LLP, Washington, DC

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

**Description**

Cooley is seeking a Business Data and Competitive Intelligence Analyst to join the Competitive Intelligence team. Under the supervision of the Competitive Intelligence Manager and Director of Legal & Client Information Services, the Business Data and Competitive Intelligence Analyst will conduct in-depth research and analysis of companies, industries, markets, technologies and competitors using a comprehensive variety of print and online tools and resources. The Analyst will formulate, develop and communicate insightful and actionable intelligence to aid strategic decision making to drive business development, profitability, growth, client retention and other business opportunities. The Analyst will be a key player in the firm's data strategy, supporting that Data Strategy Manager in translating the data needs of the business to the data strategy/architectural team and identifying external business and legal data resources to drive data-driven service output and insights to attorneys to improve client service. The Analyst will also work closely with managers in other aligned groups including Legal & Client Information Services Managers, Research Manager and Senior Practice Engagement and Delivery Manager. Advanced data management and quantitative analysis experience and 2+ years' legal competitive intelligence research experience are required. Cooley offers a competitive compensation and excellent benefits package. EOE.

**Position: Senior Digital Collections Specialist**

Location: Digital Content Management Section, Digital Collections Management and Services Division, Digital Services Directorate, Library Services, Library of Congress, Washington, DC

Salary: \$102,663 to \$133,465



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

#### Summary

This position is located in the Digital Content Management Section, Digital Collections Management and Services Division, Digital Services Directorate, Library Services.

The position description number for this position is 349876.

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

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 datasets. 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.

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.

#### **Position: Remote Library Operations Implementation Manager**

Location: Prestigious AM 200 law firm, LAC Group, Virtual/Remote Position

Originally posted on [LLSDC Job Listings](#)

LAC Group is seeking a Remote Library Operations Implementation Manager for a prestigious AM 200 law firm. The Library Operations Implementation Manager is an innovative interim position that will be responsible for transitioning the firm's Library Operations to a post-pandemic, virtual workplace. This person will work with the Operations Team in implementing new roles and proficiencies around awareness, adoption, and automation and will also be responsible for establishing new process and technological efficiencies, including implementing new software solutions. This is a full-time employment position that will run at least 12-18 months and will be virtual/remote anywhere in the US.

#### RESPONSIBILITIES

- Works with the Operations Team to create and execute product awareness and adoption strategy within the firm
- Guides the team to identify and implement potential efficiencies and process improvements for technical services functions like acquisitions and electronic access via authentication, password management, etc.
- Supports the team in the transition of duties and the adoption of new responsibilities
- Implements new software solutions and maximizes the functionality of existing tools

- Creates documentation and provides instruction in the use of new technologies
- Establishes new benchmarking methods and metrics
- Other duties and responsibilities as assigned

## QUALIFICATIONS

- Master's Degree in Library and Information Science or allied discipline in an accredited program is required.
- At least five years of progressive law library technical services experience required
- Management experience is strongly preferred
- Possess a high degree of knowledge relating to law library systems, such as EOS, OneLog and Research Monitor, as well as proficiency with all major legal research platforms and databases
- Familiarity with MS Office, Power BI, SharePoint and high level of comfort with information technology required

To apply, visit: <https://lac.gp/39Zwoyk>

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

---

# One Position: Maryland

Posted on [December 15, 2020](#) by [LLAM News](#)

## Position: Head Librarian

Location: Community College of Baltimore County, Baltimore, MD

Salary: \$63,709.00 – \$78,354.00

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

Responsible for coordinating campus library services, including reference, circulation, reserves, and selected system areas of responsibility. Supervises campus librarians, classified staff, and part time associates. Shares general professional responsibilities of reference, library instruction, and collection development with other campus librarians. Responsible for day-to-day operations and maintenance of physical facility.

Compensation within the posted range is determined by a candidate's education level and/or years of experience in the field. Generally, employees are hired in the lower third of the scale.

## Minimum Requirements

MLS degree from an ALA-accredited institution. A minimum of (5) five year's progressively responsible administrative experience in an academic institution's library. A minimum of (3) three years supervisory experience, required. Demonstrated knowledge of information literacy standards. Expertise with library research tools and instruction. Community college experience; working with faculty to integrate information literacy into curriculum; and experience with open educational resources (OERs) preferred. Valid driver's license with a good driving record with less than five (5) violation points.

For best consideration please apply by January 11, 2021.

## Class Specific Essential Duties

Responsible for day-to-day operations and maintenance of physical facility.  
Coordinates all campus library public service functions: reference, circulation, ILL and reserves.  
Provides leadership in selected college wide library functions.  
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

Supervises, trains and evaluates campus library services staff.  
Participates in library instruction program, provides reference services to library users, and contributes to the development of the library collections.  
Oversees gate, information desk and library instruction statistics.  
Ensures all public service desks are staffed.  
Coordinates the production of library information guides as required.  
Maintains professional awareness and growth through participation in professional organizations and continuing education activities.  
Participates in the selection of resources for the library.  
Serves on the library management team to develop policies and procedures.  
Participates 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.

<https://www.governmentjobs.com/careers/ccbcmd/jobs/2911686/head-librarian>

Posted in **Job Vacancies** | Tagged **Academic Library, Maryland**

---

# Maryland Position: Director, Law Library and Technology, Thurgood Marshall Law Library, Baltimore, Md

Posted on **December 9, 2020** by **LLAM News**

**Position: Director, Law Library and Technology – (20000163)**

Location: Thurgood Marshall Law Library, University of Maryland Francis King Carey School of Law, Baltimore, MD

To view the position and apply, please use the following link to the University's TALEO system: <https://umb.taleo.net/careersection/jobdetail.ftl?job=20000163&lang=en>.

Please note this link is not mobile friendly so it may not work if you are trying to access from a phone or other mobile device.

The University of Maryland Francis King Carey School of Law seeks an experienced law librarian to fill the position of director of the Thurgood Marshall Law Library. The Director oversees all aspects of library operations including budget preparation, long- and short-term planning, personnel supervision, facilities management and technology initiatives; and oversees all library services including research and reference services, technical services, access services, collection development, academic technology and the library's instructional program. The Director also serves as the School's chief technology officer, providing strategic and collaborative leadership of the law school's technology enterprises to support the advancement of the teaching, research and administrative missions of Maryland Carey Law.

The Director is responsible for library policy, leadership, strategic planning, and selection of research resources. This includes compliance with ABA and AALS accreditation standards; participation in local, regional and national library consortia; application of emerging technologies in automated library systems and information access; and maintaining the law library as an active and responsible presence in the educational life of the Maryland Carey School of Law. The Director adjusts with trends in legal education, identifying and implementing revisions to the library's strategic plan. The Director develops and promotes legal information literacy for the law school, challenging members of the law school community to grow in their understanding of how to access, evaluate and use information in varying formats.

The position involves managerial and budgetary stewardship of all of the School's technology activities. This position is also responsible for oversight of educational technology to enhance and enrich the educational process for faculty and students.

The Director will hold a law faculty appointment and will be a member of the School's senior leadership team with the position of Assistant or Associate Dean depending on qualifications and experience.

#### Essential Duties:

- Provide for the organization, administration and supervision of the Law Library in compliance with ABA and AALS library standards.
- Develop library services and collections consistent with evolving faculty and student needs.
- Manage a law library with a budget of approximately \$3 million and 20 full-time staff.
- Provide strategic leadership for all the law school's technology enterprises.
- Remain current with the latest trends in library management.
- Encourage a service-oriented philosophy across all law library and technology operations.
- Promote communication, collegiality and teamwork among the staff and law faculty.
- Teach legal research courses in the library's instructional program.
- Participate in local and regional library consortia.
- Manage staff hiring, training and continuing education.
- Participate in professional library, technology, and legal education activities.
- Perform other duties including committee assignments and special projects as assigned.

#### **Qualifications**

##### Minimum Qualifications:

- JD degree from an ABA-accredited law school and an M.L.S. (or equivalent) from an ALA-accredited program.
- Minimum five years in positions of increasing responsibility within a research law library setting.
- Evidence of at least 5 years of supervisory experience and demonstrated skill in supervising and managing librarians and staff in library systems and information technology roles.
- Substantial administrative and management experience with knowledge of and experience in law library collection management, budgeting, student and faculty services, staff development, and interlibrary collaboration.

##### Knowledge, Skills and Abilities:

- Ability to establish goals, structures, and processes necessary to implement a mission and strategic vision.
- Ability to convey a collaborative, solutions oriented management style.
- Ability to be proactive, flexible, and collaborative as a team leader in order to accomplish departmental, library, and institutional goals.
- Ability to present complex information to various audiences.
- Demonstrated leadership, communication, team building, staff building and organizational skills within a complex and diverse organization.
- Proven excellent oral and written communication skills, and interpersonal skills.
- Ability to develop budgets and financial forecasts.
- Proven leadership, organizational, team building and project management skills required.
- Proven innovative problem solver with an attention to detail.
- Proven record of scholarship and demonstrated ability to teach in the classroom.

TO APPLY: Only online applications at <http://www.umaryland.edu/jobs/>. Please include (a) cover letter, (b) CV/resume with a separate signed/dated affidavit page (stating "I verify that my CV is current and accurate"), and (c) the names and telephone numbers of at least three professional references.

DEADLINE: December 30, 2020

START DATE: July 1, 2021

***UMB is an equal opportunity/affirmative action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. 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.*

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

---

# Four Positions: Maryland

Posted on [December 8, 2020](#) by [LLAM News](#)

## **Position: User Services Librarian**

Location: Goucher College, Baltimore, MD

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

### Description

Named one of the top 10 most innovative colleges in the nation by U.S. News & World Report, and recognized as one of the forty Colleges that Changes Lives, Goucher College, located in Baltimore, Maryland, is a private, coed, liberal arts college dedicated to teaching students to be complex problem solvers prepared for the jobs of the future. A Goucher education focuses on creating lifelong learners through an interdisciplinary, experiential approach.

Would you like to work with a team that is dedicated to changing lives? Do you enjoy engaging others around an institution you are passionate about?

Goucher College's User Services Librarian will report to the Teaching and Learning Librarian. This position leads user experience and assessment efforts, provides research support, and coordinates the library's outreach efforts. The librarian participates in the library's teaching program and designs learning activities for face-to-face and online environments. The User Services Librarian supports the mission of the library and the Research Help Program through projects and other duties as assigned. While classes are in session, the User Services Librarian works Sunday through Thursday, afternoons and evenings. During class breaks the librarian typically works Monday-Friday when the library is open.

To apply for this position, please visit <http://goucher.interviewexchange.com>. The review of applications will begin immediately.

Please submit the following application materials online:

- Cover letter
- Resume
- Contact information for three professional references
- Optional: Teaching philosophy statement or information literacy lesson plan.

### Requirements

Qualified candidates will have a Master's Degree in Library Information Studies (MLIS), from an ALA-accredited institution, completed or in progress. Experience with software applications such as Excel and Word required. Demonstrated ability to conduct user experience research. Basic understanding and application of instructional design, educational theory, and teaching information literacy. Demonstrated ability to design effective marketing and outreach materials; familiarity with social media-based outreach in a professional context.

Preferred candidates will have at least one year's experience as a user services librarian, teaching librarian, outreach librarian, or similar. Experience with library specific applications such as Springshare platforms and subscription databases strongly preferred.

## **Three Positions**

Location: Baltimore County Public Library

Originally posted on the Maryland Library Association listserv.

Please see the links below for full time job opportunities with Baltimore County Public Library.

[Librarian III-Closing 12/15/2020](#)

[Small Business Consultant-Contractual Position-Closing 12/24/2020](#)

[Assistant Library Manager-Closing 12/31/2020](#)

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

---

## Two Position: Washington, DC

Posted on [December 8, 2020](#) by [LLAM News](#)

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

Location: Cadence Group, Washington, DC

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

Cadence Group is seeking a Law Librarian to support research and information access functions for the DOJ Antitrust Division, Liberty Square Building Library. This is a full-time position; the hours are 9:00 a.m. to 5:30 p.m. Work will be remote until on-site work is authorized. Contract is to begin 1/4/21 and run through 9/30/21, with one option year.

### Law Librarian – Washington, DC

#### Responsibilities:

- Answer reference and research questions thoroughly and efficiently with minimal supervision. Ability to perform tasks such as researching, analyzing, and evaluating accuracy of sources.
- Respond to a wide range of requests for information on library resources and collections ensuring accurate and thorough responses are timely to meet the needs of requestors via email, telephone, or Skype for Business.
- Utilize databases and print sources to answer questions on a wide-variety of topics including, but not limited to: business, companies, specific industries, law and economics.
- Conduct research through reference interviews to ascertain client needs and context to best tailor the research.
- Maintain, update, and develop web guides.
- Provide excellent customer service skills.
- Work both independently and as part of a team.
- Conduct one-on-one and group training sessions.

#### Requirements:

- US Citizenship required
- Familiarity with the following databases, Lexis, Westlaw, Factiva, Bloomberg Law, Dun & Bradstreet, EBSCO, IBISWorld, ProQuest, Mergent Online, HeinOnline, JSTOR, ProQuest Congressional, Dreamweaver or other web productions platforms.
- Master of Library Science (MLS) or equivalent degree
- 2 years' experience working in a library or research organization.
- Experience in economics, business or industry research, at a law firm or corporate library is highly requested.

Cadence Group is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran



status. This position is contingent upon contract award.

Apply at this link: <https://cadence-group.com/job-descriptions/#law-librarian-dc>

**Position: Research Manager**

Location: Epstein Becker & Green, Washington, DC

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

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

**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 in order to manage a sophisticated law firm research function; The ability to lead and manage people; Excellent organizational, critical thinking, communication and interpersonal skills, demonstrated by the ability to analyze, prioritize, and manage projects and deadlines; Project management experience; Strong customer service skills; Ability to apply independent judgment and act independently, as well as collaboratively within a team environment.

**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](mailto:ekasprak@ebglaw.com). No agencies, please.

Epstein Becker & Green is an equal opportunity employer.

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

---

## Two Positions: Maryland

Posted on **December 4, 2020** by [LLAM News](#)

**Position: Archivist**

Location: Department of Agriculture

Salary: \$72,030 to \$112,240 per year

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

#### Summary

This position is located within the United States Department of Agriculture, Agricultural Research Service, National Agricultural Library, Data Production Division – Digitization and Access Branch, in Beltsville, MD.

The incumbent manages digital archival initiatives and services for the description, management, and preservation of born-digital and digitized collection objects. The incumbent also provides Special Collections reference and access services and performs outreach activities

#### Responsibilities

- Participates in the development and implementation of policies and workflows for managing, preserving, and providing access to Library's digital collections.
- Performs digital object management and preservation services and carries out archival actions in NAL's digital repository system, and in other environments as required.
- Performs processing, preserving, and acquisition of archival, historical, and special collections materials.
- Researches and recommends new tools to meet digital preservation, digital access, data management, and other digital curation needs for born-digital assets.
- Develops procedures for managing born-digital or digitized materials for ingest, storage, preservation, organization, description, and access.
- Develops methods to maintain the infrastructure of a digital archive and establishes digital archival preservation procedures for NAL Special Collections materials.
- Coordinates with other archivist and librarians to create, transform, curate and apply descriptive, structural, administrative, and preservation metadata.

#### Position: **Head Librarian**

Location: Community College of Baltimore County

Salary: \$63,709 – \$78,354 per year

Originally posted on the on [SLA Career Center](#).

#### Description

Responsible for coordinating campus library services, including reference, circulation, reserves, and selected system areas of responsibility. Supervises campus librarians, classified staff, and part time associates. Shares general professional responsibilities of reference, library instruction, and collection development with other campus librarians. Responsible for day-to-day operations and maintenance of physical facility.

Compensation within the posted range is determined by a candidate's education level and/or years of experience in the field. Generally, employees are hired in the lower third of the scale.

#### Minimum Requirements

MLS degree from an ALA-accredited institution. A minimum of (5) five year's progressively responsible administrative experience in an academic institution's library. A minimum of (3) three years supervisory experience, required. Demonstrated knowledge of information literacy standards. Expertise with library research tools and instruction. Community college experience; working with faculty to integrate information literacy into curriculum; and experience with open educational resources (OERs) preferred. Valid driver's license with a good driving record with less than five (5) violation points.

For best consideration please apply by December 8, 2020.

#### Class Specific Essential Duties

- Responsible for day-to-day operations and maintenance of physical facility.
- Coordinates all campus library public service functions: reference, circulation, ILL and reserves.
- Provides leadership in selected college wide library functions.

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

- Supervises, trains and evaluates campus library services staff.
- Participates in library instruction program, provides reference services to library users, and contributes to the development of the library collections.
- Oversees gate, information desk and library instruction statistics.
- Ensures all public service desks are staffed.
- Coordinates the production of library information guides as required.
- Maintains professional awareness and growth through participation in professional organizations and continuing education activities.
- Participates in the selection of resources for the library.
- Serves on the library management team to develop policies and procedures.
- Participates 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.

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

---

## Two Positions: Washington, DC

Posted on [December 4, 2020](#) by [LLAM News](#)

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

Location: Library of Congress

Salary: \$48,670 to \$63,267 per year

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

#### Summary

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

#### Responsibilities

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.

Inputs, searches and maintains inventory and/or bibliographic control information for the Law Library's collection. The incumbent ensures accountability of receipts by timely check-in and/or inventory of each piece received in the Law Library. Incumbent also conducts physical inventory on existing collection items. Proficiency in using information technology to process, manage, maintain, track, and identify a voluminous and highly complex acquisition and distribution system for all different types of legal material.

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.

Performs other duties as assigned.

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: [Supervisory Librarian \(Assistant Chief, Collections Management Division\)](#)**

Location: Department of Congress

Salary: \$142,701 to \$170,800 per year

Full vacancy announcements 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 12710.

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**

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 a primary advisor on various programs and events, develops authoritative new approaches, methods or standards to resolve critical or highly unusual reference information problems. Advises and counsels appropriate

management staff and officials within the 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.

With the Chief, formulates and administers policies affecting the mission of the agency in the areas of access to the collections, provision of collections service to the Library's various constituents including Members of Congress and their staffs; government agencies; other libraries through Interlibrary loan; researchers; and the general public. Coordinates activities related to collection development across all functional areas of the Library. Develops, evaluates and implements policy for agency-wide programs. Explores and plans long-range development plans, as well as short-term strategies.

Serves as an expert in the organization, development, and implementation of multiple projects. Serves as a project leader, team leader, or chairperson for working groups, task forces, committees, etc., which have been assigned responsibility for specific programs related to the inventory, security, access, and circulation of collections Library-wide. Coordinates the details involved in special projects of lasting importance. Organizes and develops projects utilizing critical judgment to determine scope, emphasis, approach, appropriate techniques, and manner of presentation. Develops technical standards or protocols applicable to a library function. Participates in planning the work of the division, including formulating goals and objectives and identifying opportunities for improvements in methods and procedures.

Shares with the Chief the responsibility, as well as delegated authority, for the oversight and administration of an entire department or a highly complex program within the department or agency. Primarily responsible for the direction and management of inventory management, access, and security of the Library's collections. Serves as an expert evaluating current and proposed programs and operations and recommends action to initiate, modify, or discontinue projects as appropriate.

Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staff, other legislative and executive agencies, world-class scholars, and managers of other libraries and information providers. Establishes and maintains close and cooperative working relationships with other agency or department management and officials. Serves as a principal liaison for the organization at professional conferences, seminars, and exhibits.

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

---

## Three Positions: Remote Positions

Posted on **November 24, 2020** by **LLAM News**

**Position:** [Law Library Assistant](#)

Location: Remote

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

LAC Group is seeking a Law Library Assistant. Reporting to the Project Manager, these positions entail law library support, invoicing, electronic resources administration, business development, attorney/staff support and training and special projects involving information management. The ideal candidate will possess exceptional client service and interpersonal communication skills, a technological aptitude, professional writing skills, and a strong attention to detail. This is a full-time opportunity with benefits. This is a remote position that can be located anywhere in the USA.

### RESPONSIBILITIES

- Monitoring internal and external resources utilized in acquiring and disseminating electronic content;
- Assist in managing the services, contracts and relationships with vendors;
- Invoicing and assisting with budget, standards for collection development and cost recoveries, and resources and acquisition policies;
- Conduct library orientation for new attorneys and professional staff and assist attorneys and staff with troubleshooting and questions;

- Support special projects involving information management;
- Stay abreast of new developments in legal content, publishing and technology;
- Other administrative tasks and duties, as assigned.

## QUALIFICATIONS

- Bachelor's degree is required;
- At least 2 years experience in a support role (including invoicing, managing internal/external requests, high volume of communication, etc.) preferably in a library, research services or legal environment;
- Tech-savvy, and comfortable with G-Suite applications, especially Google Sheets;
- Experience working across multiple locations/offices and departments is preferred;
- Must be articulate and possess excellent communication skills (written and oral);
- Knowledgeable and highly conversant in using electronic resources, library cataloging systems/ILS, etc.

To apply, visit: <https://lac.gp/3nKie84>

**Position: eResources Manager**

Location: Remote

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

LAC Group is seeking an eResources Manager to support and administer a law firm's library applications and intranet. This role will assist the Library Manager to identify, evaluate, test, and deploy legal research applications; and support and administer on-line research applications. This is a full-time, benefited, remote position that can be located anywhere in the USA.

## RESPONSIBILITIES

- Manage all levels of accessibility to e-resources including but not limited to; login credentials, individual and firm-wide, and IP authentication;
- Ensure the use and distribution of e-resources conforms to signed agreements and copyright generally;
- Provide support in the ongoing transition towards an electronic law library and virtual research services on a firm wide level;
- Evaluate, test, recommend, and implement new electronic resources and library-specific software beneficial to the firm;
- Troubleshoot all issues with electronic resources and resolve problems experienced by legal and nonlegal staff;
- Work with practice groups to develop and facilitate training to ensure efficient and effective use of legal information technologies by legal and non-legal staff;
- Process research expenses and upload costs. Provide technical support needed to conduct cost recovery;
- Travel to other offices as necessary for e-resource deployment, maintenance, and training;
- Coordinate with web developers to develop and maintain library's internal website;
- Liaise with help desk and application engineers to support e-resources. Assist with application testing and upgrades;
- Assessing existing library technology processes and practices and developing a strategy for managing electronic products and services;
- Identifying suitable tools, systems and technology;
- Providing staff training and development;
- Providing services to facilitate on-going technical processes;
- Administrator for library applications, including library catalog and electronic resource manager

## QUALIFICATIONS

- A professional librarian with an ALA-Accredited MLS, or equivalent;
- Database research experience such as Westlaw, PACER, IntelliConnect, BNA or RIA Checkpoint;
- Excellent oral and written skills;
- Strong interpersonal skills that demonstrate collaboration and teamwork; and demonstrated superior customer service skills;
- IT library experience, use of technology to provide solutions

To apply, visit: <https://lac.gp/3nKie84>



**Position: Temporary Virtual Research Librarian**

Location: Remote

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

LAC Group seeks a Temporary Virtual Research Librarian for a prestigious national law firm. This position will be responsible for gathering, synthesizing and delivering legal, business and technical information to attorneys and staff; providing training and assistance in the use of a variety of research, current awareness, competitive intelligence and knowledge management tools; and collaborating with teammates, practice groups and staff to provide innovative solutions that support the complex, evolving research needs of clients. This position will be remote/virtual based and will run for at least through the end of the 2020 calendar year.

**RESPONSIBILITIES**

- Collaborate with a nation-wide team of librarians to provide comprehensive and sophisticated research, current awareness, competitive intelligence and knowledge management services for attorneys and staff in all offices.
- Provide outreach, training, and on-demand assistance to attorneys and staff in cost effective and efficient use of research resources.

**QUALIFICATIONS**

- 4+ 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.

To apply, visit: <https://lac.gp/3nC82OG>

Posted in [Job Vacancies](#) | Tagged [Law Library](#), [Virtual Position](#)

---

## One Position: Washington, DC

Posted on **November 24, 2020** by [LLAM News](#)

**Position: Librarian (Law Library Program Administrator)**

Location: Department of Program Services, Court Services Office, Programs Division, National Programs Branch, Administrative Office of the U.S. Courts

Salary: \$86,335 to \$161,793

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

**Summary**

This position is located in the Department of Program Services, Court Services Office, Programs Division, National Programs Branch. The branch supports the federal judiciary's national library program.

**Responsibilities**

This position reports to the Department of Program Services, Court Services Office, Programs Division, National Programs Branch, which supports the Judiciary's National Library Program. The person selected for the position supports the Judiciary's Circuit Librarians and libraries, including assisting in national legal resource contract management, managing national library program initiatives, working with the Judicial Conference Committees to develop library policies, staffing formulae, and budgets, and conducting outreach and education regarding library services to other offices in the AO and for the courts.

Duties include, but are not limited to:

1. Serving as the Judiciary's National Law Library Program Administrator.
2. Serving as a subject matter expert on the Judiciary's legal resource and research needs and services.
3. Serving as the primary point of contact for Circuit Librarians and their staffs, regularly providing information and policy guidance to support Circuit Librarians' management of their circuit's library.
4. Providing staff support to the Circuit Librarians Advisory Group (CLAG), which meets regularly to advise the AO on the needs and viewpoints of Circuit Librarians, and helping the librarians develop recommendations on library-related policies and processes.
5. Collaborating with the Judiciary's Circuit Librarians (who are executive managers within the federal appellate courts) to develop and implement strategic plans for the library program that take into account emerging technologies and challenging budgets.
6. Conducting research, writing reports, and presenting information to Judicial Conference Committees and AO Advisory Councils and Groups that form the basis for new library policies or procedures, justify national library purchases and budgets, and provide awareness and information to judiciary library users.
7. Developing and implementing communication strategies (articles, memos, online communications) to increase judges' and court staff's awareness of library services and preparing guidance for courts to encourage the most effective use of those services and resources.
8. Delivering presentations on library-related services and resources, including participating in orientation programs and other working or advisory group meetings for judges, court executives, and AO management and staff.
9. Serving as, or working with, the judiciary's contracting officer's representative for the program's national library contracts, including its computer-assisted legal resource contracts.
10. Assisting with the formulation of the annual budget for circuit libraries, reviewing related expenditure data, assisting with updating the librarian's work measurement formula, and participating in national recruitments for library positions, upon request.
11. Participating in library program reviews, national library program studies, user needs assessments, and library space and design assessments, as needed.

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

---

## One Position: Maryland

Posted on [November 24, 2020](#) by [LLAM News](#)

**Position:** [Associate Director, Content and Discovery](#)

Location: Welch Medical Library of Johns Hopkins University, Baltimore, MD

Salary: \$71,445 – \$98,205

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

The Welch Medical Library of Johns Hopkins University is recruiting for a new member of the Library's senior management team. The Associate Director, Content and Discovery provides stewardship of the Welch Medical Library's collections through creative leadership and manages the evolving environment of scholarly communication, open access, and open science. This position directs the Collection and User Services departments including Acquisitions, Cataloging, Collection Development, ILL/Document Delivery, and Access Services. 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%2C-Content-and-Discovery-MD-21209/692126900/>

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

---

# One Positions: Maryland

Posted on **November 20, 2020** by **LLAM News**

**Position:** **Assistant Branch Manager**

Location: Queen Anne's County Library

Salary: \$39,521.00 – \$51,378.00 per year

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

## Description

Under the general direction of the Branch Manager assist in the daily operation of the library branch including circulation, reference advisory, technology assistance, programming, and outreach. Demonstrates strong leadership qualities and good judgement. Assumes responsibility for the library branch in the Branch Manager's absence.

## Essential Duties and Responsibilities

### Responsibility

- Performs all circulation related tasks
- Recruits, trains, schedules, supervises and evaluates staff and high school pages as assigned by the Branch Manager
- Solves problems with the ability to ease tense situations
- Oversees volunteers assigned to work in public and stacks areas of the library as assigned by the Branch Manager
- Serves as a resource to public service staff when answering policy and procedural questions
- Assists customers at their point of need to find answers to a broad range of questions by using appropriate resources
- Refers customers to the Public and Youth Services Librarians for in depth assistance
- Uses technology to serve customers and to streamline workflow
- Orders all branch supplies to include library cards, FOL brochures, QACL program guides, general office supplies, etc. per QACL procedures.
- Follows library procedures to open and close the building
- Understands and implements departmental, branch, and system policies and procedures
- Works with other staff to handle customer issues and respond to building problems with follow-up provided to Branch Manager
- Actively supports and adheres to the Staff Handbook for Queen Anne's County Library
- May shelve materials and perform shelf reading tasks
- Performs building maintenance duties and other safety/security tasks as needed
- Participates in meetings and on committees or teams
- Provides exceptional customer service to internal and external customers
- Actively supports the library's mission, vision, and strategic direction
- Demonstrates a commitment to teamwork
- Communicates effectively and engages in respectful and productive work relationships
- Demonstrates a commitment to innovation by embracing change, being flexible, and effectively solving problems
- Participates in training and development opportunities, and shares knowledge in the workplace
- Ability to follow instructions and work effectively under minimal supervision
- Other duties as assigned.

## Requirements

BS or BA degree required or ability to acquire degree within 2 years of hire. Knowledge of public library services and operations, acquired through three years of customer service, is preferred. Ability to obtain Library Associate Training Institute certification within 2 years of hire.

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

---

# Two Positions: Washington, DC

Posted on **November 17, 2020** by **LLAM News**

## **Position: Librarian (Reference and Outreach Services)**

Location: Office of the Secretary of Transportation, Department of Transportation, Washington, DC

Salary: \$86,335 to \$112,240

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

### Summary

The purpose of this position is to provide reference and research services in transportation and related subjects, to provide library and bibliographic instruction for and stakeholder feedback to departmental staff in BTS, OST-R, USDOT, the national transportation community and the general public, and to engage in outreach activities to the Department, stakeholders, and broader transportation community in support of the first two goals.

### Responsibilities

As a Librarian (Reference and Outreach Services), you will:

Assist in managing Public Services for the National Transportation Library, including all Reference Services for general public and internal agency customers.

Develop and execute outreach programs and services for NTL stakeholders to be delivered by the NTL Reference Team.

Develop and implement online research tools and training resources that increase access to information and that support transportation policy, research, operations, and technology transfer activities.

Instruct clientele, either individually or in groups, in effective research methods and techniques, and in the use of information resources.

Collaborate with librarians in State Departments of Transportation, University Transportation Centers, non-profits, and the private sector to identify appropriate subject areas for bibliographic instruction and works with them to develop instructional materials and online training resources including webinars, short videos and FAQs.

The ideal candidate is a professional with experience providing reference and research services and providing library and bibliographic instruction for stakeholder feedback to departmental staff.

## **Position: Law Librarian, Congressional Research Service Graduate Recruit Program**

Location: Congressional Research Service (CRS) American Law Division, Library of Congress, Washington, DC

Salary: \$59,534 to \$77,396

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

### Summary

The Congressional Research Service (CRS) American Law Division is accepting applications under its 2021 Graduate Recruit Program for a Research Librarian. These positions 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.

Duties for this position include the following:

The Law Librarians selected under this announcement will:

Provide reference and research services to CRS legislative attorneys, policy analysts and congressional clients;  
Develop search techniques and files for handling specific types of requests;  
Search the Library of Congress, CRS, and external electronic resources in response to requests for information;  
Examine publications, electronic resources, and trends in a variety of areas;  
Develop knowledge of collections for use in performing research tasks; and  
Assist with the creation and maintenance of databases, web pages, collaborative tools and other information systems.  
Candidates earning a Master of Library Science (MLS) or equivalent degree and background working in a library, information center, or research organization are encouraged to apply.

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

---

## Two Positions: Maryland

Posted on [November 17, 2020](#) by [LLAM News](#)

**Position:** [Associate Director, Content and Discovery](#)

Location: Johns Hopkins University, Baltimore, MD

Salary: \$71,445 – \$98,205

Originally posted on the Maryland Library Association listserv.

Job Req ID: 43836

### Associate Director, Content and Discovery

#### General Summary/Purpose

The Associate Director, Content and Discovery is a member of the Library's senior management team. This position provides stewardship of the Welch Medical Library's collections through creative leadership and manages the evolving environment of scholarly communication, open access, and open science. This position oversees metadata creation and remediation, ontologies, schemas, and standards. This position directs the Collection and User Services departments including Acquisitions, Cataloging, Collection Development, ILL/Document Delivery, and Access Services. 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.

#### Specific Duties & Responsibilities

##### Content and Discovery

- Responsible for core workflows and policies for the acquisition of a diverse range of library content with an emerging focus on developing new methods of appraising products and collections of all types.
- Implement knowledge of best practices in digital resource management and operations, copyright and intellectual property, and digital content management.
- Provide leadership and relationship building to advance openness and equity in scholarly communication, open access publishing, copyright, and open science initiatives.

- Innovate, collaborate, and experiment to realize scalable and standards-based approaches to metadata creation and management and develop appropriate metadata services.
- Develop and execute a \$5M budget for library collections. Negotiate with publishers and vendors to ensure best pricing and access for licenses. Collaborate with regional and national consortia.
- Manage operations and professional staff of 10-12 responsible for acquiring, cataloging and providing access to the library's collections, and contributing knowledge and training in scholarly communication. Hire, train and evaluate performance.

### **Library Wide Planning and Leadership**

- Serve as a member of the managers group, which sets the course for the library's future through strategic and operational planning and professional development activities.
- Serve as needed on associated planning committees, such as the strategic planning committee and library assessment committee.
- Work closely with other managers to recommend, develop, and implement new policies and procedures for overall library operations.
- Maintain awareness of system-wide issues, fosters understanding and support of library programs and promotes communication among library units and throughout the medical campus.
- Maintain awareness of advances in health sciences librarianship and their local applications.

### **Minimum Qualifications**

MLS degree in library or library and information science or MBA is required. Five years of professional and progressively responsible experience in management and administration of library and information programs.

### **Preferred Qualifications**

A second advanced degree in health sciences, public health, life sciences, computer sciences, or related degrees preferred. Education or experience in a biomedical discipline or setting preferred. Experience in writing and editing preferred. Experience in the application of information technology, knowledge management, or communication tools to solve problems and meet identified information needs is preferred. Demonstrated ability to cost-effectively assess needs, identify solutions and see opportunities for delivering information in a complex research, educational or clinical environment preferred. Demonstrated commitment to a professional community through professional association membership, publications, presentations, and/or professional leadership positions.

### **Special Knowledge, Skills, and Abilities**

Demonstrated leadership abilities including problem-solving and critical thinking skills required. Strong interpersonal, teamwork, and communication skills, a commitment to diversity and staff development are required.

Supervisory responsibility: 9

Classified Title: Library Services Manager

Working Title: Associate Director, Content and Discovery

Role/Level/Range: L/04/LD

Starting Salary Range: \$71,445 – \$98,205; commensurate with experience

Employee group: Full Time

Schedule: Monday-Friday, 8:30am – 5:00pm, Up to 37.5 hrs/ week

Exempt Status: Exempt

Location: 02-MD:Mount Washington Campus

Department name: 10002623-SOM Admin Welch User Svcs and Collects

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](mailto:jhurecruitment@jhu.edu). For TTY users, call via Maryland Relay or dial 711.



The following additional provisions may apply depending on which campus you will work. Your recruiter will advise accordingly.

During the Influenza ("the flu") season, as a condition of employment, The Johns Hopkins Institutions require all employees who provide ongoing services to patients or work in patient care or clinical care areas to have an annual influenza vaccination or possess an approved medical or religious exception. Failure to meet this requirement may result in termination of employment.

The pre-employment physical for positions in clinical areas, laboratories, working with research subjects, or involving community contact requires documentation of immune status against Rubella (German measles), Rubeola (Measles), Mumps, Varicella (chickenpox), Hepatitis B and documentation of having received the Tdap (Tetanus, diphtheria, pertussis) vaccination. This may include documentation of having two (2) MMR vaccines; two (2) Varicella vaccines; or antibody status to these diseases from laboratory testing. Blood tests for immunities to these diseases are ordinarily included in the pre-employment physical exam except for those employees who provide results of blood tests or immunization documentation from their own health care providers. Any vaccinations required for these diseases will be given at no cost in our Occupational Health office.

Equal Opportunity Employer

Note: Job Postings are updated daily and remain online until filled.

EEO is the Law

Learn more:

[https://www.eeoc.gov/sites/default/files/migrated\\_files/employers/poster\\_screen\\_reader\\_optimized.pdf](https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf)

Mount Washington Campus

**Position: Library Technician (Senior)**

Location: Air Force District of Washington, Andrews Air Force Base, MD

Salary: \$18 to \$18 per hour

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

**Summary**

About the position:

This position will be assigned to the Library Department at Joint Base Andrews, MD 20762.

Employment category:

Regular/Full-time

Physical Demands:

Long periods of standing; recurring activities such as bending, crouching, stooping, stretching and reaching.

Must be able to frequently lift boxes that weigh up to 40 pounds.

Must be able to reach up to 72 inches with or without the assistance of a step stool

**Responsibilities**

Monitors all circulation and technical service operations and resolves problems and deviations.

Develops publicity and marketing materials for review and approval.

Evaluates circulation and technical service policies, procedures, processes and recommends improvements.

Conducts library tours and orientations.

Administers library programs and prepares an after-action report and evaluation.

Devises and adapts various search strategies within the library's holdings and utilizes on-line databases and CD-ROM resources to provide reference services to customers.

If interested in applying for this position you may preview the online application: <https://apply.usastaffing.gov/ViewQuestionnaire/10962047>

# Three Positions: Washington, DC

Posted on **November 10, 2020** by **LLAM News**

**Position:** [Law Librarian \(Remote\)](#)

**Location:** Remote

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

Our client, an international law firm, is currently seeking an experience research law librarian to support their busy team on a long-term contract basis. This role will ideally start in December and last through approximately the first quarter of 2021. Depending on the firm's needs, there is a possibility for extension. This role is entirely remote and offers flexible working hours (provided you work 37.50 hours M-F). In addition to local Washington, DC (DMV) applicants, our client will look at candidates housed near one of their US office locations. Those states include: California, Florida, Tennessee, Texas, and New York. Applicants should have a minimum of two years of legal research experience in a professional services environment.

Duties include the following.

- Perform sophisticated **legal and non-legal research** using a variety of resources.
- **Conduct reference interviews** via phone, email or instant messaging.
- **Analyze research requests** and recommend appropriate resources to patrons.
- Monitor news, legislation, regulations, cases and other information.
- Participate in evaluation of new resources and training as needed.

Qualifications include:

- **Proficiency with Lexis, Westlaw, MS Office and PACER required.**
- Proficiency with additional resources such as Bloomberg Law, Wolters Kluwer, RIA Checkpoint, Lex Machina, Capital IQ, Courtlink, Courthouse News preferred.
- Ability to work both independently and collaboratively with Research team, attorneys and staff.
- Ability to analyze and concisely summarize complex legal and non-legal information.
- **Bachelor's degree and MLS are preferred, although law firm research experience will be considered in lieu of the master's degree.**

Please send resumes to [supportstaff@legalplacements.com](mailto:supportstaff@legalplacements.com)

*Legal Placements, Inc. (LPI) has been working with the top law firms, associations and corporations in the DC metro area to connect professionals to jobs they can't find anywhere else. The recruiters at LPI are vested in taking the time to get to know each candidate and finding the right match for each individual. Our extensive industry knowledge is a resource that we share with every candidate to help prepare for each step of the interview process and negotiate the best possible salary. In working with LPI, you are able to have direct access to hundreds of hiring decision makers in the DC area. We place direct hire and temporary legal professionals primarily in the Virginia, Washington, DC & Maryland; but also throughout the nation.*

**Position:** [Supervisory Librarian, History and Genealogy](#)

**Location:** History and Genealogy Section, Researcher and Reference Services Division, General and International Collections, Library Services, Library of Congress, Washington, DC

**Salary:** \$121,316 to \$157,709

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

#### Summary

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

The position description number for this position is 402363.

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 Head of the History and Genealogy section along with the Head of the Humanities and Social Sciences section (HSS) is responsible for the daily operation of the reading rooms and the administration of reference and reader services to Library patrons and to researchers who are assigned research facilities at the Library of Congress. The users include Members of Congress and their staff, librarians, scholars, representatives of government agencies, academic institutions, the press, publishers, nonprofit organizations, and the public.

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 appointments, promotions, or reassignments 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.

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 history and genealogy.

Organizes and develops projects utilizing critical judgment to determine scope, emphasis, approach, appropriate techniques, and manner of presentation. Prepares consolidated operational and public service reports utilizing statistical and narrative data to support the information services provided by and through the Division.

The Section Head serves as an authority in collection development and acquisition activities for the division and as such develops programs to fill in gaps and augment collections to improve services. Plans collection management and development procedures that build and maintain comprehensive collections for the general and reference collections in the fields of history and genealogy. Coordinates activities related to collection development across all functional areas of the library. Interprets and advises on the contents of a collection, both cataloged and-un-cataloged, covering current and retrospective items.

Develops new organizational strategies and maintains currency of existing products in area of expertise. Analyzes major issues in information research and dissemination. Assignments consist of a broad range of technical information activities or require substantial depth of analysis, and typically require solving problems in information access and dissemination in particularly difficult and responsible circumstances. Performs research and analysis to resolve a wide range of highly complex issues. Oversees the results of research, reference, and analysis to appropriately address and resolve a wide range of service delivery issues. Prepares written guidelines and counsels professional staff in the appropriate means of handling specific types of requests. Defines and provides a framework for research activities, priorities, programs, and resources.

Serves as an expert in managing general reference and research methodology to effectively and efficiently provide information services to a diverse and demanding clientele. Serves as a senior specialist in history and genealogy for the Library, and officially represents the collections 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.

Serves as a principal liaison for the organization at professional conferences, seminars, and exhibits. Initiates, establishes, and maintains professional relationships with librarians and other specialists in order to share resources and information. Initiates, establishes, and maintains professional relationships with scholars and academicians, librarians and other information specialists in order to share resources and information. Represents the Reading Room when it is opened for special events for Congressional and National Programs.

**Position: Supervisory Reference Librarian**

Location: Reference Section, Network Division, National Library Service for the Blind and Print Disabled, Office of the Librarian, Taylor Street Annex, Washington, DC., Library of Congress

Salary: \$121,316 to \$157,709

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

**Summary**

This position is located in the Reference Section, Network Division, National Library Service for the Blind and Print Disabled, Office of the Librarian, Taylor Street Annex, Washington, DC.

The position description number for this position is 137280.

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 technical and professional work up to the GS-13 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. 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.

Plans, establishes, and directs a library reference program. Coordinates staff efforts related to NLS reference services, instruction and training, and access services. Initiates, establishes and maintains professional relationships with librarians and other specialists in order to share resources and information. Collaborates with other librarians in developing and providing access to library resources through the web and other means. Participates in the implementation and evaluation of reference and public service policies, procedures, and publications. Implements new reference services and techniques to improve and expand services. Explores applications of automated search techniques for providing improved reference service and coordinates the development of such services. Develops tools and techniques for disseminating information of use to blind and physically handicapped persons and to libraries serving them.

Assignments consist of a broad range of technical information activities or require substantial depth of analysis, and typically require solving problems in information access and dissemination in particularly difficult and responsible circumstances. Reviews and analyzes major issues in information research and dissemination. Renders services to scholars, research scientists, professionals, military personnel, legislators and their staffs, or other clientele, and officials within or outside The Library of Congress. Oversees assistance given to research scholars. Conducts research and analysis in topics in field of expertise, providing authoritative and definitive results. Provides in-depth analysis on complex customer questions, requirements; and priorities. Develops research methods and/or techniques that serve as models for

other libraries and library systems. Prepares definitive and highly complex reports, responses to inquiries and requests, and research papers using knowledge as recognized authority in field of expertise.

Serves as an expert in the organization, development, and implementation of multiple projects. Serves as a project leader, team leader, or chairperson for working groups, task forces, committees, etc., which have been assigned responsibility for specific automated system development or enhancement projects or tasks. Coordinates the details involved in special projects of lasting importance. Organizes and develops projects utilizing critical judgment to determine scope, emphasis, approach, appropriate techniques, and manner of presentation. Develops technical standards or protocols applicable to a library function. Participates in planning the work of a unit, including formulating goals and objectives and identifying opportunities for improvements in methods and procedures.

Provides information analysis and research to resolve a wide range of highly complex issues. Plans and develops new organizational strategies and maintains currency of existing products in area of expertise. Oversees information analysis and research to resolve a wide range of issues. Identifies, examines, and evaluates major publications and trends. Provides consultative services with respect to use of informational services. Prepares reports, analyses, and other documents related to information and research efforts. Prepares written guidelines for the handling of specific types of requests. Writes and/or edits information on The 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. Plans all phases of the production process for the specific project. Directs a group of editors in the writing process.

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

---

## Two Positions: Maryland

Posted on [November 6, 2020](#) by [LLAM News](#)

### **Position: Branch Manager**

Location: Howard County Library System

Salary: \$69,778 – \$122,356 per year

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

### Description

HCLS is an award-winning and highly regarded educational institution because we hire extraordinary people. We seek to create and maintain an environment of inclusion, diversity, and respect for employees. Whether working directly with customers or behind the scenes, our remarkable team of educators and support staff is committed to education that aids in the dismantling of unjust systems and creating a more equitable and just society for all people. As such, we work to ensure that this mission achieves our racial and social equity goals in all that we do. We offer a friendly, collaborative work environment and a generous benefits package including 14 paid holidays and your birthday off. Interested in joining our team?

### 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
- Fully embraces HCLS' educational mission, effectively communicating our curriculum, which comprises Three Pillars (Self-Directed Education, Research Assistance & Instruction, Instructive & Enlightening Experiences)

### Essential Duties

- Enthusiastically directs, oversees, and manages the curriculum, activities, events and day-to-day Branch operations to advance public education for everyone
- Leads the creation, implementation, evaluation and overall execution of all Branch functions, performance/service plan to promote public education
- Establishes Branch culture by modeling HCLS vision, fostering positive working relationships, and encouraging creativity and camaraderie on a daily basis
- Ensures service, instruction and research adhere to HCLS' customer service philosophy
- Motivates staff to achieve HCLS' seven internal pillars (Authentic Values, Strategic Vocabulary, Everyone a Leader, Winning Teamwork, Community Partnerships, The Power of Us, and Fiercely Loyal Customers)
- Ensures staff meets or exceeds the job performance expectations set forth in Achieving Excellence
- Collaborates with Branch Leadership Team and staff to ensure daily operations exceed customer service expectations
- Collaborates with managers at all levels to advance customer service and experience
- Serves as a conduit for communicating to staff, ensuring that employees are well informed on a continuous basis
- Identifies staff educational needs and resources to address them
- Develops and teaches classes
- Thorough understanding of, and ability to perform all Branch functions, filling in as needed
- Oversees and participates in the Branch's role in A+ Partners in Education
- May serve as a A+ liaison and/or on the A+ Advisory Committee
- Serves on HCLS systemwide committees
- Proactively seeks solutions to concerns and issues raised relating to the public
- Performs ongoing evaluation of Branch materials and makes recommendations to, and collaborates with, Materials Management to maximize borrowing
- Ensures that the appearance of all public areas of the Branch reflects HCLS' vision and culture
- Seeks and initiates opportunities to partner with other community leaders and organizations to promote HCLS' educational mission and its racial and social equity goals
- Represents HCLS on miscellaneous committees and boards and at county-wide events
- Performs other duties as assigned
- Adheres to all policies and procedures

**Position: Youth Services Manager**

Location: Caroline County Public Library

Salary: \$42,000 to \$48,000 per year

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

**Description**

The Caroline County Public Library, located on the scenic Eastern Shore of Maryland seeks an innovative, experienced, conscientious, and community-oriented Youth Services Librarian to oversee all aspects of library programs and services for youth aged 0-17 and their families. The purpose of this position is to provide library services to youth, to their families, and to adults working with youth; promote love of literature; encourage engagement in STEAM learning; and to promote information literacy for youth. As a management position in a small public library (20 FTE employees), this position requires proficiency in frontline customer service and youth program delivery 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:**

- Master's degree in library science from an American Library Association (ALA) accredited program.
- Two years of 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.

**Preferred Qualifications:**



- Two years of experience working with youth of all ages in a public library environment.
- One year of supervisory experience.
- One year of youth collection development experience.

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

---

## Two Positions: Washington, DC

Posted on [November 6, 2020](#) by [LLAM News](#)

### **Position: Librarian (Reference)**

Location: Department of State

Salary: \$59,534 – \$93,638 per year

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

#### Summary

This position is located in the Bureau of Administration, Information Services Branch, (A/GIS/IPS/LIBR/IS) performing developmental duties providing comprehensive reference and related research advice, training, publicity, collection management and information retrieval Library services in support of the Department's foreign policy mission requirements.

#### Responsibilities

- Responds to a wide range of requests for information received by the Library's Information Desk, as well as to other requests received via email, telephone and in writing.
- Provides scheduled and impromptu specialized instruction and guidance to patrons regarding their use of the Library's catalogs, database and other holdings.
- Analyzes and evaluates the Library's holdings for their strengths, weaknesses and trends, and recommend potential new resources in all formats for their inclusion in the Department Library.
- Assists in the development and maintenance of the Library's online research guides and compiles customized collections.

### **Position: Library Technician**

Location: Department of Justice

Salary: \$43,798 to \$56,939 per year

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

#### Summary

This position is located in the Delivery, Inventory Management and Document Fulfillment Section, Collections Management Division, Preservation Directorate, Library Services.

#### Responsibilities

The position is located in the Inventory Management and Document Fulfillment Unit 1 of the Collections Integrity and Maintenance Office, Collections Access, Loan and Management (CALM) Division. Incumbent reports directly to the Supervisor, Inventory Management and Document Fulfillment Unit 1, providing a variety of support services relating to the routing of Library materials. The incumbent serves as Delivery Technician and is responsible for a wide variety of collections retrieval and delivery activities; photocopying and scanning; updating item status in the LC ILS; ensuring items are routed properly; and creating item records in the LC ILS as appropriate. The Delivery Technician uses the LC ILS, especially the Circulation module, as well as CALM's photocopying, digital scanning and transmission devices.

The incumbent picks up, distributes, and returns items requested by CALM's Reference and Collections Support Section staff for the use primarily of Congressional and interlibrary loan customers and for other official purposes. This activity requires an extensive knowledge of the Library's organization, in particular, its custodial units, and regularly applying good

preservation and security practices to ensure the safety and security of materials in transit. Incumbent is responsible for assuring the regular pickup and delivery of general collections items and items from other custodial divisions previously delivered to the Jefferson Main Control Room. The incumbent is responsible for picking up and returning a variety of non-standard items such as maps, music, oversized or semi-rare items, and microfilm, plus confidential mail from the Congressional Relations office or other Library offices. The incumbent advises less experienced staff on the proper routing and handling of unusual material and for resolving problems of misdirected material.

Incumbent is responsible for scanning all material upon arrival from Ft. Meade and when material is delivered to the appropriate custodial division or reading room. When loan requests are filled incumbent assembles books for delivery to Congressional offices, maintains a computerized log noting the time the books are leaving the Division, and transfers them to a commercial delivery service on a strict schedule. The Delivery technician is responsible for assuring the timely logging and delivery of this material to the contractor, which requires careful coordination, since it is the final step in the Library's high-profile Congressional loan service. The incumbent maintains the delivery schedule and acts as a troubleshooter between Congressional offices and the courier contractor when items are misdirected.

Incumbent photocopies or scans articles and short works identified by reference staff for interlibrary loan customers. These items are either mailed to the requestors, are sent by fax or through other document transmission methods such as ARIEL and Odyssey. Incumbent assures the quality of these copies and transmissions. This requires a basic understanding of copying and transmission technology and the ability to resolve problems or request assistance from the equipment vendor or Library technical staff. Incumbent maintains accurate records of transmissions.

Incumbent checks the majority of books that are returned to the shelf, normally by scanning the item's barcode into the check-in function of the LC ILS Circulation module. Incumbent must be alert to system messages indicating returning books that have been recalled and must use the system's information to route these recalled items to the correct individual. Incumbent solves problems related to check-in, including identifying materials from other libraries that have been lent to the Library, and material from custodial divisions that are not identified except by language or format.

Incumbent provides circulation status checks for Library staff who request material and receive not-on-shelf responses if these staff cannot search the circulation database themselves and need to know whether or not a book is charged. Incumbent provides limited information such as due dates and a general status (charged outside, charged to a research facility, etc.). Incumbent is authorized to provide more extensive location information for official use and to refer callers to the appropriate office if the material should be retrieved.

Performs other duties as assigned.

The position description number for this position is 232078.

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. Hours beginning between 8:00 a.m. to 8:30 a.m. ending between 4:30 p.m. to 5:00 p.m.

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](#)

---

## One Position: Washington, DC

Posted on [October 29, 2020](#) by [LLAM News](#)

**Position:** [Legal & Business Research Analyst](#)  
**Location:** K & L Gates, Washington, DC

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

## JOB DESCRIPTION

At K&L Gates, we are looking for smart, imaginative and hard-working people with diverse backgrounds, experiences and ideas to join us. Perhaps our search for talented visionaries and your search for important and impactful work lead to the same place.

The Legal and Business Research Analyst provides research on legal and non-legal topics in response to questions from our lawyers and staff. Analysts also offer training on research tools and techniques, both in formal presentations and on an as-needed basis.

The analysts are part of the Library & Research Services team, members of which work from multiple offices in the United States and Australia. We work collaboratively to serve lawyers and staff across K&L Gates' global platform. This position reports directly to the Manager, Reference & Research Services (02655), with additional oversight and guidance provided by the Team Lead, Legal & Business Research Analyst.

The successful candidate may join our Library staff in one of two of our offices, either in Pittsburgh, PA, or in Washington, D.C. So, we are looking for a qualified person who currently resides in (or is planning to move to) one of these two locations. At the outset of his or her employment, our new analyst will work remotely. As the office in question resumes normal operation, our new analyst will begin to work from that office's Library (as conditions permit).

### Essential duties

- Expertly conduct online legal, business, and public records research
- Prepare and deliver instruction on research techniques and tools for lawyers and staff on-demand, virtually, and in scheduled live sessions.
- Actively liaise with selected practice and industry groups to develop subject expertise and facilitate better and more proactive service-delivery.
- Pursue professional development opportunities and remain current on technological, professional and industry developments in librarianship.
- Present clear, readily digestible results, responsive to the question(s) asked, and in a timely manner.

### Additional duties

- Additional technical services tasks and projects may be assigned as needed.
- Responsibilities occasionally may require an adjusted work schedule, overtime, evening and/or weekend hours to meet deadlines.
- Qualified applicants must have a Master's degree in Library & Information Science (M.L.I.S. or equivalent) and either a J.D. degree or at least three years' full-time experience as a reference/research librarian in a law firm or legal department (corporate or governmental).
- Expertise in legal bibliography, legal research methods and the more common legal and business information research-tools, including most of the following: HeinOnline, LexisNexis, Practical Law, Westlaw, Cheetah, Bloomberg Law, S&P Capital IQ, D&B Hoovers.
- Strong customer service orientation, excellent interpersonal skills and team-spiritedness.
- Excellent oral and written communication skills.
- Ability to prioritize projects and manage multiple (and sometimes complex) research projects, often on tight deadlines, while maintaining a fine attention to detail.

## ABOUT THE FIRM

K&L Gates is a fully integrated global law firm with approximately 2,000 lawyers across five continents. We have experienced dramatic growth in the past decade and now rank among the largest U.S. based law firms in the world. We take pride in constantly striving for innovation, imagination and an entrepreneurial spirit. We come up with big ideas and then roll up our sleeves to get the job done, guiding our clients through their most complex issues in a variety of industry sectors and across multiple regions of the world.

The industry recognition the firm has garnered in the past five years emanates from the foundation of a global community aligned on behalf of our clients. The people at K&L Gates are committed to working together to create a legacy for each other, the firm, our clients, and the communities in which we serve. We thrive in an inclusive and socially conscious environment that embraces diversity and takes a holistic approach to the career evolution of all our professionals.

For more information or to view other job opportunities, please [click here](#) to go back to our careers page.

Notice: We participate in E-Verify in certain Firm locations for purposes of verifying employment eligibility.

## BENEFITS

We offer a dynamic work environment and excellent benefits.

## EQUAL EMPLOYMENT OPPORTUNITY

The Firm is an equal opportunity employer. It is the policy of the Firm that employment decisions shall be based on merit, qualifications and competence. Employment practices shall not be influenced or affected by virtue of a person's race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital status, disability, military status or any other characteristic protected by applicable law. This policy governs all aspects of employment including, without limitation, recruiting, hiring, compensation, benefits, promotion, assignment and dismissal. In addition, it is the Firm's policy to provide an environment that is free of unlawful harassment of any kind including, without limitation, that which is sexual, racial, age-related, disability-related or ethnic background-related.

Share:

DepartmentAdministration and Operations

PracticeAll Practice Areas

OfficePittsburgh, PASeattle, WAWashington, DC

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

---

# One Position: Maryland

Posted on [October 23, 2020](#) by [LLAM News](#)

**Position:** [Electronic Resources Librarian](#)

**Location:** Washington College, Chestertown, MD

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

### Description

Washington College is seeking qualified applicants for an Electronic Resources Librarian. This position is responsible for life cycle management of all library resources, including providing discovery and seamless access to the Library's electronic resources, including online journals, databases, streaming video, and eBooks. With the Dean of Library and Academic Technology, this position manages the library materials budget. The successful candidate is expected to be well-versed in managing an integrated library system, including knowledge of unix/linux operating systems, Discovery layers, such as EBSCO Discovery Service, openURL resolvers, content knowledgebases, and cataloging standards and principals such as MARC and BIBFRAME. Knowledge of various authentication systems such as SAML and Shibboleth is helpful to facilitate troubleshooting with the campus IT services. The Electronic Resources Librarian liaises with faculty and staff to identify new e-resources, communicate changes, evaluate content for discoverability and access, and to resolve issues. Experience in managing e-resources is essential, as is a working knowledge of the principals of collection development. Knowledge of html, css, and content management systems for support of the SpringShare Library Guides and the library's website. This is an exempt, full-time (35 hours per week), twelve-month non-tenured faculty position.

Essential Functions:

- Administers the Sierra integrated library system.
- Manages electronic resources, establish workflows, work with discovery layer and EZproxy.
- Provides access to electronic resources through software such as link resolvers, knowledge bases, discovery services, access management platforms.
- Oversees the cataloging and processing of all library resources.
- Troubleshoot access and connection issues with the campus community.
- Develop and maintain library web content and access including incorporating code to allow for search and chat boxes.
- Maintains accurate and up-to-date bibliographic records/statistics of all library holdings.
- Handles the library materials budget with the Dean of LAT.
- Stays informed about the electronic product market, vendors, publishing issues and trends, pricing models, and licensing.
- Supervises the Acquisitions and Accounts Manager and 2-4 student assistants.
- Performs reference services when needed, which may include weekend and evening physical presence as well as chat coverage.
- Pursues professional development service and scholarship to satisfy library faculty status and review and promotion.

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

---

## Three Positions: Maryland

Posted on [October 20, 2020](#) by [LLAM News](#)

**Position:** [Multiple Positions](#)

Location: Anne Arundel County Public Library

Originally posted on the Maryland Library Association listserv.

[Finance Specialist](#)  
[IT Service Desk Supervisor](#)  
[Virtual Services Specialist \(Part-time\)](#)

Posted in [Job Vacancies](#)

---

## Two Positions: Washington, DC

Posted on [October 9, 2020](#) by [LLAM News](#)

**Position:** [Assistant Librarian](#)

Location: US Court of Appeals for the Federal Circuit

Salary: \$69,049 – \$112,264 per year

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

Position Overview:

The Assistant Librarian performs a full range of professional library reference and research services for customers of both the United States Court of Appeals for the Federal Circuit (CAFC) and the United States Court of Federal Claims (CFC). The Assistant Librarian reports directly to the Circuit Librarian.

Responsibilities of the Assistant Librarian include, but are not limited to:

Conduct in-depth legal and non-legal research for judges, Special Masters, court executives, chambers staff, OGC attorneys, court personnel, and external users of the library in support of the CAFC and CFC. Assist chambers with the formatting of opinions, in accordance with local policies and procedures. Research and compile information regarding legislative activity and court related news, utilizing both electronic and print resources, including federal government websites.

Manage the computer-assisted legal research program, to include creating a training schedule for newly appointed law clerks and coordinating with external vendors to carry out the training sessions. Develop and conduct training programs, including library orientations and legislative history program. Create and produce electronic resources training videos for court employees. Provide tours of the National Courts Building complex historic houses to visiting judges, dignitaries, attorneys, court staff, and the public.

Evaluate and recommend new resources to add to the library collection. Purge obsolete and/or unwanted resources, while remaining in compliance of federal and local regulations and policies. Relocate materials to enhance the accessibility and functionality of resources.

Create and maintain accounts in computer-assisted legal research programs such as Lexis, Westlaw, and Bloomberg for newly appointed judges, incoming staff, law clerks, and interns/volunteers. Assist users and troubleshoot account issues. Deactivate accounts for separated staff, law clerks, and interns/volunteers.

Participate in managing and maintaining the content of the CAFC internet and intranet websites, in conjunction with the Clerk's Office, Administrative Services Office, and the Information Technology Office. Perform as an alternate to the Circuit Librarian in posting announcements and making edits to the court website. Perform as an alternate to the technical services librarian in posting opinions and other content. Develop, format, write and/or edit new and existing webpage content. Offer other court units advice and training on the design of externally and internally facing webpages. Provide input to the Circuit Librarian on website and library technology improvements, future requirements, and specifications. Keep abreast of library priorities, policy directions, and management goals. Act as liaison with judges and the courts by serving on committees to represent the library and circuit librarian.

Assist with the coordination and fulfillment of inter-library loan requests. Participate in the planning and execution of library events, such as National Library Week and Constitution Day. Assist with updating visual displays for the Library and the courts. Performs circulation services, as needed, including checking in/out library materials.

**Position: Law Librarian**

Location: Department of Justice

Salary: \$59,534 to \$133,465 per year

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

**Summary**

The Librarian (Law) position is responsible for providing in-depth, comprehensive legal and multidisciplinary research, collection maintenance and development, orientation and training in using Library resources and services, and has broad programmatic responsibilities for long-term projects that affect the overall effectiveness of the Department of Justice Libraries.

**Responsibilities**

The following duties and responsibilities reflect requirements at the full performance level of the position (GS-13). At the GS-9, 11, and 12 levels, applicants will receive training, development, and/or increased supervision to eventually perform successfully at the full performance level of the position.

- Provides comprehensive legal and legislative reference services to customers.
- Solves complex problems that involve relationships among different library reference functions.
- Provides training and public awareness to customers regarding US Department of Justice legal and legislative library programs and services.
- Designs, configures, implements, and evaluates automated library systems to improve services.
- Creates and updates material for library websites, and ensures it adheres to all Department guidelines.
- Advises and trains experienced librarians in new and emerging library technologies, references, or related information.



# Four Positions: Washington, DC

Posted on [October 7, 2020](#) by [LLAM News](#)

**Position: Faculty & Reference Services Librarian and Head of Collection Services Librarian – Howard University School of Law Library (2 positions)**

Location: Howard University School of Law Library

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

---

---

## Faculty & Reference Services Librarian and Head of Collection Services Librarian – Howard University School of Law Library (2 positions)

The Howard University School of Law Library is delighted to share that we have two openings for enthusiastic, talented candidates: **Faculty & Reference Services Librarian** and **Head of Collection Services Librarian**. We are especially interested in candidates who are committed to diversity, equity, and inclusion. We value creativity, collaboration, and solutions-oriented attitudes from members of our team. We are committed to supporting staff – whether it's building new skills in unfamiliar areas or mentoring the next generation of law library leaders. We recognize the inherent value and complexity of each individual and the unique perspective and talents they will bring to the table – in fact, we're counting on it.

The Howard University School of Law prides itself on being a [uniquely mission-driven institution](#) serving exceptional students from around the world. The law school campus is in the heart of DC within walking distance of restaurants and shopping, but the campus feels like an oasis thanks to being steps away from [Rock Creek Park](#). The library is a valued, integrated part of the vibrant Howard University School of Law community; its award-winning building is a bright, restorative space for students and staff alike.

If you're interested in joining our team, please find more detailed information about the positions and application process included below. We look forward to hearing from you!

### Required Qualifications (General – Both Positions)

- Master's degree from ALA-accredited library and information science program (or equivalent)
- Work effectively with a diverse, accomplished community of students, faculty, and staff
- Commitment to advancing the missions of the law school and library
- Model positive, solutions-driven responses to challenges; creative problem-solver
- Excellent communication skills; emotionally intelligent
- Project management skills (e.g., ability to prioritize, manage deadlines and expectations, make appropriate adjustments, communicate proactively)
- Ability to work both independently and collaboratively
- Commitment to growth; desire to excel
- Strong service orientation
- Comfortable navigating change and leading others through it
- Ability to assess services, collect statistics, and prepare reports for internal and external use
- Willing to alter instructional approach as needed to accommodate student needs (e.g., learning styles, levels of understanding, cultural norms)

## **FACULTY & REFERENCE SERVICES LIBRARIAN**

### **Position Description**

This position is new to the library and will take the lead on planning and managing initiatives and programs to support faculty scholarship. Because this position will oversee key areas fundamental to the successful operation of the Law Library, the incumbent will coordinate regularly with and report directly to the Associate Director. As a member of the reference team, this position will participate in the virtual reference desk rotation and teach in first-year legal research as part of the required first-year curriculum and on an ad hoc basis as a guest lecturer in upper level courses. This position will be responsible for overseeing the creation of a faculty research services program which will include research support, project management, and appropriate training and oversight of student workers.

This position requires the ability to balance competing tasks, troubleshoot, diplomatically manage expectations, streamline workflows and procedures to maximize efficiency and the effective allocation of resources based on priorities articulated by senior management.

### **Required Qualifications (Specific)**

- Develop and integrate new practices in order to support furthering faculty research and scholarship
- Create and implement faculty outreach strategies and trainings
- Manage complex research projects
- Supervise student workers

### **Preferred Qualifications**

- JD from ABA-accredited law school (or equivalent)
- Teaching experience
- Familiarity with or willingness to learn foreign and international legal research
- Experience drafting, updating, and communicating procedures and policies
- Commitment to the law library profession

## **HEAD OF COLLECTION SERVICES**

### **Position Description**

This position is new to the library and has primary responsibility for providing leadership, innovation, and management in areas of resource sharing, collection maintenance, and library technology initiatives and applications. It oversees both access and technical services functions for the library. Because this position will oversee multiple areas fundamental to the successful operation of the Law Library, the incumbent will coordinate regularly with and report directly to the Associate Director. Individually, and as a unit head, this position manages, plans, implements, administers, and evaluates key technology-based library systems and services in order to support the research, scholarly, and educational missions and operations of the library and law school.

This position represents the law library on university committees and projects and makes recommendations for the allocation, distribution, and implementation of technology resources and initiatives. In order to manage the access and technical services teams successfully, knowledge of library systems, workflows, and procedures to provide access to the collection and assist patrons in the use of library resources and services is necessary (e.g., course reserves, stacks maintenance, resource management).

This position will manage the seat reservation system for West Campus in coordination with appropriate departments (e.g., facilities). Additional responsibilities include effective and timely communication about services and procedures with the Howard University School of Law community – including opening/closing hours and any unexpected changes (e.g., closures). This position will participate in the virtual reference desk rotation and teach in first-year legal research as part of the required first-year curriculum and on an ad hoc basis as a guest lecturer in upper level courses.

### **Required Qualifications (Specific)**

- Management experience (NB: this is not restricted to current, sitting library managers in title only. If you have experience managing students, projects, functions, or taking the lead as a volunteer or professional leader, you may have the relevant skills and experiences that qualify you for this position.)
- Alma certified or committed to becoming Alma certified within six months of start date
- Experience drafting, updating, and communicating procedures and policies
- Knowledge of and/or interest in current and emerging information technologies
- Ability and commitment to taking the lead on learning new technology applications and best practices in the higher education and library environments
- Committed to working collaboratively with colleagues on main campus

### **Preferred Qualifications**

- JD from an ABA-accredited law school (or equivalent)
- Teaching experience
- Knowledge of a wide range of library and information resources and services, including next-generation library systems, legal research platforms, and other relevant technologies
- Acquisitions experience
- Commitment to the law library profession

### **Pandemic**

The law library is currently open with a rotating skeleton crew of staff. We are temporarily operating reduced hours and days (i.e., no evenings or weekends). At this time, staff are working on-site for no more than three-week blocks during the semester unless they receive permission from their supervisor for adjustments to their schedule – including working additional days on campus.

These temporary, pandemic-related staffing and schedule practices are subject to change. Once pandemic restrictions are lifted, all positions will return to standard in-person coverage.

### **How to Apply**

Candidates should send a cover letter, diversity statement, resume, and three references to Eileen Santos, Associate Director ([esantos@law.howard.edu](mailto:esantos@law.howard.edu)). Include the position(s) you are applying for in the subject heading of your email. To expedite the hiring process, applications will be considered on a rolling basis. Applications received by October 30, 2020 will be given priority.

### **Equal Employment Opportunity**

Howard University does not discriminate on the basis of race, color, national and ethnic origin, sex, sexual orientation, gender or gender identity, marital status, religion, disability or protected veterans status. Members of historically marginalized groups, including veterans and people with disabilities, are strongly encouraged to apply.

Inquiries regarding provisions for persons with disabilities or veterans status, Equal Employment Opportunity and Title IX should be directed to the Office of Employee Relations and Equal Employment Opportunity at 202-806-1280.

---

---

**Position: Supervisory Librarian(Technical Services)**

Location: Library Services Content and Management, Library Technical Services, Government Printing Office, Washington, DC

Salary: \$102,663 to \$133,465

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

**Responsibilities:**

- Supervise the daily activities, both administrative and technical, of a diverse work unit and ensure that work assignments meet department standards in on-time delivery, volume and quality control.
- Provide direction and oversight on the preparation and processing of tangible materials for distribution to federal depository libraries (FDLs), and resolve complex issues while working with multiple teams and distribution touchpoints.
- Evaluate, gather and maintain metrics on work results that maintain and /or exceed performance requirements, while holding staff accountable.
- Provide direction on work assignments and workflow that maximizes the efficiency of the unit and delivers quality work on-time.
- Oversee creation of bibliographic and metadata records following national and international metadata standards and practices in an Integrated Library System (ILS), including the Catalog of U.S. Government Publications (CGP).

**Position: University Librarian**

Location: American University, Washington, DC

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

American University (AU) invites applications and nominations for the position of University Librarian. Reporting to the Provost and Chief Academic Officer, the University Librarian is a critical partner in, and facilitator of, the intensive intellectual engagement that characterizes relationships between students and faculty at AU. As the University is known for its passion for public engagement, with an equally strong commitment to liberal education, the new University Librarian will have a tremendous opportunity to build even further upon the Library's exceptionally service-oriented culture. In collaboration with a team of approximately 110 talented and dedicated Library faculty and staff, the new University Librarian will be asked to lead the process of developing and implementing a comprehensive strategic vision for the future of the AU Library, both in terms of its role on campus and its relationship to the fast-changing world of information management. As championing diversity, equity, and inclusion in all of its forms is a key value for AU and the AU Library, the new University Librarian should bring a thoughtful and inclusive spirit to the challenge of making a beloved and admired library even more central to AU's mission.

Located in Washington, DC, American University is a student-centered research institution with highly-ranked schools and colleges, internationally-renowned faculty, and an emphasis on creating meaningful change in the world. With eight schools and colleges and more than 170 programs including bachelor's, master's and doctoral degrees, American University students choose a personalized curriculum of theoretical study and experiential learning, taught by internationally-recognized faculty in courses that take them from the classroom, to the opportunities offered by the nation's capital, and all around the globe.

The [American University Library](#), also known as the Jack I. and Dorothy G. Bender Library, possesses a collection of more than 1.7 million print and electronic book titles, 600 research databases, and 180,000 media and sound recordings. Notable collections include a branch music library, a strong visual media collection, special collections and university archives, a K-12 curriculum materials center, and partner collections in the university's Career Center, Center for Language Exploration, Acquisition, and Research, and Visual Resource Center. The AU Library's participation and partnership in the Washington Research Library Consortium, a non-profit organization that supports and enhances the library and information services of universities in the Washington, DC metropolitan area, provides AU students and faculty with access to more than 12 million volumes.

The new University Librarian will be a collaborative and communicative community builder, responsible for the leadership and overall management of Library services and collections, including academic technology. The ideal candidate to become the University Librarian will hold an ALA-accredited degree or an international equivalent, or an advanced degree in a relevant field, as well as demonstrate effective leadership and management experience within an academic library setting.

For best consideration, please send all nominations and applications to: <https://assets.storbecksearch.com/files/resources/au-universitylibrarian-pd.pdf>.

Posted in [Job Vacancies](#)

---

# Four Positions: Washington, DC and Maryland

Posted on [October 2, 2020](#) by [LLAM News](#)

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

Location: Central Intelligence Agency, Office of General Counsel

Salary: \$63,332 – \$128,920 per year

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

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

To 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.

The Office of the General Counsel (OGC) is part of the CIA's Enterprise Functions, which provides governance and oversight to the business of intelligence effort across the Agency at Headquarters and in locations worldwide. OGC is an independent office of the CIA that provides legal advice and guidance to the Agency and to the Director of the CIA. Learn more about the Office of General Counsel.

**Position: [Librarian \(Multiple Positions\)](#)**

Location: Defense Intelligence Agency (Washington, DC and Bethesda, Maryland)

Salary: \$86,335 to \$112,240 per year

**Full vacancy announcements available on [USAJOBS](#).**

**Position Summary**

The incumbent serves as a Librarian responsible for discovering, cataloging, and storing information materials in a physical

or electronic environment. The incumbent develops search strategies and performs scheduled ad hoc information research and moderately difficult online searches using full-text and bibliographic databases in various all-source nation level databases based upon critical and required needs. The incumbent also manages, tracks, and maintains hardcopy products and ensures digitalization and metadata tagging of products.

#### Position Duties

The National Intelligence University (NIU) is a component of the Defense Intelligence Agency (DIA). Effective October 1, 2020, all personnel assigned to the NIU, to include the selectee for this position, will officially transfer from DIA to the Office of the Director of National Intelligence (ODNI) with no change in job title, series, grade, or duty location.

This position is located in Bethesda, MD and is with the Command Element, John T Hughes Library . This position is responsible for performing the following duties:

Researches, identifies, retrieves, and disseminates all-sources information via extended searching of reference tools and by performing online searches on a wide variety of open source databases and the internet. Determines what information resources will satisfy users' research requirements and timeframes. Conducts on-line and hard copy literature searches by using database retrieval strategies and performing online reference and search services.

Receives, evaluates, and assesses data requirements of library customers. Develops library policies and procedures to handle and disseminate intelligence products to accommodate new and anticipated production requirements of the Agency analysts. Maintains a comprehensive cross reference index to facilitate retrieval of all-source compartmented documents, including materials compartmented in highly sensitive classified channels.

Conducts collection development by utilizing domestic and foreign publishers' catalogs, bibliographies, and online sources. Provides statistical information on weekly research performed requiring utilization of on-line databases.

Performs original and copy-cataloging, subject analysis, and classification of a wide variety of unclassified general and specific information in all formats by editing prior records or by creating new records in an on-line bibliographic database. Checks for errors in call numbers, subject headings, added entries, and bibliographic descriptions, and makes recommendations to correct and prevention of errors.

Conducts orientations and tours for new students, analysts, and other library users. Guides patrons in using the various library collections and databases. Instructs customers in the use of library resources. Attends conferences, seminars, and workshops to keep abreast of advances in library science. Maintains currency within the library profession.

Conducts and participates in the briefing and instruction of customers in the use of the library's facilities, collection, indexing and bibliographic tools.

Performs other duties as assigned.

**Full vacancy announcements available on [USAJOBS](#).**

#### Position Summary

The incumbent serves as a professional librarian, responsible for automated information management functions/programs and full scope of library operations, administration and technical. As such, incumbent provides general and technical library support to Agency analysts and other members of the Intelligence Community. Provides reference and referral and/or cataloging service. Provides reference and research services and recommends needs of the analysts. Performs selective dissemination of information. Responsible for collection management including the acquisition, organization, maintenance, preservation, and removal of materials for the collection in support of the mission. Plans and implements technological applications to improve user access and promote efficient operations. Receives, evaluates, and assesses a wide range of requests for unclassified all-source information, reference, and bibliographic support.

#### Position Duties

The National Intelligence University (NIU) is a component of the Defense Intelligence Agency (DIA). Effective October 1, 2020, all personnel assigned to the NIU, to include the selectee for this position, will officially transfer from DIA to the



Office of the Director of National Intelligence (ODNI) with no change in job title, series, grade, or duty location.

This position is located in Bethesda, MD and is with the Command Element, John T Hughes Library. This position is responsible for performing the following duties:

Researches, identifies, retrieves, and disseminates all-sources information via extended searching of reference tools and by performing online searches on a wide variety of open source databases and the internet. Determines what information resources will satisfy users' research requirements and timeframes. Conducts extensive on-line and hard copy literature searches by developing database retrieval strategies and performing online reference and complex search services.

Receives, evaluates, and assesses data requirements of library customers. Develops library policies and procedures to handle and disseminate intelligence products to accommodate new and anticipated production requirements of the Agency analysts. Maintains a comprehensive cross reference index to facilitate retrieval of all-source compartmented documents, including materials compartmented in highly sensitive classified channels.

Conducts collection development by utilizing domestic and foreign publishers' catalogs, bibliographies, and online sources. Provides statistical information on weekly research performed requiring utilization of on-line databases.

Performs original and copy-cataloging, subject analysis, and classification of a wide variety of unclassified general and specific information in all formats by editing prior records or by creating new records in an on-line bibliographic database. Checks for errors in call numbers, subject headings, added entries, and bibliographic descriptions, and makes recommendations to correct and prevention of errors.

Conducts orientations and tours for new students, analysts, and other library users. Guides patrons in using the various library collections and databases. Instructs customers in the use of library resources. Attends conferences, seminars, and workshops to keep abreast of advances in library science. Maintains currency within the library profession.

Conducts and participates in the briefing and instruction of customers in the use of the library's facilities, collection, indexing and bibliographic tools.

Performs other duties as assigned.

**Full vacancy announcements available on [USAJOBS](#).**

#### Position Summary

The incumbent serves as a professional librarian, responsible for automated information management functions/programs and full scope of library operations, administration and technical. As such, incumbent provides general and technical library support to Agency analysts and other members of the Intelligence Community. Provides reference and referral and/or cataloging service. Provides reference and research services and recommends needs of the analysts. Performs selective dissemination of information. Responsible for collection management including the acquisition, organization, maintenance, preservation, and removal of materials for the collection in support of the mission. Plans and implements technological applications to improve user access and promote efficient operations. Receives, evaluates, and assesses a wide range of requests for unclassified all-source information, reference, and bibliographic support.

#### Position Duties

The National Intelligence University (NIU) is a component of the Defense Intelligence Agency (DIA). Effective October 1, 2020, all personnel assigned to the NIU, to include the selectee for this position, will officially transfer from DIA to the Office of the Director of National Intelligence (ODNI) with no change in job title, series, grade, or duty location.

This position is located in Bethesda, MD and is with the Command Element, John T Hughes Library. This position is responsible for performing the following duties:

Researches, identifies, retrieves, and disseminates all-sources information via extended searching of reference tools and by performing online searches on a wide variety of open source databases and the internet. Determines what information resources will satisfy users' research requirements and timeframes. Conducts extensive on-line and hard copy literature searches by developing database retrieval strategies and performing online reference and complex search services.

Receives, evaluates, and assesses data requirements of library customers. Develops library policies and procedures to handle and disseminate intelligence products to accommodate new and anticipated production requirements of the Agency analysts. Maintains a comprehensive cross reference index to facilitate retrieval of all-source compartmented documents, including materials compartmented in highly sensitive classified channels.

Conducts collection development by utilizing domestic and foreign publishers' catalogs, bibliographies, and online sources. Provides statistical information on weekly research performed requiring utilization of on-line databases.

Performs original and copy-cataloging, subject analysis, and classification of a wide variety of unclassified general and specific information in all formats by editing prior records or by creating new records in an on-line bibliographic database. Checks for errors in call numbers, subject headings, added entries, and bibliographic descriptions, and makes recommendations to correct and prevention of errors.

Conducts orientations and tours for new students, analysts, and other library users. Guides patrons in using the various library collections and databases. Instructs customers in the use of library resources. Attends conferences, seminars, and workshops to keep abreast of advances in library science. Maintains currency within the library profession.

Conducts and participates in the briefing and instruction of customers in the use of the library's facilities, collection, indexing and bibliographic tools.

Performs other duties as assigned.

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

---

## Five Positions: Maryland

Posted on [September 28, 2020](#) by [LLAM News](#)

### **Position: [Materials Management & Technical Service Director](#)**

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

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

### **Position Summary:**

The Materials Management & Technical Services Director manages and oversees the Materials Management and Technical Services Departments operations, activities, staff, and workflow. Develops, plans, and executes library and department objectives supporting the selection, purchase, cataloging, and processing of physical and digital materials the library provides to the citizens of Harford County.

### **Essential Duties:**

1. Manages the activities, operations, and workflow of the Materials Management and Technical Services Departments;
2. Oversees the selection of library materials, both digital and physical, including the interpretation of censorship and freedom of access issues;
3. Formulates and manages department budget;
4. Reviews and implements selection policies and procedures;
5. Performs long-range planning and priority goal setting for the library collections in the system;
6. Interacts with staff to facilitate problem-solving strategies;
7. Performs public service at the information desk;
8. Negotiates contracts and acts as liaisons with vendors and publishers;
9. Develops, plans, and executes library objectives by translating into materials initiatives and activities that support public service goals;
10. Promotes and facilitates teamwork between department and other library staff;

11. Responds to and resolves customer complaints in relation to the selection of materials;
12. Works with Chief Operating Officer in assessing community needs and interests as they pertain to materials management;
13. Actively involved in the community through participation in community groups and developing partnerships in support of library services.

#### **Supervision Functions:**

1. Serves as a 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 the system and department communications via written, electronic format or in-person 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. Maintains good public relations with the community through contacts with public officials, community leaders, volunteers, Friends of the Library, appropriate school personnel, and the general public;
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. Masters Degree in Library Science or related field in an approved library-related curriculum from ALA-accredited institution;
2. Ability to obtain State of Maryland certification as a Professional Librarian within six months of hire;
3. Five or more years of related professional library experience in a public library setting;
4. Two or more years of materials management and/or technical services experience;
5. Five years of supervisory experience.

#### **Knowledge, Skills, and Abilities:**

1. Knowledge of literature for both adult and children;
2. Broad knowledge of library materials, publishing, readers advisory, and public library/reference work;
3. Specific knowledge regarding censorship issues and intellectual freedom as it applies to library collections;
4. Ability to gain advanced knowledge of Harford County Public Library policies and procedures;
5. Ability to act as a representative of Harford County Public Library to the public;
6. Ability to assess community needs and develop, plan, implement, and execute library materials selection and processing initiatives to meet those needs;
7. Ability to review, evaluate, and initiate appropriate action on technical reports, contracts, and documents concerning departmental matters;
8. Ability to maintain effective working relationships with other professionals;
9. Proven ability to supervise and mentor a team;
10. Ability to create long-range goals in light of future trends in library service;
11. Ability to prepare and maintain accurate records;
12. Ability to be flexible and creative while prioritizing and multitasking;
13. Ability to operate relevant computer systems, including hardware and software, and office machines;
14. Ability to be adaptable, flexible and patient with customers and staff;
15. Strong communication skills, both verbal and written

**Position: Multiple Positions**

Location: North East Branch, Cecil County Public Library

Originally posted on the Maryland Library Association listserv.

Opening in the spring of 2021, Cecil County Public Library's two-story library will usher in a new level of access, experiences, and opportunities for the Cecil County community. Centrally located, it is within walking distance of the Town of North East and just minutes from the county's many scenic waterways and I-95.

With sweeping sight lines and sustainable features, the first floor welcomes the public to discover new books, enjoy the peace of reading and study rooms, and build skills in the Digital Media Lab. Business Librarians will support entrepreneurs in the Business Commons, complete with collaborative workspaces.

The entire second floor is dedicated to families, youth, and their development. The intentionally designed Teen Center includes study rooms and an interactive technology station. The Children's Room features an Early Literacy Center and hands-on STEM learning area. The unique Family Gathering Area bridges these two dynamic learning spaces.

Are you highly motivated to champion reading, build knowledge, and inspire curiosity in your community? Apply to become a part of the award-winning CCPL team, winners of the National Medal for Libraries.

**Full-Time Branch Manager**

Under the direct supervision of the Branch Services Manager, the Branch Manager leads and manages public services staff and operations of the North East branch library. Ensures the development and delivery of a full range of highly responsive services and strategic priorities across all library spaces, including the Business Commons, Digital Media Lab, Early Literacy Center, and dedicated Teen room.

For more information or to apply, visit [Branch Manager](#)

**Full-Time Assistant Branch Manager-Youth Services Supervisor**

Under the general supervision of the North East Library Branch Manager, the Assistant Branch Manager will lead and manage the Teen and Children's Services departments at the North East branch of the Cecil County Public Library. This position develops, manages, and delivers a full range of effective and innovative programs and services that meet the needs of teens, children, families, and caregivers within the community. Manages the second floor operations of the North East Branch Library including an Early Literacy Center, dedicated Teen Room, and Family Gathering area. Works with the Branch Manager in planning and implementing branch goals.

For more information or to apply, visit [Assistant Branch Manager](#)

**Full-Time Librarian II-Adult Services Supervisor**

Under direct supervision of the Branch Manager, the Adult Services Supervisor/Librarian leads and manages the Adult Services department of the North East Branch. This position develops, manages, and delivers a full range of effective and innovative programs and services that meet the needs of adults within the community.

For more information or to apply, visit [Adult Services Supervisor](#)

**Full-Time Circulation-Customer Service Supervisor**

Under direct supervision of the Branch Manager, the Supervisor leads and manages the daily operations and functions of the Circulation Department and Main Customer Service Desk in the system's largest library branch. Also serves as lead operator for the automated materials handling system. Models exceptional customer service and empowers library staff to do the same.

For more information or to apply, visit [Customer Service Supervisor](#)

# Two Positions: Maryland

Posted on [September 25, 2020](#) by [LLAM News](#)

**Position: [Library Director](#)**

Location: City of Takoma Park

Salary: \$108,000 to \$120,000 per year

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

## Description

The City of Takoma Park is currently seeking a Director for our brand-new, state of the art library, currently in the design approval stage. Our incoming Library Director should be a vibrant, forward-thinking leader to continue the great work that the Library staff has developed. The incumbent should be passionate about maximizing library services, empowering a space for community encounters and learning, cultivating partnerships with a diverse community, and optimizing technology and integrated library systems software programs.

This library is extremely unique as it is one of last few municipal libraries in the state, thus giving the Director the ability to be very autonomous. The department is City-run, and separate from the Montgomery County Library System, with the Director reporting directly to the City Manager. This gives the Director a large amount of latitude in creating an environment that cultivates personal interactions, growth, and learning.

The incumbent will have the ability to impact every part of the Library, including involvement with the construction process and management of the interim off-site library. They will also direct normal operations, such as approving book selections, developing programming, and training and development of seven full-time and six part-time staff.

During normal operations, our Library hosts an extremely robust calendar of events for both youth and adults, with various events on nearly every day, including: circle times in English, Spanish, and French; craft and yoga programs; pre-literacy programs; drawing and 'comics jam' programs; adult book discussions; ESOL book clubs; and discussions with authors and illustrators through a partnership with Politics and Prose Bookstore.

Our location, immediately next to both Takoma Park Elementary School (grades K-2) and Piney Branch Elementary School (grades 3-5) allows for regular field trips by teachers and students, and programming designed in coordination with the school curriculum.

We also have a computer center with twenty-seven (27) computers throughout a senior room, a quiet room, and a disability access station.

General duties of the position include:

- Development of strategic goals and management of library operations;
- Fiscal management, including development of budget recommendations and oversight of approved funds;
- Management, training, and development of staff;
- Maximizing community partnerships;
- Representing the department with Friends of the Library and other community partners.

The City of Takoma Park is a small jurisdiction in Montgomery County, Maryland bordering the District of Columbia and Prince George's County. Inhabited by a diverse and politically active population of 17,000 citizens, Takoma Park is known for its progressive policies, historic tree-lined neighborhoods, and independent businesses. We are proud to be a workforce of almost 200 full-time and part-time employees that are as diverse as the community we serve. We strive to maintain excellent customer service and responsiveness to our residents and everyone we work with. It is with this in mind that we seek to improve by championing quality and efficiency through a dedicated workforce and cooperative spirit.

Please visit [www.takomaparkmd.gov/government/human-resources](http://www.takomaparkmd.gov/government/human-resources) to apply. Applying directly through the ALA job site will not constitute an active application. Please visit the City of Takoma Park website to apply.

**Position: Collection Services Librarian**

Location: Goucher College

Originally posted on the [SLA Career Center](#).

**DESCRIPTION:**

Goucher College's Collection Services Librarian will report to the College Librarian. This position will provide leadership in developing, assessing, managing, and promoting user-centered, holistic collections to meet the current and emerging information needs of the Goucher community. They will establish new models of collection/content building and delivery.

The Collection Services Librarian will plan, implement, evaluate operations, establish policies and procedures, and set priorities in acquisitions and serials, electronic resources, and data gathering and statistics. This position will be expected to plan and monitor expenditures for library resources and related services.

The incumbent will manage the Integrated Library System, World Share Management, and serve as the official liaison with OCLC. They will participate in the library's delivery of research and course-related instructional services as needed and serve as liaison to selected academic disciplines and develop subject-focused research LibGuides.

The Collection Services Librarian contributes to library-wide planning and promotes cooperation and efficiencies among libraries by serving on committees of regional and statewide academic library consortia.

**REQUIREMENTS:**

Qualified candidates will have a Master's Degree in Library Information Studies (MLIS), from an ALA-accredited institution, knowledge of MARC records and current cataloging standards and practices and 1 – 3 years experience.

Preferred candidates will have a second graduate degree; experience using the OCLC WorldShare Management System, particularly the Acquisitions, Collection Manager, and License Manager modules; experience using YBP's GOBI platform.

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.

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

---

## One Position: Maryland

Posted on [September 21, 2020](#) by [LLAM News](#)

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

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

Salary: \$55,000

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

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



aim of the CTSA is to accelerate and improve clinical and translational science and, ultimately, to improve public health outcomes.

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

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

#### **RESPONSIBILITIES:**

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

#### **Qualifications**

#### **POSITION REQUIREMENTS:**

- Master’s degree from an ALA-accredited program.
- Three years’ experience related to position responsibilities.
- Experience in program evaluation.
- Background or experience indicating an ability to become proficient with quantitative or qualitative research tools.
- Demonstrated evidence of successful project management.
- Excellent written and oral communication skills.
- Demonstrated service orientation and skills.
- Demonstrated ability to work independently and in a team environment.

#### **PREFERRED:**

- Experience with tools such as Tableau, D3.js, R, Python, or REDCap.
- Experience in an academic, research, or health sciences library.

#### **APPLICATIONS:**

Application materials must include a CV/resume; cover letter which includes the source of advertisement; 3 references including names, addresses, and phone numbers; and a separate signed/dated affidavit page (stating “I verify that my CV is current and accurate” – does not need to be notarized). Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by **October 4, 2020**.

**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.

# Two Positions: Washington, DC

Posted on [September 18, 2020](#) by [LLAM News](#)

**Position:** [Senior Research Services Analyst](#)

Location: Cooley LLP

Originally posted on [LLSDC Job Listings](#)

Cooley LLP is seeking a Senior Research Services Analyst to be located in its Washington, DC office. The Senior Research Services Analyst works independently as a member of a firmwide research team that responds to requests from attorneys, paralegals and staff, to perform wide-ranging research on legal and business issues necessary for client legal services, business development, and Firm administration. Senior Research Services Analysts are responsible for all aspects of analyzing the research request, identifying the best sources of information, conducting the research, and reporting the results of research projects. This role also provides reference services and training in the use of information resources to partners and employees of the Firm.

Qualified candidates will have at least 5 years of research experience in assigned or related field; strong analytical and research skills, and extensive knowledge of a variety of legal and business electronic resources. Master of Library Science or JD degree required. EOE.

**Position:** [Supervisory Librarian](#)

Location: Library of Congress

Salary: \$121,316 to \$157,709 per year

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

## Summary

This position is located in the Science, Medicine, and Agriculture Section, U.S. Arts, Sciences, And Humanities Division, Acquisitions and Bibliographic Access Directorate, Library Services.

## Responsibilities

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

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

Performs the administrative and human resource management functions relative to the staff supervised. Establishes guidelines and performance expectations, including quality assurance, for staff member which are clearly communicated through the formal employee performance management system. Observes workers' performance and demonstrates and conducts work performance critiques. Provides informal feedback and annual formal evaluations to employees. Resolves informal complaints and grievances. Develops work improvement plans, recommending personnel actions as necessary. Provides advice and counsel to workers related to work and administrative matters.

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 non-discriminatory employment practices in regard to race,

color, religion, sex, national origin, age, and disability. Specifically, initiates non-discriminatory 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. Ensures the security and control of library materials.

Serves as an expert in the organization, development, and implementation of multiple projects. Serves as a project leader, team leader, or chairperson for working groups, task forces, committees, etc. Coordinates the details involved in special projects of lasting importance. Utilizes critical 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 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.

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

---

## Washington, DC: Two Positions

Posted on [September 14, 2020](#) by [LLAM News](#)

**Position:** [Research Analyst/Legal Researcher](#)

**Location:** Steptoe, Washington, DC

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

Steptoe, an AmLaw100 firm, is seeking a skilled researcher to join its Research & Information Services Department. Responsibilities include performing sophisticated research to support to both ongoing matters and business development projects. The position will also be engaged in current awareness and monitoring, training programs, and knowledge initiatives. Expertise with legal research (statutory, regulatory and case law) and non-legal research is required; candidates must demonstrate mastery of legal information sources, including Lexis, Westlaw, docketing services and legal analytics, and a variety of corporate, technical, and bibliographic databases. This position is also responsible for analyzing and concisely summarizing findings for attorneys and staff. Proficiency with Microsoft Office applications is required. Minimum qualifications include a four-year degree, at least five years of substantive research experience, a JD or MLS (both degrees are preferred), and a commitment to customer service. The ideal candidate will be able to work both collaboratively as a member of a professional team and individually in a fast-paced environment. Some evening or weekend hours may be required.

Apply online: <https://apply.step toe.com/viRecruitSelfApply/ReDefault.aspx?FilterREID=6&FilterJobCategoryID=17&FilterJobID=298>

**Position: Senior Research Analyst**

Location: Paul, Weiss, Rifkind, Wharton & Garrison Law Firm, Washington, DC

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

Under the direction of the Research Services Director, the Sr. Research Analyst performs research, reference and related services to support the informational needs of the firm and its clients. The Sr. Research Analyst is part of a team of research professionals and is based in our Washington, D.C. office. This role also involves collaboration with other team members related to knowledge management initiatives meant to capture work product of high interest to various practice groups. This is a position requiring significant law firm experience in a research role.

1. 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.
2. In conjunction with the Sr. KM Litigation Attorney, collaborates with practice group leaders and other firm personnel to design or enhance KM systems and processes which meet the practice group's needs and priorities. Maintains such systems as assigned.
3. Markets and promotes awareness of Research and KM service offerings. Participates in the development of educational materials and leads instructional programs for lawyers and other firm personnel.
4. Oversees the maintenance of essential print resources as well as liaise with department team members regarding other resource management tasks.
5. Assists in the continual evaluation of new research applications to ensure that all of the firm's information resources are geared towards efficiently and cost-effectively supporting the firm's business.
6. Works on special projects and performs other duties as assigned.
7. Accounts for billable time by submitting diaries on a regular basis.

**Education and/or Experience**

1. M.L.S. from an accredited institution
2. A minimum of ten years' research experience in a law firm setting.

**Competencies**

1. Upper margin research skills with detailed knowledge of case analytical tools, IP and litigation court filings and dockets as well as strong familiarity with legal and non-legal print and electronic research resources.
2. The ability to think of creative solutions to novel or difficult research assignments.
3. Excellent written, verbal communication and customer service skills.

4. 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.

5. Strong sense of urgency and professional dedication

Based in our D.C. office from Monday through Friday from 9:30a.m. to 5:30p.m. Available when necessary before or after normal working hours in order to meet the needs of the firm. Travel Requirements: Ability to engage in off-site travel as required from time to time, in order to meet the demands of the job and the needs of the firm.

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

---

## Two Positions: Maryland

Posted on [September 11, 2020](#) by [LLAM News](#)

**Position:** [Technical Information Specialist](#)

Location: National Institutes of Health

Salary: \$102,663 to \$133,465 per year

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

### Summary

We are pleased to announce an exciting opportunity for an exceptional candidate to serve as coordinator for the NIH Library Bioinformatics Support Program, helping researchers and staff to learn and apply bioinformatics analysis techniques to their research. If you have stellar customer service skills and experience providing information services and instruction in a clinical or biomedical research setting, then consider joining the our team.

### Responsibilities

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

**Position:** [Librarian \(Metadata\)](#)

Location: Agricultural Research Service

Salary: \$86,335 to \$112,240 per year

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

### Summary

This position is located within Agricultural Research Service, Field Organization, National Agricultural Library, Data

Production Division, Acquisition & Metadata Branch in Beltsville, MD.

The incumbent will provide library technical services for bibliographic, scientific, and cultural heritage metadata.

#### Responsibilities

- Catalogs both print and non-print material in agricultural and related fields using specialized knowledge of descriptive cataloging, classification and subject analysis.
- Develops new and revised methods, techniques, and procedures for dealing with a wide array of cataloging, workflow, library system usage and data flows that do not lend themselves to traditional approaches.
- Prepare complex documents for staff use.
- Attends and participates in meetings, conferences, seminars, and projects, both internal and external to the National Agricultural Library (NAL).
- Evaluates policies, plans, systems, and related recommendations developed by NAL staff.

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

---

## Two Positions: Washington, DC

Posted on [September 4, 2020](#) by [LLAM News](#)

#### **Position: Librarian (Cataloging Policy Specialist)**

Location: Library of Congress

Salary: \$102,663 to \$133,465 per year

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

#### Summary

This position is located in the Cooperative Programs & Policy Section, Policy, Training & Cooperative Programs, Acquisitions & 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.

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

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. Researches, analyzes, and interprets major 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.

Analyzes and plans 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: Supervisory Librarian (Cataloger) (Head, Bibliographic Control Section)**

Location: Library of Congress

Salary: \$121,316 to \$157,709 per year

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

**Summary**

This position is located in the Bibliographic Control Section, Materials Development Section, National Library Services Blind/Print Disabled, Library Collections and Services Group, Taylor Street.

The position description number for this position is 367412.

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.

**Learn more about this agency**

**Responsibilities**

Working independently of detailed guidance, supervises the Bibliographic Control Section. Provides administrative, technical, and policy-related supervision necessary for accomplishing the work of the section. Sets priorities; plans, schedules, and coordinates the work of the section staff. Directs the work performed and assigns tasks in order to accomplish section goals and objectives, including technical improvements and innovations, development of policy and procedural documents, acquisition activities, and metadata services. Directly oversees the work of catalogers responsible for descriptive and subject cataloging, name and series authority work, data entry, and maintenance of the catalog and authority files. Develops and implements rules and standards for the cataloging of reading materials designed for the use of blind and disabled individuals. Establishes guidelines and procedures to be followed by cataloging staff and serves as final authority in matters of rule interpretation. Develops and maintains written standards for cataloging and for the MARC formatting of the bibliographic records for these materials.

Performs the administrative and human resource management functions relative to the staff supervised, including: establishment of guidelines and performance expectations through the employee performance management system;

feedback and evaluation; training; personnel actions; resolution of informal complaints and grievances; time and attendance; and awards and/or disciplinary measures as warranted. Furthers the goals of equal employment opportunity. Takes positive steps to assure the accomplishment of affirmative action objectives. Adheres to non-discriminatory employment in regard to race, color, religion, sex, national origin, age, or disability. Assures that subordinates are trained and fully comply with the provisions of the safety regulations.

Manages the activities of a section with a national 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 section's overall performance. Prepares management plans for the section. Works closely with key NLS staff and with the staffs of cooperating agencies providing reading materials for the blind and print disabled as well as others concerned with access to the NLS Catalog. The incumbent must stay abreast of current developments in cataloging and classification and in areas of automation relevant to the catalog.

Analyzes and develops new practices and standards for metadata that are cited as authoritative by other libraries. Participates in the development of national policies for major cataloging programs. Consults with colleagues as well as the staff of libraries throughout the nation and the world involved in cooperative cataloging projects. Prepares reports, analyses, statements, proposals, and documents that authoritatively convey national-level cataloging policy. Participates in studies of proposed changes in policies or practices.

Serves as contract monitor for all contracts entered into for the purpose of achieving management goals in the areas of cataloging, enhancements to automated bibliographic systems, and production of the NLS Catalog. Responsible for the evaluation of adherence to cataloging standards and contract specifications. Analyzes performance and suggests corrective action.

Evaluates need for contract services in the areas of cataloging, enhancements to automated bibliographic systems, and production of the NLS Catalog and recommends issuance of bid packages. Develops specifications for contract performance. Confers with contractors on other projects that relate to bibliographic control.

Acts as the primary NLS liaison to Library of Congress Collections Discovery Group and LC offices on matters of cataloging, classification, MARC format, and bibliographic control. Participates in meetings with staff members of other LC offices and divisions for the purposes of exchanging information, molding concepts, and coordinating activities related to bibliographic control. Advises LC staff on issues related to cataloging braille and other accessible formats.

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

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

---

## Four Positions: Maryland

Posted on [September 4, 2020](#) by [LLAM News](#)

**Position:** [Anne Arundel County Public Library Fund Manager](#)

Location: Anne Arundel County Public Library

Salary: \$63,090 – \$111,341 per year

Originally posted on the [Maryland Library Association listserv](#).

**Responsibilities:** This is management level work responsible for developing and implementing the Foundation's annual fund activities to include individual solicitations, direct mail, social media, email and special events. The annual fund goals are accomplished through identifying, cultivating, stewarding and soliciting current and potential donors. This individual will also represent the Library Foundation by serving, as needed, on leadership teams for the Anne Arundel County Public Library.

**Requirements:** Possession of a Bachelor's Degree in Business Management, Marketing, Public Relations or related field, supplemented by at least three years' experience working in a non-profit, fundraising environment with managerial

experience overseeing annual fund, special events, and/or donor cultivation programs or an equivalent combination of experience and training that has provided the knowledge, abilities, and skills listed in the job description. Interest in obtaining Certified Fund Raising Executive (CFRE) Certification is desired.

**Position: Chief Financial Officer**

Location: Anne Arundel County Public Library

Salary: \$84,255 – \$148,692 per year

Originally posted on the [Maryland Library Association listserv](#).

Responsibilities: The Chief Financial Officer is responsible for the financial operations of the Library and the Anne Arundel County Public Library Foundation, Inc. The position also manages the daily operations of the Finance Department. Duties extend to providing advice and counsel to the Chief Executive Officer and Board of Trustees.

Requirements: Possession of a Master's Degree in Business Administration or Public Administration and five years of experience in public sector financial management; or an equivalent combination of experience and training that has provided the knowledge, skills and abilities listed in the job description.

**Position: Executive Director of AACPL Foundation**

Location: Anne Arundel County Public Library

Salary: \$84,255 – \$148,692 per year

Originally posted on the [Maryland Library Association listserv](#).

Responsibilities: Provides overall leadership to the AACPL Foundation, including strategic direction and tactical execution and oversight. Work involves planning, managing, cultivating, and securing philanthropic support for the Foundation's annual fund, endowment, major campaigns, planned giving, and program support of the Library. Serves as a member of the Library CEO's leadership team and is expected to contribute to the Library's brand and external profile through his or her activities in the community.

Requirements: Master's Degree in business management, marketing, public relations, or related field; eight years' of progressively responsible and successful fundraising and development experience, with increasing levels of responsibility in leadership; demonstrated success with major fundraising campaigns; and three years of supervisory experience; or an equivalent combination of experience and training that has provided the knowledge, abilities, and skills listed in the job description.

**Position: Supervisory Technical Information Specialist**

Location: National Institutes of Health

Salary: \$102,663 to \$133,465 per year

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

**Summary**

The National Library of Medicine collects, organizes and disseminates the biomedical literature of the world in order to advance the medical and related sciences and to improve the public's health. The Library serves as a national and international information resource for research, health care, the education of health professionals, and service activities of Federal and private agencies, organizations, institutions, and individuals.

As a Supervisory Technical Information Specialist, you will:

**Responsibilities**

- Provide leadership and direction to a staff of professional librarians, technical information specialists, and library technical support staff.  
Advise the Section Head, Division management, and Library Operations in establishing policies.
- Serve as the Project Officer or Contracting Officer's Representative on contracts. When the work performed by the contract affects other units, interacts appropriately with the other organizations.
- Collaborate with other operational units to coordinate interrelated matters; advise the Section Head, Division Chief and other managers; and initiate and carry out solutions to matters affecting the Unit's services.

- Advises the Section Head in developing strategies to ensure the most effective use of available staff in order to meet the Section's charge.
- Represent NLM at professional meetings with federal and private organizations, and at conferences on topics related to the work of the Section.
- Interact with regional, national and international visitors representing the work of the Unit and Section; take actions, as necessary, to use expertise to improve Section services and to share NLM expertise.
- Use expert knowledge to provide policy and budget guidance to the Section Head, Division Chief, and the Associate Director and Deputy Associate Director, Library Operations.
- Prepare routine and specialized analytical and statistical reports to evaluate existing programs to develop new and/or improved approaches to ensure NLMs policies effectively support its programs.
- Apply scientific management principles, project management, and new technology to address and increase Unit productivity and effectiveness, reduce work impediments, and implement new or amended policy and procedures in an effective manner.

There are four positions located in four different sections. These are the Collection Development and Acquisitions Section, Preservation and Collection Management Section, Collection Access Section, and the Reference and Web Services Section.

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

---

# One Position: Washington, DC

Posted on [September 1, 2020](#) by [LLAM News](#)

**Position:** [Librarian \(Digital Collections Specialist\)](#)

**Location:** Digital Content Management Section, Library of Congress, Washington, DC

**Salary:** \$72,030 to \$93,638

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

## Summary

This position serves as a Digital Collection Specialist and is located within the Digital Content Management Section. The position reports to the Head of the Digital Content Management Section and will work to support By the People, the Library of Congress crowd sourcing transcription program.

The position description number is 385310.

This is a non-supervisory-bargaining unit position.

## 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, managing By the People, the Library of Congress crowdsourcing program, and provides advice and assistance to the Law Library as needed. Digital Content Management Section staff collaborate 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.

By the People ([crowd.loc.gov](#)) invites volunteers to transcribe, review, and tag digitized images of manuscripts and typed materials from the Library's collections. All transcriptions are made and reviewed by volunteers before they are returned to [loc.gov](#), the Library's website. These transcriptions improve search, readability, and access to handwritten and typed documents for those who are not fully sighted or cannot read the handwriting of the original documents.

Serves as a digital collections specialist for multiple workflows within the Digital Content Management Section. Applies extensive knowledge of library policies and procedures 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 multiple streams of digital content under care of the unit.

Acquires, creates or oversees creation of descriptive, technical and administrative metadata as needed for collection materials received. Creates and manages automated workflows for ingesting, reviewing, describing, inventorying, and storing digital content.

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.

Plans and implements assigned portions of digital projects. Suggests improvements to workflows for multiple content streams and identifies risks and challenges to implementation. Establishes priorities and time-frames in coordination with management and stakeholders.

Implements approved plans by scheduling and coordinating work for assigned portions of projects, including recommendations on division of work between and to a project. Tracks assigned portions of project workflow using software tools and schedules activities required to move projects to completion, as appropriate. Reports on status of assigned portions of the project according to the schedules and mechanisms established for the unit.

Coordinates with stakeholders to assist in designing and implementing workflows. Evaluates the results of digital collections projects. Ensures all digital activities and plans for assigned portions of projects conform to or enhance current division and Library bibliographic and custodial practices and make optimum use of scarce resources and staff expertise. 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 multiple incoming stream of content.

Consults with supervisors and team leads to resolve problems or issues. Provides input to the supervisor/team leader in planning and implementing workflow procedures and setting production goals for assigned tasks or workflows. Assists others inside and outside the section with resolving digital collections management questions. Creates and makes presentations to internal stakeholders as needed.

Acquires and applies specialized knowledge of techniques and methods relating to digital content management and digital projects. Proposes modifications to existing information practices, precedents, and techniques and adapts previous approaches to solve information, organization, and access issues related to digital content within the assigned task or workflow. Assesses and recommends new solutions to digital content management problems within the assigned area.

Posted in [Job Vacancies](#)

---

## One Position: Maryland

Posted on [September 1, 2020](#) by [LLAM News](#)

### **Position: Executive Director**

Location: Kent County Public Library, Chestertown, MD

Salary: \$75,000 to \$95,000

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

### **Essential Duties and Responsibilities**

#### **General Administration**

- Manages the day to day administrative operation and functions of the Kent County Public Library system.
- Establishes annual goals and objectives and closely monitors strategic plan compliance.
- Prepares monthly reports and other documents as required.
- Participates actively in appropriate professional associations including the Maryland Library Association (MLA), the Maryland Association of Public Library Administrators (MAPLA) and the American Library Association (ALA), and serves on the Board of the Eastern Shore Regional Library, Inc. (ESRL)
- Develops and maintains policies and procedures covering all aspects of library operation

### **Personnel Management and Development**

- Responsible for the overall direction, coordination and evaluation of library employees.
- Implements effective and objective supervisory and evaluation procedures.
- Advocates for an appropriate and equitable salary schedule.
- Organizes regular professional development opportunities for staff.

### **Financial Management and Budgeting**

- Works with the State of Maryland and Kent County Government to obtain funding as well as special grants and other funding for the Library.
- Implements and oversees financial policies and procedures approved by the Trustees.
- Advises the Trustees in a timely fashion of changes in Library's financial status.
- Develops and presents the annual budget with accompanying justifications for Trustee approval.

### **Facilities Management and Improvement**

- Ensures that the buildings and grounds of the main library and the branches are kept in excellent sanitation and maintenance
- Develops and implements a strategic plan for facilities renovations and refurbishing.

### **Management of print and electronic materials**

- Develops policies relative to the selection of library materials.
- Coordinates and supervises selection of new materials.
- Coordinates materials maintenance, including periodic inventories and removal of outdated or damaged materials
- Promotes print and electronic collections

### **Library Programs and Services**

- Ensures delivery of interesting, high quality programming to the entire Kent County community.
- Markets library resources in innovative ways using social media to maintain and grow usage.
- Develops and maintains an engaging web presence for the promotion of library programs and resources.

### **Community and Board Relations**

- Maintains effective, professional relationships with local and state government officials, funding partners and representatives of the Eastern Shore Regional Library System (ESRL).
- Promptly and effectively responds to issues and questions from Trustees, community members and local government officials.
- Advises Board of Trustees in a timely fashion of any sensitive occurrence.
- Prepares the agenda and a Director's report for all Board of Trustees meetings and reviews them in advance with the Board President.

### **Required Qualifications**

#### **Education and Experience**

- Master of Library Science degree from an American Library Association accredited program. A second Master's degree in Public or Business Administration is desirable.

- Eight years or more of related professional library employment with progressively increasing Minimum of five years serving as director, associate director, branch manager, or comparable supervisory position with specific responsibility for financial management.
- Able to obtain Maryland State Department of Education Professional Library Director certification within six months of hire.
- Demonstrates interest in and knowledge regarding current trends and legislation related to libraries.
- Able to manage KCPL website
- Demonstrates commitment to understanding and effectively applying and managing technology and uses of technology to advance the Mission of the KCPL.

## **Physical Demands**

- Work requires no unusual demands for physical effort.
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

## **Work Environment**

- Work conducted in office setting with comfortable lighting and temperature conditions.
- Involves everyday risks requiring normal safety precautions typical of offices.

## **Requirements**About Kent County Public Library.

Kent County Public Library strives to be the cornerstone of the community where children and adults can experience life-long learning, personal enrichment, and connection with one another. Virtually or in-person, the library provides a welcoming environment with a knowledgeable staff, robust resources, access to emerging technologies, and innovative services and programs. The library is the premier place to experience the joy of reading, the discovery of ideas, the power of information, the excitement of collaboration, and the reward of social interaction, and it is recognized as such by the community.

## Executive Director Position Description & Requirements

The position requires a Master's degree in Library Science from an ALA accredited college or university and a minimum of eight years of progressively responsible library administrative experience, with a minimum of five years serving as director, associate director, branch manager, or comparable supervisory position with specific responsibility for financial management. An ideal candidate will bring a vision of the future of progressive learning in libraries.

The Executive Director oversees the day-to-day administrative operation and functions of the Kent County Public Library system and establishes annual goals and objectives, closely monitoring strategic plan compliance. The director will champion the creation and adoption of digital and open resources to meet our socioeconomically diverse service area. The position stays abreast of trends in library and information science and embraces new technologies that support these efforts. The Executive Director establishes and fosters a collaborative, team-based approach to the provision of service and fosters effective working relationships and represents the library in interactions with local stakeholders, elected officials, and regional and state library system colleagues. Together with the Board of Trustees, the director supports library-wide planning initiatives and works closely on user services and policies for the community. The library promotes diversity and inclusion, and seeks candidates committed to equity and justice.

Please see the accompanying Position Description for specific duties and responsibilities.

Benefits: Annual paid leave is 150 hours to start, plus 10 vacation days and 5 additional partial days. The KCPL is a participatory organization in the Maryland State Retirement and Pension System. The benefits package includes health, dental, vision, and life insurance. Professional travel funding is available. Anticipated salary range of \$75,000 to \$95,000.

How to Apply: Candidates must apply online via email to [trustees@kentlib.org](mailto:trustees@kentlib.org). Review of applications will begin immediately and will continue until a viable pool of applicants is identified; submission prior to September 30, 2020 is strongly encouraged. In person and/or virtual interviews will follow. Please submit one document (pdf preferred) that includes:

- Cover letter
- Resume/CV



- Full contact information for three professional references
- Diversity Statement (encouraged)

#### COVID-19 considerations:

The KCPL is providing virtual services, and contactless curbside pickup. We are committed to following CDC and state guidelines for safety, including social distancing whenever possible, a mandatory mask policy and frequent cleaning.

#### About Chestertown, Maryland

**“Take an unspoiled riverfront, add red brick sidewalks lined with well-maintained historic homes, sprinkle in artists’ studios and you’ve got the makings for a fine fall getaway[i]” – or home.** Chestertown, located on Maryland’s Eastern Shore, is heaven for the adventurous spirit who loves the outdoors (and also for those who enjoy a vibrant, close-knit community full of fun shops and activities). Plus, with Philadelphia, Baltimore, and Washington, D.C. within day-tripping distance, there are plenty of solutions for the occasional urban craving.

Artists flock here, drawn by the natural beauty and low-key lifestyle. Educators, life-long learners, and history buffs are drawn to Chestertown in part by Washington College; founded in 1782, it was the first college chartered in the sovereign United States of America (George Washington lent his name and served on the first Board of Visitors and Governors). The charming town of 4000 friendly neighbors and two stoplights is serious about preservation, and it shows. The roughly 12-square-block downtown showcases one of the state’s greatest concentrations of 18th- and 19th-century buildings, second only to Annapolis, Maryland’s capital, and served as the temporary capital of the United States in 1783–1784.

It is not by chance that one of the County’s slogans is “If you could work anywhere, you would live here.” Newly installed fiber optic cable affords connectivity while Chestertown’s many charms offer a peaceful rural life with ample opportunities for families and individuals seeking an active lifestyle.

[i] Washingtonian September 2019

Posted in [Job Vacancies](#)

## One Position: Maryland

Posted on [August 24, 2020](#) by [LLAM News](#)

#### **Position: Librarian, ZA-1410-3/4 (DE/CR)**

Location: National Oceanic and Atmospheric Administration (NOAA), Office of Oceanic and Atmospheric Research (OAR), Silver Spring, MD

Salary: \$72,030 to \$157,709

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

#### Summary

This position is located in the National Oceanic and Atmospheric Administration (NOAA), Office of Oceanic and Atmospheric Research (OAR), with 1 vacancy in Silver Spring, MD.

This position is also announced under vacancy number OAR-2020-0034, which is open to Status Candidates. You must apply to both announcements if you want to be considered for both.

#### Responsibilities

As a Librarian, you will perform the following duties:

Work in partnership with other National Oceanographic Atmospheric Administration (NOAA) network librarians on developing communication strategies. Collaborate on designing, developing, implementing, and evaluating communication strategies for promoting NOAA library programs and services. Research and analyze the needs of library users,

stakeholders, and constituencies; and identify user practices, knowledge levels, utilization of various media, and emerging technology trends and preferences.

Oversee communication of information regarding NOAA Central Library programs and services. Manage communications to internal and external stakeholders and constituencies through traditional, electronic, social media, and targeted outreach. Develop and disseminate communications materials and initiatives, including promotional campaigns, media information, marketing materials, brochures, newsletters and other communications vehicles; ensure consistency of library print and electronic communications and compliance with graphic and branding standards and formats.

Analyze and evaluate the effectiveness of library communications program. Develop measurable objectives and metrics to assess the success of communication, marketing, and promotional strategies, programs, and materials. Prepare reports on communication and marketing activities, and accomplishments in meeting goals and objectives. Develop proposals and recommendations to improve the effectiveness and efficiency of programs and services.

Plan, perform and coordinate outreach activities. Lead and participate in outreach activities, such as library seminars, exhibits, and conferences, to increase awareness of library resources and services, and enhance the image and visibility of the NOAA Central library. Coordinate with other internal NOAA offices on joint outreach efforts.

Note: The duties are at the full ZA-4 performance level and the ZA-3 are developmental leading to such performance.

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

---

## Four Positions: Maryland and Virginia

Posted on [August 21, 2020](#) by [LLAM News](#)

### **Position: Director**

Location: Baltimore County Public Library

Salary: \$170,000 to \$190,000 per year

Originally posted on the [Maryland Library Association listserv](#).

Are you the next leader for the Baltimore County Public Library (MD)? Do you value customers and communities, equal access and intellectual freedom, flexibility and collaboration, and diversity and inclusion through continuous improvement? You may be the perfect candidate to work with a committed seven-member appointed governing Board of Trustees, 493 (FTE) dedicated staff, and the Friends and Foundation to serve the 832,000+ Baltimore County residents. Operating with a \$44 million annual budget, BCPL hosts 9 million visitors a year at its 19 locations, 4 bookmobiles, and its virtual branch.

Located in the geographic center of Maryland, Baltimore County is a collection of vibrant, thriving suburban and rural communities offering something for everyone. Surrounding the City of Baltimore, the County has 214 miles of waterfront with endless recreational opportunities, wineries, arts and cultural opportunities, and historic sites and museums. Nationally recognized public schools, 20 colleges in the region, and strong neighborhoods create a vision for the future while honoring its past. The County's dynamic economy spans every major industry and is Maryland's second largest job center—home to more than 20,000 businesses. In addition to its wonderful neighborhoods, strong and diversified economic base, attractions, and educational opportunities, Baltimore County is part of the Baltimore-Washington metropolitan area with Washington, D.C.—a short drive or train ride away. Baltimore County offers an unbeatable quality of life. For additional information, see BCPL Links.

### **Responsibilities.**

Reporting to the Board of Trustees and working closely with County Administration, the Library Director has administrative responsibility for Baltimore County Public Library. The Director is responsible for managing library services and programs that respond to community needs; communicating a vision of public library service to the public, staff, Library Board of Trustees, and public officials; submitting an annual budget to Baltimore County government; and overseeing all areas of the Library's operations. This includes developing and establishing partnerships throughout the County working collaboratively with local, state, and federal government, including elected officials, as well as agencies, community groups, and businesses.

### **Job Requirements:**

Master's Degree in Library/Information Science from an ALA-accredited program and a comprehensive knowledge of public library operations normally acquired through a minimum of five to seven years of management experience in a

complex library or nonprofit organization including a minimum of three years supervisory experience. Must have or the ability to acquire and maintain librarian certification from the State of Maryland. Essential skills include: excellent internal and external communication skills that inspire and motivate; the ability to develop and implement a shared vision of innovative library service; skill in building and maintaining effective relationships with the Library Board, staff, Friends and Foundation, local officials, and community leaders; experience in strategic visioning and planning; sound fiscal management; and successful experience implementing services and programs. Proven experience reporting to a policy-making board and success in collaborating with county or municipal officials are highly desirable. Please see BCPL Director Position Description for additional details.

**Position: Supervisory Librarian**

Location: National Institutes of Health, Bethesda, MD

Salary: \$121,316 to \$157,709 per year

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 an informationist. If you have experience providing information 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. For more information, visit <https://www.nihlibrary.nih.gov/services/informationists>.

**Responsibilities**

- Develop, monitor and oversee the Informationist program, which provides information services embedded as part of customers' clinical, research and health policy workflows.
- Plan, direct and coordinate the work of the Informationist staff, who work with scientists and researchers in their branches, labs or offices.  
Provide technical guidance, leadership and administrative supervision and direction to staff.
- Conduct periodic user needs assessments and program evaluations to assure that the information and education services provided meet the needs of National Institutes of Health (NIH) and Health and Human Services (HHS) users.
- Make recommendations for Division-wide policies, programs and services based on experience and knowledge of the biomedical research community and its information needs.
- Promote good public relations with NIH Library users, interpreting their information needs through various needs assessments, surveys, program evaluations, comments, suggestions, complaints, or recommendations.

**Position: Supervisory Librarian**

Location: National Institutes of Health, Bethesda, MD

Salary: \$121,316 to \$157,709 per year

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

**Summary**

The National Institutes of Health (NIH) Library is pleased to announce an exciting employment opportunity for an exceptional candidate to serve as a Supervisory Librarian. If you have experience providing information services and digital collection management 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. For more information, visit <https://www.nihlibrary.nih.gov/>.

- **Responsibilities**  
Develop, monitor and oversee the digital collection program.
- Plan, direct and coordinate the work of the digital collection staff, who work with scientists and researchers in their branches, labs or offices.
- Provide technical guidance, leadership and administrative supervision and direction to staff.
- Promote good public relations with NIH Library users, interpreting their information needs through various needs assessments, surveys, program evaluations, comments, suggestions, complaints, or recommendations.
- Conduct periodic user needs assessments and program evaluations to assure that the data and digital collection services provided meet the needs of National Institutes of Health (NIH) and Health and Human Services (HHS) users.
- Make recommendations for Division-wide policies, programs and services based on experience and knowledge of the biomedical research community.

**Position: Librarian**

Location: Department of Defense, Washington Headquarters Services (WHS), History and Library Directorate (HLD)  
Arlington, Virginia

Salary: \$72,030 to \$112,240 per year

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

**Summary**

This position is located in the Washington Headquarters Services (WHS), History and Library Directorate (HLD). The incumbent Librarian is a member of a team in charge of the Reference function at the Pentagon Library in support of the Pentagon Library mission, as well as missions of our customer components, to include but not be limited to Office of The Secretary of Defense, Joint Staff, and Military Departments.

**Responsibilities**

Incumbent typical work assignments may include the following:

- Responsible for providing member services including specialized and general reference service, circulation, and preparation of research compilations.
- Responsible for planning and executing orientation and training programs to promote use of library services; provides support for library outreach initiatives.
- Participate in management functions and the formulation of library policy and procedures in concert with the other library staff and management

Posted in [Job Vacancies](#) | Tagged [Government Library](#), [Medical Library](#), [Public Library](#), [Virginia](#)

---

## One Position: Maryland

Posted on [August 17, 2020](#) by [LLAM News](#)

**Position: Digital Reference Librarian**

Location: University of Baltimore

Salary: Commensurate with qualifications

**Summary**

The Digital Reference Librarian is a collaborative, innovative, and service-oriented leader who reports to the Associate Director for Public Services. In this digital era, law librarians face challenges and opportunities in transforming the way the Library preserves and shares access to knowledge in service of the mission of the Law School. This position is responsible for developing, coordinating, and overseeing the growth of the Law School's scholarly communications and publishing programs, including ScholarWorks (a Digital Commons product) and SSRN. The Digital Services Librarian will develop and manage efforts to disseminate information, build awareness, and promote the library's resources, services, and activities through strategic use of social media. The Digital Reference Librarian will also provide reference, research, and instructional services to the Law School community, including students, faculty, staff, and members of the bench, bar, and public. The Digital Reference Librarian will also participate in the staffing rotation for the reference desk, support of faculty scholarship and instruction, and in teaching activities. This position will also act as a resource for faculty in identifying and using educational technologies. The Digital Reference Librarian will participate in the Collection Development Committee.

This is a Library Faculty position and is subject to University of Baltimore policies concerning retention, promotion, and permanent status.

**Key Responsibilities:**

- Overseeing the growth of the Law School's scholarly communications. Actively participates in local, regional and national associations relating to law librarianship and libraries.
- Provides expert research support and assistance for law faculty and law students.

- Under the direction of the Associate Director for Public Services, teaches legal research as a guest lecturer in upper level courses.
- Promotes the Library's resources, services and activities through social media.
- Actively participates in local, regional and national associations relating to law librarianship and libraries

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

---

# One Position: Washington, DC

Posted on [August 14, 2020](#) by [LLAM News](#)

**Position:** [Assistant Director and Senior Specialist \(American Law Division\)](#)

Location: Congressional Research Service, Washington, DC

Salary: \$131,239 to \$197,300 per year

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

The Congressional Research Service (CRS) seeks a senior manager to lead its American Law Division (ALD), one of CRS's five research divisions. CRS provides objective, nonpartisan, and authoritative legislative research, analysis, and consultative support exclusively to the U.S. Congress.

This position serves as head of the American Law Division, a major CRS research division. In this capacity, and reporting directly to the Director of CRS, the Assistant Director manages, within the interdisciplinary environment of CRS, a professional legal staff in its production of written products and consulting services in support of the U.S. Congress.

Working directly with congressional committees and Members of the House and Senate, attorneys within CRS's American Law Division 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.

The Assistant Director ensures that written and consulting work is of the highest quality and consistently meets the Service's standards of objectivity, nonpartisanship, timeliness, legislative relevance, authoritativeness, and accessibility. In addition, the Assistant Director actively collaborates with managers and staff in CRS's other research divisions to ensure that a multifaceted approach to policy issues is taken to best inform Congressional decision-making.

The Assistant Director leads implementation of the Service's agenda for legal issues within the division's areas of responsibility, including approaches, frameworks, and methodologies for addressing policy and legislative issues. This includes demonstrating personal intellectual leadership in monitoring congressional needs in the various policy areas and assuring access to the intellectual capacity needed to meet current and changing needs of the United States Congress at a sustained level of excellence. This also includes exercising overall responsibility for the oversight and management of the division's human, financial, material, and information research assets, including a staff of approximately 65 employees. In performing these activities, the Assistant Director is responsible for ensuring that the research, analytical, and consulting activities of the division are aligned with the legislative needs of Congress and with the priorities, goals, and policies of CRS for meeting those needs.

The Assistant Director also serves as one of the chief advisors to the Director, counseling the Director on all aspects of the research management and operations of CRS and recommending specific policies and procedures for improving the Service's overall quality, efficiency, and effectiveness. The Assistant Director serves as a member of the Director's senior management team and serves as a principal CRS representative to Members, committees, and officers of the United States Congress.

Major duties of this position include:

- Collaborates with senior managers and staff with various disciplinary backgrounds, including but not limited to, economics; political, social and natural sciences; international relations; public policy; and library and information studies to ensure that Congress is afforded authoritative and comprehensive research and analysis that benefits from the range of legal and policy expertise present in CRS. This includes leading, planning, directing and evaluating the legal research, analyses, and consulting services of the Service in various legal and policy areas to ensure such activities are aligned with the legislative needs of the United States Congress and with the priorities, goals, and policies of CRS.
- Demonstrates personal intellectual leadership in monitoring congressional needs, in formulating and maintaining an agenda to meet those needs, in guiding and directing relevant research of individuals and groups, and in reviewing and evaluating the work of researchers and their managers.
- Ensures research, analysis, and consulting services provided by the division are of the highest quality and meet CRS's standards of objectivity, nonpartisanship, timeliness, legislative relevance, authoritativeness, and accessibility.
- Counsels the Director and Deputy Director on all aspects of the management and operations of the Congressional Research Service and advises on matters relating to the research activities, operations, and mission of the Service.
- Serves as a principal representative to committees and officers of the United States Congress, other legislative agencies and the Library of Congress, executive departments and agencies, professional organizations, universities, and other research organizations on the broadest matters related to CRS research, policy, and organization.
- Oversees and ensures compliance with human resource management functions for division staff. Establishes and clearly communicates performance expectations for staff.

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

---

## Four Positions: Washington, DC and Maryland

Posted on [August 7, 2020](#) by [LLAM News](#)

**Position:** [Supervisory Librarian \(Head, Research Access and Collections Development Section\)](#)

Location: Library of Congress, Washington, DC

Salary: \$121,316 to \$157,709 per year

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

### Summary

This position is located in the Research Access and Collection Development Section, Geography and Map Division, Special Collections Directorate, Library Services.

The position description number for this position is 307627.

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 Head, Research Access and Collection Development Section is a key member of the division's administrative and management staff. Reporting directly to the Chief, the Head Research Access and Collection Development Section works highly independently, exercising judgment, making immediate decisions and taking necessary action in the position's key areas. These include leading the staff, overseeing access to and research and reference use of the on-site and online



collections, managing reference services and the rare and valuable vault collections, collections' security and maintenance, and consultation and liaison services.

Supervises a group of employees performing work up to the GS-13 level. Provides administrative and technical supervision necessary for the team to accomplish its work. Performs the administrative and human resource management functions relative to the staff supervised. Establishes guidelines and performance expectations for staff which are clearly communicated through the formal employee performance management system. Observes the team members' performance, and demonstrates and conducts work performance critiques. Provides feedback and evaluates employee performance. Resolves informal complaints and grievances. Develops work improvement plans and recommends personnel actions as needed. Provides advice and counsel to workers related to work and administrative matters. Effects disciplinary measures as appropriate to the authority delegated in this area. Reviews and approves or disapproves leave requests and timesheets. Assures that subordinates are trained and fully comply with the provisions of safety regulations.

Plans, establishes, and directs the Geography and Map Division's Research Access and Collection Development Section. Coordinates staff efforts related to geographic and cartographic reference and access services, collection geospatial and digital development. Establishes policies and directs work involving all aspects of the collection and the furnishing of information via a wide variety of communication media to Members of Congress, other libraries, Federal agencies, professional organizations and institutions, scholars, members of the general public and the media. Receives routes and controls written and electronic reference inquiries directed to the librarians and reviews replies for responsiveness and quality.

Performs a broad range of technical information activities that require a substantial depth of analysis and the solving of problems in information access and dissemination in particularly difficult and responsible circumstances. Analyzes and responds to broad and complex researcher questions, requirements and priorities related to geographic and cartographic matters and suggests the most appropriate research strategies to implement. Directs researchers to the proper resources, services, specialist or reading room. Makes expert decisions on the sources that will best meet the researchers' needs. Provides services to professional scholars, legislators and their staffs, candidates for advanced degrees, those involved in preserving historic maps and other geographic materials, documentary editors Journalists, publishers, multimedia producers, creators of digital products and staff of libraries, museums, historical societies and specialized research institution. Trains new staff and others outside the immediate work environment, familiarizing them with the sources, technical expertise and skills needed to conduct geographic and cartographic research. Oversees assistance given to the Geography and Map Division's researchers on-site and remotely. Conducts research and analysis on geographic and cartographic topics, providing authoritative and definitive results. Performs information searches of a multifaceted and challenging nature, using familiarity with resources in the Library of Congress and primary source materials in other libraries, museums and academic institutions.

Initiates, establishes and maintains professional relationships with geographers, cartographers, librarians, historians, map collectors, documentary editors and others producing or obtaining materials in order to share resources and information. Serves as one of the principal liaisons for the division with research centers, map societies, other interested groups and individuals, and at professional conferences, seminars and exhibits. Prepares articles for publication and presents papers at conferences, seminars or meetings on the collection of geographic and cartographic materials and the provisions of reference services. Uses an expert knowledge of geographic and cartographic materials as primary documentation and a comprehensive knowledge of the division's collection and related collections in the Library and other institutions to provide outreach programs and tours for fellow professionals, scholars and the general public.

**Position: Supervisory Contract Specialist**

Location: Library of Congress, Washington, DC

Salary: \$121,316 to \$157,709 per year

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

**Summary**

This announcement has been amended to reflect an open continuous announcement. Applicants may submit or update their application before the closing date. Applicants will be referred after the first cutoff date, and subsequent referrals will be made at the manager's request. The announcement may close earlier or at the request of the selecting official or after the job is filled.

**Responsibilities**

This position could be located within any directorate within the Chief Operating Office.



This position serves as a Supervisory Contract Specialist within the Office of the Chief Operating Officer, Library of Congress, Washington, DC. This position will be utilized throughout the service unit. The incumbent will serve as a first line supervisor for a diverse contracts staff, and manage day-to-day operations of the award and administration of purchase orders and contracts for the Library of Congress. The incumbent will serve as a Contracting Officer and be responsible for the solicitation, award and administration of major contracts, and for the work of subordinate Contract Specialists.

Supervises employees performing work at the GS-13 and below level. Provides administrative and technical supervision needed for completing the unit's work. Works with a diverse group of client units, and evaluates the workload requirements of the Contracts Section. Manages the workload, and makes assignments in accord with the workforce's knowledge and skills.

Coordinates in-depth compliance review and analysis of complex, unusual, or unprecedented contract actions. These complex types of acquisitions include mission-critical contracts such as preservation services, library integration systems, and critical building maintenance services. Reviews contracts and solicitations for appropriate contract type, pricing and other contract provisions, selection of source, acquisition method, determinations and findings, documentation, clarity of contract terms, and propriety of cited funds. Coordinates requirements for internal Library review and compliance prior to awards.

Negotiates contracts for procuring products and services for production of prototype equipment or systems or research and development where there is a lack of precedent and experience. Contract actions involve complex pricing arrangements and unique delivery methods. Plans, develops, and establishes the contractual strategy for the overall acquisition program. Determines the types of contracts to be utilized, and prepares justifications.

Serves as a Contracting Officer with unlimited signatory authority for significant projects characterized by large funding levels with a commitment period extending over a long period of time. Possesses complete authority for all contract actions and phases of the project including requirements definition, procurement planning, solicitation methodology, conduct of pre-proposal conferences, develops source selection plans and makes award recommendations.

Prepares complex contractual pricing arrangements and incentives such as developing pricing schedules that allow flexibility for the Program Office through the use of sophisticated contracting techniques; such as cost-plus-incentive-fee or fixed-price-incentive-fee or economic price adjustment clauses.

Serves as a Library-wide expert in a functional area of procurement, e.g., pre-award issues or price/cost analysis and post award issues, responsible for providing expert technical advice and guidance, staff coordination, and consultation.

**Position: Library Technician**

Location: Washington, DC

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

LAC Group is seeking a Library Technician to work in a library at an agency in the Washington, DC area. The Technician will be responsible for circulation, serials check-in, interlibrary loan (ILL), and basic reference and research support. This is a full-time contract (40 hours a week; Monday to Friday) benefitted position that will continue for 3 months with the possibility of renewal.

**Responsibilities:**

- Circulation, interlibrary loan (ILL), routing of mail, and document delivery throughout the organization, loose-leaf filing and reference and research support.
- Support information center staff in special projects and collection maintenance as needed.
- Assist in providing instruction on the use of information center resources and in web content development for the website.

**Qualifications:**

- A college degree from an accredited 4-year institution or an Associate degree with a minimum of three (3) years of recent library technician experience including ILL, serials control, circulation, and basic reference support.
- MLIS from an accredited institution preferred.

- Working knowledge/recent experience of basic library procedures related to circulation, serials control, interlibrary loan and disposal of library materials.
- Proficiency and practical experience in the use of PCs, Windows Office Suite, and Microsoft Outlook. This includes the ability to create/ update information on word processing systems and the ability to navigate content on Internet databases and business/research sites.
- Experience searching databases or working with business/international information preferred.
- Experience performing simple reference and research.
- Working knowledge of integrated library systems (ILS).
- Demonstrated ability to handle multiple responsibilities while effectively prioritizing and balancing a heavy workload of diverse activities and maintaining the accuracy of work performed.
- Demonstrated ability to work independently in a fast-paced and highly automated environment.
- Attention to detail and accurate data entry skills.
- Ability to work within a framework of established policies and procedures.
- Consistent follow-through on all assignments, projects, and duties.
- Demonstrated knowledge of classification and filing systems.
- Excellent oral and written communication skills.
- Ability to ask questions to clarify expectations.
- Problem-solving ability and initiative in troubleshooting where required.

**Position: Library Technician (OA)**

Location: Department of the Navy, Annapolis, MD

Salary: \$39,291 to \$56,939 per year

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

**Summary**

This announcement has been amended to reflect an open continuous announcement. Applicants may submit or update their application before the closing date. Applicants will be referred after the first cutoff date, and subsequent referrals will be made at the manager's request. The announcement may close earlier or at the request of the selecting official or after the job is filled.

**Responsibilities**

You will conduct research, identify, code, record and file documents in support of the organization.

You will use automated computer systems to ensure proper maintenance of records and files.

You will perform library functions, services, and practices to explain terminology, content, and the classification scheme for library users.

You will answer customer queries to assist library customers

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

## Two Positions: Washington, DC

Posted on [August 4, 2020](#) by [LLAM News](#)

**Position: Armenian World Area Specialist (Librarian)**

Location: Near East Section, African And Middle East Division, General and International Collections, Library Services, Library of Congress, Washington, DC

Salary: \$59,534 to \$77,396

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

**Summary**

This position is located in the Near East Section, African And Middle East 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, 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 media.

Divisions have extensive custodial responsibilities and 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. Orients users and explains procedures and regulations governing use and handling of materials in the collection.

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

Provides in-person and telephone reference services in a reading room. Responds orally or in writing to inquiries related to assigned field of responsibility. Searches standard databases where the information is relatively stable, such as for bibliographic citations of a general nature. Seeks assistance for locating materials that are not readily accessible. Develops knowledge of resources in other agencies or institutions to provide informed referrals. Assists patrons with specialized collections under the direction of senior staff.

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

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

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

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

Performs various other duties as assigned.

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: Library Technician**

Location: Department of State Ralph J. Bunche Library Division (A/GIS/IPS/LIBR), Washington, DC

Salary: \$39,291 to \$56,939

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

**Summary**

This position is located in the Department of State Ralph J. Bunche Library Division (A/GIS/IPS/LIBR). The library is the oldest federal library, founded in 1789 by Thomas Jefferson, the first Secretary of State, and houses books, journal volumes, microfilm/microfiche, rare books, special collections and maps comprise a major research resource for history of the Department, bilateral and multilateral relations, world trade and international law.

**Responsibilities**

- Staffs the Library's Information Desk during assigned hours, providing ready reference services for library users.
- Performs the full range of circulation desk duties, including patron registration, charging materials to patrons and discharging returned items, renewals, and processing holds.
- Assists users with access to reading room computers, responds to requests for assistance with printers, and solves basic computer problems such as adding paper or clearing a jammed printer.
- Processes all materials purchased or received for the Library's collections, ensuring that each item is appropriately labeled, covered, and ready for use by Library clientele and staff.
- Provides administrative support for Library events including, but not limited to preparing and distributing publicity materials, and providing logistical support for event set-up.

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

---

## Two Positions: Washington, DC

Posted on [July 31, 2020](#) by [LLAM News](#)

**Position: Lead Contract Specialist**

Location: Library of Congress, Washington, DC

Salary: \$102,663 to \$133,465 per year

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

**Summary**

This is an open continuous vacancy announcement. Applicants may submit or update their application before the closing date. Applicants will be referred after the first cutoff date, and subsequent referrals will be made at the manager's request. The announcement may close earlier or at the request of the selecting official or after the job is filled.

The first cutoff for receipt of applications under this announcement will be 11:59 p.m. EST on August 25, 2020.

**Responsibilities**

The incumbent serves as a contract specialist for the Library of Congress programs. This position will be utilized throughout the Office of the Chief Operating Officer. The incumbent awards and administers a wide range of contract actions for the various library service units. The incumbent serves as a Contracting Officer and Team Leader.

The Library applies sound and innovative business strategies and techniques to provide timely, effective, and seamless acquisitions and grant support to our clients to enable fulfillment of the Library's mission. The incumbent serves as a lead contract specialist for the Library of Congress.

As a contract specialist at the Library, you will have the opportunity to work with leaders in their fields to understand and help them fulfill of their needs through contractual relationships. You will research and provide guidance on complex issues such as contract structure, negotiation strategies, and performance management in support of your clients' missions. You will have the opportunity to apply the knowledge you gain to negotiate meaningful and effective contracts for a broad spectrum of your clients' needs, applying your knowledge of law and business practices to a broad range of actions and establish and maintain client confidence and trust. You will support, coach, and lead your team members in the consistent and effective application of integrity, honesty, and tact in all of the dealings within your portfolio. You will execute all aspects of contracting transactions: from working with clients to develop and refine their needs through evaluation, negotiation, and selection of contractors for a dynamic range of supplies and specialized services. You will apply techniques to research market conditions and sources, develop effective strategies to achieve results, and negotiate to obtain the best value solutions for your clients' diverse needs. You will apply your skills to effectively manage performance on technically complex contract engagements, including obtaining and monitoring funding levels and expenditures, analyzing contract costs, evaluating firms' fiscal soundness, production capacity, and methods for quality assurance.

The Contract Specialist conducts advance acquisition planning and prepares novel or innovative acquisition plans, source selection plans, and contract terms, conditions, or financial arrangements which serve as models for future acquisitions. Advise clients and prepare procurement objectives for clear requirements to support optimal competition.

Serves as lead negotiator for Library programs involving multiple interrelated requirements and contracts; work with junior-level specialists to plan, negotiate, execute, and monitor contracts. Explains Library of Congress contract provisions for team members, clients, and industry personnel. Ensures agreements comply with contract terms and provisions.

Performs all aspects of contracting transactions for procurements with numerous different processes or elements resulting in extensive contract administration and subcontracting. Responsible for important and complex agency acquisitions involving diverse supplies and services, e.g., telecommunications and other electronic systems and subsystems, building maintenance, architect/engineering, etc. Coordinates contractual actions involving many sophisticated, multi-million dollar contracts with periods of performance.

Analyzes proposals extending for more than one year and requiring projecting expected changes in labor and material costs and technology that do not permit price comparisons because of restricted competition. Responsible for conducting extensive and complex cost and financial analyses. Uses cost estimating methods, such as learning curve, regression analysis, sophisticated contractual arrangements, extensive fact finding, etc. Prepares final price for negotiation position and participates as a member on the negotiating team.

Performs contract termination actions for significant project contracts after several years of work have been expended. Terminates highly specialized and complex procurements that are significant to the Library. Evaluates settlement proposals/claims involving disposition of large amounts of Government inventory and/or property.

This position is located in the Office of the Chief Operating Officer, Office of the Librarian.

The position description number for this position is 347532.

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

This is a non-supervisory, non-bargaining unit position.

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

**Position: Librarian**

Location: Department of State, Washington, DC

Salary: \$59,534 to \$93,638 per year

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

**Summary**

This position is located in the Information Resources Branch, Ralph J. Bunche Library Division for Department of State. The incumbent serves on the Library's Acquisition team in receiving the guidance and instruction necessary to purchase subscriptions and electronic resources necessary for the Department of State Overseas Bureau's and participates with higher level employees to administer the Library's Working Capital Fund account.

#### Responsibilities

Increasingly performs a variety of library acquisition services for Departmental Bureaus and overseas posts that involve indentifying and procuring their information resources, subscriptions and electronic resources.

Develop ability to analyze, evaluate and recommend most effective procurement methods for acquiring information resources, subscriptions and electronic resources.

Work closely with vendors to identify product pricing and availability, maintain acquisition records, invoice payments and review and maintain license agreements.

Increasingly perform liaison activities between the Library and numerous internal and external customers involved with acquisition activities.

Analyze and maintain selected areas of Library financial expenditures with particular reference to the Working Capital Fund procedures and processes.

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

---

## One Position: Maryland

Posted on [July 31, 2020](#) by [LLAM News](#)

#### Position: [Librarian I](#)

Location: Anne Arundel County Public Library, Multiple Locations

Salary: \$48,367 to \$79,926 per year

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

#### Responsibilities

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

#### Requirements

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

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

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

---

## Two Positions: Washington, DC

Posted on [July 29, 2020](#) by [LLAM News](#)

#### Position: [Research Assistant](#)

Location: Ogletree Deakins Law Firm, Washington, DC

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

#### Position Summary

We have the opportunity for a Research Assistant to join the firm's Knowledge Management department. The position will work closely with the Research & Knowledge Analysts in supporting the attorneys and staff with their legal and business information needs. The position reports to the Sr. Manager of Research Services and may be based in one of our national Ogletree offices.

### **Essential Functions**

- Maintains strict confidentiality of firm matters
- Models qualities and performance desired in firm employees, including attendance, professionalism, and quality work product
- Uses resources in compliance with firm's policies
- Identifies opportunities for process improvement as it relates to the position's responsibilities
- Participates in collaborative Research Services meetings (video conference)
- Periodically conducts public records, legal, and business research using appropriate electronic resources
- Responds in an expeditious manner to requests for new case filings
- Establishes and maintains new case alerts and tracks for existing cases
- Creates new accounts and manages passwords for various electronic resources
- Pulls detailed backup for research charges using vendor reporting tools
- Prepares usage reports for various research resources
- Fields questions from attorneys and staff via phone, in person, and email, and escalates when necessary
- Communicates with courts, court runner services, and vendors
- Works on special projects to support Knowledge Management, other administrative departments, and practice groups
- Collaborates with the Knowledge Management team to develop and implement innovative products and services
- Keeps abreast of available research tools applicable to the position's responsibilities; developments with current research tools; and developments in research concepts, techniques, and methods
- Participates in professional development through internal and external training and involvement in professional associations

### **Requirements**

- Bachelor's degree
- 3+ years of law firm library/research services experience
- Experience using or familiarity with Quest, Research Monitor, Courthouse News Service (CNS), LexisNexis Courtlink, Westlaw, Lexis Advance, Hoover's, and other library research resources
- Familiarity with stemming and operators used in online search criteria
- Understands how to analyze data, including usage metrics
- Experience using or familiarity with integrated library systems
- Working knowledge of Microsoft applications, including but not limited to Outlook, Word, and Excel as well as the Document Management System iManage FileSite
- Proficient in video conferencing tools Teams and Skype for Business
- Possesses excellent interpersonal, written and verbal communication skills, facilitating effective working relationships
- Strong attention to both detail and accuracy
- Ability to work independently and efficiently under time constraints and be able to thrive within the firm's highly dynamic environment
- Team player, customer service focused, and adept at multi-tasking and prioritization
- Initiative and problem-solving abilities
- Keen interest in technology and innovation, and ability to quickly learn new platforms

Please note, we are not working with outside recruiters for this position.

### **Benefits**

Ogletree Deakins offers a robust suite of benefits for our Staff including: Paid Time Off, Sick Time, a 401(k) matching program, Profit Sharing, Paid Holidays, Paid Parental Leave, affordable Health and Life Insurance including Dental & Vision coverage, Health Savings Account /Flexible Spending Accounts to help offset the cost of dependent care and/or health care expenses, Teladoc (24/7 access to a doctor by phone or online video), Tuition Reimbursement and an Employee Assistance Program.

### **Firm Overview**



Ogletree Deakins is one of the largest labor and employment law firms representing management in all types of employment-related legal matters. Premier client service, as outlined in the firm's Client Pledge, is one of the firm's top priorities and a cornerstone of its core values. U.S. News – Best Lawyers® "Best Law Firms" has named Ogletree Deakins a "Law Firm of the Year" for nine consecutive years. In 2020, the publication named Ogletree Deakins its "Law Firm of the Year" in the Labor Law – Management and Litigation – ERISA categories. Ogletree Deakins has more than 900 attorneys located in 53 offices across the United States and in Europe, Canada, and Mexico. The firm represents a diverse range of clients, from small businesses to Fortune 50 companies.

We are fully committed to the importance of diversity within the legal profession, as well as all workplace environments and strongly encourage the interest of diverse candidates in the firm.

Equal Opportunity Employer.

Apply online at: <https://ogletree.com/careers/job-opportunities/flexible/research-assistant-134254/>

**Position: Research Knowledge Analyst**

Location: Ogletree Deakins Law Firm, Washington, DC

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

### Position Summary

We have the opportunity for an experienced Research & Knowledge Analyst to join the firm's Knowledge Management department. The Research & Knowledge Analyst will perform legal and business research to support firm needs. The position reports to the Sr. Manager of Research Services and may be based in one of our national Ogletree offices.

### Essential Functions

- Maintains strict confidentiality of firm matters
- Models qualities and performance desired in firm employees, including attendance, professionalism, and quality work product
- Uses resources in compliance with firm's policies
- Identifies opportunities for process improvement as it relates to the position's responsibilities
- Participates in collaborative Research Services meetings (video conference)
- Provides research services for the firm's attorneys and staff including quick reference and in-depth public records, legal, and business research using appropriate electronic resources
- Fields questions from attorneys and staff via phone, in person, and email, and escalates when necessary
- Evaluates research results and provides concise summaries of findings
- Acts as an advisor to attorneys and staff in the selection and navigation of resources
- Communicates with courts, court runner services, and vendors
- Monitors practice-specific, industry, legal, client, and subject topics through alerts created on online databases to keep attorneys and other staff members informed of current developments and activities
- Participates in the evaluation of new and updated versions of resources to determine if subscribing is warranted
- Conducts onboarding training for lateral attorneys and staff
- Works on special projects to support Knowledge Management, other administrative departments, and practice groups
- Collaborates with the Knowledge Management team to develop and implement innovative products and services
- Accurately records billable and non-billable research in firm's time entry system, in accordance with firm policy
- Keeps abreast of available research tools applicable to the position's responsibilities; developments with current research tools; and developments in research concepts, techniques, and methods
- Participates in professional development through internal and external training and involvement in professional associations

### Requirements

- Bachelor's degree required, MLS and/or JD preferred
- 5+ years of law firm library/research services experience preferred
- Proficient in use of Quest, Westlaw, Lexis Advance, Bloomberg Law, Lexis Practice Advisor, CHEETAH, Checkpoint, Courthouse News Service (CNS), LexisNexis Courtlink, PACER, HeinOnline, Hoover's, Monitor Suite, Accurint, TLO, and other library research resources

- Possesses knowledge of cost-effective research techniques
- Ability to create online search criteria using stemming and operators
- Experience using integrated library systems
- Working knowledge of Microsoft applications, including but not limited to Outlook, Word, and Excel as well as the Document Management System iManage FileSite
- Proficient in video conferencing tools Teams and Skype for Business
- Possesses excellent interpersonal, written and verbal communication skills, facilitating effective working relationships
- Strong attention to both detail and accuracy
- Ability to work independently and efficiently under time constraints and be able to thrive within the firm's highly dynamic environment
- Team player, customer service focused, and adept at handling multiple projects and shifting priorities
- Initiative and problem-solving abilities
- Keen interest in innovation and technology, and ability to quickly learn new platforms

Please note, we are not working with outside recruiters for this position

## Benefits

Ogletree Deakins offers a robust suite of benefits for our Staff including: Paid Time Off, Sick Time, a 401(k) matching program, Profit Sharing, Paid Holidays, Paid Parental Leave, affordable Health and Life Insurance including Dental & Vision coverage, Health Savings Account /Flexible Spending Accounts to help offset the cost of dependent care and/or health care expenses, Teladoc (24/7 access to a doctor by phone or online video), Tuition Reimbursement and an Employee Assistance Program.

## Firm Overview

Ogletree Deakins is one of the largest labor and employment law firms representing management in all types of employment-related legal matters. Premier client service, as outlined in the firm's Client Pledge, is one of the firm's top priorities and a cornerstone of its core values. U.S. News – Best Lawyers® “Best Law Firms” has named Ogletree Deakins a “Law Firm of the Year” for nine consecutive years. In 2020, the publication named Ogletree Deakins its “Law Firm of the Year” in the Labor Law – Management and Litigation – ERISA categories. Ogletree Deakins has more than 900 attorneys located in 53 offices across the United States and in Europe, Canada, and Mexico. The firm represents a diverse range of clients, from small businesses to Fortune 50 companies.

We are fully committed to the importance of diversity within the legal profession, as well as all workplace environments and strongly encourage the interest of diverse candidates in the firm.

Equal Opportunity Employer.

Apply online at: <https://ogletree.com/careers/job-opportunities/flexible/research-knowledge-analyst-134274/>

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

# One Position: Washington, DC

Posted on [July 24, 2020](#) by [LLAM News](#)

**Position:** [Contract Specialist](#)

Location: Library of Congress, Washington, DC

Salary: \$86,335 to \$112,240 per year

Full vacancy announcement available on [USAJOBS](#)

## Summary

This is an open continuous vacancy announcement. Applicants may submit or update their application before the closing date. Applicants will be referred after the first cutoff date, and subsequent referrals will be made at the manager's request. The announcement may close earlier or at the request of the selecting official or after the job is filled.

The first cutoff for receipt of applications under this announcement will be 11:59 p.m. EST on August 25, 2020.

## Responsibilities

This position is located in the Contracts Division, Contracts and Grants Directorate, Chief Operating Officer. This position serves as a Contract Specialist within the Office of the Chief Operating Officer, Library of Congress, Washington, DC. This position will be utilized throughout the service unit. The incumbent plans, solicits, awards and administers contracts for service units across the Library.

Performs all aspects of contracting transactions, from Initiation to recommendation of award, to procure supplies or services with specialized requirements such as procurement of complex equipment, services, and/or architectural and engineering services.

Also procures items or services with specialized requirements, such as the procurement of preservation services, building services, supply and production items, architectural engineering, serial subscription services, books and library publications, information retrieval services, and Online Computer Library Center (OCLC) bibliographic utility, and OCLC network training services, etc.

Analyzes requirements, recommends revisions to statements of work or specifications, including identification of performance based requirements and determines the type of contract, milestones, and procurement plan. Coordinates various contracts requiring the development of new or modified evaluation criteria, reporting requirements, and contractual arrangements. Decisions include locating or developing sources, developing approaches for procurements tacking precedent, and resolving major differences in the interpretation of the statement of work during discussions and negotiations.

Surveys the market to locate new procurement sources and determines the availability of items or services with specialized requirements. Prepares solicitation documents, and incorporates the appropriate contract terms and conditions, such as testing procedures, cost escalation factors, and technical evaluation factors. Analyzes proposals for conformance with the solicitation.

Evaluates the acceptability of the responses to the solicitation, including the cost or price proposal, ensuring the procurement will be obtained from responsible sources at a fair and reasonable price. Coordinates with the Program Office staff to facilitate the technical evaluation review and submittal of the technical evaluation report.

Analyzes and negotiates complex modifications to contracts. Modifications include equitable adjustment due to changes subject to the Service Contract Act and the exercise of contract options. Decisions are based on in-depth analysis of alternatives and knowledge of the unique capabilities and characteristics of the assigned contractors. Decisions may require resolution of incomplete or conflicting technical and contractor data. In determining a negotiation position, must comply with FAR and LCR regulations.

Plans and coordinates contract administration activities for long-term, extensive technical service contracts. Administers various contract types with varying degrees of complexity and determines the best interests of the government. The various types of contracts include firm- fixed-price, and fixed price with economic price adjustment.

Uses in-depth price/cost analysis techniques involving many different and unrelated factors and processes where there is little historical cost data or precedent. Responsible for supporting the development of cost-related sections of complex solicitation documents and analyzing cost and price data.

Performs all aspects of contracting transactions, from initiation to recommendation of award, to procure items or services with specialized requirements, such as the procurement of supply and production items, and other supplies or services that do not require technical evaluation.

The position description number for this position is 058634.

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](#), [Washington DC](#)

---

# One Position: Washington, DC

Posted on [July 22, 2020](#) by [LLAM News](#)

**Position: Research Manger**

Location: Epstein Becker & Green, P.C., Washington, DC

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

## Research Manger – Epstein Becker & Green, P.C.

The law firm of Epstein Becker & Green, P.C. has an immediate opening in our Washington, D.C. office for a Research Manger to join our national Library team. This position reports to the Director 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

### 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 in order to manage a sophisticated law firm research function; The ability to lead and manage people; Excellent organizational, critical thinking, communication and interpersonal skills, demonstrated by the ability to analyze, prioritize, and manage projects and deadlines; Project management experience; Strong customer service skills; Ability to apply independent judgment and act independently, as well as collaboratively within a team environment.

### 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](mailto:ekasprak@ebglaw.com). No agencies, please.  
Epstein Becker & Green is an equal opportunity employer.

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

---

# Three Positions: Maryland

Posted on **July 22, 2020** by **LLAM News**

## **Position: Librarian**

Location: Agricultural Research Service, National Agricultural Library, Beltsville, MD

Salary: \$59,534 to \$93,638

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

### Summary

This position is located in the United States Department of Agriculture, Agricultural Research Service, National Agricultural Library, Information Products Division- Digital Library Branch in Beltsville, Maryland.

The incumbent applies an understanding of digital standards, library policies, collection development and general library rules and procedures, and an understanding of library users in a rapidly changing digital environment.

### Responsibilities

- Participates in the planning, development, implementation, and maintenance of core digital initiatives.
- Assists in the design, creation, and maintenance of websites and other digital applications.
- Creates and/or adds appropriate metadata, classification, and search capabilities to facilitate easy access to and ongoing maintenance of available content.
- Collaborates with staff from across NAL to plan and organize projects with the goal of revising and organizing web content to ensure clear messaging and easy use by all populations.
- Identifies trends in the agricultural community and analyzes web-based statistics to translate consumer needs for content to further enhance existing capabilities.
- Evaluates and makes suggestions for improvement of processes, policies, procedures, systems, and communications/marketing and outreach programs.

## **Position: Library Aid**

Location: Library on Joint Base Andrews, MD

Salary: \$11.97 to \$11.97 per hour

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

### Summary

About the position: This position will be assigned to the Library on Joint Base Andrews, MD 20762. The purpose of this position is to perform circulation duties and record maintenance.

Employment Category: Flexible

Physical requirements: Work requires some physical exertion and recurring lifting of moderately heavy items. Must be physically able to frequently lift boxes of up to 40 pounds. Must be able to walk up and down stairs.

### Responsibilities

- Must have experience in responsible clerical or office work of any kind that demonstrates the ability to perform satisfactorily at the grade level of the position
- Must be able to read, write, and speak English
- Must have experience or training that demonstrates the ability to perform simple computer data processing
- Typing skills are desirable.

If interested in applying for this position you may preview the online application: <https://apply.usastaffing.gov/ViewQuestionnaire/10870552>

**Position: Research, Education, and Outreach Librarian**

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

Salary: \$60,000 minimum

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

The Health Sciences and Human Services Library (HS/HSL) at University of Maryland, Baltimore (UMB) seeks a dynamic and collaborative Research, Education, and Outreach Librarian to join the HS/HSL team.

This new, exciting library faculty position has three main areas of responsibility:

- Expand library services in Physician Assistant (PA) programs in Maryland through collaboration with library colleagues in PA programs statewide. Become an integral part of the Physician Assistant Leadership and Learning Academy (PALLA). Provide expertise to advance the goals of the PALLA in building faculty capacity for delivering vanguard PA educational curriculum and generating scholarship across the state. For more information, visit <https://graduate.umaryland.edu/PALLA/>.
- Advance the research, scholarship, education, and professional practice goals for students in selected degree programs within UMB's Graduate School. These programs include the MS in Physician Assistant (PA), MS in Health Sciences, and PhD in Health Professions Education. For more information, visit <https://www.graduate.umaryland.edu/About/>.
- Perform ongoing program evaluation, gather reportable data, and generate an actionable dashboard around research, education, and outreach library services. This data will be reported to various stakeholders, including the state of Maryland.

As part of the HS/HSL team, this librarian collaborates with faculty and staff within the Library and with partners throughout the University, designing and delivering innovative, forward-thinking research and instruction services. They are active in professional organizations and are expected to build a record of progressive scholarly and professional achievement.

This is a permanent status-eligible, full-time, non-tenure track library faculty position. This position reports to the Head of Research, Education, and Outreach Services. UMB remains committed to the safety of the community. Given the current environment related to COVID-19, this position may begin by teleworking remotely. When the University develops a plan to return to campus, the Research, Education, and Outreach Librarian may be required to work onsite in Baltimore.

***Maryland PA Program Responsibilities:***

- Builds cross-institutional relationships supporting cohesive library-related PA education.
- Investigates and implements shared research and instruction services to be delivered statewide.
- Offers research consultation services with an emphasis on expert searching and critical appraisal.
- Designs and delivers tailored fellow/faculty development workshops.
- Identifies online resources supporting PA education and learning.
- Provides expert counsel in scholarly publishing, research visibility, and research impact.
- Applies innovative technologies to advance learning, communication, collaboration, and information management.

***Graduate School Responsibilities:***

- Creates engaging instructional programming, developing student professional competency in evidence-based searching, critical appraisal, information management, and scholarly publishing.
- Collaborates with UMB colleagues to develop and deliver courses offered through the Graduate School curriculum.
- Offers research consultation services with emphasis on expert searching and critical appraisal.

- Designs and delivers tailored faculty development workshops.
- Collaborates on grant-funded projects within the Graduate School.

### ***Contributions to the HS/HSL Team:***

- Works with other members of the Research, Education and Outreach department to develop a strong, cohesive team.
- Collaborates with library colleagues to develop and deliver innovative programs and services in the areas of expert searching/systematic reviews, research impact, scholarly communication, and more.
- Participates on systematic review teams by developing complex searches and composing search methodologies.
- Designs and delivers research and information management workshops.
- Engages in committees and on teams within the HS/HSL and at UMB.

### Qualifications

#### **POSITION REQUIREMENTS:**

- Master's degree from an ALA-accredited program.
- Three years post-master's experience in a relevant environment.
- Experience conducting advanced literature searches in a variety of databases.
- Experience providing online instruction.
- Experience in curriculum design.
- Excellent online collaboration skills.
- Excellent written and oral communication skills.
- Demonstrated service orientation and skills.
- Demonstrated ability to work independently and in a team environment.

#### **PREFERRED:**

- Experience in an academic, research, or health sciences library supportive of graduate health profession education.
- Experience or education in Allied Health, Physician Assistant, or related health profession fields.
- Experience in program evaluation and using data to measure impact.

#### **APPLICATIONS:**

Application materials must include a CV/resume; cover letter which includes the source of advertisement; 3 references including names, addresses, and phone numbers; and a separate signed/dated affidavit page (stating "I verify that my CV is current and accurate" – does not need to be notarized). Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by **August 7, 2020**.

**SALARY:** \$60,000 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.

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

## One Position: Washington, DC

Posted on **July 16, 2020** by [LLAM News](#)



**Position: Librarian (Legal Resources Administrator)**

Location: Administrative Office of the U.S. Courts, Washington, DC

Salary: \$86,335 to \$161,793 per year

Full vacancy announcement available on [USAJOBS](#)

**Summary**

This position is located in the Department of Program Services, Court Services Office, Programs Division, National Programs Branch. The branch supports the federal judiciary's national library program.

**Responsibilities**

\*\*\*This position allows for situational and recurring telework, but does not qualify for full-time or remote telework.\*\*\*

\*\*\*More than one position may be filled through this job announcement.\*\*\*

The individual selected for this position will be responsible for legal resource acquisitions, play a key role in researching and developing policies for the library program, serve as a subject matter expert in library and legal research programs, act as a facilitator to various librarian working groups, including the Circuit Librarians Advisory Group, and acts as a liaison between the program office and other entities in and outside the AO.

Duties include, but are not limited to:

- Managing national contracts, and providing support to the judiciary's regional library contracts, for legal resources (both print and online).
- Overseeing the judiciary's Integrated Library System (ILS) and discovery layer and the work by the vendor that supports the ILS, including monitoring legal resource usage trends in order to use the data for budget formulations.
- Developing and disseminating procedures, guidelines, and training on library operations and use of the judiciary's legal resources through formal communications and training events.
- Interfacing with vendors and subject specialists to increase understanding of legal publishing issues related to acquisitions and service directory.
- Acting as Contracting Officer's Representative (COR) for several contracts, including the ILS SaaS Hosting/Maintenance contract and other vendors for small purchase orders.
- Managing timely publication acquisitions services for the Administrative Office, the Judicial Panel on Multi-District Litigation, and retired Supreme Court justices.
- Managing the allotment formula for legal resources and working with Circuit Librarians, acquisitions librarians and others on questions relating to legal resources funding, vendor issues, etc.
- Conducting studies of the library program nationwide and reviews of circuit library programs upon request.
- Facilitating communication and information-sharing through coordinating and leading, meetings and periodic conference calls of the Circuit Librarians Advisory Group and the ILS Working Group.
- Participating in regular online group chat sessions covering ILS and acquisition issues.
- Maintaining an awareness of current trends and issues in order to contribute to National Library Program dialogues and assessments related to acquisitions, research databases, ILS, and discovery systems.

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

---

## One Position: Collection Specialist Position: Garrett County, MD

Posted on [July 14, 2020](#) by [LLAM News](#)

**Position: Collection Specialist**

Location: Ruth Enlow Library, Garrett County, MD

Salary: \$17.00/hr

Originally posted on the Maryland Library Association listserv.

**Collection Specialist** – 40 hours per week with benefits at the Ruth Enlow Library's Main Library in Oakland. Starting pay is \$17.00/hr.

**SUMMARY** – Orders Library materials, maintains collection and coordinates the library system's cataloging and processing.

**DUTIES:**

- Oversees collection development for the Ruth Enlow Library system.
- Selects materials for the system based on the Library's Collection Development policy.
- Examines and selects materials to be discarded, repaired or replaced.
- Processes all incoming library materials
- Develops and documents cataloging procedures
- Processes withdrawals and transfers of Library materials
- Other duties as assigned or required.

**SKILLS REQUIRED:**

- Integrity and conscientious character
- Excellent attention to detail
- Ability to remain calm under pressure.
- Ability to maintain current knowledge and skills via ongoing training.
- Broad and current knowledge of literature
- Strong teamwork skills

**EDUCATION AND EXPERIENCE**

- Computer experience required.
- Some college required, bachelor's degree from an accredited institution preferred.
- Familiarity with Dewey Decimal System required.
- Cataloging experience strongly preferred.

Resume required. Applications are available at all public libraries in Garrett County. Deadline for applications and resumes is July 24, 2020.

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

---

## Three Positions: Virginia and Washington, DC

Posted on [July 10, 2020](#) by [LLAM News](#)

**Position:** [Supervisory Librarian](#)

**Location:** Directorate of Acquisitions and Bibliographic Access, Library of Congress, Washington, DC

**Salary:** \$121,316 to \$157,709 per year

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

## Summary

This position is located in the Law Section, U.S. Programs, Law and Lit Division, Acquisitions and Bibliographic Access Directorate, Library Services.

## Responsibilities

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

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

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

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 non-discriminatory employment practices in regard to race, color, religion, sex, national origin, age, and disability. Specifically, initiates non-discriminatory 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.

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.

Analyzes and develops new practices and standards for metadata that are cited as authoritative by other libraries. Participates in the development of national policies for major cataloging programs. Consults with colleagues as well as the staff of libraries throughout the nation and the world involved in cooperative cataloging projects. Prepares reports, analyses, statements, proposals, and documents that authoritatively convey national-level cataloging policy. Participates in studies of proposed changes in policies or practices for metadata or the introduction of new technology. Advises and informs others on policies and procedures related to cataloging. Researches, analyzes, and interprets major new concepts and techniques in creating or acquiring metadata. Coordinates and oversees cataloging projects. Interprets policy to other libraries, and staff members to assist in the resolution of difficult problems. Recommends policy enhancements.

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.

Performs various other duties as assigned.

**Position: Librarian**

Location: History and Library Directorate, Department of Defense, Arlington, VA

Salary: \$72,030 to \$112,240

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

**Summary**

This position is located in the Washington Headquarters Services (WHS), History and Library Directorate (HLD). The incumbent Librarian is a member of a team in charge of the Reference function at the Pentagon Library in support of the Pentagon Library mission, as well as missions of our customer components, to include but not be limited to Office of The Secretary of Defense, Joint Staff, and Military Departments.

**Responsibilities**

our typical work assignments may include the following:

Responsible for providing member services including specialized and general reference service, circulation, and preparation of research compilations.

Responsible for planning and executing orientation and training programs to promote use of library services; provides support for library outreach initiatives.

Participate in management functions and the formulation of library policy and procedures in concert with the other library staff and management

**Position: Program Management Specialist**

Location: Library of Congress, Washington, DC

Salary: \$121,316 to \$157,709 per year

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

**Summary**

This position is located in the Internship and Fellowship Programs Division, Library Collections and Services Group.

The position description number for this position is 392178.

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**

The PMS plans and manages a variety of experiential programs and projects. This includes any and/or several of the IFP's portfolio of programs under management or development. This may include university affiliated internship and outreach programs and ones coordinated with or through external organizations.

The PMS exercises judgement and broad discretion in organizing, developing, and implementing multiple projects and programs such as, national and international internships and field experience programs, and other national and international programs with wide-reaching scope of an educational nature. Conducts advanced research to manage projects/programs within the Library and with external partners. Leads multiple projects and programs in complex internal and external management environments, ensuring necessary communication tools are in place and that all activities are clearly integrated into the project plan.

Leads and manages programs by working with Library staff, interns, residents and contractors, as well as with staff from external organizations, including government agencies, universities, professional associations and other entities. Provides program guidance, monitors program progress against established work plans and supplies advice in meeting project goals and deliverables.

IFP programs and projects require substantial outreach activities, preparing program briefings and preparing and offering presentations to internal and national external audiences; establishing, building and maintaining relationships with current

and pending national and international partnership networks; developing written and multimedia content for distribution on the web and other channels; developing program communication and project plans and facilitating meetings with a wide variety of stakeholders. The PMS ensures that participant evaluations are done regularly and briefs on the programs in the IFP office.

Evaluates and analyzes programs and functions of the service unit and determines approaches or methods to efficiently accomplish the objectives sought by the Chief. Determines whether existing management controls are sufficient to achieve program objectives and makes necessary adjustments including determining whether to broaden or narrow the scope of projects or studies. Prepares reports identifying problem areas and provides recommendations to enhance program management practices and operational efficiency. Produces and/or presents information and findings in various formats, i.e., articles, reports, papers, studies, briefings, and other media. Recommends actions to be taken to the Chief to achieve increased effectiveness and efficiency of functions. Independently structures management interventions and controls for all programs under the Chief to meet grating agency guidelines. Updates current program standard operating procedure manuals and creates new materials as new programs are launched.

Writes and/or edits high level documents for senior management policies, functions, and topics with a broad impact on the direction of mission critical programs. Written material include, executive level briefings, program policy and procedures, memoranda, press releases, and other working documents. Reviews, revises or edits as needed the contributions of other project support staff. Oversees the preparation of various other written internal or external marketing materials for the Office, including printed or electronic announcements related to LCSG, internship and safety and emergency planning programs, events, policies and positions.

Serves as a key point of contact for special projects initiated by the Chief. In this capacity, may be responsible for any and all facets of projects development, production and maintenance to assure the goals of the Chief and the service unit and Library as a whole are achieved.

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

---

## One Position: Maryland

Posted on [July 8, 2020](#) by [LLAM News](#)

### **Position: Lead Librarian**

Location: United States Department of Agriculture, Agricultural Research Service, National Agricultural Library (NAL), Information Products Division (IPD), Information & Customer Services Branch (ICSB), Beltsville, MD.

Salary: \$102,663 to \$133,465

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

### Summary

This position is located within the United States Department of Agriculture, Agricultural Research Service, National Agricultural Library (NAL), Information Products Division (IPD), Information & Customer Services Branch (ICSB) in Beltsville, MD.

The incumbent serves as the Team Leader for the ICSB Customer Services Unit and is responsible for policy making, planning, managing, organizing, directing, and evaluating the activities and functions of the ICSB Customer Services Team.

### Responsibilities

- Leads 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.).
- Provides overall coordination for a variety of special projects relating to strategic programs that cross-cut information center programs.

- Contributes to the growth and management of NAL's collection of agricultural and related materials by recommending content to acquire or to remove from the collection based on obsolescence, lack of use or duplication.
- Provides training, presentations, and outreach on NAL resources related to collections, resources, databases and literature access.
- Keeps abreast of current technology, information trends, policies, programs, approaches, and analysis methods, including such topics as open access, scholarly communication, e-science/e-research and distance 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.
- 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.

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

---

## Two Positions: Washington, DC

Posted on [July 8, 2020](#) by [LLAM News](#)

### **Position: Library Director**

Location: U.S. Court of Appeals for the Federal Circuit, Washington, DC

Salary: \$121,316 –181,500

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

POSITION TITLE: Circuit Librarian

OPEN: July 7, 2020

CLOSE: Open Until Filled

SALARY: JSP 14-16 (\$121,316 –181,500)

Salary in accordance with recruitment and promotion rules.

The Circuit Librarian is a statutory position authorized by 28 U.S.C. § 713 and appointed by the Court. The Circuit Librarian is responsible for the administration of the Circuit Library, which serves the United States Court of Appeals for the Federal Circuit, the United States Court of Federal Claims, and the Office of Special Masters. The Circuit Librarian is responsible for the oversight of the library collection and staff which includes setting goals and policies, leading the exploration and adoption of new technology, developing and monitoring the annual budget, approving and recommending procurement activities, and managing the retention and weeding of library materials.

Candidates must demonstrate the degree of leadership and interpersonal skills necessary to successfully manage a library operation and motivate a diverse and complex organization.

Candidates must possess a Master's degree in Library or Information Science from an American Library Association (ALA) accredited program. A Juris Doctor (J.D.) degree is preferred.

Candidates must have a minimum of three (3) years of progressively responsible supervisory and other law library experience that demonstrates an ability to: manage multiple and conflicting priorities; lead with vision; develop and execute strategic plans; communicate effectively, both verbally and in writing and explain and clarify information provided to both high-level officials and support staff; analyze and solve problems; and integrate current and future technologies into the library program.

For more details, please examine the position announcement: <http://www.ca9.uscourts.gov/sites/default/files/employment/CAFC-20-09.pdf>

To be considered application packages must include:

1. Cover letter of no more than two pages, wherein the applicant describes the knowledge, skills, abilities, and or experience that would make her/him well qualified to fill this position
2. Resume outlining educational background, employment history, and other relevant information
3. Completion of online AO-78, Federal Judicial Branch Application for Employment

Once you have the cover letter and resume files (items 1 and 2 above) readily accessible in PDF format, follow the link below to submit your files and complete the online AO-78: <https://www.ondemandassessment.com/link/index/JB-CUM8YJ5EY?u=116354>

For more information, contact the Office of Human Resources: [hr@cafc.uscourts.gov](mailto:hr@cafc.uscourts.gov)

United States Court of Appeals for the Federal Circuit  
717 Madison Place, N.W.  
Washington, D.C. 20439

**Position: Librarian**

Location: Office of U.S. Monographs Section, U.S./Anglo Division, Acquisitions & Bibliographic Access Directorate, Library Services, Washington, DC  
Salary: \$59,534 to \$77,396

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

**Summary**

This position is located in the Office of U.S. Monographs Section, U.S./Anglo Division, Acquisitions & Bibliographic Access Directorate, Library Services.

It is a hybrid position that combines major duties of both the acquisition specialist and the cataloger. There is a foreign language requirement for this position depending on the geographical area for which cataloging or acquisitions functions are being performed.

**Responsibilities**

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

Provides services and deals with materials that are non-technical in nature, of limited technical complexity, or easily acquired. Coordinates proper purchasing information, correct bibliographic identification, and correct coding in the information system. Contacts dealers, subscription agents, vendors, overseas offices, government agencies, and/or exchange partners to coordinate the order process. Consults acquisition reference material to determine whether recommended item is appropriate for purchase, copyright claim, exchange, gift, loan, or other type of acquisition. Examines recommendations for acquisition to identify processing and custodial requirements and to identify acquisition of out-of-scope materials. Maintains liaison with recommending officials and subject specialists to understand their needs. Consults acquisition reference material to determine whether recommended item is appropriate for purchase. Reviews and approves invoices for payment for all formats of material. Determines availability of funds.

Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for proper main entry, and the need for added entries. Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established.

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming



shipments to select items appropriate for the collections, in accordance with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.

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.

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

---

## One Position: Washington, DC

Posted on [June 30, 2020](#) by [LLAM News](#)

**Position:** [Supervisory Librarian \(Chief, Network Section\)](#)

Location: Network Section, National Library Service for the Blind and Print Disabled, Office of the Librarian, Washington, DC

Salary: \$142,701 to \$170,800

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

### Summary

This position is located in the Network Section, National Library Service for the Blind and Print Disabled, Office of the Librarian at the Taylor Street Annex located at 1291 Taylor St., NW, Washington, DC.

The position description number for this position is 262933.

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

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

This is a supervisory, non-bargaining unit position.

### Responsibilities

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

Plans and directs the activities and budgets for the entire NLS Network Section. Formulates objectives and priorities for the section within the resources available; justifies additional resources when necessary. Develops and presents section budget proposals and justifications, program statements, management plans, travel and training plans to the director. Takes all steps necessary to assure maximum efficiency of staff and utilization of resources. Makes decisions on complex work problems presented by subordinate supervisors. Acts as the NLS expert on all aspects related to network services and circulation of materials to users. Makes recommendations to the director on policy formulation and program planning for identification, establishment, coordination, and improvement of services provided to and offered by the national network. Serves as a member of the NLS Management team. Analyzes operations of all Network Section sections to determine assignments and responsibilities, and advises the director on the relationships of units to broader programs.

The Chief, Network Section coordinates and monitors the national network of cooperating libraries, serving NLS patrons throughout the United States and its territories. The network includes approximately 100 regional and sub-regional network libraries, and a growing number of Advisory and Outreach Centers nationwide. Duties include implementation and oversight of NLS generated programs, policies and activities affecting the network, as well as maintaining cordial and cooperative relationships with network library employees and parent organizations. The Chief (1) manages major NLS contracts directly affecting the network, (2) responds to high-level issues and concerns from the network, and (3) develops and advises the Director and Deputy Director regarding changes in policies and procedures affecting the network. Sets and interprets the NLS national service policies to state library agencies, directors of major public libraries, other key Federal, state and local agency staff, library educators and other professionals, to assure program understanding and commitment of resources for high-level services to eligible readers.

Represents the Network Section on the NLS Management Team, bringing perspective, issues, concerns and opportunities to the team based on a broad and evolving knowledge of the network, NLS patrons, and other groups and organizations impacting the NLS program. Assists the team and the director in formulating and implementing policies, programs and practices affecting stakeholders. Represents NLS, fostering cooperation and collaboration with the network libraries and their parent organizations as well as with a broad range of the other groups and organizations. 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. Represents and speaks for NLS and the national program at national and regional conferences, seminars, and exhibits. Chairs conference workshops and other meetings at which resources, consumer needs, service delivery systems and inter-agency responsibilities are discussed in person with key agency staff. Has frequent contacts with the public, individual users and consumer groups through informal and professional meetings, presentation of speeches, telephone and correspondence contacts.

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

---

## Four Positions: Maryland and Washington, DC

Posted on [June 26, 2020](#) by [LLAM News](#)

### **Position:** [Lead Librarian](#)

Location: Agriculture Research Specialist, Department of Agriculture, Beltsville, MD  
Salary: \$102,663 to \$133,465 per year

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

### **Summary**

This position is located within the United States Department of Agriculture, Agricultural Research Service, National Agricultural Library (NAL), Information Products Division (IPD), Information & Customer Services Branch (ICSB) in Beltsville, MD.

The incumbent serves as the Team Leader for the ICSB Customer Services Unit and is responsible for policy making, planning, managing, organizing, directing, and evaluating the activities and functions of the ICSB Customer Services Team.

### **Responsibilities**

Leads 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.).

Provides overall coordination for a variety of special projects relating to strategic programs that cross-cut information center programs.

Contributes to the growth and management of NAL's collection of agricultural and related materials by recommending content to acquire or to remove from the collection based on obsolescence, lack of use or duplication.

Provides training, presentations, and outreach on NAL resources related to collections, resources, databases and literature access.

Keeps abreast of current technology, information trends, policies, programs, approaches, and analysis methods, including such topics as open access, scholarly communication, e-science/e-research and distance 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.

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.

### **Position: Digitization Manager**

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

Salary: \$142,701 to \$170,800 per year

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

### **Summary**

Copyright is a form of legal protection provided by the laws of the United States (Title 17, U.S. Code) to authors of literary, dramatic, musical, artistic, and other works. The Office of Public Records and Repositories is responsible for preserving, maintaining, and servicing copyright-related records in physical and digital formats. The Digitization Manager provides expertise and service in support the creation, preservation and presentation of digital content.

### **Responsibilities**

...The Digitization Manager is located in the U.S. Copyright Office (USCO), Public Records and Repositories (PRR) and reports to the Deputy Director of PRR. The Digitization Manager provides expertise and service in support of the creation, preservation, and presentation of digital content, and the incumbent will be responsible for establishing and ensuring compliance with technical approaches to digital conversion and digital conversion workflows to meet the preservation and access needs of the USCO. Specific duties include managing digitization activities within the USCO; ensuring that digital conversion policies and practices are consistent across the USCO, and in conformance with the Library of Congress Digitization Strategy and Digitization Policy;

providing authoritative guidance in the formulation of best practices for the life cycle management of digitized materials and the resolution of complex problems or issues related to digitization of analog USCO materials; promoting exploration of promising approaches to the digitization of analog materials and the management of the resulting digital objects; and coordinating with stakeholders within and outside of the Library of Congress to ensure the timely and successful execution of projects...

...Under the broad administrative direction of the deputy director and with wide latitude for the exercise of independent judgment, supports the U.S. Copyright Office's digital conversion program by developing and managing integrated solutions to technical, procedural, and policy issues. Works with Library staff to ensure that Federal Agencies Digital Guideline Initiative (FADGI) guidelines are followed for digitized materials that will be distributed via the Web or other channels. Promotes cooperation with technical experts within and outside of the Library.

Oversees project digitization efforts, and develops authoritative digitization policies and procedures. Provides administrative and technical support to establish workflows and to manage project activities and reporting.

Has the responsibility for U.S. Copyright Office programs related to the digitization of analog materials. Plays a key role in formulating long-range policies and in developing and implementing strategies related to digital conversion of analog materials and their incorporation into digital libraries. Provides high-level programmatic and technical advice to top management and other key officials on matters relating to library digital conversion initiatives, policies, projects, and programs.

Provides expert technical advice in the monitoring and evaluation of digital conversion contract work to ensure consistency with FADGI guidelines. Ensures that contract technical requirements are met, and that all activities are performed in compliance with the terms of the contract. Oversees and/or evaluates contractor feasibility studies and technical assessment reports. Develops acquisition strategies for digital conversion services, and equipment needed to support the needs of the U.S. Copyright Office. Assists technical staff in preparing statements of work and evaluation plans. Participates on evaluation teams reviewing internal and external proposals involving digital conversion. Serves as Contracting Officer's Representative (COR).

**Position: Acquisitions and Vendor Management Specialist**

Location: Library of Congress, Washington, DC

Salary: \$102,663 to \$133,465 per year

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

**Summary**

This position is located in the Human Capital Directorate, Chief Operating officer.

The position description number for this position is 371902.

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.

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

**Responsibilities**

The primary purpose of this position is to provide Contracting Officers' Representative (COR) support in the Chief Operating Officer (COO), Human Capital Directorate (HCD) of the Library of Congress.

The incumbent manages vendor contracts, related to the planning, development, and delivery of goods and services, of low to moderate complexity and risk and where selection involves trade-offs among non-price factors.

The incumbent interacts with HCD management, internal and external stakeholders, business and systems analysts, IT specialists, contractors, and others to ensure delivery of contracted services within scope, time, and cost constraints.

Performs contract administration activities for procurements related to the significant acquisition of goods and services where selection involves the trade off among non-price factors.

Monitoring includes primarily fixed price contracts but may include other contract types, such as, cost-plus-fix-fee, cost-plus-award-fee, with moderate to high dollar values.

Monitors vendor service delivery and performance through direct observation, written and verbal communications, and the review of vendor provided deliverables in accordance with terms and conditions of the contract.

Participates in post-award meetings to review contract milestones, responsibilities, and status.

Provides appropriate documentation in support of contract modifications or adjustments to the contacting officer.

Understands and conveys to contractor standard contract terms to include Contract Line Item Numbers (CLINs), shipping, delivery, and invoice instructions.

Reviews and authorizes payment of invoices. Requests that contract options be exercised or modifications be made to contracts.

Closes out contracts and disposes of COR files pursuant to Federal Acquisition Regulation (FAR) and Library of Congress guidance.

Resolves procurement and administration problems of a complex nature and resolves problems or issues, which may impact other procurements.

Develops the COR file in accordance with Library procedures and maintains a clear and accurate record of Pre- and Post-award documents, actions and communications according to Library requirements.

Inspects and accepts deliveries and monitors services for conformance with contract terms and conditions and accepts or rejects them.

Validates and processes invoices in accordance with Library policies and procedures.

Develops and manages quality control and assurance processes and procedures for oversight throughout the contract life cycle.

Monitors vendors' reporting of performance management metrics throughout contracts' period of performance, ensuring that all performance management reporting contract terms are fulfilled by the vendors. Submits contractor performance evaluation pursuant to Library regulations.

Verifies the final payment to the contractor based on the terms and conditions of the contract, completion of required deliverables, and inspection and acceptance as outlined in FAR part 4.8. Reviews risk management and collaborates with vendor, technical staff, and HCD management, supports development and execution of risk management strategies as directed.

Collaborates with internal and external stakeholders, business analysts, IT specialists, contractors, and others to identify and capture HCD acquisitions and vendor-related requirements and expectations at the Service-wide and division/section levels.

Articulates clear requirements in Statements of Work or Performance Work Statements for more complex goods and services requiring periodic oversight and interaction with contractor program management and Library service units to address issues with contract staffing, schedule, and project management.

Conducts and documents market research using historical information, web-based research and contacts with industry. Estimates contract pricing using historical contacts data, other agencies' data, and responses to request for information. Understands, interprets, and explains the effect of standard and tailored contract terms.

Provides input to Program Manager or Contracting Officer on acquisition and source selection plans. Reviews and recommend appropriate solicitation and contract structure to include CLINs, deliverables, ordering, options, payment, insurance, intellectual property, and associated standard commercial terms and conditions.

Advises customers and team members on their acquisition related roles and responsibilities. Assesses procurement integrity and conflict of interest mitigation plans.

Reviews request for information, solicitations, and contracts. Assists with pre-proposal conferences and questions and answers.

Leads team in evaluating non-price factors in proposals and past performance.

Supports contracting officer in conducting negotiations. Ensures that contracting terms specify required performance management metrics, reporting, and processes to support HCD's vendor performance management process.

**Position: Arab World Area Specialist (Librarian)**

Location: Library of Congress, Washington, DC

Salary: \$59,534 to \$77,396 per year

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

### **Summary**

This position is located in the Near East Section, African and Middle East Division, General and International Collections, Library Services.

The position description number for this position is 012535.

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

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

This is a non-supervisory, bargaining unit position.

### **Responsibilities**

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

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

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

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

Provides in-person and telephone reference service 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 in order to provide informed referrals. Assists patrons with specialized collections under the direction of senior staff.

Coordinates the acquisition of items that are of limited technical complexity, or 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 material. Provides proper purchasing information and correct bibliographic identification to dealers, subscription agents, vendors, overseas offices, exchange partners, etc. Reviews and approves invoices for payment for all formats of material.



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.

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

---

## Two Positions: Washington, DC

Posted on [June 23, 2020](#) by [LLAM News](#)

**Position:** [Senior Research Analyst – Paul, Weiss, Rifkind, Wharton & Garrison](#)

Location: Paul, Weiss, Rifkind, Wharton & Garrison, Remote or in NY or DC, United States

Salary: \$115,000.00 – \$125,000.00 (Yearly Salary)

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

– (1RI015)

Under the direction of the Research Services Director, the Sr. Research Analyst performs research, reference and related services to support the transactional practice areas. This role also provides support to other Knowledge and Innovation units as assigned in order to meet departmental goals and objectives. This is a mid-level career position that requires independent thinking, attention to detail and excellent research and interpersonal skills.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Performs all research required assist lawyers, paralegals, and other firm personnel as well as external clients in obtaining information in support of transactional matters. This includes undertaking complex research assignments requiring the utilization of specialized databases, legal and business information sources, web-based sites and print resources including (approximately 10-15 requests per day).
2. Participates in the development of educational programs for lawyers and other firm personnel on available internal and external research services..
3. Initiates current awareness and regulatory alerts as required.
4. Assists in the evaluation of new research applications to ensure that all of the information resources in the department's inventory are geared towards efficiently and cost-effectively supporting the firm's business.
5. Works on special projects and performs other departmental duties as assigned.
6. Accounts for billable time by submitting diaries on a regular basis.

### Required Skills:

### Education and/or Experience:

1. M.L.S. from an accredited institution
2. A minimum of ten years research experience in a legal or corporate environment.

### Competencies:



1. Excellent research, written, interpersonal and verbal communication skills.
2. Superior and detailed knowledge of corporate documents, transaction types, SEC filings, business and legal print and electronic resources including Intelligize, Deal Point Data, Bloomberg Terminal, FactSet, Private Raise, Perfect Information, Lexis Advance, Westlaw as well as sources related to researching securities and corporate law issues.
3. ability to appropriately and effectively respond and accommodate lawyer and client needs, and to adapt to the environment of a service department with a professional clientele.
4. Ability to meet strict deadlines and effectively complete designated jobs assignments under significant time and supervisory pressure.
5. Strong analytical abilities with the capacity to think logically and quickly. also the ability to think of creative solutions to novel or difficult research assignments is required.

### **Work Requirements:**

Choice of remote or onsite at our New York or D.C. office. with a flexible 4-day work schedule starting Wednesday through Saturday from as early as 9am to as late as 9pm. Available when necessary before or after normal working hours in order to meet the demands of the job and the needs of the firm.

### **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 qualification required of employees assigned to this job.

### **Organization**

Paul, Weiss, Rifkind, Wharton & Garrison LLP

### **Work Locations**

1285 Avenue of Americas, New York, NY 10019-6064

### **Job Posting**

Jun 17, 2020, 5:21:18 PM

**Position:** [Supervisory Librarian \(Managing Director, National Transportation Library\) \(Open to both U.S. Citizens and Federal Employees\)](#)

Location: Office of the Secretary of Transportation, Washington, DC

Salary: \$121,316 to \$157,709

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

### **Summary**

This position is located within the Office of Information and Library Sciences, Bureau of Transportation Statistics (BTS) a component of the Office of the Assistant Secretary for Research and Technology (OST-R) of the U.S. Department of Transportation (DOT), BTS is the Principal Federal Statistical Agency that provides objective, comprehensive, and relevant information on the extent and use of the Nation's transportation system, how well the system performs.

### **Responsibilities**

As a Supervisory Librarian (Managing Director, National Transportation Library), you will:

Serve as Managing Director of the National Transportation Library where you will plan, develop, implement, and manage the library's policies, programs, and day-to-day operations.

Coordinate leadership of the broader national transportation library community and representing that community both within the transportation industry and within the national library environment.

Oversee the coordination and application of information technology related to digital libraries and data services.

Represent OST-R in forums with other DOT components, and with other federal agencies, state, local and tribal agencies and libraries, academic and private sector libraries, professional associations, and others in matter related to information technology and the institutional implications of information technology.

The ideal candidate is a professional with experience managing a multi-service special library program, which required extensive stakeholder engagement and collaboration.

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

---

# One Position: Maryland

Posted on **June 18, 2020** by [LLAM News](#)

## Position: CEO

Location: Southern Maryland Regional Library Association

Salary: \$100,000 – \$140,000

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

## Description

“Advance Library Excellence” as the next CEO of the Southern Maryland Regional Library Association (SMRLA). With an excellent staff (15FTE), an annual \$3 million operating budget, and a nine-member governing Board of Trustees, SMRLA will continue to provide new and ongoing library services and products to its three member libraries, each headed by a director reporting to his or her county board, serving the 370,000+ residents of Calvert, Charles, and St. Mary’s Counties. The Board of Trustees seeks a progressive leader to be an enthusiastic advocate with State and local partners, an inspirational CEO for SMRLA staff, and a collaborative partner with its member Library Directors. Key opportunities for the CEO include implementing the strategic plan, creating a stronger regional library system through clear direction, continuing staff development, succession planning, and creating sustainable revenue streams. The successful candidate will be a co-partner with member Libraries in the areas of innovative technologies, resource sharing, advocacy, and exploration of future funding potential. Established by the State of Maryland, SMRLA is located in St. Mary’s County (Charlotte Hall), MD.

The three counties served by SMRLA—St. Mary’s County (110,000 population), Calvert County (93,000 population), and Charles County (163,000 population)—are centrally located in the Mid-Atlantic corridor close to Washington, D.C., Annapolis, and Baltimore. Home to crabbing, fishing, and farming, the area is also home to the high-tech Naval Air Station Patuxent River and has a deep appreciation of a combined focus on its historical foundations and its dynamic outlook. Southern Maryland boasts a thousand miles of shoreline with fossil-laden cliffs, quiet tidal inlets, and sandy beaches. The result of this unique geography is a maritime heritage of skipjacks, steamboats and lighthouses, a network of scenic byways joining resort towns and picturesque communities and an abundance of state and national parks offering a diverse variety of water-based recreational activities. The area also boasts of excellent public schools and a wealth of cultural amenities. To learn more about SMRLA and the area, see [SMRLA Links](#).

## Responsibilities

The CEO directs, coordinates, and manages the activities and operations of the Southern Maryland Regional Library Association. Responsibilities include, but are not limited to, providing organizational leadership and direction to ensure optimal operations; recommend, develop and implement strategic initiatives in conjunction with the Board of Trustees, Member Library Directors, and SMRLA Staff; and serve as the principal representative to state government agencies and organizations to promote visibility, influence, and funding for SMRLA and for the county libraries. In addition, the CEO will also oversee the ongoing programs and services offered by the Association and continue to enhance those programs and services offered to the citizens of Calvert, Charles, and St. Mary’s Counties.

## Qualifications

Minimum qualifications are: (1) a Master’s Degree in Library Science from an ALA-accredited program; (2) the Public Library Director’s Certificate from the Maryland State Library or the ability to secure such certification within 120 days of hire; and (3) a minimum of seven years of experience in a library organization and four years in a managerial role.

Additional qualifications include knowledge of library trends and best practices, strong interpersonal communication skills, knowledge of state-of-the-art library technologies, and successful experience with budget preparation and financial reporting. Desirable skills also include the ability to work collaboratively with Trustees, Member Libraries, staff, and local and state officials and experience reporting to a governing board.

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

---

# One Position: Washington DC

Posted on [June 12, 2020](#) by [LLAM News](#)

**Position:** [Supervisory Librarian](#)

Location: Agricultural Research Service

Salary: \$142,701 to \$170,800 per year

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

## Summary

This position is located within the United States Department of Agriculture, Agricultural Research Service, Office of the Director, National Agricultural Library, in Beltsville, MD.

The purpose of this position is to serve as the Deputy Director for the National Agricultural Library; direct the operation of one of the world's largest agricultural sciences libraries; plan, develop, and operate national and international science information systems in agriculture and related sciences.

## Responsibilities

Supervises the activities of the library's Administrative Office including budget oversight, facility management, financial management, health and safety management, and personnel and physical security.

Assures the acquisition, preservation, and accessibility of all information concerning food, agriculture, and related topics.

Represents the interests of the Department on various high-level national and international committees for the purpose of assuring a cooperative effort in science information programs.

Makes selections for positions, assigning duties, reviewing work, approving/disapproving leave and evaluating performance.

Provides leadership and coordinates programs for library activities and information systems.

Formulates, prescribes and sets policy for bibliographic and technically-related standards for the National Agricultural Library and other related USDA information systems.

## Basic Requirements:

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

OR

A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided 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.

AND

In addition to meeting the basic requirements described above, applicants must also meet additional qualification requirements as stated below.

Specialized Experience: Specialized experience is experience directly related to the position to be filled. Specialized experience must be described for each grade level advertised. The specialized experience requirements for this position are:

Qualifying experience for GS- 15 includes one year of specialized experience comparable to GS-14 which is directly related to the work of this position and which has equipped the applicant with the knowledge, skills, and abilities to perform successfully the duties of the position. For this position, specialized experience includes planning the operation of a

scientific library; directing the development or operation of a science information system for collection and evaluation of information; directing the development or operation of a national library network; and coordinating programs for a library.

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

---

# Three Positions: Maryland & Washington, DC

Posted on [June 8, 2020](#) by [LLAM News](#)

## **Position: Library Aid**

Location: Joint Base Andrews, MD

Salary: \$11.97 to \$11.97 per hour

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

### Duties

#### Summary

#### About the position:

This position will be assigned to the Library on Joint Base Andrews, MD 20762. The purpose of this position is to perform circulation duties and record maintenance.

### Employment Category:

Flexible

### Physical requirements:

Work requires some physical exertion and recurring lifting of moderately heavy items. Must be physically able to frequently lift boxes of up to 40 pounds. Must be able to walk up and down stairs.

### Responsibilities

Must have experience in responsible clerical or office work of any kind that demonstrates the ability to perform satisfactorily at the grade level of the position

Must be able to read, write, and speak English

Must have experience or training that demonstrates the ability to perform simple computer data processing

Typing skills are desirable.

If interested in applying for this position you may preview the online application: <https://apply.usastaffing.gov/ViewQuestionnaire/10828739>

## **Position: Public Services Librarian: 12-Month Faculty**

Location: Chesapeake College, Wye Mills, MD

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

### Faculty

Full-Time

Job Number

PSL-12

Level

Salary based on qualifications and experience.

### Description

This position has responsibilities for library services for both face to face and online students. It provides leadership for and teaching (both physically and virtually) in the information literacy and embedded librarian programs, staffing the library's physical service desk and online services, and participating in intra-divisional projects. It has oversight of public

services areas such as but not limited to information literacy, reference, outreach, and library service. Serves as the Foundation Center representative.

#### Requirements

MLS from an ALA accredited program. Strong interpersonal skills. Strong oral and written skills. Strong service orientation. Comfortable and able to work in both face to face and virtual environments. Ability to work collegially and collaboratively. Experience with Microsoft Office software and Springshare's LibGuides and LibAnswers suite of tools. A minimum of two (2) to three (3) years in classroom instruction, electronic information retrieval, development of instructional materials, resource evaluation, and library reference work. Desired qualifications: Experience working with electronic resources in an academic library and developing materials for online materials for distance students. Experience in teaching information literacy. Experience in reference and public services. Experience with library technology.

For best consideration, interested applicants should submit a cover letter and resume to [hr@chesapeake.edu](mailto:hr@chesapeake.edu) no later than Friday, July 31, 2020.

#### Deadline Date

Friday, July 31, 2020

For best consideration, please send cover letter and resume to [hr@chesapeake.edu](mailto:hr@chesapeake.edu). Please reference the job to which you are applying in the subject heading. Resumes must be in .doc or PDF format. We are unable to open or convert files in other formats.

Chesapeake College is an equal opportunity employer who values the power of diversity and the strength it brings to the workplace.

If there is inaccurate information on this page, please send corrections or comments to [hr@chesapeake.edu](mailto:hr@chesapeake.edu). In accordance with the U.S. Department of Education regulations, Chesapeake College distributes an Annual Security and Fire Safety Report to all current students, staff, and faculty. The report is available to prospective students, staff and faculty upon request, or [on our website](#). To receive a paper copy of this report, contact the Director of Public Safety at 410-827-5889.

#### **Position: Reference and Research Librarian**

Location: Federal Library, Washington, DC

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

Cadence Group has an immediate opening for a Reference and Research Librarian in Washington, D.C.

#### **RESPONSIBILITIES:**

- Search for, identify, and vet expert witnesses
- Create comprehensive and highly detailed expert witness vetting reports of friendly and adverse witnesses for Justice Department litigation. Vettings include in-depth analysis of background reports, legal proceedings, expert witness depositions and trial testimonies, Daubert motions, author publications, professional licenses, news searches, and web and social media research.
- Track down hard-to-locate assets; routinely conduct searches on state databases, commercial resources, and social media to locate information on individuals
- Perform complex legal research and legislative analysis of both current and historical legal topics using complex resources and specialized finding aids for the following divisions: Civil Appellate, Office of Legal Counsel, National Security Division, United States Attorney's Office, Environmental Division, Civil Rights and many others.
- Locate information, often of a specialized or technical nature, from a wide variety of published and unpublished sources and electronic databases
- Collaborate with division attorneys, economists, paralegals, statisticians, research assistants, law interns, and field office staff
- Respond to inquiries made face-to-face, by telephone, or by virtual means

#### **REQUIREMENTS:**

- Solid understanding of federal and state court systems, how to read a docket sheet, how a case progresses through a court, what the different types of filings are, and legal terminology

- Expertise in finding legal resources and government documents from a wide variety of electronic resources, including Westlaw, Lexis, Bloomberg Law, and HeinOnline
- Knowledge of complex resources and special finding aids
- Extensive legal research experience a big plus
- Extreme attention to detail
- Proficient at finding both print (like West's Key Number System) and electronic resources
- Ability to clearly communicate with attorneys, economists, library techs, paralegals, statisticians, law interns, field office staff, and research assistants
- Highly proficient at locating information from free government resources, like GPO FDsys, Congress.gov, and regulatory agency websites
- Familiarity with any of the following: Lexis, Westlaw, Factiva, Ebsco, Mergent Online, HeinOnline, JSTOR, Proquest Congressional, GPO FDsys, Congress.gov, and regulatory agency websites
- Proficiency with Microsoft Office Suite
- Experience working in a federal government agency highly desired
- Minimum of 2 years of experience fulfilling library reference and research requests
- Accredited Masters Degree in Library Science
- Juris Doctorate a plus

<http://www.cadence-group.com/job-descriptions/#reference-research-federal-librarian-dc>

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

## Three Positions: Maryland

Posted on [June 4, 2020](#) by [LLAM News](#)

### Job Position: Information Technology Librarian

Location: The Albin O Kuhn Library & Gallery at the University of Maryland, Baltimore County

Salary: \$65,000.00 – \$73,000.00

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

### Summary

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. 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.

### Required Minimum Qualifications:

- Requires a Master's degree from an ALA-accredited library school or information science program.
- Demonstrated working knowledge of computer workstations, networking, and computer security.
- Demonstrated working knowledge of information technology principles, processes, systems and standards, including operating systems, systems security, wireless networking, and digital initiatives and emerging web technologies.
- Experience leading projects or implementing new technologies, preferably in an academic library environment.
- Excellent communication skills (verbal and written) and demonstrated ability to work collaboratively and effectively in a diverse and inclusive environment.
- Knowledge of project management principles and practices.
- Knowledge of web client and server applications, databases, and Web programming environments.
- Knowledge of system administration and network administration.
- Knowledge or experience working with integrated library systems and the application of technology to enhance effectiveness in library operations.



- Knowledge of technology trends, standards, information technology best practices, and issues in academic libraries.
- Background in computer science or related field.
- Demonstrated knowledge or working experience with database and software design, and cyber security.
- Experience working with digital repositories or working to develop projects that support locally digitized scholarly content.
- Supervisory experience.
- Experience with Ex Libris products.

## **Job Position: Health Professions Librarian**

Location: Albert S. Cook Library, Towson University

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

### **Summary**

Towson University's Albert S. Cook Library seeks a dynamic and innovative individual to serve as the Health Professions Librarian. This position is a 12-month faculty status position available in August 2020.

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

### **Requirements**

MLS or equivalent from an ALA-accredited institution. Bachelor's degree in the sciences or health professions preferred. Master's degree in area of liaison responsibility desirable. Rank is determined by qualifications at time of appointment.

Review of applications begins immediately and continues until the position is filled. Submit a cover letter addressing the position requirements, resume and contact information for at least three professional references. Transcripts will be requested of final candidates.

## **Position: Librarian STEM, Instruction, and Assessment**

Location: McDaniel College

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

### **Summary**

McDaniel College, recognized nationally among "Colleges that Change Lives" and U.S. News and World Report top-tier liberal arts colleges, is a four-year private college of the liberal arts and sciences offering more than 60 undergraduate programs of study, including dual and student-designed majors, plus 20 highly regarded graduate programs.

McDaniel College invites applications for a STEM, Instruction, and Assessment Librarian. Salary for this full-time, 12-month position is commensurate with qualifications and experience. At McDaniel College we value our employees by offering our full-time employees tuition remission, 403B retirement account, paid time off, medical insurance, flexible spending accounts, life insurance, and paid maternity and parental leave. Visit College website for details.

Reporting to the Director, the librarian is responsible for providing leadership and development of the library's instruction and liaison support for STEM (Science, Technology, Engineering and Mathematics) departments. Responsibilities include providing information literacy instruction, reference, collection development, and research support for STEM subject areas. The librarian provides coordination and development for the library's assessment and research support activities across functional areas. Occasional evening and weekend hours required.

### **Responsibilities:**

- Liaise with STEM departments to provide specific instructional, informational and library support needs.
- Coordinate and develop the library's assessment activities across functional areas.
- Provide reference services to the college community and general public.
- Provide instruction on the use and interpretation of information resources.
- Participate in professional organizations and takes part in college academic activities.



- Perform other duties as assigned.

Posted in [Job Vacancies](#)

---

# 1 Position: Washington DC

Posted on [June 4, 2020](#) by [LLAM News](#)

## Job Position: Librarian (Acquisitions)

Location: Applied Research and Methods (ARM) team, Office of the Managing Director, Government Accountability Office

Salary: \$99,215 to \$157,896 per year

Full vacancy announcement available on [USAJobs.gov](#)

### Summary

This position is located in the Applied Research and Methods (ARM) team, Office of the Managing Director. The Managing Director's office provides research librarian and web survey services, and is the focal point for coordinating ARM's contributions to studies of GAO's internal business processes.

### Qualifications

In addition to the education requirement, you must have 1 year (52 weeks) of specialized experience at the next lower band or level equivalent to the GS-13 in the Federal Service, or comparable private or public sector experience which has equipped you with the skills and knowledge to successfully perform the duties of the position. Specialized experience for this position is defined as experience managing library acquisition services for a federal library or information center with one or more areas of agency interest (e.g. law, legislative activity and procedures, accounting and finance, economics, health service, national defense, and/or natural resources); and evaluating and acquiring electronic resources in support of research.

You must also meet the following Selective Placement Factor (SPF): You must hold at minimum an active FAC-COR Level I certification. Proof of certification is required as part of your application.

Posted in [Job Vacancies](#)

---

# Three Positions: Maryland

Posted on [May 28, 2020](#) by [LLAM News](#)

## Position: Assistant Branch Manager

Location: [Joppa Branch](#), [Edgewood Branch](#), Harford County Public Library

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

### Position Summary:

The Assistant Branch Manager assists with managing the day-to-day operations, activities, and staff of an assigned branch designated as a Level I due to collection size, 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.

**Essential Duties:**

1. Assists with overall branch management and oversees branch activities and personnel in the absence of the Branch Manager;
2. Provides reference and readers advisory services to the public;
3. Ensures appropriate transfer of training and information sharing activities have been developed and implemented for reference staff having attended training or staff development activities;
4. Assists in the development of branch staff schedules and, in conjunction with the Branch Manager, to meet customer and budgetary needs;
5. Oversees, plans and implements children, teens and adult services as assigned by the Branch Manager;
6. Prepares monthly reports and meeting agendas;
7. Provides assistance and training on electronic resources to staff and patrons;
8. Performs collection maintenance activities, including weeding and assessment; keeping collections up to date; and ordering items;
9. Takes a leadership role in implementing changes and in fulfilling the goals and objectives of the library;
10. Provides troubleshooting for any building or staff issues to ensure public and staff safety;
11. Oversees budgets and purchasing for specific branch departments and line items.

**Position: Web Services Librarian**

Location: University of Maryland, College Park

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

**Position Summary:**

The Web Services Librarian will set and apply design standards and best practices for all public-facing interfaces to ensure that library resources are accessible and user-centered. In addition to seeking the input of Research and Academic Services' members, the incumbent will collaborate and coordinate closely with the Director of Strategic Communications and Outreach, the Collection Services and Strategies (CSS) group, and Digital Services and Technologies (DST) Web designers and developers. 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 successful applicant will participate in usability and functional testing and quality assurance of all related sites and applications, working closely with the UX Librarian. The Web Services Librarian will work with library administration and management to develop a vision and a philosophy for the Libraries' Web presence, which will drive most of the sites' architecture, organization, and design.

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 team works closely with the DST's Digital Programs and Initiatives (DPI) team to integrate open source and open access platforms into the Libraries' interfaces, and to develop digital content, when appropriate.

**Position: Teen Services Specialist**

Location: Administrative Offices (AO) – Largo, MD, Prince George's County Memorial Library System (PGCMLS)

Salary: \$61,131.88

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

PGCMLS is seeking a Teen Services Specialist. Under the direction of the Program Services Manager, the Teen Services Specialist will organize and manage library services and programming for teens and young adults throughout the County. The Teen Services Specialist may be required to travel off-site and work occasional evenings and weekends for special events or outreach.

**Position Responsibilities:**

- Develops and advises on system guidelines and procedures to meet young adult and teen programming needs and goals.
- Leads professional development, ensuring that staff have current training and materials to perform their responsibilities.
- Plans, coordinates, and implements young adult and teen programs, including, but not limited to One Maryland One Book, Books for the Beast, and Teentober.

- Assists with the preparation, promotion, and implementation of seasonal reading challenges and Summer @ Your Library events.
- Cultivates and maintains relationships with teen services staff, agencies, and schools.
- Stays abreast of current issues and trends related to young adult and teen programming.
- Assists with division initiatives as needed. (e.g. English Language Learners, Family Literacy, and system initiatives.)
- Represents the library at community events, professional conferences, state-wide meetings, schools, etc.
- In collaboration with the Development Department, applies for and administers grant money for teen and young adult programming when appropriate.
- Prepares statistical and narrative reports for the Program Services Manager, COO for Communication and Outreach, Leadership Team, and Board of Library Trustees.
- Works closely with Senior Services Specialist.
- Keeps abreast of current library policies and procedures.
- Maintains neat and organized workspace.
- Prepares correspondences and reports, including monthly reports to supervisor.
- Creates and maintains office files and department records appropriately.
- Assists new staff and volunteers as needed.
- Acts as an ambassador and advocate for the library.
- Attends meetings, trainings, and workshops as assigned.
- Assists with special projects as required.
- Performs other duties as assigned.

Posted in [Job Vacancies](#)

---

## Five Positions: Washington, DC

Posted on [May 28, 2020](#) by [LLAM News](#)

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

Location: Zimmerman Associates, Inc, Washington, DC

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

ZAI has a need for Law Librarian at a project located in Washington, DC. Knowledge and experience in areas; research and development; database management; Web design and content management; library product evaluation; and independent research and project collaboration. Strong interpersonal and communication skills with the ability to lead and work as part of a team. The Law Librarian must have experience in the following areas;

- Reference and Research Services, including knowledge of methodologies for identification and use of sources for legal research.
- Expertise in the use and finding of legal and technical information. Ability to teach library users how to identify and use sources for legal research.
- Knowledge of varied formats of print and electronic creation, storage, and retrieval of legal materials that are created, stored, and retrieved in full-text electronic databases, including systems of national and state case law as well as statutory and regulatory materials published in full-text in online systems.
- Library Management, including strategic planning, marketing strategies, productivity, and innovation. Specifically: The Legal System: Ability to locate pertinent legal materials and recognize their relative importance to the user.
  - Working knowledge of the judicial, executive, and legislative branches of United States federal and state governments. Knowledge of the legislative process and the materials that form the legislative history of statutes.
  - Thorough understanding of the processes by which law is created, including common law, precedent, statutes, regulations, and constitutions.
  - Must have a working knowledge of legal vocabulary and terminology, including legal abbreviations and citation systems.

### **Required Skill Sets:**

- Master's degree in library/information science from an ALA-accredited institution
- Minimum one (1) year of professional Law library librarian experience
- Minimum/one-year experience: Areas of general professional librarian competencies include the following: Reference and Research Services; and Collection Management.
- Minimum one-year experience working knowledge of the literature of the law, including primary and secondary sources, accompanying finding tools, and adjunct publications in all media formats (Print, full-text legal databases and microforms). Law and Ethics: Appropriately uses and disseminates legal information. Understands the legal complexities that affect access to and use of information, including copyright, PII and sensitive data
- Familiarity with and understanding of legal requirements and ethical considerations of both the legal profession and librarianship.
- Proficiency in Microsoft Office products to include Excel, PowerPoint, and Word
- Experience working with Lexis, Westlaw, HeinOnline or CLEAR Investigative database software Apply at <https://cho.tbe.taleo.net/cho01/ats/careers/v2/viewRequisition?org=ZAIINC&cws=41&rid=1702>

**Position: Law Librarian, LAC Group**

Location: Federal Government Agency, Washington, DC

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

## Law Librarian – LAC Group

**LAC Group** is seeking a dynamic and experienced **Law Librarian** to provide leadership and supervision for a long-term contract with a prestigious federal government agency located in Washington, D.C. The Law Librarian will use knowledge of the literature of the law and library professional skills to provide support for complex research in legal and regulatory materials. In addition, the Law Librarian will supervise professional and paraprofessional staff ensuring overall quality control of work, and delivering timely services performed by library employees. This is full-time, 40 hours per week, fully benefited position, and is an excellent opportunity for an information professional with strong leadership abilities.

### Responsibilities:

- Reference and Research Services, including knowledge of methodologies for identification and use of sources for legal research.
- Assist patrons in the use and finding of legal and technical information including providing instruction to library users how to identify and use sources for legal research.
- Provide support for collection management, making decisions regarding the identification, selection, and acquisition of the legal and non- legal resources needed by organizations.
- Provide overall Library Management, including strategic planning, marketing strategies, productivity, and innovation.

### Qualifications:

- Must have a master's degree in library science from a college or university accredited by the American Library Association (ALA).
- One year of professional law librarian work experience.
- Areas of general professional librarian competencies include the following: Reference and Research Services; and Collection Management.
- Knowledge of subject-specific selection tools and of acquisition procedures is essential.
- Knowledge of varied formats of print and electronic creation, storage, and retrieval of legal materials that are created, stored, and retrieved in full-text electronic databases, including systems of national and state case law as well as statutory and regulatory materials published in full-text in online systems.
- Knowledge of the literature of the law, including primary and secondary sources, accompanying finding tools, and adjunct publications in all media formats (Print, full- text legal databases and microforms). Law and Ethics: Appropriately uses and disseminates legal information. Understands the legal complexities that affect access to and use of information, including copyright, PII and sensitive data.
- Ability to locate pertinent legal materials and recognize their relative importance to the user.
- Working knowledge of the judicial, executive, and legislative branches of United States federal and state governments. Knowledge of the legislative process and the materials that form the legislative history of statutes.
- Thorough understanding of the processes by which law is created, including common law, precedent, statutes, regulations, and constitutions.

- Must have a working knowledge of legal vocabulary and terminology, including legal
- abbreviations and citation systems.
- Familiarity with and understanding of legal requirements and ethical considerations of both the legal profession and librarianship.
- Proficiency in Microsoft Office products to include Excel, PowerPoint, and Word.
- Knowledge and experience in areas; research and development; database management; Web design and content management; library product evaluation; and independent research and project collaboration.
- Strong interpersonal and communication skills with the ability to lead and work as part of a team.

To apply, please visit: <https://lac.gp/2X1Zntg>

**Position: Librarian**

Location: Woodrow Wilson International Center for Scholars, Washington, DC

Salary: \$72,030 to \$93,638

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

**Summary**

The Woodrow Wilson International Center for Scholars is the living, national memorial to President Wilson established by an Act of Congress in 1968 & headquartered in Washington, D.C. The Center provides an essential link between the policy & academic communities by creating programs & communication opportunities that examine current & emerging challenges confronting the United States and the world. It is a non-partisan/non-advocacy institution supported by both public & private funds.

**RESPONSIBILITIES**

The incumbent serves as a **Librarian** within the Wilson Center's Library, with different functional duties, but all serving to fulfill the research mission of the Wilson Center by providing access to and instruction in the use of specialized research materials in the social sciences, particularly those in public policy, area studies, international relations, and modern history.

Major duties and responsibilities of this position include:

- Manages and requests materials for loan directly from the Library of Congress, inputs and maintains records for tracking, and ensures timely return of material.
- Serves as a liaison with Library of Congress reading room librarians and Loan Division to negotiate and implement specific loan policies and procedures, resolve problems, and encourage use of Library of Congress resources by Wilson Center researchers.
- Manages, adapts, and implements the Ex Libris 360 Core A-Z journal and e-book software program and other linking technologies.
- Participates in research and planning for future technology acquisitions; works with library management and vendor on planning for future implementation of linking and/or content discovery services.
- Conducts comprehensive library orientations covering Wilson Center and Library of Congress resources, and demonstrates use of relevant online materials, providing instruction in use of specialized information resources.
- Responds to reference inquiries by locating bibliographic, factual and statistical material using relevant academic journals, books, articles from the press, and reports from a wide array of social science resources, particularly in public policy, area studies, international relations, and modern history.
- Works closely with program staff and website manager to track Wilson Center publications, both online and in print.
- Organizes publication listings and creates bibliographies.
- Participates in planning, selecting or designing new database or other program to house citations and helps to design output to meet Center needs.

**Position: Librarian (Digital Resource)**

Location: Peace Corps, Washington, DC

Salary: \$75,921 to \$111,493

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

**SUMMARY**

This position is located in the Office of Office of Overseas Programming and Training Support (OPATS). This team provides learning and performance in programming and training at posts to support volunteer achievement of Peace Corps' three goals. The Digital Resource Librarian works with OPATS colleagues to ensure that high-quality resources and excellent customer service is provided to internal and external clients.

## RESPONSIBILITIES

The Digital Resource Librarian performs the following major duties:

- **Print and Digital Publications Knowledge Sharing, Production and Distribution System(s)** – Provides guidance on program-related or administrative policies as it relates to the most effective practices to curate, store and disseminate digital and physical documents and resources with particular focus on Programming, Training and Evaluation resources. Manages digital collections of Peace Corps OPATS publications on intranet/internet with particular attention to Workspace, PCLive, LibGuides and/or other relevant knowledge sharing platforms.
- **Information Resource Centers (IRCs) Support at Peace Corps Country Posts** – Supports posts virtually in the planning and implementation of effective strategies for the establishment, development, and promotion of Information Resource Centers in Peace Corps country posts around the world.
- **Headquarters Central Information Resource Center (IRC) Management** – Develops, maintains, and updates the Peace Corps/Washington Information Resource Center, including digital and physical resources which serves as a model IRC for the IRCs at posts.
- **Orientation and Outreach to OPATS and other Peace Corps offices** – Conducts clear, concise and well organized presentations to a variety of audiences, including OPATS staff, participants in Overseas Staff Training (OST) and staff from Regions and other Peace Corps offices with particular attention to Peace Corps PT&E resources as well as other IRC resources.

## Position: Multiple Positions

Location: George Washington University, Washington, DC

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

The George Washington University invites applications for multiple professional librarian positions through this open recruiting call.

GW Libraries and Academic Innovation invites interested information professionals of all backgrounds and depths of experience who have an interest in being part of a vibrant, collaborative, mission-driven academic service organization to apply to work with us. Multiple librarian positions will be filled from this announcement, including:

- Collections Strategist
- Digital Services Manager
- Director of Resource Description
- Instructional Design Librarian
- Metadata Librarian
- National Education Association (NEA) Archivist, Rank I/II/III
- Research Services Librarian
- Research Services Librarian for Undergraduate Research
- Software Developer

Unless noted, all positions will be recruited as open rank. More information about each role is available at <https://library.gwu.edu/about/organization/jobs/librarian>

Librarians at GWLAI work closely with faculty, students, and a broad range of partners on and off campus to achieve GW's aspirations to excellence as a comprehensive global research university. Librarians support the research life cycle by providing leadership across functions. They are active instruction partners across disciplines; advise on technical strategies for data analysis; steward resources; manage, develop, describe, and digitize collections; illuminate GW's specialized, unique, and archival content; develop software and teach programming languages; advocate for equal access and affordability in higher education; design curricula; advise on strategies for navigating the scholarly publishing landscape; and partner with other libraries across the region to provide comprehensive access to research materials. Successful candidates will demonstrate a collaborative spirit; a commitment to diversity, equity, inclusion, and belonging; creativity, flexibility, and a willingness to contribute to the core functions of the library while exercising expertise in a particular area of practice.



# Four Positions: Washington DC & Virginia

Posted on **April 27, 2020** by **LLAM News**

## **Position: Library Technician (OA)**

Location: Grey Research Center of TRAINING AND EDUCATION COMMAND, QUANTICO, VA, U.S. Marine Corps  
Salary: \$48,670 to \$63,267

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

### Summary

You will serve as a LIBRARY TECHNICIAN (OA) in the Grey Research Center of TRAINING AND EDUCATION COMMAND, QUANTICO, VA

### Responsibilities

- You will teach faculty to research and process copyright permissions for courseware readings and electronic reserves.
- You will perform research and use library processes to locate authors/copyright approvals.
- You will maintain all copyright processing and financial files required by laws and regulations.
- You will return incorrect materials, track payments and maintain appropriate support files.

## **Position: Law Librarian**

Location: Congressional Research Service (CRS), American Law Division (ALD), Library of Congress, Washington, DC  
Salary: \$86,335 to \$112,240

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

### Summary

The Congressional Research Service (CRS), American Law Division (ALD), seeks a Law Librarian to support the work of the United States Congress. Candidates with a degree in library and information science (e.g., MLS, MIS, MLIS, OR MSLS) are highly encourage to apply.

This is a non-supervisory, bargaining-unit position.

The position description for this position is 060374.

### Responsibilities

The Law Librarian is responsible for providing comprehensive legal reference and information research services to policy analyst, legislative attorneys, information professionals and congressional clients; developing search techniques and files for handling specific types of requests; searching Library of Congress, CRS, and external electronic resources in response to request for information; examining publications, electronic resources, and trends in a variety of areas; developing knowledge of collections for use in performing research task; and assisting with the creation and maintenance of databases, web pages, collaborative tolls, and other information systems.

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

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



Law Librarian duties include:

Conducts specialized or technical research projects, studies, or evaluations to prepare projects in support of legal policy issues.

Solves complex research problems within the legal research area in response to existing or anticipated requests or assignments.

Provides comprehensive legal and legislative reference services in response to a full range of complex or difficult inquiries.

Identifies emerging topics of concern and tracks subjects or issues in subject areas.

Familiarizes policy analysts, legislative attorneys, information professionals, and congressional clients with new information resources and methods for making the most appropriate use of existing information resources.

Evaluates and implements existing programs for expanding availability of library services.

**Position: Librarian (Reference and Instruction)**

Location: Congressional Research Service (CRS), Library of Congress, Washington, DC

Salary: \$86,335 to \$112,240

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

**Summary**

The Congressional Research Service (CRS), seeks a Reference and Instruction Librarian to provide reference and instructional services to internal and congressional clients. The selectee will also serve as the project leader to create tutorials, web-based instruction and web pages in support of the reference and information research.

**Responsibilities**

The Librarian provides electronic and print research and reference services for an extensive array of highly complex research inquiries, including highly complex document requests. Accesses information resources and identifies specific content, as needed, to respond to highly complex research needs across the full range of public policy areas and research disciplines covered by CRS. Maintains knowledge of authoritative information resources, including bibliographic databases. Consults, as appropriate and relevant, resources available from all branches and levels of government, academia, think tanks, interest groups, and the private sector. Maintains a broad knowledge of CRS information resources, research activities, and research resources. Develops and maintains knowledge of print and electronic information resources, as well as information retrieval techniques in performing reference/research tasks.

Leads the development or enhancement of information tools to support CRS's research activities. Identifies issues or problems with reference and information services, helps gather requirements to address these issues, and liaises with stakeholders regarding incorporation of these requirements into new or enhanced reference and information services customized to CRS requirements and how CRS responds to Congress.

Coordinates the development of resource guides, applying current and emerging tools and technology. Oversees the preparation and/or prepares instructions on how to locate, use and interpret widely-used research resources.

Coordinates and/or provides to CRS staff classroom instruction, online classes, webinars, user guides, cheat sheets, etc., on how to effectively use information tools and resources. Instructs clients in the use of digital tools and resources databases in face-to-face and classroom settings. Plans, schedules and manages training events and documents associated with courses, and course webinars. Organizes and conducts staff "drop-in" sessions—i.e., ad hoc and as needed training sessions—to help staff develop skills individually.

Serves as a liaison for collaboration between the KSG, other CRS divisions and offices, and Library of Congress service units and offices. Consults with staff throughout CRS and the Library of Congress regarding the development of instructional and promotional programs to facilitate the use of enterprise applications, databases, and research materials. Works with staff in the Office of Congressional Programs and Communications and others to promote the use of research tools and resources. Collaborates with individuals and organizations outside of CRS to organize informational and/or instructional events. Coordinates with database vendors and external trainers to plan and implement training events customized to CRS requirements and how CRS responds to Congress. Develops and maintains proficiency as an expert in

reference and instruction services by keeping abreast of current developments in the field and by participating in professional activities.

**Position: Librarian (Technical Services)**

Location: Equal Employment Opportunity Commission, Washington, DC

Salary: \$59,534 to \$77,396

This job is open to: Recent graduates; Individuals who have graduated from an accredited educational institute or certificate program within the last 2 years or 6 years for Veterans.

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

**Summary**

As a Librarian (Technical Services) (Recent Graduate) at the GS-1410-9, you will be part of Office of Enterprise Data and Analytics, Equal Employment Opportunity Commission. If selected, you will be responsible for assignments that are designed to provide the skill and experience needed to serve in a Librarian position to meet the legal and general informational needs of EEOC attorneys and other staff.

**Responsibilities**

- Catalogs new library materials in the appropriate system in accordance with standard operating procedures, including books, serials, archives collection materials, FOIA reading room materials, CDs, DVDs, microfiche, legal publications, etc.
- Assists in developing and administering a comprehensive collection of print, non-print, and electronic educational materials as well as a program of instructional and educational support of the mission-related requirements of the EEOC.
- Maintains records required by the Freedom of Information Act (FOIA) in the Library's FOIA Reading Room.
- Organizes, catalogs, classifies and preserves, according to archival standards, the Library archives collection, a unique collection of EEOC historical materials in print and multimedia formats.
- Responds to requests from EEOC staff for materials unavailable in-house by providing interlibrary loan services.
- Recommends, plans and implements new collections, bibliographic clean-up projects, cataloging projects and collection reorganization for increased patron access.
- Performs basic online research and document retrieval in support of the Library's reference and research services functions.
- Maintains a level of security required for the facility and documents. Instructs library personnel in the appropriate security requirements of the facility and documents.

Posted in [Job Vacancies](#)

---

## Two Positions: Maryland & Virginia

Posted on [April 8, 2020](#) by [LLAM News](#)

**Position: Associate Director for Library Operations**

Location: National Library of Medicine, Bethesda, MD

Salary: \$131,239 to \$197,300

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

**Summary**

The National Library of Medicine in the National Institutes of Health is seeking exceptional candidates for the position of Associate Director for Library Operations. This is a career Federal position in the Senior Executive Service.

**Responsibilities**

- This position offers a unique and exciting opportunity to serve as a key member of the NLM leadership team, participating in the formulation of overall policies supporting the strategic plan of NLM, NIH, and HHS.
- Uses the Literature Selection Technical Review Committee as a scientific advisory group appointed to review, recommend, and ensure the continued quality and integrity of journals to be indexed by NLM
- Prepares and presents formal reports, speeches, and papers for publication on the mission, objectives, programs, and interests of the Library Operations programs in the NLM
- Plans, directs and coordinates the activities of the staff of Library Operations providing managerial and technical direction for programs that carry out NLM's key functions
- Manages Library Operations, including the formulation, establishment, and interpretation of its policies; the development, analysis, and review of programs; and the implementation of operating plans
- Plans, evaluates, implements, and coordinates the program activities of Library Operations, including program coordination with other components of NLM
- Coordinates Library Operations programs with the Intramural Research Program, as well as with national major research libraries, national networks, and information centers in the U.S. and abroad
- The Division of Library Operations employs approximately 450 FTE and non-FTE scientists, other professionals, support staff, and contractors and has an FY 2020 budget of approximately \$90 million

**Position: Digital Librarian**

Location: Officer of Inspector General, Alexandria, VA

Salary: \$59,453 to \$93,638

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

**Summary**

This position is located in the Department of Defense Office of Inspector General (DoD OIG). The incumbent of this position will work within the Office of Mission Support Team (MST), Office of the Chief Information Officer (OCIO), Information Governance Division (IGD).

As a Digital Librarian, GS-1410-09/11 target 13, your typical work assignments may include the following:

**Responsibilities:**

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

Posted in [Job Vacancies](#)

## Four Positions: Washington, DC

Posted on [April 8, 2020](#) by [LLAM News](#)

**Position: Chief, Serial and Government Publications (Supervisory Librarian)**

Location: Serial and Government Publications Division, General and International Collections, Library Services, Library of Congress, Washington, DC

Salary: \$142,701 to \$170,800

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

## Summary

This position is located in the Serial and Government Publications Division, General and International Collections, Library Services.

The position description number for this position is 65187.

This is a supervisory, non-bargaining unit position.

The incumbent will work a flexitime work schedule.

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

## Responsibilities

The Serial and Government Publication Division at the Library of Congress is one of the world's great hubs for access to and research of newspapers, magazines, journals, comics, and government publications. The division maintains one of the largest and most comprehensive newspaper collections in the world, spanning four centuries of local, national and international people and events. The division oversees the flagship service 'Chronicling America', the product of an on-going partnership between the National Endowment for the Humanities (NEH) and the Library of Congress, a website and searchable database providing access to historic U.S. newspapers. The division is also home to the largest publicly available collection of comic books in the United States, starting from the 'Golden Age' in the 1930s up to present day copyright and independent publisher titles. The division also makes available some 55,000 current foreign and domestic serial titles on a daily basis. Additionally, the division collects and serves current U.S. federal, state, municipal, and foreign and international serial government publications in Western European languages. These collections and expert assistance are available online and onsite in the Newspaper and Current Periodical Reading Room which won the Washington City Paper 'Best of D.C. 2019' award for 'Best Place to Learn About the Past'.

The Chief of Serial and Government Publication Division is a senior management position at the Library of Congress, responsible for bringing vision, leadership, and innovation to the role. The Chief provides national leadership in the fields of research, reference, and information science as they relate to the division's collections and services, and represents the library at national and international meetings, events, and programs. The role involves setting strategies to organize, digitize and make content and information accessible; ensuring community-based engagement and diversity in collections development for the national library; implementing innovative onsite and online user experiences that support traditional and evolving forms of research; and pursuing creative and practical channels for increasing user engagement with the Library, its staff, and collections.

The Chief of the Serial and Government Publications Division is responsible for the custodial collection management, development, preservation, security, and service of those collections in the Division's custody including, bound serial collections, government publications, periodicals, Federal Advisory Committee Collection, Federal Agencies Collection, newspaper collections (including the 18th century and other Gold-level newspaper collections), a Gold-level comic book collection, and other custodial collections in print, non-print, and electronic formats, as well as the related reference and information services to the Library's many constituencies, including Members of Congress and their staff, the Congressional Research Service, representatives of other government agencies, the general public, scholars, researchers, academic institutions and others. The incumbent serves as the senior advisor to the Director, General and International Collections, on all matters pertaining devising and implementing policies, procedures, and methods relating to custodial collection management, development, preservation and security efforts to ensure compliance with U.S. Government and Library-wide policies of service and access to public and sensitive Library collections.

In accordance with established Library of Congress procedures, regulations and collective bargaining agreements, the Chief sets policy for and has broad administrative supervision of the division. Supervises and directs the work of a group of employees performing work at the GS-14 level (the assistant chief and the heads of the reference, newspaper and government publications and periodicals sections), as well as other administrative staff.

Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staff, other legislative and executive agencies, world-class scholars, and managers of other libraries and information providers. Establishes and maintains close and cooperative working relationships with other agency or department management and officials. Serves as a principal liaison for the organization at professional conferences, seminars, and exhibits, and with other cultural, academic and government agencies.

## Position: Librarian (Preservation Specialist)

Location: Paper Conservation Section, Conservation Division, Preservation Directorate, Library Services, Library of Congress, Washington, DC

Salary: \$86,335 to \$112,240

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 012805.

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 position of Librarian (Preservation Specialist) is a conservator position in the Conservation Divisions of the Preservation Directorate.

The incumbent uses expert knowledge and skills to preserve and conserve the Library's rarest, most valuable, and heavily accessed art, books, manuscripts, photographs, 3-D objects and other special media collections and prepare these materials for exhibition with a great deal of independence in an exemplary manner. The incumbent will maintain high standards of practice as defined by the American Institute for Conservation.

The incumbent surveys internal collections, identifying and inventorying groups of materials. The incumbent analyzes, preservation requirements to determine and prioritize preservation requirements for display, travel and storage.

Prepares plans for conservation treatment utilizing a high level of technical knowledge of preservation and conservation, materials, housing, storage design, effect of mechanical devices on books and documents, and fabrication and storage housing issues. Assures that all conservation treatment and preparation required for each item to be stored, exhibited, handled or moved meets specified deadlines.

Coordinates and assigns work to assure that work is completed within set deadlines. Organizes and coordinates assignments that involve complex and novel or obscure problems and/or special requirements.

Participates in research projects to improve the preservation and safe handling of materials to preclude any damage. This research might include scientific analysis, design and review of case fabrication materials, and effect of environment and lighting. Keeps abreast of current research and development of new materials, techniques and/or equipment in relation to the display of library and archives materials and makes recommendations for their application, when appropriate to the Library of Congress.

Assists in the development and review of proposals for policy and implementation of procedures in the area of conservation and preservation. Coordinates testing of storage, display, and housing designs and materials in support of display and storage of collections off-site.

Initiates, establishes, and maintains professional relationships with librarians, cooperative partners, and other specialists in order to share resources and information as well as to coordinate workflow within the library.

As a consultant, recommends changes in procedures, workflows, and tools. Regularly explains technical information to individuals or groups. Might conducts tours, workshops, and orientation sessions for staff and visitors.

Represents the organization at conferences, seminars, and exhibits. Attends workshops, conferences, seminars, or meetings in conservation/preservation and other relevant fields for the purpose of professional development.

Other duties as assigned.

## Position: **Library Technician**

Location: Preservation Research and Testing Division, Preservation Directorate, Library Services, Library of Congress, Washington, DC

Salary: \$48,670 to \$63,267

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

## Summary

This position is located in in the Preservation Research and Testing Division, Preservation Directorate, Library Services.

The position description number for this position is 317063.

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

This is a non-supervisory, bargaining unit position.

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

#### Responsibilities

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

Operates scientific, imaging, monitoring and other data-collection equipment to conduct capture of preservation and technical data on a variety of library materials and scientific reference samples using standard and customized test methods. Conducts post-processing of collected data and files for statistical and comparative analytics and use in reference databases.

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

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

Conducts basic and moderately complex testing and quality assurance procedures on a variety of materials to evaluate the materials considered to exhibit, house, or store collection materials using both well-defined and more general test methodologies and specifications. Compiles data and reports on testing results for review. Assists supervisor in developing new testing or quality assurance procedures. Performs routine maintenance and calibration of equipment according to specifications provided and maintains program documentation. Performs routine and difficult maintenance activities related to testing and quality assurance, including assisting with inventory control and management of computing and software systems. Assists supervisor in training staff on testing and quality assurance procedures.

#### **Position: Research Librarian (Domestic Social Policy)**

Location: Congressional Research Service (CRS) Domestic Social Policy Division, Library of Congress, Washington, DC

Salary: \$59,534 to \$77,396

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

#### Summary

The Congressional Research Service (CRS) Domestic Social Policy Division is accepting applications under its 2020 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.

Posted in [Job Vacancies](#)

---

## Three Positions: Washington, DC

Posted on [March 11, 2020](#) by [LLAM News](#)



**Position: Library Technician**

Location: Washington, DC

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

**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
- Registering staff for access to databases and other online services
- Organizing 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

**Requirements:**

- 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

Cadence Group is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status.

*This position is contingent upon contract award.*

<http://www.cadence-group.com/job-descriptions/#library-tech-dc>

**Position: Librarian (Cataloging)**

Location: Preparation Section, Manuscript Division, Special Collections Directorate (SCD), Library Services (LS) in the Library Collections and Services Group (LCSG) at the Library of Congress (LOC), Washington, DC

Salary: \$59,534 to \$77,396

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

**Summary**

The Librarian is located in the Preparation Section, Manuscript Division, Special Collections Directorate (SCD), Library Services (LS) in the Library Collections and Services Group (LCSG) at the Library of Congress (LOC).

This position requires occasional Saturday service in the Manuscript Reading Room.

**Responsibilities**

The position provides innovative and effective bibliographic control of the Library's collections and leadership to the library and information communities in the development of cataloging theory and practice. A variety of material is cataloged by the Directorate, including moving images, graphic materials, sound recordings, manuscripts and archives, electronic resources, maps, and microforms in many different languages. The cataloging is done in an electronic environment. The work of the Directorate affects the development of Library programs and the standards and principles used by librarians in government, public, and academic libraries throughout the United States. Stakeholders include Congress, scholars and the public, and the larger library and information communities.



The incumbent will have regular and ongoing access to gold-level collections. Performs the full range of original cataloging duties for a variety of Manuscript Division collection materials sometimes requiring specialized knowledge of bibliographic and subject areas. Creates and revises bibliographic records, authority records, object records, and holdings and item records for inventory control. Accessions incoming collections to be cataloged including gifts, transfers, and purchases. Maintains and recommends enhancements to the existing automated accession database. 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. Performs research in the cataloger's reference collection, online databases, the world wide web, and the collections of the Library. Resolves cataloging and accessioning problems reported by supervisor and other Division staff promptly and independently. Recommends additions and clarifications to the authority files. Identifies items which do not require cataloging (e.g., duplicates); items which are out of scope (e.g., serials); and items for which a record already exists.

Develops personal contacts to establish and maintain cooperative work relationships in order to provide or exchange information. Consults with supervisor and Division staff to recommend changes and additions in descriptive and subject cataloging procedures. Offers suggestions and advice on operational and technical challenges including those involving EAD, the Library's integrated library system, and its web strategy plan. Collaborates with staff in planning and implementing the following team activities: workflow procedures, team priorities, cataloging projects of an experimental nature, goal setting and strategies for meeting team production goals. Assists in the training of others on matters related to cataloging, EAD, the integrated library system, its web strategy plan, and other emerging descriptive and metadata standards issues. Assists others inside and outside the Library with subject and cataloging problems.

Analyzes and organizes specialized information 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 library and archival standards, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements to cataloging-related issues. Evaluates and selects procedures to meet specialized information requirements. Evaluates work to determine priorities. Identifies, examines, and evaluates information resources in the area of specialization. Reviews and revises work to provide initial quality control and aid in the training process.

Performs other duties as assigned.

The position description number for this position is 393988.

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 & Info Mgt Analyst Archival Services](#)**

Location: Office of the Secretary, Federal Reserve System, Washington, DC

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

**Position Description**

Leads or participates in archival and records management projects, working collaboratively with other divisions and Reserve Banks. The primary role of this position is to participate in the Archival Services program working on digital preservation projects including enhancing search capabilities and other functionalities within the electronic record keeping system; enhancing metadata and taxonomy standards; developing filing structures and defining metadata requirements to be used for new collections of records; and establishing, evaluating, and improving existing workflows used to process textual and electronic records. Serves as a project lead for electronic records collection maintenance projects including identifying gaps in collections, locating records to complete the collections, and reviewing collections to ensure that records are properly categorized and preserved.

**Position Requirements**

The applicant must have extensive knowledge of the concepts, principles, and practices of electronic record keeping and digital preservation, records management, information management, and project management and the ability to apply this knowledge creatively to a variety of considerations and business needs. Requires technical, analytical, and organizational skills in order to contribute to complex processes, such as categorizing and processing complex Board records, and responding to complex reference requests. The position requires specialized knowledge of electronic record keeping, digital preservation, and experience in leading or participating in projects. Demonstrates strong oral and written communication skills, commitment to collaboration, and current knowledge of information technology innovations in recordkeeping practices. Must have strong organizational, management, and planning abilities.

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

---

## Two Positions: Maryland

Posted on [March 4, 2020](#) by [LLAM News](#)

### Position: [CEO](#)

Location: Southern Maryland Regional Library Association (MD)

Salary: \$90,000.00 – \$110,000.00

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

**“Advance Library Excellence”** as the next CEO of the [Southern Maryland Regional Library Association](#) (SMRLA). With an excellent staff (15FTE), an annual \$3 million operating budget, and a nine-member governing Board of Trustees, SMRLA will continue to provide new and ongoing library services and products to its three member libraries serving the 370,000+ residents of Calvert, Charles, and St. Mary’s Counties. The Board of Trustees seeks a progressive leader to be an enthusiastic advocate with State and local partners, an inspirational CEO for SMRLA staff, and a collaborative partner with its member Library Directors. **Key opportunities** for the CEO include implementing the strategic plan, creating a stronger regional library system through strong governance, continuing staff development, succession planning, and creating sustainable revenue streams. The successful candidate will be a co-partner with member Libraries in the areas of innovative technologies, resource sharing, advocacy, and exploration of future funding potential. Established by the State of Maryland, SMRLA is located in St. Mary’s County (Charlotte Hall), MD.

The three counties served by SMRLA—[St.Mary’s County](#) (113,000 population), [Calvert County](#) (91,000 population), and [Charles County](#) (146,000 population)—are centrally located in the Mid-Atlantic corridor close to Washington, D.C., Annapolis and Baltimore. Home to crabbing, fishing, and farming, the area is also home to the high-tech Naval Air Station Patuxent River and has a deep appreciation of a combined focus on its historical foundations and its dynamic outlook. Southern Maryland boasts a thousand miles of shoreline with fossil-laden cliffs, quiet tidal inlets and sandy beaches. The result of this unique geography is a maritime heritage of skipjacks, steamboats and lighthouses, a network of scenic byways joining resort towns and picturesque communities and an abundance of state and national parks offering a diverse variety of water-based recreational activities. The area also boasts of excellent public schools and a wealth of cultural amenities. To learn more about SMRLA and the area, see [SMRLA Links](#).

**Responsibilities.** The CEO directs, coordinates, and manages the activities and operations of the Southern Maryland Regional Library Association. Responsibilities include, but are not limited to, providing organizational leadership and direction to ensure optimal operations; recommend, develop and implement strategic initiatives in conjunction with the Board of Trustees, Member Library Directors, and SMRLA Staff; and serve as the principal representative to state government agencies and organizations to promote visibility, influence, and funding for SMRLA Libraries. In addition, the CEO will also oversee the ongoing programs and services offered by the Association and continue to enhance those programs and services offered to the citizens of Calvert, Charles and St. Mary’s Counties.

**Qualifications.** Minimum qualifications are: (1) a Master’s Degree in Library Science from an ALA-accredited program; (2) the Public Library Director’s Certificate from the Maryland State Library or the ability to secure such certification within 120 days of hire; and (3) a minimum of five years of experience in a library organization and three years in a supervisory role. Additional qualifications include knowledge of library trends and best practices, strong interpersonal communication skills, knowledge of state-of-the-art library technologies, and successful experience with budget preparation and financial

reporting. Desirable skills also include the ability to work collaboratively with Trustees, Member Libraries, staff, and local and state officials and experience reporting to a governing board.

**Compensation.** The position offers a hiring salary range of \$90,000 – \$110,000 (dependent upon experience and qualifications), relocation assistance, and an attractive benefits package.

**For further information,** contact [Bradbury Miller Associates](#). Apply via email with a meaningful cover letter and your resume as PDF attachments to [Karen Miller](#). **This position closes April 5, 2020.**

**Position: Librarian I**

Location: Multiple Locations, Anne Arundel County Public Library

Salary: \$48,367 – 79,926

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

**Minimum Requirements:**

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

**Responsibilities:**

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

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

Spanish language skills desired/preferred.

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

---

## Three Positions: Washington, DC

Posted on [March 4, 2020](#) by [LLAM News](#)

**Position: Library Technician**

Location: Washington, DC

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

**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
- Registering staff for access to databases and other online services
- Organizing 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

**Position: Librarian (Law)**

Location: Public Services Division, Global Legal Research Directorate, Law Library, Library of Congress, Washington, DC

Salary: \$72,030 to \$93,638

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 11004.

This is a non-supervisory, bargaining unit position.

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

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

**Responsibilities**

The incumbent of this position is exempt from flextime and complex time and is assigned to work a special fixed/rotational schedule that involves day, evenings, weekends and holiday schedules; and the selected incumbent "must be consistently able and willing to work evenings, weekends and holidays based on the operational and service requirements of the Law Library as a condition of employment."

Responds to United States legal and legislative reference inquiries from Members of Congress, congressional committees, the White House, federal and state courts and 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. Advises researchers on research methodologies. Directs users to the proper specialists, resources, or services within the Law Library and other areas of the Library of Congress.

Conducts legal and legislative research, and produces written responses to U.S. federal and state legal and legislative reference and research 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 electronic and in print or other media. Identifies, examines, and evaluates major publications and trends in the law.

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.

Provides training for junior reference and circulation staff, and legal information technicians. May be assigned to review and/or revise work to provide initial quality control and aid in the training process. Conducts analysis of training needs and services.

Develops professional contacts within and outside the organization in order to provide or exchange information and professional knowledge. Professional contacts are with library users, 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. Depending on Law Library priorities and requirements, attends workshops, conferences, seminars, or meetings relating to trends and issues in law and law librarianship for the purpose of professional development. Provides orientations to distinguished visitors and conducts tours, as assigned.

Surveys and evaluates print and electronic collections to identify currency issues. Identifies, recommends and resolves collection processing issues relating to assigned areas / subjects / jurisdictions of the Reading Room collections. Recommends alternative titles to and the removal of titles from assigned portions of the Law Library reference collections. Searches acquisitions lists for new titles and other materials in various formats for the Reading Room's collection as requested.

Reviews collections on a continual basis and exercises care to ensure collection material is properly handled and kept secure to avoid loss or damage. Reviews a variety of foreign and domestic sources for information about available

materials. Contributes to digital collection development and management projects, such as web archiving and/or compiling and organizing websites based on current public policy issues. Determines permissibility of copying materials based on the preservation needs of the material. Understands current and public policy issues in his/her area of expertise in order to develop collections that anticipate researcher inquiries and demands.

**Position: Middle Eastern Studies Liaison & Reference Librarian**

Location: Georgetown University, Washington, DC

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

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 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.

**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 with particular emphasis on the Arabic speaking world. Will also have liaison responsibility for other areas as assigned. For the assigned subject areas: Develops collections in line with the pedagogical and research needs of the University. Works closely with faculty to understand and be responsive to their research and curricular needs, to keep them informed of the Library's activities, and to integrate 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.

**Research and Instruction:** This position serves as the expert for all services related to sources for study of Middle Eastern languages, culture, history and society with particular emphasis on the Arabic-speaking world. 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 the University Library, in particular as they pertain to the literary research. Recommends and directs users to appropriate sources of information including those in the Booth Family Center for Special Collections 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.

#### Work Interactions

The Middle Eastern Studies Liaison and Reference Librarian reports to the Head of Research Services, along with thirteen 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.

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

---

## Researcher and Law Librarian Position: Baltimore, MD

Posted on [March 2, 2020](#) by [LLAM News](#)

**Position: Researcher and Law Librarian**

Location: Gebhardt & Smith LLP, Baltimore, MD

Salary: Competitive salary and benefits

Title of Position: Researcher and Law Librarian

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

Salary: Competitive salary and benefits

General Description of Position: Twenty-two lawyer firm is seeking an individual to manage the law library, perform legal and other research upon request, perform electronic court filings, assist with electronic discovery and assist lawyers with tracking bar applications, court admissions and CLE requirements. The firm has a commercial transaction and civil litigation practice.

To apply: Please send resume and a cover letter to Lisa Tancredi, Esquire, at [ltancredi@gebsmith.com](mailto:ltancredi@gebsmith.com). Please also provide the names and contact information of two references.

Position Closes: March 16, 2020

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

---

## Eight Positions: Washington, DC

Posted on [February 28, 2020](#) by [LLAM News](#)

### **Positions: Summer Assistants (Three Positions)**

Location: Library of the Supreme Court, Washington, DC

Salary: \$23.40 per hour

#### [Summer Assistant – Library – Research Services Department](#)

- The Summer Assistant in the Research Services Department of the Library will create and update research guides and bibliographies, work on weeding and collection development projects, and assist librarians with selected research questions.
- Depending on the assistant's educational background, additional duties and projects may be assigned.

#### [Summer Assistant – Library – Technology and Collections Management Department](#)

- The Summer Assistant will work primarily in the Technology Unit assisting with digitization, including participating in quality assessment and inventory management, and editing metadata records.
- The assistant will also have the opportunity to participate in Collections Management duties, depending on the assistant's interests and experience.

#### [Summer Assistant – Library – Technical Services and Special Collections Department](#)

- The primary work assigned to the Summer Assistant consists of creating metadata for a complex collection of Supreme Court documents and performing some original cataloging.
- The Summer Assistant will assist with a re-labeling / item record creation project focused on legal materials.
- As time permits the Summer Assistant will have an opportunity to work with the Special Collections / Records and Briefs Librarian to assist in processing materials for the Collection.



**Position: Reference and Research Librarian- 6 months**

Location: Federal Library, Washington, DC

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

**RESPONSIBILITIES:**

- Search for, identify, and vet expert witnesses
- Create comprehensive and highly detailed expert witness vetting reports of friendly and adverse witnesses for Justice Department litigation.
- Track down hard-to-locate assets. Routinely conduct searches on state databases, commercial resources, and social media to locate information on individuals
- Perform complex legal research and legislative analysis of both current and historical legal topics using complex resources and specialized finding aids for the following divisions: Civil Appellate, Office of Legal Counsel, National Security Division, United States Attorney's Office, Environmental Division, Civil Rights and many others.

**REQUIREMENTS:**

- Solid understanding of federal and state court systems, how to read a docket sheet, how a case progresses through a court, what the different types of filings are, and legal terminology
- Expertise in finding legal resources and government documents from a wide variety of electronic resources, including Westlaw, Lexis, Bloomberg Law, and HeinOnline
- Highly proficient at locating information from free government resources (GPO FDsys, Congress.gov, and regulatory agency websites)
- Familiarity with any of the following: Lexis, Westlaw, Factiva, Ebsco, Mergent Online, HeinOnline, JSTOR, Proquest Congressional, GPO FDsys, Congress.gov, and regulatory agency websites
- Experience working in a federal government agency highly desired
- Minimum of 4 years of reference and research experience
- Accredited Masters Degree in Library Science

<http://www.cadence-group.com/job-descriptions/#federal-research-and-reference-librarian-dc>

Cadence Group is a certified woman-owned small business with over 25 years of government prime contract experience. Cadence Group provides support to government and commercial sector clients with offices in Atlanta and DC. For more information, please visit [www.cadence-group.com](http://www.cadence-group.com).

**Position: Law Librarian**

Location: Department of Justice, Washington, DC

Salary: \$59,534 to \$133,465 per year

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

**Summary**

The Librarian (Law) position is responsible for providing in-depth, comprehensive legal and multidisciplinary research, collection maintenance and development, orientation and training in using Library resources and services, and has broad programmatic responsibilities for long-term projects that affect the overall effectiveness of the Department of Justice Libraries.

**Responsibilities**

The following duties and responsibilities reflect requirements at the full performance level of the position (GS-13). At the GS-9, 11, and 12 levels, applicants will receive training, development, and/or increased supervision to eventually perform successfully at the full performance level of the position.

- Provides comprehensive legal and legislative reference services to customers.
- Solves complex problems that involve relationships among different library reference functions.
- Provides training and public awareness to customers regarding US Department of Justice legal and legislative library programs and services.
- Designs, configures, implements, and evaluates automated library systems to improve services.
- Creates and updates material for library websites, and ensures it adheres to all Department guidelines



- Advises and trains experienced librarians in new and emerging library technologies, references, or related information.

**Position: Law Librarian**

Location: Public Defender Service for DC (PDS)

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

**Law Librarian – Public Defender Service for DC (PDS)**

- Vacancy Announcement: #PDS-2020-10
- Pay Series: PDS 12/13 (GS 12/13 Equivalent)
- Opening Date: Feb 20, 2020
- Closing Date: Mar 26, 2020

**Organization Description:**

The Public Defender Service for the District of Columbia (PDS) is a federally funded, independent organization; governed by an eleven-member Board of Trustees, PDS provides legal representation to individuals facing a loss of freedom in criminal, delinquency, and mental health matters in the District of Columbia. PDS's approximately 200 attorneys, social workers, investigators, and administrative and technical staff collaborate with each other to advance the PDS mission. PDS's main office is located at 633 Indiana Avenue, N.W., Washington, D.C. District of Columbia residency is not a requirement for employment. PDS is funded by federal appropriations, and all employees are entitled to participate in the federal health and life insurance plans, the federal retirement plans, and the Thrift Savings Plan. Transferring employees will receive recognition of creditable federal service for leave accrual and retirement purposes. Employment at the Public Defender Service is neither federal nor District of Columbia government employment, and all employees are at-will.

**Position Description:**

This position is located in the Administrative Services Division of the Public Defender Service (PDS) for the District of Columbia and reports to the Chief Administrative Officer (CAO). The Administrative Services Division has eight full-time and one contractor working under the leadership of the Chief Administrative Officer. The division manages services that cover safety and security, building maintenance, property inventory, record retention, library services, copy and supply, reception, and other administrative tasks necessary to support the other PDS divisions.

**Position Background:**

The librarian provides professional research and reference services to staff attorneys, law clerks, administrators, Criminal Justice Act (CJA) panel lawyers, clients and duty day walk-ins (when needed) using primarily computer-based research resources. Must have familiarity with D.C. law and expertise compiling and locating legislative history. Will provide reference request support from attorneys in the various legal divisions as well as requests for materials from social workers and the Executive Division. Manages the PDS Library which includes purchasing new materials, updating the collection, conducting an annual inventory, updating loose-leaf materials and pockets parts. Prepares the library budget and works with the CAO to maintain contracts with Westlaw, Lexis and Iron Mountain. Updates and maintains the PDS online card catalog, SCOUT. Develops and maintains an online D.C. research database on specific and frequently requested topics and makes them available on the PDS intranet as well as on the CJA website. Directs delivery of library electronic research services to all library users. Advises in aspects of electronic research needs, objectives and capabilities. Produces content and develops electronic outreach and training products including research instruction guidelines, newsletters, and training materials. Organizes and provides online and print access to collections of books, publications, and electronic resources. Designs and develops effective training materials for audiences including attorneys and law clerks. Coordinates and conducts library user training and orientation programs for staff, CJA attorneys, and law clerks. Leads library web projects. Provides access to and training on Lexis, Westlaw, BNA, and other online research services. Evaluates emerging technologies and electronic products (including value of content, usability, and technical requirements) and makes recommendations to the CAO. Participates in library policy formulation and implements internal operating policies and procedures to meet the goals of the library program. As a solo librarian, performs administrative duties related to the operation of the library, i.e., requisitioning library supplies and equipment; preparing periodic and special reports relating to library operations; establishing and maintaining library files, records, etc., and circulating by email the weekly opinions from the D.C. Court of Appeals to PDS attorneys. The librarian manages relevant organization publications and subscription renewals, maintains and disseminates information on special topics and performs other duties as assigned.

**Required Qualifications:**

Master's degree in library or information science from an ALA-accredited institution. Minimum of one year of full-time professional library experience or equivalent. Excellent online research skills (including Lexis, Westlaw, and other online services) and in-depth familiarity with both print and electronic resources. Knowledge of library systems, trends and emerging technologies; ability to incorporate new ideas into research methods and shared services and strong customer service skills. Ability to work in a high demand, time-sensitive environment with the ability to respond to numerous research requests.

**Preferred Qualifications:**

Experience working in a law library, familiarity with criminal law, particularly in the context of working with low income clients, and a Juris Doctor from an ABA-accredited institution.

**How To Apply:**

Applicants must submit: (1) a cover letter; (2) a resume; (3) a list of three references (name, address, telephone number, and a statement of how each reference is able to evaluate your skills) and a writing sample. Materials should be consolidated as a single PDF and submitted by 5:00 p.m. on March 26, 2020 through the PDS employment portal at <http://www.pdsdc.org> ("Apply To This Job" button).

If you have questions about the position or our organization contact Jennifer Thomas at (202) 824-2337 or [jenthomas@pdsdc.org](mailto:jenthomas@pdsdc.org).

Apply here: [https://lawcruit.micronapps.com/sup/lc\\_supp\\_app\\_frm.aspx?lawfirm=168&id=32](https://lawcruit.micronapps.com/sup/lc_supp_app_frm.aspx?lawfirm=168&id=32)

**Position: Librarian (Resource Sharing)**

Location: National Gallery of Art, Washington, DC

Salary: \$59,534 to \$77,396

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

**Summary**

This position is located on the staff of the Collections, Exhibition and Programs Officer (P) in the Library Reader Services Department (PL-R) of the National Gallery of Art (NGA). The purpose of this position is to oversee and provide a variety of interlibrary loan (ILL) services as well as reference and reader services to NGA curatorial and administrative staff, CASVA staff and fellows, and organizations and individuals outside the Gallery.

**Position: Information Literacy Librarian/Assistant Professor**

Location: University of the District of Columbia

Salary: \$42,974 – \$60,000

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

**Brief Description of Duties**

The Information Literacy Instruction Librarian/Assistant Professor is a highly visible position that supports the mission of the university and division by leading in the development and maintenance of the division's information literacy program. Under the overall supervision of the Director of the Learning Resources Division, the incumbent librarian will collaborate 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. Some evening and weekend work is required.

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

---

## Twelve Positions: Maryland

Posted on [February 28, 2020](#) by [LLAM News](#)

**Position: Library Technician**

Location: Walter Reed Nat'l Military Medical Ctr, Dir for Ed, Training, & Research, Darnall Medical Library, Bethesda, MD

Salary: \$48,670 to \$63,267

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

#### Summary

About the Position: The Darnall Medical Library is on the third floor of building 1 (National Historic Landmark), at Walter Reed NMMC. We ensure quality patient care by providing healthcare providers with accurate information in a timely manner, and ensuring that online resources are accessible to them from their desktops and mobile devices. The applicant can expect to make a difference in the care of our wounded warriors, service personnel, and their families.

#### Responsibilities

- Staffing the library circulation desk, and acting as backup to interlibrary loan services.
- Responding to standard queries and document delivery requests.
- Assisting customers in using library resources and equipment;
- Explaining library services and policies.
- Working with an integrated library system (ILS): searching and editing records, creating patron accounts, checking items in and out.

#### **Position: Interim Lower School Librarian**

Location: Sidwell Friends School, Lower School, Bethesda, MD

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

Sidwell Friends School, a coeducational Quaker day school located in Washington, DC seeks an interim Lower School librarian for the 2020-21 school year. The Lower School program seeks to foster a love of learning and provide children with a firm grounding in the core academic subjects. It is built around rigorous intellectual exploration and joyful discovery. Students are challenged to think deeply about concepts and ideas, to make learning personal and relevant, to ask questions and to look for broader truths and understanding. The library is at the “hub” of the learning in our School, and we are looking for candidates who demonstrate a student-centered approach to teaching and learning, attention to the “whole child,” a commitment to equity, justice and community work and a grounding in best practices in the library.

The Lower School librarian at Sidwell Friends School teaches every class PK-4th grades weekly, introducing children to new books and authors, as well as collaborating with classroom teachers to teach digital citizenship, information literacy and research skills. Risk-taking, collaboration, a positive community spirit, organizational skills and strong communication skills are essential characteristics of the candidate.

#### **Position: Research & Instruction Librarian**

Location: St. Mary's College of Maryland, St. Mary's City, MD

Salary is in low \$50's

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

#### Description

St. Mary's College of Maryland, a public liberal arts college, invites applications for a full-time, tenure-track Research & Instruction Librarian. The Library seeks an enthusiastic and creative librarian to provide research and instruction support to students and faculty and coordinate User Services.

As the liaison to Psychology and Social Sciences, the librarian will work collaboratively with faculty to develop and teach information literacy classes, assess student learning and provide research assistance. The librarian will also provide instruction in the First Year and Transfer Seminars, required courses for all new St. Mary's students.

In addition to serving as a liaison to multiple academic departments the incumbent will be responsible for coordinating User Services, including managing the library's website and Springshare accounts, aligning student employee outcomes with the College's professional literacies program, and outreach.

This is an excellent opportunity for a librarian interested in student-centered information literacy instruction and User Services. The successful candidate must have strong communication and interpersonal skills and be able to effectively collaborate with colleagues. Librarians at the college serve as academic advisors and participate in faculty governance.

This 12-month, full-time, tenure-track faculty position is anticipated to begin August 1, 2020.

**Position: Archivist for Digital Initiatives**

Location: Loyola Notre Dame Library, Baltimore, MD

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

**Position Description**

The Loyola Notre Dame Library seeks an innovative and collaborative individual to manage accessioning, processing, preserving, and providing access to digital materials in Archives and Special Collections. Reporting to the Head of Archives and Special Collections, the Archivist for Digital Initiatives' role includes planning, policy development, managing platforms and tools, creating metadata, and collaboration on related outreach and public services initiatives. The successful candidate will be creative, flexible, and enthusiastic about serving our two university communities through increased access to and robust preservation of digital materials. Early career professionals are encouraged to apply.

**Position: Children's Associate librarian I (part time)**

Location: Washington County Free Library, Hagerstown, MD

Salary: Hourly Rate: \$19.47

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

Children's Associate Librarian I (Part-Time) needed for the Fletcher Branch of the Washington County Free Library. The library has an immediate PT, 20 hours per week position for a non-MLS, Children's Associate Librarian I. A background in children's programming is a major plus. The tentative schedule is Tues., Wed. and Thurs 5:15 to 9:15 pm and Sat. 8:45 am to 5:15 pm. Duties may include conducting a story time for young children on Thursday evening, conducting 1 monthly preschool science program and 1 monthly early elementary science program on Saturdays, selecting and showing a movie on the first Saturday of the month, and working alongside of other children's librarians to staff the Children's reference desk. We are looking for a smart and able learner with a desire to work with children. We need a person with a positive attitude who will help to make our children and parents feel welcome in using the library. The successful applicant must have a Bachelor's degree, good computer skills, and possess excellent oral and written communication skills. Previous experience in children's work or prior teaching experience will weigh heavily in the applicant's favor. Valid driver's license required. Must secure MD Certification with 24 months of appointment.

**Position: Librarian III**

Location: North Point Branch, Baltimore County Public Library

Salary: \$39,190-\$60,736

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

**Job Summary:**

Assists customers in finding answers to a broad range of questions through use of print and on-line resources  
Guides customers in selecting appropriate materials for reading/viewing/listening either for personal pleasure or professional development

Assists customers with technology related requests for service including e-reader devices

Develops and maintains a portion of the Library's collection

Plans and presents library-related programs and outreach services

Serves on teams and committees within the branch and system-wide

As needed, serves as Librarian in Charge by handling customer complaints and resolving facilities issues

Supports innovation by embracing change, being flexible and anticipating customers' needs

Demonstrates initiative by being a self-starter, rethinking processes, and effectively solving problems

Demonstrates a commitment to teamwork by being an effective communicator and engaging in respectful and productive work relationships

Actively pursues continuous learning by participating in training opportunities and sharing knowledge in the workplace

**Position: Student Writing Services Manager (FT, remote)**

Location: Strayer University, Baltimore, MD

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

The Student Writing Services Manager oversees efforts related to identifying and providing writing instruction and services for students and alumni. The Student Writing Services Manager will partner with University Library team members on

blending writing and research instruction strategies. The Student Writing Services Manager will also works with academics and operations teams to ensure writing instruction and services are in alignment with stakeholder needs. He/she will use assessment practices and data analytics to drive positive student and alumni outcomes.

**Position: Research & Writing Mentor (PT, remote)**

Location: Strayer University, Baltimore, MD

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

The Research & Writing Mentor provides research and writing services directly to stakeholders with exceptional customer service. He/she strives to make every stakeholder interaction positive and relevant to academic, professional, or personal goals. He/she participates in University Library team projects and initiatives.

**\*\*THIS IS A REMOTE POSITION\*\***

**Position: Library Services Manager (FT, remote)**

Location: Strayer University, Baltimore, MD

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

The Library Services Manager oversees efforts related to the development of an overall strategy for research and information literacy instruction and services for patrons. The position develops and implements an overall University patron centric strategy for supporting online research. This includes leading strategy and development of instruction for how students access and use the online library for research. The Library Services Manager works with academics and operations teams to ensure research and information literacy instruction and services are in alignment with stakeholder needs. Identify and embed assessment practices and data analytics to drive positive patron outcomes.

**\*\* THIS IS A REMOTE POSITION\*\***

**Position: Part-time Hourly Administrative Aide**

Salary: \$14.64/hour

Location: Library Headquarters, Anne Arundel County Public Library, Annapolis, MD

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

**Minimum Requirements:**

Graduation from high school or equivalency program, supplemented by basic computer training and one year in clerical work; or an equivalent combination of experience and training that has provided the knowledge, abilities, and skills listed in the job description.

**Responsibilities:**

Varied clerical work receiving visitors/callers and providing office support to various departments within Headquarters.

HOURS: 20 hours/week – Monday – Friday – 8:30 am to 12:30 pm OR 12:30 pm to 4:30 p.m.

**Position: Youth & Family Engagement Specialist**

Location: Rosedale Branch, Baltimore County Public Library

Salary: \$39,190-\$60,736

Originally posted on the Maryland Library Association listserv.

---

**Job Summary:**

- Collaborates with branch staff to create programming and develop spaces in branches for customers ages birth-18 and their families/caregivers.
- Coordinates system-wide programming and initiatives for customers ages birth -18 and their families/caregivers.

- Develops, implements and conducts Youth & Family Engagement continuing education trainings.
  - Prepares and analyzes ongoing statistical reports.
  - Collaborates with other departments and other Youth & Family Engagement department staff on library collections, technology, marketing, and services for youth.
  - Promotes programming and initiatives in partnership with the Marketing and Development department using a variety of communication methods, including in-person, written, and video communications.
  - Collaborates with other agencies serving youth locally, state-wide and nationally.
  - May supervise other staff members; applies leadership and coaching skills in the training and development of staff.
- 

**Position:** [Part time Library Associate, Youth Services](#)

Location: Caroline County Public Library, Denton, MD

Salary: \$17.22-17.50/hr

The Caroline County Public Library seeks an enthusiastic, energetic, community-oriented individual to provide customer service and youth programming at all locations. 29 hours per week including daytime, evenings until 8pm, and Saturdays. Starting salary is \$17.22-17.50/hr. Part-time library associates participate in the MD State Retirement System.

Applicants must possess exceptional customer service skills and a strong desire to work with the public and with youth of all ages. A Bachelor's degree from an accredited 4-year college and proficiency in Windows, Mac OS and emerging technologies are required.

Duties include reference and information services, circulation and clerical work, providing computer, electronic device and technology assistance, and other projects and tasks as assigned. This position has a special focus on providing Early Literacy Storytime programming and outreach and developing and delivering programming for elementary age youth.

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

---

## Nine Positions: Maryland

Posted on [February 19, 2020](#) by [LLAM News](#)

**Position:** [Part-Time Evening/Weekend Reference Librarian](#)

Location: University of Baltimore Law Library, Baltimore, MD

Salary: \$25-30/hr

Part-Time (12-15 hours/week) Evening/Weekend Reference Librarian

[University of Baltimore Law Library](#)

Send cover letter and resume to: Charles Pipins ([cpipins@ubalt.edu](mailto:cpipins@ubalt.edu))

**Job Summary:** Under the general supervision of the Associate Director for Public Services, the part-time (evening and weekend) Reference Librarian provides expert legal reference services and serves as back-up librarian for circulation services during scheduled evening and weekend reference deskwork. Typical duties and responsibilities consist of, but are not limited to providing reference desk services for faculty, students, and members of the local legal community and the public; creating and updating web-based library research guides; and handling other related duties and projects as assigned by the Associate Director for Public Services.

**Education:** MLS from an ALA-accredited library school. JD from an ABA accredited law school preferred. One year of relevant experience required.



Salary: \$25 – \$30/hr

**Position: Law Librarian II-Research and Instructional Librarian**

Location: Thurgood Marshall State Law Library, Annapolis, MD

Salary: \$57,278

- **Job Title:** Law Librarian II-Research and Instructional Librarian
- **Location:** Thurgood Marshall State Law Library, Annapolis, MD
- **Salary:** \$57,278
- **Position Type:** Regular/At-Will, Full-time
- **Closing Date:** March 13, 2020

**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.

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

**Position: Library System Coordinator**

Location: Venable LLP, Baltimore, MD

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

Cultivated over more than 100 years, Venable's capabilities span virtually every industry and all areas of regulatory and government affairs, corporate and business law, intellectual property, and complex litigation. Attracting and retaining the best talent isn't just essential to the success of our clients and our firm – it's core to elevating the legal profession through continuous learning, improvement, and innovation.

More than a law firm, Venable LLP is a network of trusted advisors serving businesses, organizations, and individuals in many of the most important aspects of their work. We know the key to understanding the full spectrum of business and legal options lies in approaching any situation from a diverse set of viewpoints, and we believe that all voices add significant value.

Venable is seeking a Library Systems Coordinator to be responsible for all systems support and training for library resources.

Responsibilities for this role include...

- Administration of all electronic library resources firm-wide including remote access support for all library homepage resources.
- Coordinate training efforts firmwide on library related databases
- Tracking, developing and maintaining usage metrics and analytics for online products and services
- Researching, planning, developing and implementing training for attorneys and reference librarians on new and emerging technologies on a regular basis; providing ad hoc training as needed
- Coordinating, distributing and maintaining firm-wide passwords for systems
- Working with the Technical Services Librarian to develop and maintain all elements of the library homepage, evaluating current information and recommending changes and updates

Qualifications for this role include...

- Two years of related experience
- Technical skills to monitor system integrity of all library-based products and prepare reports on system status.
- Thorough knowledge of professional library science skills and knowledge of library reference procedures preferred
- Knowledge of research databases including ability to train users on use of research databases or organize vendor training on the same.

Venable holds certain guiding principles central to its hiring and employee development processes. We value integrity, collaboration, professionalism, hard work, and client service at every level. Interested in adding your voice to Venable? We would love to hear from you.

#### **Position: Head of Continuing Resources & Database Management**

Location: University of Maryland, College Park, MD

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

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

#### **Position: [Campus Access Svcs Supervisor](#)**

Location: Montgomery College, Rockville Campus, MD

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

Job Description Summary

Montgomery College, Rockville campus, has an immediate need for a Full time Campus Access Services Supervisor. The Montgomery College Library facilitates student success by collaborating with the College community in the creation and delivery of innovative services in a culture of excellence and accountability. The work schedule is Monday – Friday 8:30-5:00. The position (S03164/R2090) is a Non Bargaining, Exempt, Grade 23. For non-exempt positions, you are not eligible to work a secondary job at Montgomery College.

#### Job Description

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

**Position: Librarian Advanced Professional Certificate**

Location: Eastern Correctional Institution West (ECI-W), Westover, MD

Salary: \$57,615.00 – \$92,059.00/year

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

#### Main Purpose Of Job

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

#### POSITION DUTIES

Delivery of Service- Open and operate the library in accordance with a standard operating schedule and in conformity with Correctional Education Library policies and procedures and Division of Correction regulations. Develop programs to meet the information and reentry needs of inmates.

Planning- Plan for the implementation, promotion, and delivery of services that meet the needs of the full institutional population. Design institutional procedures to ensure increasing usage, access, and information delivery. Develop collection based on population needs, mission of correctional education, and reentry needs of inmates.

Record Keeping- Maintain all records in compliance with library policy, meeting departmental standards for accessibility, uniformity, and confidentiality. Prepare written reports monthly.

Program Evaluation- Evaluate monthly statistics and set goals to improve usage where it is incongruent with the size of the institutional population or lower than usage in other Correctional Education libraries of similar size.

Management – Recruit, train, and supervise inmate aides to work in the library in accordance with Correctional Education library goals and objectives. Participate in professional development learning opportunities to assure that skills are consistent with current library practice and with information retrieval and delivery techniques.

**Position: Digitization Imaging Technician**

Location: Corestaff Services, Museum facility in Bowie, MD

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

Corestaff Services is seeking a qualified candidate for the position of Digitization Imaging Technician at a Museum facility located in Bowie, MD. This position is on a government contract and is presently funded for one year.

#### Duties and Responsibilities:

Maintenance: Operates and maintains the digitization camera system, lighting, and Capture One Cultural Heritage software.

Imaging: Collaborates with the digitization team to produce quality images that meet USHMM specifications and standards.

Handling: Handles potentially fragile documents, photographs, publications, and other archival materials.

Tracking: Tracks, monitors, and reports progress of the digitization operation.

**Position: Health Professions Librarian**

Location: Towson University, MD

Originally posted on the Maryland Library Association listserv.

**Position**

Towson University's Albert S. Cook Library seeks a dynamic and innovative individual to serve as the Health Professions Librarian. This position is a 12-month faculty status position beginning July 1, 2020.

**Qualifications**

MLS or equivalent from an ALA-accredited institution. Bachelor's degree in one of the health professions required.

Master's degree in area of liaison responsibility desirable. Rank is determined by qualifications at time of appointment.

**Responsibilities**

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

**Position: Coordinator, Library Associate Training Institute (LATI Coordinator)**

Location: Coordinator works from a home office and travels to library meeting locations around the state as required. A significant portion of the work occurs in online meeting and classroom environments.

Originally posted on the Maryland Library Association listserv.

**Program Rationale:**

Job responsibilities and training for library associates in Maryland are dictated by Maryland law. Read COMAR 14.38.01.02 at: <http://www.dsd.state.md.us/comar/comarhtml/14/14.38.01.02.htm> According to the law, library associates are required to complete 90 hours of approved in-service training within the first two years of their appointment to a library associate position. They are also required to do so to participate in the Maryland State Retirement System (see COMAR 22.205).

Although each library system may conduct its own in-service training, there has been a history of cooperative training for library associates in Maryland since the 1960s. In 1980, The Division of Library Development and Services began to offer an approved, statewide program to ensure consistent, quality customer service for all twenty-four public and three regional library systems. In 1996, the Library Associate Training Institute was launched, offering a blended approach of online training and face-to-face meetings. In 2017, DLDS became the Maryland State Library (MSL) and continues to offer LATI.

**Location:** Coordinator works from a home office and travels to library meeting locations around the state as required. A significant portion of the work occurs in online meeting and classroom environments.

**Status:** Contractual, grant-funded position with no benefits. Reports to staff of the Public Libraries and State Networking Branch (PLSNB) of the Maryland State Library (MSL).

**Schedule:** Workload varies throughout the year, averaging about 24 hours per week. Note that the job may require significantly more time during some weeks of the year. Although the LATI class schedule and related meetings are fixed, the Coordinator has flexibility with regard to scheduling the other work involved.

**Applications accepted until:** March 6, 2020 or until position is filled To apply, please send cover letter, resume, and three professional references with contact information to: [carrie.sanders@maryland.gov](mailto:carrie.sanders@maryland.gov) with LATI Coordinator in the subject line.

### **Job Summary and Essential Functions**

Under the direction of the MSL Liaison and the LATI Oversight Committee (LOC), the LATI Coordinator is responsible for implementing the LATI program. Oversees the work of the LATI Virtual Assistant. Collaborates with trainers, Staff Development Coordinators, and others from Maryland's public libraries to ensure that eligible Library Associates receive quality training that fulfills the requirements of state law.

This is an independent contracted position that requires:

- Travel to library branches and to meetings held within the state
- Transporting substantial amount of materials/resources
- Personal ownership or access to: a laptop that supports video conferencing/production, highspeed Internet access and a mobile phone

### **Essential functions include:**

#### 1. Implement LATI Curriculum:

- Develop schedule and syllabus
- Coordinate logistical elements such as enrollment, instructors, locations, and supervisor orientation
- Ensure feedback is provided to students and supervisors • In conjunction with subject matter experts/trainers, creates online training in Blackboard.
- Manages Blackboard Open LMS in a manner that facilitates training for LATI and other MSL projects and programs.
- Conducts synchronous training as appropriate

#### 2. Facilitate all Face-To-Face LATI sessions and LATI Graduations

#### 3. Report to MSL Liaison on a regular basis

#### 4. Act as liaison between the LOC and LAs

#### 5. Collaborate with the LATI Virtual Assistant

#### 6. Coach trainers and system mentors from Maryland public libraries for development

#### 7. Report to the Staff Development Coordinators from Maryland public libraries and participate in their regular meetings

8. Prepare grant applications and reports in cooperation with the LOC Chair and MSL Liaison

9. Serve as primary contact for the program

10. Maintain Blackboard portals for pertinent stakeholder groups of LATI

11. Serve as a member of LOC. Prepare the Agenda for the LOC meetings. Takes the lead to:

- Ensure learning objectives are in place and up to date
- Maintain awareness of related library training and certification programs and report to the LOC
- Maintain awareness of trends and technologies in the training landscape and recommend changes in content and delivery to LOC

**Education and Experience:**

- Master's in Library/Information Science from a college or university accredited by the American Library Association (ALA), or a Master's Degree in a closely related field, or completion of an equivalent 36 hours of post-baccalaureate coursework, or equivalent professional experience
- 5 years' experience in design, development, implementation, and evaluation of staff development training sessions, in both online and face-to-face environments
- Experience with Learning Management Systems, especially Moodle or Blackboard (preferred)
- 5 years' professional experience in a public library setting (required)

**Required Knowledge, Skills, and Abilities:**

- Knowledge of Maryland public libraries' networking, collaboration, and operation (desirable)
- Knowledge of key library and information services, particularly in the areas of reference services, customer service, library operations, and/or emerging technologies (desirable)
- Knowledge of adult learning theory and practice
- Familiarity with instructional design concepts, methodologies, practices and the use of technology as an instructional platform
- Familiarity with equity, inclusion, diversity, and cultural competencies as they relate to library services
- Ability to facilitate difficult conversations in a group setting
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Strong platform and presentation skills
- Strong coaching skills
- Demonstrated ability to use both online and face-to-face learning environments
- Strong organizational, administrative, and time management skills

**Physical and Environmental Conditions:**

Work environment involves everyday office risks or discomforts which require normal safety precautions typical of such places as offices, meetings, training rooms, and libraries, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions. Work environment involves lifting up to 25 lbs or pulling, or pushing weight up to 50 lbs.

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 MSL Liaison and the LOC reserve the right to change, modify, delete



and supplement job duties based on the needs of Maryland public libraries. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of this job.

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

---

# Two Positions: Washington, DC

Posted on [February 19, 2020](#) by [LLAM News](#)

## **Position: Librarian (Technical Services)**

Location: Government Printing Office, Washington, DC

Salary: \$59,534 to \$77,396

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

### Summary

This vacancy announcement will be open from February 14, 2020 to March 2, 2020 or when 100 applications have been received. The vacancy will close on whichever day the first of these conditions are met. If the application limit is reached on the same day the announcement opened, the open and close date will be the same. Candidates are encouraged to read the entire announcement before submitting their application packages.

### Responsibilities

As a Librarian (Technical Services), your typical work assignments may include the following:

**Life cycle management of Federal Government publications:** performs a wide variety of technical services tasks associated with all aspects of life cycle management of government information within LTS. Work specifically requires the incumbent to learn workflows including processes and procedures associated with content acquisitions, bibliographic control, library technical services support, serials management and quality control.

**Content Acquisitions:** identifies appropriate Federal Government information resources (monographs, serials, and other formats) to be acquired for all Programs in LSCM. Performs outreach functions, including contacting agencies and monitoring agency Web sites, in order to identify, acquire and process Federal Government information products. Determines the formats and quantities to acquire for various Programs.

**Bibliographic Control:** catalogs U.S. Government publications in tangible and electronic formats. In doing so, incumbent performs original and derived (copy cataloging) to include descriptive and subject cataloging, PURL assignments, and archiving tasks.

**Library Technical Services Support:** uses the ILS application (Ex Libris, Aleph 500), including the acquisitions, bibliographic control and serials modules and other services associated with ILS (OPAC-Catalog of U.S. Government Publications, <http://catalog.gpo.gov>). Uses the ILS to perform day-to-day work to catalog, acquire and process information products. This includes performing research and problem resolution, performing quality control of data captured in each module of the ILS. Performs classification of acquired information products using the Superintendent of Documents classification system and assigns Federal depository item numbers for Federal Depository Library acquisitions purposes. Uses knowledge of library technical service processes to make contributions to improve library technical services (LTS) operations. This includes, but not be limited to, the creation of documentation, evaluations of workflows and processes for enhancements in order to improve services for customers in the area of LTS responsibility (askGPO, WEB Tech Notes, ILS, and CGP).

**Serials Management:** identifies information products that are serials and processes accordingly. This includes performing serials check-in using the ILS. Researches and locates missing serial titles including individual issues to fill gaps in the CGP. Under direction of the Administrative Librarian for Serials, works to resolve routine problems in serials control involving bibliographic records and holdings. Creates brief bibliographic records for serials.

Customer Outreach: handles inquiries from libraries in the FDLP via Ask-GPO by researching and answering questions concerning issues related to acquisitions, cataloging, serials control and information product processing.

Perform Team Assignments: serves on cross-organizational teams and works on projects and tasks assignments related to application/tool development, quality control and business process improvement initiatives.

**Position: Circulation Services Specialist**

Location: American University, Washington, DC

Salary: 20.70-22.25 Hourly

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

Summary/Objective

The Circulation Services Specialist oversees the unit's point of service, circulates library materials, and answers questions and addresses concerns about access, borrowing, collections, resources, privileges, credentials, and accounts. The position manages and maintains the condition of the library's print collection and its accuracy in the catalog; it also ensures that the patron databases are accurate and is responsible for the collection of fines, fees, and the replacement of lost and damaged library materials. The Circulation Services Specialists collaboratively manage the unit's student staff, including responsibilities of hiring, scheduling, training, coaching, and evaluation.

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

---

## Four Positions: Maryland

Posted on [February 12, 2020](#) by [LLAM News](#)

**Position: Systems and Data Services Librarian**

Location: Multiple Locations, Library Services Group

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

**Employment Opportunities**

We are always looking to expand our professional family. We welcome résumés for law librarian positions and library support staff.

We currently serve:

- Philadelphia Metropolitan area
- Wilmington Metropolitan area
- Baltimore/Washington, DC Metropolitan area
- Across the United States

Please submit your résumé or job inquiry to us via email ([admin@libraryservicesgroup.com](mailto:admin@libraryservicesgroup.com))

<http://www.libraryservicesgroup.com/employment>

**Position: Head of Technical Services & E-Resources Librarian**

Location: McDaniel College, Westminster, MD

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

McDaniel College, recognized nationally among “Colleges that Change Lives” and U.S. News and World Report top-tier liberal arts colleges, is a four-year private college of the liberal arts and sciences offering more than 60 undergraduate [programs of study](#), including dual and student-designed majors, plus 20 highly regarded [graduate programs](#).

McDaniel College invites applications for a Head of Technical Services & E-Resources Librarian. Salary for this full-time, 12-month position is commensurate with qualifications and experience. At McDaniel College we value our employees by offering our full-time employees tuition remission, 403B retirement accounts with employer match, paid time off, medical insurance, flexible spending accounts, life insurance, and paid maternity and parental leave. Visit [College website](#) for details.

A regular, professional position providing leadership for technical services and electronic resources management. This librarian manages the technical service areas of the library, including: Acquisitions, Serials, Cataloging, and Government Documents. Responsible for the 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, liaison to assigned departments, and other duties as assigned. Occasional evening and weekend hours required. This position reports to the Library Director.

#### **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.

#### **Position: [Software Engineer](#)**

Location: Homewood Campus, Johns Hopkins University, Baltimore, MD

Salary: \$69,140 – \$95,005 annually

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

Johns Hopkins University Libraries has an immediate opening for a front end developer to join our Library Applications Group, supporting commercial, open source, and locally developed systems and online services.

#### **General Responsibilities:**

- Serve as primary designer and front end developer for patron-facing library systems, following agile, user-centric development approach, emphasizing accessibility and evidence-based design
- Contribute to a small, effective software team, following best practices for development, deployment, and documentation, emphasizing stability, reliability, and ease of maintenance
- Collaborate with vendors, open source software communities, and internal stakeholders to design, develop, deploy, maintain, and enhance front- and back-end systems supporting library services
- Provide prompt support for internal stakeholders by investigating and resolving problem reports

#### **Position Overview:**

The front-end software engineer has responsibility for all aspects of the front-end software development lifecycle for multiple library systems and online services. Top goals are to improve user experience, system reliability, and data integrity.

#### **Position: [Custodian – Part-time](#)**

Location: Multiple Openings, Anne Arundel County Public Library

Salary: \$13,005 – \$22,924

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

ANNE ARUNDEL COUNTY PUBLIC LIBRARY invites applications for the position of Custodian. AACPL's 16 branches serve 573,000+ residents, with an annual circulation of over 5.2 million items. For more information about our services, visit our website at <http://www.aacpl.net>.

#### CAREER STAFF – Custodian – Part-time

- **Grade 6F – 18.75 to 20 hours/week – Multiple Openings**
- **Salary Range – \$13,005 – \$22,924**

**MINIMUM QUALIFICATIONS:** 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.
- The Library reserves the right to not fill a position if there is not a qualified candidate.
- **TO APPLY:** Send **cover letter, resume and completed AACPL Employment Application Form** to [humanresources@aacpl.net](mailto:humanresources@aacpl.net). To download the AACPL employment application form and job description (**Library Information/ Job Announcement**) visit our website at <http://www.aacpl.net>. **All required application materials must be received no later than 4:00 p.m., February 25, 2020.**
- **TIMETABLE:** Candidates selected for an interview will be contacted no later than February 28, 2020. Interviews will be tentatively scheduled during the week of March 9, 2020. Tentative start date will be late-March 2020.

Anne Arundel County Public Library is committed to diversity in the workplace. Anne Arundel County Public Library is an Equal Opportunity Employer. The Library's policy is to treat all applicants equally without regard to race, color, religion, age, sex, marital status, national or ancestral origin, sexual orientation, and/or disability in accordance with applicable laws. If you need assistance with any aspect of the application process, please contact the Human Resources Office at 410-222-7107, ([www.mdrelay.org](http://www.mdrelay.org)). February 2020

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

---

## Four Positions: Washington, DC

Posted on [February 12, 2020](#) by [LLAM News](#)

**Position:** [Research Analyst](#)

**Location:** Steptoe, Washington, DC

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

Steptoe, an Am Law 100 firm, is seeking an experienced researcher to join its Research & Information Services Department in the DC office. This position will be responsible for providing sophisticated research and reference services to support the firm's attorneys and staff. Expertise with legal research (statutory, regulatory and case law) and non-legal research is required. The Research Analyst will be responsible for analyzing and summarizing findings and delivering well targeted results. The Analyst will also be engaged in current awareness and monitoring; training programs; and knowledge initiatives. Candidates must demonstrate mastery with legal information sources, including Lexis, Westlaw, Bloomberg, docketing services and legal analytics. Proficiency with Microsoft Office applications is required. Minimum qualifications for this position include previous legal research experience, and a JD or MLS (both degrees are preferred), strong writing skills and a commitment to customer service. Some weekend or evening hours may be required.

Apply here: <https://apply.stepto.com/viRecruitSelfApply/ReDefault.aspx?FilterREID=6&FilterJobCategoryID=17&FilterJobID=298>

Step toe is an equal employment opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other status protected by law.

**Position: Chief of Library Access and Discovery Services**

Location: National Defense University, Department of Defense, Fort McNair, DC

Salary: \$115,329 to \$120,566 per year

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

**Summary**

The National Defense University (NDU) is recruiting a Chief of Library Access and Discovery Services to lead a team in providing access to, and ensuring delivery of, pertinent and timely information resources in all formats. NDU educates joint War fighters in critical thinking and the creative application of military power to inform national strategy and globally integrated operations, under conditions of disruptive change, in order to conduct war.

**Responsibilities**

Supervises and evaluates a staff of approximately 13 professional and support employees;

Maintains the Library & Learning Center's position at the forefront of changes in technology, and the storage and delivery of information, interfacing with NDU's Information Technology Directorate to facilitate convergence of information resources and technologies (databases, search interfaces, delivery platforms and vehicles, etc.) in the service of the teaching/learning process.

Ensures library electronic systems architecture, including integration and functionality, for seamless patron access to catalog(s), databases, and third-party vendor applications. Similarly oversees development of the library home page on both the World Wide Web and NDU internal web to reflect available resources and services.

Ensures accurate and timely classification and cataloging of the library's print and electronic resources with access points and metadata providing maximum searchability.

Develops, maintains, monitors, oversees, and reports on library budget(s) in accordance with NDU goals and curriculum, serving as Approving Official for the library's government credit card purchases and Property Manager. Interfaces with all external Library vendors, manages the Library's government contracts, monitors acquisitions and secures serials subscriptions.

Responsible for the maintenance of print collections, circulation of print and other physical items, and inter-library loans.

Recommends and oversees digitization projects, digital repositories, and accessibility to digital resources.

**Position: Library Technician**

Location: Library of Congress, Washington, DC

Salary: \$48,670 to \$63,267 per year

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

**Summary**

The Library Technician's duties encompass all aspects of collection accessioning, maintenance, preservation, and retrieval. The incumbent's duties include accessioning new material, preparing items for preservation and updating and maintaining the largest and most complex legal collection in the world.

The position description number for this position is 363669.

This is a non-supervisory, bargaining unit position.

**Responsibilities**

Inputs, searches and maintains inventory and/or bibliographic control information for the Law Library's collection. The

incumbent ensures accountability of receipts by timely check-in and/or inventory of each piece received in the Law Library. Incumbent also conducts physical inventory on existing collection items. Proficiency in using information technology to process, manage, maintain, track, and identify a voluminous and highly complex acquisition and distribution system for all different types of legal material.

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.

Performs other duties as assigned.

**Position:** [Associate University Librarian for Scholarly Resources and Services](#)

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 [Georgetown University Library](#) is seeking an experienced, dynamic Associate University Librarian for Scholarly Resources and Services to lead and implement forward-looking initiatives to engage with the work of Georgetown faculty, students, and researchers at every stage of the scholarly process. The AUL provides leadership and direction for a division that includes the departments of Research Services, which is responsible for collection development, instruction, and research services; Copyright and Scholarly Communications; Library Assessment; the Bioethics Research Library; the School of Continuing Studies Library; and the Woodstock Theological Library. Over 27 FTE report directly or indirectly to this position.

As a member of the Library's Executive Committee and Leadership Council, s/he shares in the responsibilities for decision-making, resource management, strategic direction and development of policies for the library operations and services within a collaborative, team oriented environment. As indicated, s/he represents the Dean of the Library and the Library within the University and in local, regional, and national associations and consortia. This position reports to the Deputy University Librarian.

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

**Administration, Management, and Program Development**



- Directs all aspects of the division, ensuring that the library's strategic and annual plans are incorporated into and accomplished through division goals and objectives.
- Sets priorities, ensures sustained progress toward achieving goals, and drives continuous improvement in operations and services. Oversees planning and resource management within the division.
- Assesses operating and staffing needs, developing plans accordingly. Guides, develops, and supervises middle managers directly and through them manages a large professional staff.
- Analyzes, anticipates and responds to the evolving library and higher education environment by developing emerging initiatives (e.g., scholarly communications, data services, technology-enhanced learning) into sustainable library programs.

## **Scholarly Resources and Services**

- Develops strategies for cultivating collaborative working relationships among scholars, librarians, staff and students as well as for aligning services proactively with academic priorities.
- Oversees the development of content selection strategies to create and promote the Library's extensive principal collections in all formats, including books, journals, databases, video, and data. Works with academic departments to assess the impact of proposed new academic programs on the library.
- Works closely with colleagues who have direct responsibility for the library's materials budget (approximately \$8m in FY2019), delegating responsibility for budget allocations and assignment of subject areas.

## **Qualifications**

- Master's degree in Library Science or MIS from an ALA-accredited institution plus a second advanced degree in a related field are required.
- Minimum of eight years of progressively responsible administrative experience in providing services related to research, teaching and learning and scholarly communication.
- Successful record of management and administration of a large staff, along with the ability to articulate vision, set direction, and accomplish initiatives in rapidly changing environments.
- Demonstrated success in outreach to faculty, students, the University community, and related stakeholders.
- Established expertise in managing library materials budgets and developing scholarly and circulating collections.
- Demonstrated deep knowledge of trends and issues affecting academic research libraries, along with understanding of and enthusiasm for the role of the library in the research, teaching, and learning mission of the university.
- Evidence of leadership and active involvement in the library profession.
- Proven commitment to scholarship is critical to interact intellectually with members of a University community renowned for its excellence.
- The incumbent must demonstrate exceptional interpersonal skills and excellence in oral and written communications.
- Strategic, in-person engagement is essential for successful interactions within and beyond the Library, as is the ability to interact collegially and effectively with all constituencies, from faculty, staff, and students to alumni, donors and members of the wider community



---

# Seven Positions: Washington DC & Virginia

Posted on **February 7, 2020** by **LLAM News**

## **Position: Law Library Reference Librarian**

Location: U.S. Court Appeals for the Federal Circuit (Recruiter: West 4th Strategy LLC), Washington, DC

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

### **ROLE**

We need a Law Library Reference Librarian to work at the U.S. Court Appeals for the Federal Circuit.

### **RESPONSIBILITIES**

- Staff the reference desk, answer telephone and email inquiries
- Assist in instructing library patrons with one-on-one training
- Help coordinate classroom training
- Help prepare resources for Court staff and judges
- Prepare a written weekly list of completed reference questions to the Library Director.
- Prepare a written summary of other projects completed during the week

### **BACKGROUND**

- Must have real-world experience with law library reference work and legal research
- Familiarity with basic primary and secondary print legal resources in the field of Federal law
- Knowledge of specialized legal subjects, including patent, government contract, and tax
- Familiarity with Westlaw, Lexis and Bloomberg Law online legal resources
- Detail oriented and excellent organizational skills
- Customer service and strong communication skills
- Able to work independently as well as with a team
- Capable of delivering completed reference requests in pdf format by e-mail
- Familiarity with MS Office and MS Outlook

### **EDUCATION**

- Master's in library science degree OR Juris Doctorate (JD) from an accredited law school

### **LOCATION**

- Washington D.C 20439

**West 4th Strategy is an Equal Opportunity/Affirmative Action (EEO/AA) employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, gender, sexual orientation, ancestry, national origin, age, marital status, mental disability, physical disability, medical condition, pregnancy, political affiliation, military or veteran status, or any other basis prohibited by federal or state law.**

**Other Considerations:** *This position is W-2 only; no Corp-to-Corp or 1099 candidates. Relocation will not be offered. Selected applicants will be subject to a background investigation. Individual's primary workstation is located in an office area. The noise level in this environment is low to moderate. Regularly required to sit for extended periods up to 80% of the time; frequently required to move about to access file cabinets and use office equipment such as PC, copier, fax, telephone, cell phone, etc. Occasionally required to reach overhead, bend, and lift objects of up to 10 lbs. Specific vision abilities required by this job include the use of computer monitor screens up to 80% of the time.*

**Position: Research Analyst**

Location: Nixon Peabody LLP, Washington, DC

Full vacancy announcement is available on the [LLSDC Jobline](#).

**Job Description:**

The Research Analyst will assist in due diligence and background investigations on entities and individuals relating to litigation matters, prospective business transactions, or third party relationships. A career at Nixon Peabody is the opportunity to do work that matters. It's the chance to use your knowledge to shape what's ahead. To share, to innovate, to learn at a firm that taps the power of collective thinking. We've created a dynamic, energizing environment that promotes success for our clients and each other. We offer fast growth, connectedness and training in business as well as law. And our rigorous standards assure you are part of a diverse team of top talent at every turn.

At Nixon Peabody, our priority is to attract, retain and promote talented individuals who have an array of racial, ethnic, social, economic, religious, professional, personal, and other backgrounds. Therefore, we encourage talented individuals with diverse backgrounds and experiences to apply. If you're someone who's looking toward the future, we'd love to hear from you.

Location: Boston; Chicago; New York City; Rochester; San Francisco; or Washington, DC

To Apply: Please create an application for Job ID 2846 (Research Analyst) at our website: [www.nixonpeabody.com/careers](http://www.nixonpeabody.com/careers)

**Responsibilities:**

- Conduct thorough background searches using electronic databases such as Lexis, Westlaw, Courtlink and Accurint, public records websites, Pacer, Edgar, and other sources to locate relevant information on designated individuals and companies.
- Analyze material to identify relevant data points and connect findings among multiple parties and companies.
- Maintain strict privacy and confidentiality requirements regarding research targets and findings.
- Assist in training other Library staff on investigative research techniques.
- Provide presentations to attorneys to increase awareness of Library investigative capabilities.
- Handle a high volume of research requests from attorneys in multiple offices and practice areas.
- Gather, filter and present a summary of research findings to attorneys and management to facilitate decision making and business planning.
- As part of the firm-wide Library & Research Services Team, collaborate and coordinate with library staff in other geographies to provide seamless research service for attorneys.
- Participate in expanding and/or improving research and information services, procedures and practices and other Library & Research Services special projects as requested.
- 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.
- Perform other duties as assigned

**Job Requirements:**

- 4-7 years of professional experience in a legal, corporate or professional services setting conducting investigative research using both print and online resources.
- Master of Library Science or Bachelor's degree with investigative focus required.
- Combination of education in a research-intensive field with relevant work experience will be considered.
- Experience with legal and business investigative research processes and resources.
- Analytical and critical thinking skills to be able to identify relevant information.
- Ability to look beyond the obvious, being inquisitive and diligent.
- Proficient at filtering large amounts of data and summarizing information into relevant findings.
- Able to manage multiple projects with competing deadlines, completing tasks in an accurate and timely manner.
- Capable of working in a fast paced environment under tight deadlines.
- Demonstrated commitment to being a proactive service provider and providing service in a professional and confidential manner.
- Self-motivated, detail oriented and organized with the ability to work independently and collaboratively.
- Strong interpersonal skills.
- Excellent technology skills.

*Nixon Peabody LLP is an Equal Opportunity / Affirmative Action Employer: Disability / Female / Gender Identity / Minority / Sexual Orientation / Veteran. Pursuant to the San Francisco Fair Chance Ordinance and the Los Angeles Fair Chance*

*Initiative, we will consider for employment qualified applicants with arrest and conviction records.*

**Position: Research Analyst**

Location: Morrison & Foerster LLP, Based in any of the U.S. offices

Full vacancy announcement is available on the [LLSDC Jobline](#).

Morrison & Foerster LLP, an Am Law 50 law firm with 17 offices worldwide, has an opening for a Research Analyst within our Research Services Department. This role can be based in any of our U.S. offices.

**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.

1. As part of the firmwide research team, provide research expertise to support the firm's practice areas and business development efforts, including research related to markets, industries, and competitors.
2. Retrieve, package, and present information in response to requests from attorneys and colleagues in research function as well as other departments in the Firm.
3. Handle a high volume of routine research requests including document retrieval requests, requests to mine websites and other sources, and requests to populate spreadsheets with specified data.
4. Create current awareness tools, newsletters, and alerts for ongoing monitoring of clients, industries, and events.
5. Demonstrate strong writing skills and the ability to distill and present research work product in a concise, professional manner.

**Ideal Candidate**

1. Strong background in research focusing on a variety of corporate practices and transactions preferred.
2. 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.
3. 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.
4. 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(<http://www.mofo.com/>), and what we do(<http://www.mofo.com/practices>).

Should you find you're ready to do the best work of your life, we encourage you to let us know!

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.

**Position: Research Services Librarian**

Location: The Historical Society of Washington, D.C., Washington, DC

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

**POSITION SUMMARY**

The Research Services Librarian serves the public by providing access to the non-circulating collections of the Historical Society of Washington, D.C., by staffing library orientations and research programs, and by responding to in-person, phone, email and letter queries. S/he reports to the Library & Collections Director.

## **PRIMARY RESPONSIBILITIES**

The Research Services Librarian provides reference services in the Kiplinger Research Library as well as through remote library services. In collaboration with the Library & Collections Director, s/he develops and implements special collections library procedures that support the preservation of and access to historic collections in all formats. The Research Services Librarian manages day-to-day activities in the Kiplinger Research Library, working with the volunteer corps to provide access to collections representing local life in the nation's capital.

## **TRAITS AND CHARACTERISTICS**

The Research Services Librarian will be a detail-oriented and organized information professional who is enthusiastic about working with novice and skilled researchers alike. S/he will have a passion for sharing the culture, history, and diversity of the city with patrons of all backgrounds and interests.

The successful candidate will have demonstrated experience working self-directed and taking initiative, using exceptional organizational and communication skills in the daily operations of the Kiplinger Research Library. S/he will be an effective collaborator with all levels of staff, volunteers, donors, members, patrons, and the general public. S/he will enjoy learning as well as teaching, and show patience and tact. S/he will demonstrate creativity, flexibility, a positive attitude, and poise in a busy setting serving patrons and staff with high expectations.

## **DUTIES**

The Research Services Librarian

- Welcomes, registers, and assists library patrons according to outlined procedures.
- Answers researcher queries and reference questions in person, and via phone, email, and mail, using professional techniques for analyzing questions and searching resources within the library, including all Special Collections formats and electronic resources.
- Monitors the behavior and conduct of library patrons and ensures that library procedures are followed, especially in regards to the security and preservation of library and archival materials.
- Instructs patrons in the use of all manner of library resources.
- Pulls and re-shelves requested photographs, books, manuscripts, maps, vertical files and other collections materials; fulfills copy orders.
- Responsible for day-to-day management of reference volunteers and interns, overseeing reference services work and long-term projects
- Manages orders for image reproduction; conducts permissions research for publication requests; and manages paperwork and data entry for library services transactions.
- Develops content for and teaches library orientations and related programs for various audiences.
- Manages paperwork and data entry for library services transactions.
- Collects user information and statistics, and identifies ways to improve the research experience for library patrons.
- Works with staff and interns to advance the Society's social media presence according to established guidelines to regularly promote the library and collections.
- Helps preserve collections by handling materials according to preservation guidelines.
- Opens and closes the Kiplinger Research Library on researcher days, prepares the Library for other events and programs.
- Carries out other tasks as assigned to contribute to the success of the Historical Society and the operations of the DC History Center.

## **QUALIFICATIONS**

- Masters in Library Science from a graduate library school accredited by the American Library Association strongly preferred; or related graduate degree with experience in special collections libraries and archival theory and practice
- Strong verbal and written communications skills required
- Comfort with public speaking and instruction required
- Demonstrated ability to work self-directed yet with a collaborative style required
- Excellent reference skills and ability to relate to patrons of all ages required

- Ability to climb ladders, bend and stoop to access and move collection enclosures and lift archival boxes weighing up to 40 lbs.
- Skill in all typical computer applications and equipment (MS Office) required; understanding of new and emerging technologies expected
- Demonstrated willingness to train and supervise volunteers required
- Strong organizational talents required
- Demonstrated experience with local history collections, and with D.C. history specifically desired

## **SCHEDULING**

The Research Services Librarian currently works Monday-Friday, generally 9-5, with flexibility for weekend and evening hours as required for programming and other operations of the DC History Center.

## **COMPENSATION AND BENEFITS**

Starting salary \$52,000 – \$60,000 based on experience. Benefits include medical, 403(b), and Metro SmartBenefits. Central downtown location easily accessible by all Metro lines.

## **APPLICATIONS AND INQUIRIES**

Applicants must submit a letter of interest and resume, including salary history or requirement. No phone calls or walk-ins please.

### **Position: [Reference Librarian](#)**

Location: Library of Congress, Washington, DC

Salary: \$59,534 to \$77,396 per year

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

## **Summary**

This position is located in the Reference and Reader Services Section of Rare Book and Special Collections Division. The incumbent of this position serves as the reference librarian for the Rare Book and Special Collections Reading Room, and is under the general direction of the Head the Section.

This is a non-supervisory, bargaining unit position.

The position description number is 138120.

## **Responsibilities**

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

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

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 research guides and finding aids on specific topics of recognized client interest using standard search strategies and describing research methodologies. Assists senior librarians in revising or updating research materials, and collection development activities including searches, and completing claim and order forms.

Monitors the condition of collection materials to ensure adherence to established preservation standards and specifications. Brings deteriorating items and those with special needs to the attention of division management. Orients

users and explains procedures and regulations governing use and handling of materials in the collection.

Coordinates the acquisition of items that are of limited technical complexity, or easily acquired. Reviews a variety of brochures, catalogs, journals, and other sources of items for possible acquisition in order to develop collections in areas of subject specialization. Consults acquisition policies to determine whether items are appropriate for purchase, copyright claim, exchange, gift, or other type of acquisition. Examines recommendations to identify processing and custodial requirements and to identify out-of scope materials.

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

Other duties as assigned.

### **Qualifications**

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

- Knowledge of the principles, concepts, and techniques of rare book and special collections librarianship.\*\*
- Ability to provide reference and research services in a rare book and special collections environment, including interpretation of collections and outreach.\*\*
- Ability to plan, organize, and manage rare and valuable library collections.\*\*
- Ability to use integrated library systems, applications, or other information technologies.
- Ability to communicate in writing.
- Ability to communicate effectively other than in writing.

### **Position: [Reference Librarian \(Hispanic Division\)](#)**

Location: Library of Congress, Washington, DC

Salary: \$59,534 to \$77,396 per year

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

### **Summary**

The divisions in General and International Collections are the Library's primary gateway to the collections and reference services dealing with the non-English speaking world. Reference Librarians in these divisions provide assistance to researchers in the culture, history, literature, politics, political structure, economies, humanities, and social sciences of these countries and regions.

The position description number for this position is 12535.

### **Responsibilities**

Uses integrated library systems and technologies to perform library functions, including reference services and acquisitions.

Monitors collection content and reviews a variety of sources in multiple languages, writing systems, and formats to develop and curate collections in areas of linguistic and geographic responsibility.

Provides onsite and/or electronic reference to individual researchers and groups.

Provides onsite and/or electronic instruction to individual researchers and groups.

Assists in preparing research guides and finding aids on specific topics of recognized interest using best practices.

Assists in preparing programming and products on specific topics of recognized interest using best practices.

Orients library visitors and explains collections and procedures for using and handling materials.



Identifies, evaluates and provides authoritative resources, data, statistics, and information.

Evaluates publications and electronic resources for content coverage and trends.

Consults acquisition policies to determine whether items are appropriate for purchase, copyright claim, exchange, gift, or other type of acquisition.

Monitors collection content and usage to ensure preservation and access.

Maintains liaison with acquisitions and cataloging staff to determine the quality and usefulness of collection materials.

Assists in developing strategies for the organization and service of materials, collaborating with colleagues to enable appropriate storage, preservation, cataloging and engagement.

Develops knowledge of resources in other agencies or institutions to provide informed referrals.

Other duties as assigned.

### **Qualifications**

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

- Ability to use integrated library systems, applications, or other information technologies.\*\*
- Ability to develop and manage library collections.\*\*
- Ability to provide reference outreach services.\*\*
- Knowledge of the languages and cultures of Latin America and/or Spain.\*\*
- Ability to communicate in writing.
- Ability to communicate effectively other than in writing.

### **Position: Digital Librarian**

Location: Department of Defense Office of Inspector General, Alexandria, VA

Salary: \$59,534 to \$93,638 per year

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

### **Summary**

This position is located in the Department of Defense Office of Inspector General (DoD OIG). The incumbent of this position will work within the Office of Mission Support Team (MST), Office of the Chief Information Officer (OCIO), Information Governance Division (IGD).

As a Digital Librarian, GS-1410-09/11 target 13, your typical work assignments may include the following:

### **Responsibilities**

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

### **Travel Required**

Occasional travel – You may be expected to travel for this position.

# Three Positions: Maryland

Posted on [February 7, 2020](#) by [LLAM News](#)

**Position:** [Assistant Branch Manager](#)

Location: Harford County Public Library, Joppa, MD

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

**Excellent benefits package includes leave, health/dental/vision/drug program, deferred compensation program, pension.**

## Position Summary:

The Assistant Branch Manager assists with managing the day-to-day operations, activities, and staff of an assigned branch designated as a Level I due to collection size, 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.

## Essential Duties:

1. Assists with overall branch management and oversees branch activities and personnel in the absence of the Branch Manager;
2. Provides reference and readers' advisory services to the public;
3. Ensures appropriate "transfer of training" and information sharing activities have been developed and implemented for reference staff having attended training or staff development activities;
4. Assists in the development of branch staff schedules and, in conjunction with the Branch Manager, to meet customer and budgetary needs;
5. Oversees, plans and implements children, teens and adult services as assigned by the Branch Manager;
6. Prepares monthly reports and meeting agendas;
7. Provides assistance and training on electronic resources to staff and patrons;
8. Performs collection maintenance activities, including weeding and assessment; keeping collections up to date; and ordering items;
9. Takes a leadership role in implementing changes and in fulfilling the goals and objectives of the library;
10. Provides troubleshooting for any building or staff issues to ensure public and staff safety;
11. Oversees budgets and purchasing for specific branch departments and line items.

## Supervision Functions:

1. Serves as a hiring manager and supervises reference staff, reference substitutes, other hourly staff and volunteers as assigned;
2. Oversees the training of staff and volunteers, as assigned;
3. Administers the Performance Recognition System (PRS), the library's performance evaluation system, in accordance with published guidelines;
4. Approves annual leave and checks and tabulates timesheets for assigned staff;
5. Prepares monthly reports, meeting agendas, and schedules;
6. Interprets and implements system-wide policies and procedures;
7. Ensures staff receive and understand system and department communications via written, electronic format or in-person meeting.

## Standard Functions:

1. Serves on committees and participates in workshops, seminars, and training as requested;
2. Notifies Supervisor with suggested ways to improve the efficiency and effectiveness of personnel and procedures and system-wide goals and objectives;
3. Learns new skills and technologies to retain proficiency in areas of expertise;
4. Is dependable and punctual;
5. Maintains a positive, friendly, and cooperative attitude and provides excellent customer service;
6. Upholds all library policies and procedures as defined in Harford County Public Library's Policies and Procedures Manual;
7. Performs other duties as assigned.

#### **Minimum Requirements:**

1. MLS degree, required from an ALA-accredited institution (Note: will consider applicants that will complete such program within six months from date of application.);
2. Ability to obtain State of Maryland certification as a Professional Librarian within six months of hire;
3. Three or more years of related professional public library experience, including direct information service and training of customers and staff on the use of computers, databases, preferably in public library;
4. Two or more years of supervisory experience;
5. Ability to work day, evening, and weekends hours;
6. Ability to provide proof of valid driver's license with no more than three points;
7. Ability to obtain and maintain a favorable criminal background report.

#### **Knowledge, Skills, and Abilities:**

1. Ability to gain advanced knowledge of Harford County Public Library policies and procedures;
2. Ability to act as a representative of Harford County Public Library to the public;
3. Extensive knowledge of branch practices and procedures;
4. Knowledge of customer service principles and practices;
5. Thorough understanding of the relationship of the facets of children's, young adult and adult services and the concepts necessary to develop strong cross services relationships;
6. Expert knowledge of relevant electronic resources, including the Internet and databases;
7. Ability to effectively coordinate, supervise, train and communicate with other staff members;
8. Ability to maintain effective working relationships with other professionals;
9. Ability to develop and implement programs in children's, teens and adult services
10. Extensive knowledge of modern research techniques;
11. Ability to keep relevant parties informed of all major issues and programs and to recommend changes as appropriate;
12. Knowledge of technology to include 3D printers, robotics, coding, virtual and augmented reality, green screens and relevant software packages;
13. Ability to prepare and maintain accurate records;
14. Ability to prioritize and multitask;
15. Ability to operate relevant computer systems, including hardware and software Microsoft office suite and office machines;
16. Ability to be adaptable, flexible and patient with customers and staff;
17. Strong supervisory and managerial skills;
18. Strong communication skills, both verbal and written.

#### **Work Environment:**

1. Work requires occasional physical effort in the handling of light materials, up to 30 pounds, in a non-strenuous work environment. For example, set up and takedown 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. Clarity of vision at 20 inches or less;
6. Precise hand-eye coordination with the ability to judge distance and space relationships;
7. Observes safe workplace practices with uncluttered workspace, including office equipment, avoidance of trips and falls, proper lifting techniques, and following fire regulations.

**Position:** Assistant Branch Manager

**Location:** Harford County Public Library, Edgewood, MD

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

**Excellent benefits package includes leave, health/dental/vision/drug program, deferred compensation program, pension.**

### **Position Summary:**

The Assistant Branch Manager assists with managing the day-to-day operations, activities, and staff of an assigned branch designated as a Level I due to collection size, 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.

### **Essential Duties:**

1. Assists with overall branch management and oversees branch activities and personnel in the absence of the Branch Manager;
2. Provides reference and readers' advisory services to the public;
3. Ensures appropriate "transfer of training" and information sharing activities have been developed and implemented for reference staff having attended training or staff development activities;
4. Assists in the development of branch staff schedules and, in conjunction with the Branch Manager, to meet customer and budgetary needs;
5. Oversees, plans and implements children, teens and adult services as assigned by the Branch Manager;
6. Prepares monthly reports and meeting agendas;
7. Provides assistance and training on electronic resources to staff and patrons;
8. Performs collection maintenance activities, including weeding and assessment; keeping collections up to date; and ordering items;
9. Takes a leadership role in implementing changes and in fulfilling the goals and objectives of the library;
10. Provides troubleshooting for any building or staff issues to ensure public and staff safety;
11. Oversees budgets and purchasing for specific branch departments and line items.

### **Supervision Functions:**

1. Serves as a hiring manager and supervises reference staff, reference substitutes, other hourly staff and volunteers as assigned;
2. Oversees the training of staff and volunteers, as assigned;
3. Administers the Performance Recognition System (PRS), the library's performance evaluation system, in accordance with published guidelines;
4. Approves annual leave and checks and tabulates timesheets for assigned staff;
5. Prepares monthly reports, meeting agendas, and schedules;
6. Interprets and implements system-wide policies and procedures;
7. Ensures staff receive and understand system and department communications via written, electronic format or in-person meeting.

### **Standard Functions:**

1. Serves on committees and participates in workshops, seminars, and training as requested;
2. Notifies Supervisor with suggested ways to improve the efficiency and effectiveness of personnel and procedures and system-wide goals and objectives;
3. Learns new skills and technologies to retain proficiency in areas of expertise;
4. Is dependable and punctual;
5. Maintains a positive, friendly, and cooperative attitude and provides excellent customer service;
6. Upholds all library policies and procedures as defined in Harford County Public Library's Policies and Procedures Manual;
7. Performs other duties as assigned.

### **Minimum Requirements:**

1. MLS degree, required from an ALA-accredited institution (Note: will consider applicants that will complete such program within six months from date of application.);
2. Ability to obtain State of Maryland certification as a Professional Librarian within six months of hire;

3. Three or more years of related professional public library experience, including direct information service and training of customers and staff on the use of computers, databases, preferably in public library;
4. Two or more years of supervisory experience;
5. Ability to work day, evening, and weekends hours;
6. Ability to provide proof of valid driver's license with no more than three points;
7. Ability to obtain and maintain a favorable criminal background report.

#### **Knowledge, Skills, and Abilities:**

1. Ability to gain advanced knowledge of Harford County Public Library policies and procedures;
2. Ability to act as a representative of Harford County Public Library to the public;
3. Extensive knowledge of branch practices and procedures;
4. Knowledge of customer service principles and practices;
5. Thorough understanding of the relationship of the facets of children's, young adult and adult services and the concepts necessary to develop strong cross services relationships;
6. Expert knowledge of relevant electronic resources, including the Internet and databases;
7. Ability to effectively coordinate, supervise, train and communicate with other staff members;
8. Ability to maintain effective working relationships with other professionals;
9. Ability to develop and implement programs in children's, teens and adult services
10. Extensive knowledge of modern research techniques;
11. Ability to keep relevant parties informed of all major issues and programs and to recommend changes as appropriate;
12. Knowledge of technology to include 3D printers, robotics, coding, virtual and augmented reality, green screens and relevant software packages;
13. Ability to prepare and maintain accurate records;
14. Ability to prioritize and multitask;
15. Ability to operate relevant computer systems, including hardware and software Microsoft office suite and office machines;
16. Ability to be adaptable, flexible and patient with customers and staff;
17. Strong supervisory and managerial skills;
18. Strong communication skills, both verbal and written.

#### **Work Environment:**

1. Work requires occasional physical effort in the handling of light materials, up to 30 pounds, in a non-strenuous work environment. For example, set up and takedown 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. Clarity of vision at 20 inches or less;
6. Precise hand-eye coordination with the ability to judge distance and space relationships;
7. Observes safe workplace practices with uncluttered workspace, including office equipment, avoidance of trips and falls, proper lifting techniques, and following fire regulations.

#### **Position: Information Technology Librarian**

Location: Albin O. Kuhn Library & Gallery (UMBC), Baltimore, MD

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

#### **Description**

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. 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.

Administers and maintains library applications including, but not limited to, ILLiad, CONTENTdm, Connexion, Ares, Aleph, and EBSCO Discovery Services (EDS).

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.

Assists with the technology planning and implementation for local digitization projects and participates in developing and implementing the Library & Gallery's digital preservation strategy.

Manages and maintains local servers including backup and recovery. Works with DoIT to implement and manage suitable cloud-based storage and backup options.

Trains and supervises LITS staff, and develops and documents procedures.

Other duties as assigned.

### Requirements

- Requires a Master's degree from an ALA-accredited library school or information science program.
- Demonstrated working knowledge of computer workstations, networking, and computer security.
- Demonstrated working knowledge of information technology principles, processes, systems and standards, including operating systems, systems security, wireless networking, and digital initiatives and emerging web technologies.
- Experience leading projects or implementing new technologies, preferably in an academic library environment.
- Excellent communication skills (verbal and written) and demonstrated ability to work collaboratively and effectively in a diverse and inclusive environment.
- Knowledge of project management principles and practices.
- Knowledge of web client and server applications, databases, and Web programming environments.
- Knowledge of system administration and network administration.
- Knowledge or experience working with integrated library systems and the application of technology to enhance effectiveness in library operations.
- Knowledge of technology trends, standards, information technology best practices, and issues in academic libraries

### PREFERRED QUALIFICATIONS:

- Background in computer science or related field.
- Demonstrated knowledge or working experience with database and software design, and cybersecurity.
- Experience working with digital repositories or working to develop projects that support locally digitized scholarly content.
- Supervisory experience.
- Experience with Ex Libris products.

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

---

## One Position: Washington, DC

Posted on [February 5, 2020](#) by [LLAM News](#)

**Position:** [Web Services and Discovery Manager](#)

**Location:** American University, Washington, DC

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



### Summary/Objective

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

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

Posted in [Job Vacancies](#)

---

## Seven Positions: Maryland

Posted on [February 5, 2020](#) by [LLAM News](#)

### **Position: [Geospatial Data, GIS, and Maps Librarian](#)**

Location: Johns Hopkins University, Homewood Campus, Baltimore, MD

Salary: \$59,280 – \$81,435

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

### **General Summary/Purpose:**

The Geospatial Data, GIS, and Maps Librarian serves the spatial needs of JHU students, faculty, and researchers through consultation and instruction. Additionally, the position manages and develops programming for collections of geospatial data and print and digital maps, including the largest collection of historical maps of Baltimore. The Geospatial Data, GIS, and Maps Librarian will join the Data Services team, administratively located in the Data Management Directorate for the Sheridan Librarians & Museums. The hired candidate will help expand programming and instruction with spatial tools and concepts within the library and across campus.

### **Specific Duties & Responsibilities:**

#### Provision of User Services

- Provide in-depth consultations to faculty, students, and staff related to the use of GIS applications, geospatial data, maps, and atlases.
- Develop and deliver instruction sessions on GIS, geospatial data and concepts, maps, and atlases through course-integrated instruction and open workshops
- Develop online tools and resources for geospatial data and map users, such as LibGuides

#### Collection Management for Geospatial Resources

- Serve as the lead managing the collection of maps and atlases, including acquisition of new materials and collection maintenance.
- Coordinate with colleagues in the library to process new acquisitions, including cataloging and conservation



- Initiate and direct the digitization process for relevant print maps, in coordination with other colleagues in the library
- Serve as the lead for the acquisition of geospatial data and databases, in collaboration with other colleagues in the library
- Participate in metadata and description projects for geospatial resources held by the library
- Participate in the library project to launch a geospatial data repository using GeoBlacklight to enhance the discovery and access of geospatial data and scanned maps for JHU affiliates

All Data Services team members

- Participate in regular meetings and serve on committees, task forces, and working groups as appropriate.
- Contribute to providing responsive data reference in-person and via email
- Conduct other duties as assigned

**Position: Data and Visualization Librarian**

Location: Johns Hopkins University, Homewood Campus, Baltimore, MD

Salary: \$59,280 – \$81,435 annually

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

**General Summary/Purpose:**

The Data and Visualization Librarian serves as the point person for 1) providing consultation and training in discovering, accessing and visualizing secondary data, 2) managing the Sheridan Library's data collection, and 3) developing programming and materials for the Data Visualization Studio. The Data and Visualization Librarian will join the Data Services team, administratively located in the Data Management Directorate for the Sheridan Librarians & Museums. The hired candidate will help build and advance the library's services in data discovery and visualization for users within the library and across campus.

**Specific Duties & Responsibilities:**

- Conduct consultations and answer user inquiries on discovering and accessing secondary data using both freely available and licensed products; visualizing data and other research information; and other data-related user needs on campus.
- Develop and deliver workshops and trainings on finding and using secondary data of all types and on tools and methods to effectively visualize data and research products
- Conduct outreach and training on the technology available in the Data Services Visualization Studio
- Conduct outreach and build relationships with faculty and students on their needs around data and visualization
- Serves as the Organization Representative to the Inter-University Consortium for Political and Social Research (ICPSR)
- Identify data sets or other items to add to the library's collection and oversees the purchase and license of data sets and subscriptions of data according to the library's collection procedures, in coordination with relevant colleagues. Oversee the library's Data Purchase Program.
- Represents Data Services on the JHU Sheridan Libraries Social Sciences Collection team
- Prepare secondary datasets and their metadata for improved access and discovery
- Collaborate with colleagues in Data Services and the Data Management Directorate to make the secondary data accessible to users through existing and developing local systems in the library
- Create and maintain relevant library guides and other informational resources for users

All Data Services team members

- Participate in regular meetings and serve on committees, task forces, and working groups as appropriate.
- Contribute to providing responsive data reference in-person and via email
- Conduct other duties as assigned

**Position: User Experience and Assessment Librarian**

Location: University of Maryland, College Park, MD

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

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

Under the direction of the Associate Dean, Research and Academic Services, the User Experience (UX) and Assessment Librarian works across all divisions to coordinate the Libraries' efforts to assess and improve the experience of all users. The incumbent's duties will include participating in collaborative UX-based design of programs and services, training of library staff and faculty in UX methods, and direct assessment and improvement of user interactions with library interfaces, resources, spaces, and services. The UX and Assessment Librarian will cultivate relationships with the Libraries' various user communities, and user information gathered from these relationships, as well as data gathered from Library systems and from other means, to help colleagues identify, evaluate, and prioritize users' needs across the Libraries. The UX and Assessment Librarian will initiate and implement programming, activities, and projects designed to improve the overall user experience of the Libraries, using universal design principles and with the goal of developing seamless and effective interactions.

As a member of the library faculty, the incumbent has an obligation to remain professionally informed and acquire new skills, knowledge, and competencies needed to improve work processes, and to share and engage in training appropriate colleagues. The incumbent is encouraged to attend professional development offerings in the areas related to assigned responsibilities and engage in service and scholarship opportunities as appropriate.

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

**Position: STEM, Instruction, and Assessment Librarian**

Location: McDaniel College, Westminster, MD

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

McDaniel College, recognized nationally among "Colleges that Change Lives" and U.S. News and World Report top-tier liberal arts colleges, is a four-year private college of the liberal arts and sciences offering more than 60 undergraduate programs of study, including dual and student-designed majors, plus 20 highly regarded graduate programs.

McDaniel College invites applications for a STEM, Instruction, and Assessment Librarian. Salary for this full-time, 12-month position is commensurate with qualifications and experience. At McDaniel College we value our employees by offering our full-time employees tuition remission, 403B retirement accounts with employer match, paid time off, medical insurance, flexible spending accounts, life insurance, and paid maternity and parental leave. Visit College website for details.

Reporting to the Director, the librarian is responsible for providing leadership and development of the library's instruction and liaison support for STEM (Science, Technology, Engineering and Mathematics) departments. Responsibilities include providing information literacy instruction, reference, collection development, and research support for STEM subject areas. The librarian provides leadership and development for the library's assessment and research support activities across functional areas. Occasional evening and weekend hours required.

**Responsibilities:**

- Liaise with STEM departments to provide specific instructional, informational and library support needs.
- Provide leadership and development for the library's assessment activities across functional areas.
- Provide reference services to the college community and general public.
- Provide instruction on the use and interpretation of information resources.
- Participate in professional organizations and takes part in college academic activities.
- Perform other duties as assigned.

**Position: Digitization Archivist**

Location: Museum facility, Bowie, MD (Corestaff Services)

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

Corestaff Services is seeking a qualified candidate for the position of Digitization Archivist at a Museum facility located in Bowie, MD. This position is on government contract and is presently funded for one year.

#### Duties and Responsibilities:

**Appraisal:** Assists the Archives management in evaluation of records offered for acquisition; recommends acquisition, reappraisal, reallocation, and/or other disposition. Consults as necessary with donors, other Museum staff in a variety of offices, and other foreign and domestic archivists and professionals in order to make informed recommendations to the Chief Archivist or other staff. Conducts research as necessary in order to recommend records for deaccessioning. Collections may include special media, electronic collections, textual records, microform, photographs, music, graphic materials, and realia. Makes recommendations based on expert knowledge of the collection and of research trends, for the purchase of archival collections.

**Records Arrangement:** Analyzes, develops, plans, and participates in difficult arrangement or rearrangement at all hierarchical levels of records, perhaps as well as the unification of dispersed archival collections, including materials from same creators that have been placed at the archives in various accessions. Arranges collections hierarchically in series and subseries, subject or format or function as appropriate.

**Records Description (Creation of finding aids and catalog records):** Develops finding aids and catalog records for collections with complex subject matter, complicated organization, and/or obscure administrative history. Ensures that the finding aids and catalog records provide adequate intellectual control over holdings and are understandable to both specialized researchers and members of the general public. Ensures that finding aids are in compliance with Museum and national standards, including DACS (Describing Archives: a Content Standard). Uses appropriate software to capture relevant information, including the museum database software program (EMu) and ArchivesSpace. Creates finding aids that include introductory narratives containing biographical information about the individual creators; identification and descriptions of series and sub-series within record groups in terms of subject-matter content, arrangement, volume, and chronological span; and appropriate authority-file index terms and cross-references. Researches, translates, or works with qualified volunteers and staff who assist with translation and interpretation of materials, to create accurate descriptions of contents of collections. Conducts research, as appropriate, in online and other bibliographical reference sources. Evaluates and recommends changes in procedures.

#### Further Information

This is a full-time contract position with benefits, including ten paid federal holidays, paid vacation and paid sick leave, Affordable Care Act (ACA) compliant health insurance and 401(k). There is no company sponsored relocation.

Corestaff Services is a nationwide professional staffing services firm, specializing in administrative/clerical, information technology, library/museum, records management and human resources placements.

Corestaff Services is an Equal Opportunity Employment Employer. People from racial minority groups, veterans and the disabled are strongly encouraged to apply.

For consideration, submit resume to [contracts@corestaff.com](mailto:contracts@corestaff.com).

#### **Position: Digitization Conservation Technician Position**

Location: Museum facility, Bowie, MD (Corestaff Services)

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

Corestaff Services is seeking a qualified candidate for the position of Digitization Conservation Technician at a Museum facility located in Bowie, MD. This position is on a government contract, with present funding through September 30, 2020 and the possibility of an extension through September 30, 2021.

#### Duties and Responsibilities:

**Project Management:** Develops systems for tracking conservation projects within the digitization program. Works with the digitization project team to determine timeline, project supply needs, and budget details.

Conservation: Assesses condition of collection items slated for digitization for conservation treatment and tests for possible adverse reactions to treatment protocols, such as for solubility. Performs the full range of preservation and conservation activities. Laboratory treatments follow approved treatment proposals and under supervision of the appropriate conservator. Prepares and writes treatment reports. Provides for full conservation documentation of the artifact and its treatment through written reports, photographs, and, where appropriate, diagrams and graphs. Assures collection items are housed and supported to insure safe handling during digitization. Follows established Museum Conservation procedures and best practices as defined by the American Institute for Conservation. Safeguards and ensures the physical security of all Museum holdings by maintaining general housekeeping standards, careful handling of delicate materials, and attention to detail.

Laboratory Management: Responsible for the maintenance of the digital conservation laboratory area. Assists in developing, improving, and implementing laboratory maintenance and safety procedures. May be required to perform maintenance on laboratory equipment and alert the Chief Conservator when specialized maintenance is needed. Maintains conservation digital image records. Follows established protocols for filing and retrieving visual images. May work directly with Technical Services to develop and ensure system compatibility of digital records with the museum network. Follows data structures that foster efficient retrieval of information. Assures that digital images are saved in an appropriate format according to Conservation and Museum guidelines.

Collections Reproduction: Coordinates with responsible collections management staff and/or curatorial staff to identify and prepare Museum's holdings that are in a wide range of media formats for duplication. Assists with preparing and organizing digitization or migration projects. Prepares documentation, tracks and arranges shipments and retrieval of materials, and verifies and reshelves items.

Collections Retrieval and Return: Coordinates with responsible collections management staff for retrieval and return of collections. Tracks materials while in the Conservation Suite and stage in conservation treatment, housing, and preparation for digitization. Alerts digitization team in a timely manner when collections are ready for return.

#### Further Information:

This is a full-time contract position with benefits, including ten paid federal holidays, paid vacation and paid sick leave, Affordable Care Act (ACA) compliant health insurance and 401(k). There is no company sponsored relocation.

Corestaff Services is a nationwide professional staffing services firm, specializing in administrative/clerical, information technology, library/museum, records management and human resources placements.

Corestaff Services is an Equal Opportunity Employment Employer. People from racial minority groups, veterans and the disabled are strongly encouraged to apply.

For consideration submit your resume to [contracts@corestaff.com](mailto:contracts@corestaff.com)

#### **Position: Distance Education Librarian II**

Location: Mount Washington Campus, Johns Hopkins University, Baltimore, MD

Salary: \$35,568

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

#### **General Summary/Purpose:**

This position will work with a team of seasoned distance education librarians supporting library services in an online environment. The librarian will work both in teams and autonomously to develop and provide excellent customer service to faculty, staff and students.

#### **Specific Duties & Responsibilities:**

Primary responsibilities include supporting reference and some creation of instructional resources, with a particular emphasis on supporting underserved and diverse student populations. The librarian also provides support to the team on collection development and liaison related work.

## Reference and Instructional Support:

- Provide a significant reference support. Reference hours will include weekdays as well as a rotating weekend shift
- Research assistance to include answering reference queries, compiling bibliographies, and assisting with creating/revising instructional resources
- Incorporate information literacy concepts into daily transactions with users
- Direct students and faculty to current resources that support the curriculum, and promote and encourage the ethical use of information
- Communicate with online students and faculty for online library orientation and research needs
- Contribute to team projects and support librarians who liaise to subject-specific disciplines
- Select materials for the library's collection in coordination with other staff librarians
- Provide support for services and products that promote distance education in cooperation with other library and university personnel

## General

- Cultivate and maintain strong relationships with faculty and staff
- Develop effective plans and processes to provide library resources that support the college/university mission and program objectives
- Assist in the initiation of new services, programs or projects
- Represent the ELP and/or the library at campus, project and outside committees and meetings as assigned

Posted in [Job Vacancies](#)

---

# Six Positions: Washington DC & Virtual

Posted on [January 31, 2020](#) by [LLAM News](#)

**Position:** [Virtual Librarian](#)

Location: Tutor Me, Virtual

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

## **Description**

Looking for a virtual library reference gig? Become a Library tutor with TutorMe! Online tutoring is one of the best independent contractor opportunities for librarians who want to earn extra money, have a flexible schedule, and/or work from home.

We're open 24/7, which makes our flexible hours a great fit for librarians. You set a tutoring schedule that works best for you, and enjoy tutoring online without traveling, searching for clients or tracking payments.

**Compensation:** \$16/hour plus bonuses (paid weekly)

**How to Apply:** Please submit your application at <https://tutorme.com/apply>. In your application, select "Library and Information Science" as a subject.

## **Requirements/Qualifications:**

- ALA-accredited Master's degree
- Ability to provide excellent reference services to online university students in a fast-paced environment
- Positive attitude and passion for helping others

**Position:** [Business Librarian](#)

Location: American University, Washington, DC

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

### **Description**

American University Library invites applications from innovative, energetic, and service-oriented librarians to fill a tenure-track faculty position for the Kogod School of Business, beginning Summer 2020, 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, 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 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 (print and digital) to support faculty and student research for Kogod. Provides high-level subject specific reference assistance to Kogod faculty and students, as well as basic research assistance to all students and faculty. Teaches subject specific instruction sessions and participates in the baseline information literacy instruction for all students. Creates appropriate online tools to support Kogod students and faculty. Supports interdisciplinary initiatives across academic units that require expertise in business librarianship. Serves on the Library's Collections Management Team and participates in decisions that affect the overall research materials collection. Assists all relevant entities in self-studies and reaccreditation.

The Business Librarian is a member of the Division 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 library governance activities. The Business Librarian also consults regularly with the Kogod teaching faculty and administrators. Library faculty members are expected to develop professionally, to engage in scholarship, and to participate in campus-wide and library-wide activities.

**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](#) 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. Notable collections include a branch music library, a strong visual media collection, special collections and university archives, a K-12 curriculum materials center, and partner collections across campus including the Career Center, the Center for Language Exploration, Acquisition, and Research, and the Visual Resource Center. 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 20 library faculty, 88 full-time staff and other professionals, and about 125 student assistants. The library's budget is about \$17 million. The American University Library is an active member of the Washington Research Library Consortium, and it holds membership in LOCKSS, SPARC, the Patriot League Libraries Group and the University Libraries Group.

American University 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>.

## Apply Now

Applications require a letter of application, resume, names, addresses, and telephone numbers of three references. Apply online: <https://apply.interfolio.com/73684>

Review of applications will begin immediately and continue until the position is filled. If you have any questions, please contact:

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

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 identify 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.

## Requirements

**QUALIFICATIONS:** An ALA accredited M.L.S and three years' experience in an academic or research institution and a degree in business, economics or a related field is highly preferred. Corporate experience of five or more years in lieu of an academic business background is also acceptable. Other qualifications include demonstrated reference, instruction, and collection development experience; evidence of potential for scholarship and ongoing professional development; outstanding interpersonal and communication skills; strong public service ethic; collaborative skills. Ideal candidates will also 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.

## Position: **Senior Manager – Library and Archives**

Location: The Pew Charitable Trusts, Washington, DC

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

## Position Overview

The position, based in Pew's Washington, D.C., office, reports to the director, evaluation and program learning and manages four staff (three librarians and one archivist). The evaluation and program learning unit is committed to fostering knowledge sharing that informs and improves Pew's work. As a senior member of this unit, the senior manager will contribute to learning by overseeing the library and archives team, and leading two primary efforts:

1. Knowledge services: Help staff to access and use information about the history of Pew and its past and current programs. Provide staff with relevant external resources via Pew's library, which manages both print and digital subscriptions to academic, news, and legal resources. The team's three librarians are skilled in library science, legal research, and library systems.
2. Information curation: Help to ensure current and historical information about Pew is organized, of high-quality, appropriately preserved and archived, and easily accessible to Pew staff. This includes overseeing Pew's archivist, serving as a lead curator for program information of archival value, and supporting the curation efforts of other units by acting as a facilitator and expert resource. In this role, the senior manager will be an important contributor to organization-wide data governance and data management efforts.

This position requires an experienced information management professional with a solid record managing teams and the ability to apply technical and management skills to develop, implement, and enhance systems and processes that support internal knowledge sharing. The senior manager will provide stewardship of Pew's library, its historical programmatic and administrative records, and be a collaborator who can foster connections and provide input to cross-organizational groups working to develop and implement effective data and information management solutions and practices.

## Responsibilities

### *Library and archives leadership*

- In consultation with the director, evaluation and program learning, design and develop objectives and milestones for the library and archives unit.
- Lead the library and archives team, including defining and prioritizing needs and overseeing the work of the unit to ensure that staff have access to information that meets their needs to design, implement, and manage high performing initiatives.
- Build working relationships with staff in support units and other program portfolios that are critical to effective information and knowledge management practices, including research and science, program coordination and services, finance, government relations, human resources, legal affairs, communications, institutional solutions, philanthropic partnerships, and the executive office.
- Share expertise with strategy colleagues to build the department's knowledge, expand its capacity, and improve the effectiveness of its efforts to promote program learning.
- Supervise and mentor four staff while fostering professional development opportunities. The team includes three librarians and Pew's archivist.
- Monitor the library and archives budget, which includes the institutional budget for third party subscriptions to library resources.

### *Knowledge sharing and information management support*

- Develop and refine tools and processes to ensure that current and historical programmatic information is accurate, appropriately preserved, and as relevant, accessible to staff.
- Help staff access and use library and archive resources by supporting current knowledge practices and developing and implementing new initiatives, systems, and trainings for knowledge management and knowledge sharing.
- Work closely with the library and archives team and internal customers to formulate search strategies and conduct library research. For example, collaborate with Pew's research and science staff to support the development of literature reviews, to help identify appropriate mechanisms for tracking research citations of Pew's work, etc.
- Consult with other units as requested on digital data and information curation processes, procedures, and policies. For instance, work with the research and science team to support their efforts to store, protect, and preserve Pew research data sets.
- Contribute to Pew's data governance and emerging master data management efforts by actively participating in institutional working groups. This includes working with a cross-organizational team that aims to define, implement, enhance and maintain data governance and management procedures, methods, and policies, in alignment with enterprise standards.
- Work together with IT on efforts to facilitate access to reliable information and data about Pew's programs and history. This includes collaborating with IT staff to provide expertise regarding the implementation of new data management solutions, or enhancements to existing tools, and ensuring easy access to pertinent information via Pew's intranet. Collaborate with IT and other internal stakeholders to facilitate the adoption and implementation of these solutions and enhancements.
- Collaborate with Pew's evaluation staff to enhance efforts to promote program learning by providing accurate program histories to inform evaluation designs; recommending technological tools and solutions that support program monitoring; and providing input on knowledge sharing initiatives led by the evaluation team.

## Requirements

- Bachelor's degree is required, advanced degree in information management or other relevant field related to library and information science preferred.
- At least 10 years of professional experience in library and archives or information management is required.
- Minimum of three years direct supervisory experience, including managing the performance review process for direct reports and providing career development advice and guidance.
- Strong information technology skills required, especially with EOS or similar library and archives cataloging systems, SharePoint, database technology, and self-service business intelligence tools. Experience with new and emerging technologies preferred.
- Demonstrated ability to manage complex information management projects, including experience working on multidisciplinary teams functioning across institutional management units.
- Experience with organization-wide data and information processes such as data governance, archiving, digital asset management, data migration, and master data management.
- Excellent written and oral communications skills, including the ability to present and write clearly and effectively, convince and persuade, and listen carefully.

- Strong interpersonal skills and proven ability to work productively with a wide array of stakeholders and perspectives and approach issues with a nonpartisan, objective mindset.
- Ability to think strategically and creatively, juggle multiple priorities, adjust to changing circumstances, organize time efficiently, remain attentive to details, and identify resources for projects.
- Ability to fit into a fast-paced and highly professional corporate culture which emphasizes excellence, collegiality, and teamwork.
- Ability to treat sensitive information about the business and affairs of Pew and those with whom it has relationships with discretion and confidence. High level of professional integrity.
- Strong understanding of how to manage by influencing others and the ability to accurately read nuances of meaning.

**Travel** This position requires occasional domestic travel to meetings and conferences.

**Position: Indexer/Metadata Librarian**

Location: National Security Archive, Washington, DC

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

The National Security Archive is seeking a full-time Indexer/Metadata Librarian to prepare collections of declassified documents for publication in the award-winning Digital National Security Archive (DNSA) database on U.S. foreign, intelligence, and security policy. This is an excellent opportunity to apply cataloging, indexing, abstracting, and editorial skills in a collegial, team-based environment on the George Washington University campus.

**RESPONSIBILITIES:** The Indexer/Metadata Librarian collaborates with the indexing team to: prepare descriptive cataloging, evaluate subject content and apply indexing terms using a controlled vocabulary, write original abstracts, review metadata for accuracy and consistency, maintain database of controlled vocabulary, and perform other tasks related to the publication process as needs arise, under the guidance of the production director and director of analysis.

**REQUIREMENTS:** MLS or equivalent degree from an ALA-accredited institution and relevant coursework or experience in indexing or cataloging; interest in foreign affairs; and good writing skills.

**DATE AVAILABLE:** Immediately.

**TERMS OF EMPLOYMENT:** This is a full-time, 40-hour per week position, beginning with a six-months probationary period. Salary range is in the mid-40s.

**BENEFITS:** 100% employer-paid health insurance. Employer-matched 401(k) retirement plan, after two years. Flexible schedule includes option to work from home three days per week, once initial training period is complete.

**TO APPLY:** Please send a letter of application, resume, and the names, addresses, telephone numbers, and e-mail addresses of three references, by mail, fax, or e-mail, to:

Lisa Thompson, Director of Production; Telephone: (202) 994-7020; email: [lcthomps@gwu.edu](mailto:lcthomps@gwu.edu).

The National Security Archive; Gelman Library, Suite 701; The George Washington University; 2130 H Street, Washington, DC 20037; Fax: (202) 994-7005

Web: <https://nsarchive.gwu.edu/>.

The National Security Archive is a non-profit research institute and library. It is an equal opportunity employer.

**Position: Supervisory Librarian (Section Head)**

Location: Library of Congress, Washington, DC

Salary: \$121,316 to \$157,709 per year

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

## **Summary**

This position is located in the China Section, Asian & Middle Eastern Division, Acquisitions and Bibliographic Access Directorate, Library Services.

The incumbent serves as Section Head and is responsible for managing the work of acquiring and providing metadata for materials published in China, Taiwan, Hong Kong, and Macau. The incumbent oversees the work of a staff of librarians and library technicians, and performs administrative and human resource management functions.

## **Responsibilities**

Supervises a group of employees performing work up to the GS-13 level. Provides administrative and technical supervision necessary for accomplishing the work of the unit.

Determines the human resources needed to accomplish the work of the unit. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and independently 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 development of metadata and standards. 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.

## **Requirements**

### **Conditions of Employment**

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

### **Qualifications**

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

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

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

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

Knowledge of Chinese language and/or civilization of China.

Ability to provide consultation or liaison duties.

Ability to communicate effectively in writing.

Ability to communicate effectively other than in writing.

**Position: Associate Director for Publishing**

Location: Library of Congress, Washington, DC

Salary: \$131,239 to \$197,300 per year

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

**Summary**

The Congressional Research Service (CRS) works exclusively for the United States Congress, providing objective, nonpartisan research and analysis to committees and Members of the House and Senate. CRS seeks a senior level executive to serve as an Associate Director and lead its Office of Publishing (PUB).

**Responsibilities**

This position serves as the head of CRS's Office of Publishing with overall responsibility, as well as delegated authority, for the oversight and administration of broad, emerging, and/or critical CRS programs and operations.

In this capacity, and reporting directly to the Director of CRS, the Associate Director will be responsible for directing various aspects of the Service's editorial and publishing programs including designing and editing text-based research products, visual information services and products, geospatial information systems services and products, quality assurance, and product support functions. The Associate Director is also responsible for directing the information architecture functions relevant to information research management, which includes overseeing areas such as taxonomy development, content management, search engine optimization, records management, including digital records management activities, and data analytics for CRS and client-facing information management tools (e.g., CRS.gov).

The Associate Director serves as the top technical authority on matters of editorial and publishing policy, and on matters relating to the information architecture, information research management, and data analytics for the activities mentioned above. In addition to managing the administrative and human resource management functions relative to the staff supervised, the Associate Director also serves as a principal advisor to the CRS Director and Deputy Director, and members of the CRS Research Policy Council on functions, programs and services under the office's responsibility.

**Major duties of this position include:**

- Overall responsibility, as well as delegated authority, for the oversight and administration of broad, emerging, and/or critical CRS programs and operations.
- Serves as the top technical authority on matters of editorial and publishing policy, and on matters relating to information architecture, information research management, and data analytics for the above cited activities.
- Performs the administrative and human resource management functions relative to the staff supervised.
- Assures the availability of the intellectual capacity to meet the current and changing requirements of CRS editorial and publishing and information research management needs at a sustained level of excellence.
- Serves as a key advisor to the Director and Deputy Director on various programs, policies and agency-wide change projects.
- Develops, conceives, plans, and implements policies and guidelines affecting broad, emerging, and/or critical CRS programs.
- Represents CRS in high-level meetings with other Library of Congress service and infrastructure support units, legislative branch agencies, and with other federal and private officials and organizations.

**Requirements**

**Conditions of Employment** — *See requirements listed below under Qualifications Required.*

Your resume is important to this application process. It will be reviewed to determine whether you possess the qualifications referenced above. All applicants are required to submit a resume that provides specific information (to include accomplishments, work experience and education/training) that clearly describes what you would bring to the position.

The Associate Director leads his/her staff toward meeting the Library's vision, mission, and goals by acting decisively, leveraging diversity and inclusiveness, demonstrating flexibility and resilience, fostering continuous improvement and

innovation, and fostering integrity and honesty. To view the Library's Supervisory Core Competencies click the following link: [http://www.loc.gov/hr/employment/uploads/loc\\_supervisor\\_core\\_competencies.pdf](http://www.loc.gov/hr/employment/uploads/loc_supervisor_core_competencies.pdf)

## **Qualifications**

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

**Knowledge of Editing and Publishing\*\*:** The ability to apply knowledge of the theories, concepts, processes, techniques, principles, and/or practices of editing, publishing and information architecture to organize, disseminate, and archive products and information resources in support of agency programs and operations.

**Ability to Manage and Direct an Editorial and Publishing Program\*\*:** The ability to lead and manage a complex, fast-paced editorial and publishing program within an agency, enterprise or organization. This includes the ability to accomplish strategic and operational goals by ensuring the effective interaction and integration of processes; delegating and managing multiple tasks; and planning and organizing resources, people, and activities effectively to achieve agency goals.

**Ability to Lead People and Manage a Workforce\*\*:** The ability to oversee the overall performance of an office/organization by assessing staffing requirements in relation to current and anticipated needs of the Congress; developing staffing plans, justifications, and requests; and assuring the availability of the intellectual capacity needed to meet the current and changing editorial and publishing needs of the Service at a sustained level of excellence.

**Ability to Assess the Quality of Products and Services\*\*:** The ability to evaluate a full range of products and services to ensure quality standards are met. Makes suggestions to improve these products and services.

**Ability to Think and Plan Strategically:** The ability to establish and implement a strategic vision and direction for an organization or group. This includes the ability to identify strategic opportunities and challenges; develop strategic solutions, annual plans and performance targets to take advantage of those opportunities; and hold the organization as well as individuals accountable to those targets to achieve results. This also includes the ability to evaluate organizational progress against targets and to adjust targets or expectations as appropriate.

**Ability to Instill a Collaborative and Inclusive Work Environment:** The ability to create, promote, and sustain collaborative, client-focused approaches to the work of the organization. This includes creating organizational protocols that constitute an environment in which collaboration is expected. This also includes ensuring an atmosphere in which input is sought from colleagues with diverse expertise, skills, and abilities and using that input to inform and enhance the work of the organization.

**Ability to Communicate Effectively Other than in Writing:** 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; and communicating clearly, politely, and under control to peers, staff, managers, supervisors, and external audiences to both provide and seek information.

Continue with the application process only if you are able to document on your resume that you meet all the critical competency requirements at the levels described below.

1. **Prior Background and Experience/Knowledge of Editing and Publishing\*\*:** I have knowledge of the theories, concepts, processes, techniques, principles and/or practices of editing, publishing, and information architecture.

2. **Ability to Manage and Direct an Editorial and Publishing Program\*\*:** I have led and managed a workgroup responsible for at LEAST ONE THROUGH FOUR of the following aspects of editing and publishing: (1) designing and editing multiple text-based research products; (2) visual information services and products; (3) quality assurance and product support functions; (4) facilitation of product workflow; and (5) geospatial information systems services and products. I also directed at LEAST TWO of the following information architecture functions: (1) taxonomy development; (2) content management; (3) search engine optimization; (4) records management and (5) data analytics.

3. **Ability to Lead People and Manage a Workforce\*\*:** I have led and managed a multi-disciplinary professional and administrative staff (e.g., responsible for developing staffing plans, recruiting and hiring, assigning work, evaluating performance).



4. Ability to Assess the Quality of Products and Services\*\*: I have evaluated and critically reviewed a range of products and services for compliance with established professional organizational/office standards and made independent judgments on acceptability of material.

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

---

# Five Positions: Maryland

Posted on [January 31, 2020](#) by [LLAM News](#)

**Position:** [Distance Education Librarian II](#)

**Location:** Johns Hopkins University — Mount Washington Campus, Baltimore, MD

Originally posted on the Maryland Library Association listserv.

## General Summary/Purpose:

This position will work with a team of seasoned distance education librarians supporting library services in an online environment. The librarian will work both in teams and autonomously to develop and provide excellent customer service to faculty, staff and students.

## Specific Duties & Responsibilities:

Primary responsibilities include supporting reference and some creation of instructional resources, with a particular emphasis on supporting underserved and diverse student populations. The librarian also provides support to the team on collection development and liaison related work.

## Reference and Instructional Support:

- Provide a significant reference support. Reference hours will include weekdays as well as a rotating weekend shift
- Research assistance to include answering reference queries, compiling bibliographies, and assisting with creating/revising instructional resources
- Incorporate information literacy concepts into daily transactions with users
- Direct students and faculty to current resources that support the curriculum, and promote and encourage the ethical use of information
- Communicate with online students and faculty for online library orientation and research needs
- Contribute to team projects and support librarians who liaise to subject-specific disciplines
- Select materials for the library's collection in coordination with other staff librarians
- Provide support for services and products that promote distance education in cooperation with other library and university personnel

## General

- Cultivate and maintain strong relationships with faculty and staff
- Develop effective plans and processes to provide library resources that support the college/university mission and program objectives
- Assist in the initiation of new services, programs or projects
- Represent the ELP and/or the library at campus, project and outside committees and meetings as assigned

## Minimum Qualifications (Mandatory):

- Master's of Library Science or Master's in Library and Information Science degree from an American Library Association accredited program required

- Two years of related experience
- Requires excellent interpersonal and communication skills to support online students
- Knowledge of library information systems, learning management systems and services; in-depth knowledge of Internet
- Excellent time management skills; ability to work collaboratively; willingness to work flexible schedule
- Knowledge and understanding of copyright issues and trends.

#### **Preferred Qualifications:**

- Knowledge and understanding of national/regional accreditation standards and American Library Association standards, such as ACRL Information Literacy Competency Standards/Guidelines/Framework for Higher Education.
- Strong technology skills including experience with applications of instructional and communication technologies, screen capture software, and discovery tools needed to provide innovative library services, student support for electronic databases and other Web-based library resources

#### **Any Specific Physical Requirements for the Job:**

- Ability to remain in a stationary position for sustained periods of time.
- Dexterity of hands to operate a computer keyboard, mouse pad and other office machinery.
- Candidate is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Candidate will be required to communicate regularly via telephone, email, chat, and face to face with internal and external audiences and must be able to exchange accurate and timely information in these settings.

#### **Work Environment/Conditions and Additional Information**

- Candidate must be available to work occasional evenings (if needed) and weekends when service support is scheduled.
- Candidate must be able to occasionally travel locally or out of state for work related activities.

Classified Title: Librarian II

Working Title: Distance Education Librarian II

Role/Level/Range: ATP/04/PC

Starting Salary Range: \$35,568 per year

Employee group: Part-time

Schedule: Part time- 25 hours per week

Exempt Status: Exempt

Location: 02-MD:Mount Washington Campus

Department name: 10000081-Entrepreneurial Library Program

Personnel area: Libraries

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](mailto:jhurecruitment@jhu.edu). For TTY users, call via Maryland Relay or dial 711.

**The following additional provisions may apply depending on which campus you will work. Your recruiter will advise accordingly.**

During the Influenza ("the flu") season, as a condition of employment, The Johns Hopkins Institutions require all employees who provide ongoing services to patients or work in patient care or clinical care areas to have an annual influenza vaccination or possess an approved medical or religious exception. Failure to meet this requirement may result in termination of employment.

The pre-employment physical for positions in clinical areas, laboratories, working with research subjects, or involving community contact requires documentation of immune status against Rubella (German measles), Rubeola (Measles), Mumps, Varicella (chickenpox), Hepatitis B and documentation of having received the Tdap (Tetanus, diphtheria, pertussis) vaccination. This may include documentation of having two (2) MMR vaccines; two (2) Varicella vaccines; or antibody status to these diseases from laboratory testing. Blood tests for immunities to these diseases are ordinarily included in the

pre-employment physical exam except for those employees who provide results of blood tests or immunization documentation from their own health care providers. Any vaccinations required for these diseases will be given at no cost in our Occupational Health office.

**Position:** **Dean of University Libraries**

Location: Towson University, Towson, MD

Originally posted on the Maryland Library Association listserv.

### **Job Purpose**

Towson University (TU) invites nominations and applications for the position of Dean of University Libraries with appointment to begin July 1, 2020. Reporting to the Provost and Executive Vice President of Academic Affairs, the Dean serves as the chief administrative officer of the Libraries and an essential member of university leadership.

As a transformative and collaborative academic leader, the Dean will further the Libraries' commitment to the mission of Towson University by providing resources, services, instruction, and spaces that support student, faculty, and staff learning, teaching, research, and scholarship. 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 campus. With 24 faculty librarians and 25 staff, Cook Library provides superior support to Towson University. For more information about Albert S. Cook Library, click [here](#).

### **The University**

Recently named by *U.S. News and World Report* among the top 100 public national universities, Towson University enrolls close to 20,000 undergraduates and over 3,000 graduate students across six academic colleges (business, education, fine arts and communications, health professions, liberal arts, science and mathematics); 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's Inner Harbor](#), 45 miles north of Washington D.C., and 95 miles south of Philadelphia.

### **Job Responsibilities**

The Dean of University Libraries provides the leadership for establishing a shared vision and developing strategic priorities, plans, and goals for library resources, programs, services, and facilities that support the missions of both the Library and the university. The Dean ensures the Library is a vibrant presence integrated throughout the university, and fosters collaborative and creative opportunities within the Library, across campus, and with other institutions that advance student learning and success. The Dean understands the evolving role of academic libraries and trends in higher education; facilitates the integration of appropriate and emerging technologies; creates and maintains an inclusive and diverse environment; and fosters the professional growth and development of all library personnel.

The Dean is committed to advancing the Libraries' role in instruction, information services, and scholarly communications; facilitates a culture of assessment within the Libraries; ensures special collections and university archives are integral academic, research, teaching, and learning resources for the university and external scholars; provides leadership for grant applications, donor cultivation, fundraising, and giving.

The Dean of University Libraries serves on the Deans' Council and the Provost's Council, works in partnership with the university's academic leadership, and participates in the shared governance activities of the Libraries and the university. The Dean is a member of the Council of Library Directors of the University System of Maryland and Affiliated Institutions Library Consortium.

### **Required Qualifications**

- ALA-accredited master's degree in Library Science (MLS, MLIS, or equivalent)
- Five years of successful library administrative experience with progressively more responsible positions such as department head, assistant dean, or associate dean
- Successful administrative experience with library and archives strategic planning, fiscal management, personnel management, and relevant technologies

- Knowledge of current issues, developments, innovations, and challenges in academic libraries and archives, information technology, scholarly communications, and higher education
- Record of creative leadership and strong interpersonal and communication skills
- Successful experience with grant writing, development, and fund raising activities
- Demonstrated commitment to developing a diverse and equitable library culture and evidence of work with a diverse community
- Successful experience cultivating relationships and partnerships within and outside of the Libraries and university
- Record of engagement in professional associations
- Achievement in scholarly productivity
- Must meet criteria to be eligible for the rank of Librarian IV with permanent status

### **Preferred Qualifications**

- Earned doctorate or a second master's degree

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

### **Salary and Benefits**

Competitive salary and full university benefits that include 22 days of annual leave, up to 14 holidays, personal and sick days; excellent health, life, and retirement plans; and tuition remission. To learn more about our benefits, click [here](#).

### **Procedure for Candidacy**

Inquiries, nominations and applications are invited. Applications received by **March 4, 2020** will receive fullest consideration. Candidates should provide, as three separate documents, a curriculum vitae, a letter of application that addresses the responsibilities and requirements described in the job description, and the names and contact information for at least 3 and no more than 5 professional references. Candidates will be informed before references are contacted. Please submit inquiries, nominations, and application materials to [DeanLibrarySearch@towson.edu](mailto:DeanLibrarySearch@towson.edu)

### **Position: Librarian**

Location: Stratford University, Baltimore, MD

Originally posted on the Maryland Library Association listserv.

### **Passion...Inspiration...Innovation...Do you live by those? If yes, read on...**

The Librarian is responsible for the ongoing planning, supervision and management of the campus library and instructional resources, integrating these resources into all phases of the curriculum, and assisting students and faculty in the use of these resources.

### **Functions**

Assist students and faculty in the use of the library collection, research materials, technology, and area resources

- Instruct students on a formal and informal basis in skills related to identifying and interpreting research information and communicating the content of research material in written and visual presentations
- Continually develop, evaluate and maintain the library collection to meet the needs of students and faculty
- Maintain Library guides
- Oversee library assistants in providing customer service, shelving of books and inventorying materials
- Develop and maintain library publications, reports, and activities
- Attend meetings and workshops related to personal professional development and further development of the library
- Other duties as assigned

### **Qualifications**

- MLS – Master's degree in Library Science
- Strong personal accountability and attention to detail orientation to meet daily, weekly, and quarterly assignments
- Understanding of LibGuides software

- Able to complete tasks independently with a very high quality of performance
- High energy, outgoing personality and professional attitude
- Committed to quality service to students, faculty, and staff
- Understanding of inventory management and reconciliation of textbook orders
- Good oral and written communication skills
- Strong technology skills including familiarity with Microsoft Office programs
- Good knowledge of: research process and library procedures, computer skills, current copyright law, Library of Congress classification system, use of electronic database

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

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

Originally posted on the Maryland Library Association listserv.

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

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

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

**RESPONSIBILITIES:**

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

**POSITION REQUIREMENTS:**

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

**PREFERRED:**

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

## APPLICATIONS:

Application materials must include a CV/resume; cover letter which includes the source of advertisement; 3 references including names, addresses, and phone numbers; and a separate signed/dated affidavit page (stating “I verify that my CV is current and accurate” – does not need to be notarized). Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by **February 29, 2020**. Interested applicants should apply using the following link: <http://bit.ly/UMBICTRLib>.

**SALARY:** \$60,000 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 (UMB) campus is located in downtown Baltimore, blocks from Orioles Park at Camden Yards, Raven’s Stadium, and the Inner Harbor, a recreational waterfront destination. Forty-five miles north of Washington DC, Baltimore City and the surrounding metropolitan area are noted for high quality-of-life indicators offering historic parks, great neighborhoods, and world-famous art collections, museums, theaters, and symphony orchestras. The city has easy access to public transportation systems, superior health care systems, and renowned university and educational resources.

The HS/HSL is one of the largest health sciences libraries in the United States with a track-record of user-centered innovative services and programs. Fifty-five FTE employees including 25 faculty librarians staff the library. Our attractive and vibrant facility, which opened in 1998, serves as a hub for collaboration and learning with resources, programs and tools that promote discovery, creativity, and innovation. The

HS/HSL has 45 group study rooms, three computer classrooms, an Innovation Space, a presentation and production studio, an art gallery, and multiple technology-enhanced meeting spaces. Through the HS/HSL’s website ([www.hshsl.umaryland.edu](http://www.hshsl.umaryland.edu)), the UMB community has access to a full range of resources and services. The HS/HSL serves the schools of Dentistry, Medicine, Nursing, Pharmacy, Social Work, and the Graduate School. The HS/HSL also serves as the headquarters for the National Network of Libraries of Medicine’s Southeastern/Atlantic Region.

The Library supports the 6300 students, and over 7200 faculty and staff members on UMB’s 71-acre research and technology complex consisting of 67 buildings including the University of Maryland BioPark, the University of Maryland Medical Center, and the VA Hospital. UMB’s professional and graduate schools comprise a dental school, graduate school, and schools of law, medicine, nursing, pharmacy, and social work. More details about the UMB can be found at <http://www.umaryland.edu/>.

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

## **Position: Information Systems Specialist II**

Location: Southern Maryland Regional Library Association, Charlotte Hall, MD

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

Southern Maryland Regional Library Association, Inc. is seeking an individual to join the team responsible for maintaining and developing library computer systems including email management, the integrated library systems and web services.



Requirements: Knowledge of computers and applications normally acquired through B.S. in computer science or equivalent combination of experience and training. Minimum 2 yrs. experience in computer workstation/server and LAN support. Experience in: customer service support, administering Windows Servers, Exchange Server, Windows desktop environments, Microsoft System Center Manager, HTML, VMware, Share Point, storage area networks, and networking at the TCP/IP level. Knowledge of business/data analytics tools.

Also seeking: the ability to work independently, work with flexible schedule to accommodate systems coverage, strong customer service, and communication skills with customer-centered approach.

Salary Range: \$60,098 – \$96,157. 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 February 10, 2020**

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

---

## Seven Positions: Washington DC & Virginia

Posted on [January 28, 2020](#) by [LLAM News](#)

### Position: [Research Librarian](#)

Location: Bryan Cave Leighton Paisner, Washington, DC or New York, NY

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

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

### Position Overview

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

### Responsibilities

- Provides in-depth as well as quick reference legal and business research support to lawyers, staff and clients locally and globally through an appropriate combination of traditional resources and emerging technologies

- Monitors and responds to a wide variety of research requests utilizing a reference request database and coordinates this effort with other global research team members.
  - Participates in planning and implementation of training programs for lawyers and staff to promote the effective use of library resources as needed.
  - Participates in Firmwide teleconferences and projects with global library and research services team as scheduled.
  - Participates as a team member on select projects and initiatives as assigned.
  - Participates in pilots of prospective research resources and provides meaningful feedback.
  - Makes quarterly visits to DC/New York office to support research needs, promote library and research services functions and build relationships in that office.
  - Stays current on research technologies by keeping up with professional literature.
  - Utilizes interlibrary loan and document retrieval services as needed.
  - Takes responsibility for various administrative tasks as needed.
  - Performs other duties as assigned.

## Essential Job Specifications/Qualifications

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

## Education/Experience/Certifications

- Master's degree in Library and Information Science or equivalent.
  - Minimum two years law library experience, preferably in a law firm setting.
  - Will consider recent MLIS graduates, with relevant skill sets.

**Disclaimer:** *The above statements are intended to describe the general nature and level of work being performed by the incumbent in the position. They are not intended to be an exhaustive list of all responsibilities, duties and skills of the employee. Duties and responsibilities may change at any time with or without notice.*

## Position: **Archivist / Video Librarian**

Location: ARD German Public TV, Washington, DC

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

## Description

ARD German Public TV is looking for an Archivist / Video Librarian to join its Washington DC broadcasting team.

## Who we are:

ARD is one of the world's largest broadcast organizations with approximately twenty thousand employees worldwide. It's Germany's market leader in hard news, news magazines, and documentaries. We also commit a large percentage of our prime time programming to features and documentaries from abroad and with News bureaus in 25 countries, underscoring the network's commitment to international reporting. With six radio and four television correspondents and a staff of over 30 specialists, ARD's Washington, DC Bureau runs one of the largest foreign broadcast operations in the U.S.

The position will support television news and studio productions in a dynamic, ever changing broadcasting environment

**Duties:**

- + collect, organize, archive footage determined to have long-term value;
- + organize, identify, label and facilitate digital assets;
- + research in digital archive and tape library for footage as needed to serve editorial team;
- + create metadata for the storage and tracking of all archived assets;
- + store completed works and files and add them to digital archive;
- + oversee retro digitalization project of current video library;
- + Responsible for the media asset management (MAM) of the ARD media archive, consisting of physical and digital media.

**What we have to offer:**

- + Full time position + 40 hour week, Monday through Friday schedule + No travel + Comprehensive benefits package + great working environment with supportive management team.

**Requirements****Skills & Qualifications:**

- + must have experience as an archivist
- + familiar with Avid or other editing software
- + knowledgeable about both digital and traditional archival procedures and capable of Archiving footage as well as using metadata schemes for computer systems.
- + strong editorial / news judgement
- + ability to balance numerous projects and work within tight deadlines
- + German language skills a plus, but not a must.

**Position: Educational Resources Specialist**

Location: Library of Congress, Washington, DC

Salary: \$86,335 to \$112,240 per year

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

**Summary**

This position is located in the Center for Learning, Literacy & Engagement, Office of the Librarian.

The position description number for this position is 112292.

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

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

This is a non-supervisory, bargaining unit position.

## **Responsibilities**

Plans and develops primary source-based educational programs/projects, as well as publications in a variety of media that involves a variety of important educational, cultural, and social considerations. Recommends new and revised educational programs and initiatives based on implementation experience.

Plans, develops, writes and implements multidisciplinary teaching materials for a broad range of programs. Assesses program content and instructional materials to develop products in support of education standards.

Coordinates on education matters that are controversial or novel, and often complicated by factors such as changing situations and educational developments. Coordinates activities associated with significant matters such as objectives and contents, instructional methods.

Provides guidance and advice concerning program-related or administrative policies and/or management and organizational theories that require considerable adaptation and/or interpretation for application to internal program issues and problems, or where decisions about how to proceed are complicated by conflicting program goals and objectives.

Prepares program-related correspondence, reports, and/or written analyses that include information having a direct impact on agency programs and activities across organizational lines. For example, reports or analyses communicate new program initiatives or activities impacting public understanding and perception of substantive agency programs.

## **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.

Your resume is important to this application process. It will be reviewed to determine whether you possess the qualifications referenced below. All applicants are required to submit a resume that provides specific information (to include accomplishments, work experience and education/training) that clearly describes what you would bring to the position.

**Ability to develop, manage, implement and provide advice and guidance on K-12 educational training/programs/projects.** \*\* Worked on a K-12 educational or training program/project involving policy and standards analysis and performed the following: 1) coordinated, 2) planned, 3) implemented, 4) evaluated, 5) promoted 6) provided advice and guidance to higher-level managers, educational partners, and/or content specialists on program matters, policies, and activities, and 7) established new approaches to resolve critical problems spanning multiple content areas.

**Ability to create, administer and evaluate K-12 educational products and services.** \*\* Created and assisted in the implementation of curricula and instructional materials as part of K-12 educational training and instructional program. Evaluated their effectiveness and efficiency.

**Ability to interact collaboratively with others.** Interacted collaboratively with others to develop and maintain relationships with 1) in-house organizations, 2) government agencies, 3) educational organizations, 4) contractors, and/or 5) private institutions for the purpose of gaining and sharing information, influencing others, and/or accomplishing program or project goals.

**Ability to communicate in writing to support K-12 educational training/programs/projects.** Wrote clear, cogent, accurate, well-organized, and understandable products in the area of educational programs such as: 1) policies and procedures, 2) program and work plans, 3) reports (assessment, status or annual performance reports), 4) curricular materials, and 5) public relations and marketing materials

**Ability to apply new and emerging technologies to the development and delivery of K-12 educational training/programs/projects.** Applied new and emerging technologies to improve work, productivity, and customer service for K-12 educational training/program/project delivery.

**Ability to communicate effectively other than in writing.**

**Position:** **Librarian (Cataloger)**

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

**Salary:** \$86,335 to \$112,240 per year

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

## **Summary**

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

The position description number for this position is 064544.

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

This is a non-supervisory, bargaining unit position.

## **Responsibilities**

The incumbent of this position is a senior cataloger and serves as the Bibliographic Control Officer of the Bibliographic Control Section. The Bibliographic Control Officer (Librarian/Cataloger) performs the day-to-day operations of cataloging performed at the National Library Service and cataloging received from other agencies through maintenance of the NLS/BPD name and subject authority files and by review and editing of contributed records.

Performs original cataloging where a significant portion of the material requires interpretation, judgment, or problem solving by offering the best choice. Offers solutions on how to describe bibliographic elements that are not covered by cataloging rules, or require interpretation. Serves as a cataloging specialist in braille music and the foreign language collection. Re-examines and revises old material with emphasis on currency, usability, consistency, and accuracy in content and arrangement. Establishes and recommends new subject headings, with appropriate cross-references of local network materials for inclusion in the NLS/BPD subject authority file.

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

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

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

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

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

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

## Qualifications

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

Ability to apply knowledge of cataloging rules, procedures and practices.\*\*

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

Knowledge of library and information science principles, concepts, tools and techniques to perform library functions and carry out library programs.

Ability to provide consultation or liaison services.

Ability to identify, analyze and resolve organizational and operational problems and develop solutions to improve business performance.

Ability to communicate effectively other than in writing.

## Position: **Library Technician**

Location: National Gallery of Art, Washington, DC

Salary: \$43,798 to \$56,939 per year

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

## Summary

This position is located on the staff of the Collections, Exhibitions, and Programs Officer (P), in the Library Reader Services Department (PL-R), of the National Gallery of Art. The incumbent is responsible for a variety of circulation operations and services to Gallery staff, fellows for the Center for Advanced Study in the Visual Arts (CASVA), and other library users.

## Responsibilities

The incumbent performs the Library information and service to Library users:

- Explains Reader Services procedures and policies, including those governing circulation and use of library materials in all formats; makes referrals where necessary.
- Assists readers with identifying, locating, and handling Library materials.
- Assists readers with using Library photocopiers and printers.

Maintains Circulation Desk files and records in electronic and paper form and compiles reports:

- Patron records for Gallery staff
- Outside reader registrations
- System charges, discharges, renewals, reserves, and recalls
- Special loans (one-day, periodicals, materials authorized to leave the Library)
- Special materials (rare, fragile, oversize, vertical files).

Assists with the maintenance of the Library's collections:

- Retrieves and re-shelves library materials in the stacks and in other special locations
- Sorts (by classification number) books ready for re-shelving
- Performs shelf-reading to verify correct shelf order
- Moves and shifts volumes as needed to maintain order and accessibility
- Conducts stack and Gallery office inventories
- Conducts detailed and systematic searches for missing materials and prepares related reports.

Checks bibliographic citations in the Library's online and printed catalogs to determine holdings. Monitors supplies and equipment used for Circulation Desk operations and in the reading rooms and submits requests to acquire as needed.



## Qualifications

Candidates must meet the [Qualification Standards Handbook requirements for the GS-1411-6](#). This requires at least one year of specialized experience equivalent to the GS-5 level in the Federal service.

For this position, specialized experience is defined as experience providing information about bibliographic materials and circulation services in a research environment and maintaining the order and physical integrity of a bibliographic collection.

Candidates must reflect in their submitted USAJOBS résumés the possession of this specialized experience. If their résumé does not include such specialized experience, they will be ineligible for this position.

Those applicants who meet the minimum qualification requirements will be evaluated against these factors to determine the best-qualified candidates.

1. Ability to respond effectively and efficiently to requests from library users with a wide range of research needs while maintaining a professional and personable manner.
2. Knowledge of standard procedures supporting library reader services or book information services.
3. Ability to shelve, retrieve, and maintain order in a classified library or other bibliographic collection.
4. Skill in interpreting bibliographic descriptions.
5. Reading knowledge of at least one European language other than English (French, German, Italian or Spanish).
6. Ability to maintain circulation transaction files accurately.

## Position: **Librarian (Monographs Cataloger & Metadata Specialist)**

Location: National Gallery of Art, Washington, DC

Salary: \$59,534 to \$77,396 per year

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

## Summary

This position is located on the staff of the Collections, Exhibitions, and Programs Officer, in the Library's Technical Services Department (PL-T). The primary purpose of the position is to provide descriptive and subject cataloging, original and copy, for monographs. The incumbent will be responsible for bringing vision and implementation to metadata projects that will expand access to all library collections, and to identify opportunities within relationships to other NGA collections.

## Responsibilities

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

## Position: **Librarian**

Location: U.S. Patent & Trademark Office, Alexandria, VA

Salary: \$102,663 to \$133,465 per year

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

## Summary

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

## Responsibilities

As a Librarian, you will be responsible for:

- Providing expert technical assistance on automated approaches to research problems.
- Analyzing, evaluating, and preparing reports with recommendations on the results of research efforts.
- Developing outreach and marketing programs in support of the overall mission of the Patent and Trademark Resource Center (PTRC) program.
- Developing curricula to train new and experienced representatives and members of library staff at PTRC libraries.
- Determining the usefulness of new technology for information services.
- Performing as a liaison with user groups, establishes cooperative links with other libraries and information centers, and maintains contact with professional library organizations.

### Qualifications

You must meet the following United States Office of Personnel Management's (OPM) qualification requirements for the advertised position. OPM's prescribed [General Schedule Qualification Standard for Librarian Series, 1410](#), can be found [here](#). You must meet all qualification requirements by the closing date of the job announcement.

Specialized Experience: is experience that has equipped you with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the federal service.

Candidates for the GS-13 grade level must have at least 52 weeks of specialized experience equivalent to the GS-12 grade level in the Federal service.

Specialized experience for this position includes:

- Experience providing assistance with research and reference services in a science, technology, or intellectual property field; and
- Experience planning, designing, and delivering presentations and informational products through a library setting to a variety of audiences; and
- Experience analyzing and evaluating databases and websites to determine their effectiveness and informational accuracy in order to make meaningful recommendations for improvement and/or enhancement.

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

---

## Five Positions: Maryland

Posted on [January 28, 2020](#) by [LLAM News](#)

### Position: [Library Services Assistant \(Part-Time\)](#)

Location: Thurgood Marshall Law Library, University of Maryland Francis King Carey School of Law, Baltimore, MD

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

The Thurgood Marshall Law Library at the University of Maryland Francis King Carey School of Law is hiring one- two (1-2) part-time, night and weekend Library Assistants. Under direct supervision, the selected candidate performs routine clerical and/or non-complex library duties using manual and automated library systems. Shifts currently available are Saturday from 3:00-8:00pm, Sunday from 4:00-8:00pm, and Monday from 6:00-11:00pm. Schedules follow the academic calendar and can change each semester based on library's need.

### PRIMARY DUTIES

- Searches automated and/or manual systems to locate materials or verify information about materials in library collections.
- Searches and retrieves materials from library collections. Sorts and shelves materials.
- Charges and discharges circulating library materials using the library management system.

- Provides customers with information and directional assistance about library collections and services.
- Assists in processing new materials including verifying shipment contents and marking materials as library property; or other physical processing tasks.
- Performs repetitive procedures such as photocopying or scanning, opening and delivering mail, collecting or compiling statistics, filing, data entry, and maintenance of library information resources.
- Assists in monitoring, ordering, receiving and storing library inventory or supplies.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

## **Qualifications**

### **MINIMUM QUALIFICATIONS**

**EDUCATION:** High School Diploma or GED

### **REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

Skill in alphabetic and numeric filing. Ability to learn and understand library terminology and functions; to communicate effectively; to establish and maintain effective working relationships with library users and staff; to lift, transport, sort and shelve library materials; to operate standard library and office equipment including personal computers and library software, photocopiers, microfilm and microfiche readers.

**OTHER:** Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

Based on the duties of this position, selected candidates are not eligible to participate in the Bargaining Unit (Union).

**Salary Range:** \$15.00/hour

If accommodations are needed for a disability, please contact Staffing & Career Services at 410-706-2606, Monday – Friday, 8:30am – 4:30pm EST. Maryland Relay can be accessed by dialing 711 (in-state) or 1-800-735-2258.

**Position:** **Senior Assistant Branch Manager – Children’s Services**

Location: Harford County Public Library, Bel Air, MD

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

### **Position Summary:**

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.

### **Essential Duties:**

1. Assists with overall branch management and oversees branch activities and personnel in the absence of the Branch Manager;
2. Provides reference and readers advisory services to the public;
3. Ensures appropriate transfer of training and information sharing activities have been developed and implemented for reference staff having attended training or staff development activities;
4. Assists in the development of branch staff schedules and, in conjunction with the Branch Manager, to meet customer and budgetary needs;
5. Oversees, plans and implements children’s services;

6. Oversees special areas in the branch including the Children's department and Streamworks;
7. Oversees budgets and purchasing for specific branch departments and line items;
8. Works the informational desks in the Children's departments;
9. Prepares reports as directed;
10. Provides oversight of special services, departments, collections, and resources;
11. Provides assistance and training on electronic resources to staff and patrons;
12. Performs collection maintenance activities, including weeding and assessment; keeping collections up to date; and ordering items;
13. Takes a leadership role in implementing changes and in fulfilling the goals and objectives of the library;
14. Provide troubleshooting for any building or staff issues to ensure public and staff safety;
15. Keeps abreast of new trends and changes within public libraries

#### **Supervision Functions:**

1. Serves as a hiring manager and supervises reference staff, reference substitutes, hourly staff and volunteers as assigned;
2. Oversees the training of staff and volunteers, as assigned;
3. Administers the Performance Recognition System (PRS), the library's performance evaluation system, in accordance with published guidelines;
4. Approves annual leave and checks and tabulates timesheets for assigned staff;
5. Prepares monthly reports, meeting agendas, and schedules;
6. Interprets and implements system-wide policies and procedures;
7. Ensures staff receive and understand the system and department communications via written or electronic format or in-person meetings;

#### **Standard Functions:**

1. Serves on committees and participates in workshops, seminars, and training as requested;
2. Notifies Supervisor with suggested ways to improve the efficiency and effectiveness of personnel and procedures and system-wide goals and objectives;
3. Learns new skills and technologies to retain proficiency in areas of expertise;
4. Is dependable and punctual;
5. Maintains a positive, friendly, and cooperative attitude and provides consistent customer service;
6. Upholds all library policies and procedures as defined in Harford County Public Library's Policies and Procedures Manual;
7. Performs other duties as assigned.

#### **Minimum Requirements:**

1. MLS degree from an ALA-accredited institution, required (Note: will consider applicants who will complete such program within six months from date of application.);
2. Ability to obtain State of Maryland certification as a Professional Librarian within six months of hire;
3. 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;
4. Two or more years of supervisory experience;
5. Ability to work day, evening, and weekends hours;
6. Ability to travel to branch/outside locations is required;
7. Valid drivers license with no more than three points;
8. Ability to obtain and maintain a favorable criminal background report.

#### **Knowledge, Skills, and Abilities:**

1. Ability to gain advanced knowledge of Harford County Public Library policies and procedures;
2. Ability to act as a representative of Harford County Public Library to the public;
3. Extensive knowledge of branch practices and procedures;
4. Knowledge of customer service principles and practices;
5. Knowledge of training methods and technologies;
6. Thorough understanding of the relationship of the facets of children, teens and adult services and the concepts necessary to develop strong cross services relationships;
7. Expert knowledge of relevant electronic resources, including the Internet and databases;

8. Knowledge of technology to include 3D printers, robotics, coding, virtual and augmented reality, green screens and relevant software packages;
9. Ability to engage with customers in a diplomatic and empathetic manner;
10. Ability to effectively coordinate, supervise, train and communicate with other staff members;
11. Ability to maintain effective working relationships with other professionals;
12. Ability to develop and implement programs in children, teens and adult services
13. Extensive knowledge of modern research techniques;
14. Ability to keep relevant parties informed of all major issues and programs and to recommend changes as appropriate;
15. Ability to prepare and maintain accurate records;
16. Ability to prioritize and multitask;
17. Ability to operate relevant computer systems, including hardware and software, and office machines;
18. Ability to be adaptable, flexible and patient with customers and staff;
19. Strong supervisory and managerial skills;
20. Strong communication skills, both verbal and written.

### **Work Environment:**

1. Work requires occasional physical effort in the handling of light materials, up to 30 pounds, in a non-strenuous work environment. For example, set up and takedown 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 workplace 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 identify and distinguish colors.

### **Position: Educational Support Program Coordinator I (Collection Development Coordinator I)**

Location: Maryland State Library for the Blind and Physically Handicapped (LBPH) – Division of Library Development & Services , Baltimore, MD

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

### **Main Purpose Of Job**

The Collection Development Librarian is responsible for providing leadership and technical assistance in the provision of services to blind and print-disabled citizens across the State through assessment and maintenance of the Maryland State LBPH Collection and supervision of staff working with the collection. This position provides development, evaluation and maintenance of educational and lifelong learning support through the Maryland State LBPH materials collection (Braille, large print, audio books, digital downloads), digital players and related equipment. Compiles and reports statistical data for ongoing assessments of the library collection, assists in the selection and de-selection of library materials, and collaborates with National Library Services (NLS) of the Library of Congress to promote library collections. This position is responsible for supervision and management of Technical Services, which circulates materials to patrons. The position also provides supervision and technical assistance for the Digital Recording Studio that produces digital recordings by Maryland authors and about Maryland. (Marylandia)

### **MINIMUM QUALIFICATIONS**

Education: Possession of a master's degree or at least 36 hours of equivalent post-baccalaureate coursework.

Experience: Three years administering education or library programs.

### **Notes:**

1. Two additional years of experience may be substituted for the master's degree or 36 hours of equivalent post-baccalaureate coursework.

2. The above requirements are set by the Maryland State Department of Education in accordance with Education Article, Section 2-104.

## **DESIRED OR PREFERRED QUALIFICATIONS**

Preference will be given to candidates with a Master's Degree in Library Science from a college or university accredited by ALA.

### **Preferred Qualifications:**

One or more years of experience supervising library project;  
One or more years of experience working with the blind, visual and print disabled, and/or other disabilities;  
One or more years of experience with bibliographic control and collection development.

## **LICENSES, REGISTRATIONS AND CERTIFICATIONS**

Candidates may be responsible for providing their own transportation as needed to access meetings, remote locations, and job destinations as assigned.

## **SELECTION PROCESS**

Please make sure that you provide sufficient information on your application to show that you meet the qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the eligible (employment) list for at least one year.

## **EXAMINATION PROCESS**

The assessment may consist of a rating of your education, training, and experience related to the requirements of the position. It is important that you provide complete and accurate information on your application. Please report all experience and education that is related to this position.

## **FURTHER INSTRUCTIONS**

Online applications are highly recommended. However, if you are unable to apply online, the paper application and supplemental questionnaire may be submitted to: Department of Budget and Management, Recruitment and Examination Division, 301 W. Preston St., Baltimore, MD 21201. Paper application materials must be received in our office by the closing date for the recruitment. No postmarks will be accepted.

For questions regarding this recruitment, please contact the DBM Recruitment and Examination Division at [Application.Help@maryland.gov](mailto:Application.Help@maryland.gov) or 410-767-4850, MD TTY Relay Service 1-800-735-2258.

We thank our Veterans for their service to our country.

People with disabilities and bilingual candidates are encouraged to apply.

As an equal opportunity employer, Maryland is committed to recruitment, retaining and promoting employees who are reflective of the State's diversity.

### **Position: [Project Cataloger](#)**

Location: American Institute of Physics – Niels Bohr Library & Archives (NBLA), College Park, MD

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

### **Summary:**

The Niels Bohr Library & Archives (NBLA) is seeking a temporary (2-year) project cataloger to catalog the recently acquired Wenner Collection and to work on the Library's existing rare book collection. The Collection is comprised of about 3,400 rare books and serials (10% books, 90% serials) on the history of physics from the 1500s to the 2010s. Serials are in various formats, often grouped in custom-made boxes by collector-assigned subjects rather than title; there are few, if any, complete runs. Once cataloging of the Collection is complete, the Cataloger will work on cataloging clean-up of the Library's existing rare book collection, bringing records up to current standards. Candidates should be familiar with rare book cataloging, serials, and special collections practices, in addition to general cataloging. This position is a 2-year grant-funded position and the selected candidate will be responsible for performing copy and original cataloging for this new collection.

### **Essential Functions:**



- Perform original and copy cataloging of Wenner Collection materials, including rare books and serials and other printed materials from the 16th to 21st centuries in multiple languages, according to internationally recognized standards and local policies.
- Assist with inventory and collection description.
- Research and document provenance of rare materials whenever possible.
- Track and record progress independently to meet grant reporting benchmarks.
- Work in a fast-paced team environment where library and archival practices are blended.
- Assist with rehousing, preservation, and shelving as needed.
- Assist with cataloging cleanup, and other library projects as needed.

## Requirements Qualifications

- Required: Master's degree in Library Science from an ALA-accredited program (MLIS)
- Required: Minimum of three years technical service, rare book cataloging and knowledge of library standards and practices such as: DCRM, AACR2, RDA, MARC, and OCLC Connexion
- Attention to detail, flexibility, ability to manage multiple priorities, able to work effectively with library and archives staff
- Basic familiarity with library systems and procedures like classifying and shelving
- Ability to work with office computer software (particularly MS Access, Outlook, Word and Excel)

Candidates must complete the entire application, upload a cover letter and a resume to be seriously considered.

## What is AIP?

We are the American Institute of Physics. Our mission is to advance, promote, and serve the physical sciences for the benefit of humanity. We promote the physical sciences through effective communication, education, and policy initiatives.

## Why Work for AIP?

We want you to love working here, and we have a workplace culture that reflects that. With our commitment to community service, monthly catered lunches, and an on-site fitness center, we work hard to make sure AIP is an awesome place to work. Did we mention that you will work with amazingly talented colleagues in a variety of departments?

We offer an incredible total compensation package including competitive pay, multiple healthcare options to meet your needs, commuter benefits, free parking, tuition assistance, and an outstanding retirement plan.

## Diversity Welcome!

We encourage and invite people from diverse backgrounds to apply and join our team. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, creed, marital status, gender identity or expression, political affiliation, personal appearance, national origin, ancestry, protected veteran status, physical or mental disability.

## Position: **ILS/LSP Account Representative**

Location: LibLime, Rockville, MD

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

## Description

LibLime a division of PTFS is seeking a confident and self-motivated technical sales professional to grow our Library Software business in markets such as Public, Academic, and Corporate libraries. Using your technical and library expertise, along with your critical thinking and negotiation skills, you will help convince our potential customers to adopt LibLime's superior software solutions in the library market.

## Highlights

- Leverage the LibLime Product portfolios in expanding our customer base.
- Competitive compensation plus excellent benefits: starting from day one of employment,

- Quick ramp-up time: A structured sales development program that provides new sales hires with a plan for learning about the products, processes, and people that will help them achieve their performance targets in the least amount of time.

## Responsibilities

- Develop a sales pipeline in the library market and account management with a strategic growth plan
- Attend industry specific networking events and actively participate in organizations as a representative for LibLime in the library ILS(Integrated Library Service)/LSP(Library Service Platform) market
- Educate the market and customers on LibLime library ILS/LSP capabilities and identify opportunities to address customer needs with LibLime solutions and services
- Develop and maintain a qualified funnel of library ILS/LSP opportunities with emphasis on pipeline management (award and execution dates)
- Deliver on forecasted results consistently
- Position LibLime as an industry leader among library ILS/LSP providers and position library ILS/LSP as a key LibLime differentiator to customers and prospects.
- Early involvement with target customers to influence their specifications and drive the acceptance of our software products and service solutions.
- Work jointly with the multiple levels of the customer's organization to understand and document their goals and how success is measured. Align the customer's objectives with services to ensure that their ILS/LSP systems perform as required to achieve their business goals.
- Support the development of value-based sales proposals, and estimates. Work with operations, finance, legal and other inside and outside resources as needed to complete a compelling proposal and close the sale.
- Ensure an accurate and timely sales to operations turnover and monitor progress.
- Assist with conflict management and improving customer satisfaction. Stay involved with the customer to grow the Service Agreement when renewed by proposing additional customer valued services from the comprehensive LibLime portfolio.
- Assist customers and potential customers with problems involving the use of company products and services and recommend suitable resolutions accordingly.
- Collaborate with operations and internal teams to deliver excellent customer outcomes

## Requirements Qualifications

- Bachelor's Degree or other related technical degree, however, candidates with at least a High School Diploma or GED equivalency (state recognized) along with at least 10 years of ILS/LSP industry experience will also be considered. A MLS is strongly preferred.
- Strong technical and commercial knowledge of ILS/LSP systems and applications required, preferably within all previously mentioned targeted markets.
- 5+ years' experience in technical sales, business development, or consulting within the ILS/LSP industry. Experience in other Library, or ILS/LSP focused industries is a plus.
- Knowledge of and strong networking relationships within the local ILS/LSP market is strongly desired.
- Must be willing and available to travel 25-70% overnight for training and business development.
- Must be legally authorized for employment in the United States and must not require employer sponsored work authorization now or in the future for employment in the United States.

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

---

# Six Positions: Maryland

Posted on [January 22, 2020](#) by [LLAM News](#)

**Position:** [LIBRARIAN ADVANCED PROFESSIONAL CERTIFICATE](#)

**Location:** Eastern Correctional Institution West (ECI-W), Westover, MD

**Salary:** \$57,615.00 – \$92,059.00

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

#### POSITION DUTIES

Delivery of Service- Open and operate the library in accordance with a standard operating schedule and in conformity with Correctional Education Library policies and procedures and Division of Correction regulations. Develop programs to meet the information and reentry needs of inmates.

Planning- Plan for the implementation, promotion, and delivery of services that meet the needs of the full institutional population. Design institutional procedures to ensure increasing usage, access, and information delivery. Develop collection based on population needs, mission of correctional education, and reentry needs of inmates.

Record Keeping- Maintain all records in compliance with library policy, meeting departmental standards for accessibility, uniformity, and confidentiality. Prepare written reports monthly.

Program Evaluation- Evaluate monthly statistics and set goals to improve usage where it is incongruent with the size of the institutional population or lower than usage in other Correctional Education libraries of similar size.

Management – Recruit, train, and supervise inmate aides to work in the library in accordance with Correctional Education library goals and objectives. Participate in professional development learning opportunities to assure that skills are consistent with current library practice and with information retrieval and delivery techniques.

#### **Position: ASSOCIATE LIBRARIAN II**

Location: MCTC (Maryland Correctional Training Center), Hagerstown, MD

Salary: \$41,053.00 – \$65,138.00

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

#### POSITION DUTIES

Delivery of Service- Open and operate the library in accordance with a standard operating schedule and in conformity with Correctional Education Library policies and procedures and Division of Correction regulations. Develop programs to meet the information and reentry needs of inmates.

Planning- Plan for the implementation, promotion, and delivery of services that meet the needs of the full institutional population. Design institutional procedures to ensure increasing usage, access, and information delivery. Develop collection based on population needs, mission of correctional education, and reentry needs of inmates.

Record Keeping- Maintain all records in compliance with library policy, meeting departmental standards for accessibility, uniformity, and confidentiality. Prepare written reports monthly.

Program Evaluation- Evaluate monthly statistics and set goals to improve usage where it is incongruent with the size of the institutional population or lower than usage in other Correctional Education libraries of similar size.

Management – Recruit, train, and supervise inmate aides to work in the library in accordance with Correctional Education library goals and objectives. Participate in professional development learning opportunities to assure that skills are consistent with current library practice and with information retrieval and delivery techniques.

#### **Position: Library Associate I**

Location: Children's Department at the Hagerstown Library

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

Library Associate I – Children's Department at the Hagerstown Library. Full-time position, hours are Monday thru Friday and will include evenings and weekends. Duties include: Design and implement STEM programs for elementary/middle school aged children. Assists in the planning and preparation for the Library's Summer Reading Club; Staffs reference Desk; maintains children's Facebook page; fills in as needed for story time. Create press releases/social media advertisements for STEM programs. Assist in developing and implementing Homeschool program; helps in planning special events, parties, etc. and other duties as assigned. KSA: BA degree. Interest/ability in developing science related programming required. Background in Children's literature/children's library work very desirable, facility with word, Canva,

Publisher a plus. Interpersonal skills: Desire to work with children and families. Experience in programming, basic computer skills; excellent oral and written communication skills, a positive interpersonal style, ability to work independently and as part of a team; strong organizational skills; ability to communicate a positive library image; flexibility and initiative. May be asked to work outside of assigned duties. Must be able to secure certification by the MD State Department of Education as a Library Associate within 24 months following appointment.

Application must be received no later than 5:00 p.m. Friday, January 31, 2020. To apply: download application from website: [www.washcolibrary.org](http://www.washcolibrary.org).

Preference will be given to candidates that have experience in programming for elementary/middle school aged children.

Candidates selected for an interview will be contacted.

**Position: Customer Service Specialist, Part-time**

Location: Howard County Library System, Savage, MD

Salary: \$16.01 – \$17.49 / hour DOQ

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

**RESPONSIBILITY**

- Positions Howard County Library System (HCLS) as a major component of public education for all ages
- Effectively lives the Seven Pillars of HCLS' strategic plan (Authentic Values, Strategic Vocabulary, Everyone a Leader, Winning Teamwork, Community Partnerships, The Power of Us, and Fiercely Loyal Customers), motivating others to do so as well
- Fully embraces HCLS' educational mission, effectively communicating our curriculum, which comprises Three Pillars (Self-Directed Education, Research Assistance & Instruction, Instructive & Enlightening Experiences)

**Position: Clerical Aide**

Location: Upper Marlboro Branch, Prince George's County Memorial Library System

Salary: \$12.16 – \$12.16 Hourly

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

Application Period: January 16 – 22, 2020

Work Schedule: Mon & Wed: 3-7pm; Sat 10-2pm

Job Summary: Provides a wide range of administrative and clerical support duties. Assists library customers with general requests and inquires.

**Essential Functions:**

- Serves as front desk support (e.g. answers phones and greets public) and provides assistance to library customers.
- Performs routine data entry including entering customer information into library database.
- Creates and maintains office files and department records appropriately.
- Maintains display areas and posts community notices.
- Sorts library materials and places items back on appropriate shelves.
- Maintains neat and organized workspace and ensures customer materials are returned to proper locations at the end of each day.
- Collects customer fines/fees as needed.
- Communicates with internal and external customers.
- Coordinates and distributes office supply orders as needed.
- Acts as an ambassador and advocate for the library.
- Attends meetings, trainings, and workshops as assigned.
- Assists with special projects as required.
- Performs other duties as assigned.

**Position: Librarian, Reference, part-time**

Location: Prince George's Community College, Largo, MD

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

#### Job Description Summary

Part-time faculty position starting Spring 2020. Eighteen hours: weekdays, evenings, and Saturdays. No Sundays. This recruitment will be used to establish a recommended list for a variety of work hours. Those from the recommended list may be used to fill vacancies in the on-call librarian pool.

#### Minimum Qualifications

Master's degree in library/information science from an American Library Association (ALA) accredited program required. Degree awarded within the past five years OR continuing education and/or recent recent professional experience at a college or university preferred. Teaching experience required.

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

---

## Eight Positions: Washington DC & Virginia

Posted on [January 22, 2020](#) by [LLAM News](#)

#### **Position:** [Competitive Intelligence Research and Reference Specialist](#)

Location: Wilson Sonsini Goodrich and Rosati, Washington, DC

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

Wilson Sonsini Goodrich & Rosati is the premier legal advisor to technology, life sciences, and other growth enterprises worldwide. We represent companies at every stage of development, from entrepreneurial start-ups to multibillion-dollar global corporations, as well as the venture firms, private equity firms, and investment banks that finance and advise them. The firm has approximately 900 attorneys in 16 offices: 11 in the U.S., three in China, and two in Europe. Our broad spectrum of practices and entrepreneurial spirit allow our staff exceptional opportunities for professional achievement and career growth.

Wilson Sonsini, the leading law firm for innovative companies, is developing a Competitive Intelligence (CI) team to support the firm's 800+ lawyers in the US, Europe and Asia. The Competitive Intelligence Research & Reference Specialist will work as a member of the firmwide Research & Information Services team and conduct legal research and in-depth research and analysis of companies, sectors, practice areas, geographic markets, technologies, and competitors using a comprehensive variety of online research tools. Will develop and communicate insightful and actionable intelligence to aid in strategic decision-making and drive business development, profitability, growth, prospective/client retention, and other business opportunities. This position reports to the Research & Information Manager, and is preferably based in the firm's Palo Alto office, although, depending on the level of experience of the candidate, could be based in New York, Washington D.C., Seattle or Los Angeles.

The scope of the research undertaken is varied and challenging, including economics and market sectors, routine company profiling on current and potential clients, competitors, new markets, and monitoring key targets or sectors. In this role, the Specialist will identify market trends, industry developments, client movements, and relevant client news to provide information for client development and attorney teams. Will compile and distill information into presentations and provide a written executive summary largely to support client pitches and opportunities. Will also work collaboratively with the Business Development and Research & Information Services departments to execute the firm's business and competitive intelligence deliverables. The CI team will develop into a critical resource for the firm, and the Specialist must be able to work in a fast-paced environment. The ideal candidate must have strong written, analytical, and project management skills, as well as the ability to prioritize tasks and meet tight deadlines.

#### **Essential Job Functions**

- Under general direction, conduct in-depth research and analysis of key companies, sectors, industries, technologies, market segments, and competitors to uncover key, actionable information and summarize into concise deliverable reports

- Identify and monitor trends and key clients to aid client development efforts for all practice groups and cross-disciplinary sector teams
- Stay abreast of trends and technologies in the legal industry
- Track research requests to demonstrate ROI, firm trends, and patterns
- Perform legal research on a regular basis as part of the firmwide Research & Information Services team

### Required Experience

- Two years minimum in a research-focused role ideally in business intelligence, litigation-related research and/or legal research
- Highly curious, strong analytical skills, and ability to think strategically with the ability to convey research in written form with attention to detail
- Ability to digest, synthesize, and manipulate large sets of data into a clear, concise manner
- Ability to manage multiple priorities and deadlines and strong organizational skills
- Proficiency in MS Excel, MS Word, PowerPoint, and Adobe Acrobat
- Basic knowledge of financial datasets and investor reports for analysis
- Ability to follow complex instructions with a high degree of accuracy
- Responsive and service-oriented with ability to adapt and reprioritize projects as needed
- Initiative and eagerness to learn
- Self-starter with ability to work both collaboratively as well as independently

### Desired Experience

- AmLaw 100, financial services, or professional services firm experience preferred
- Working knowledge and experience using Internet-based corporate and legal research tools such as Hoover's, Westlaw, Lexis Advance, Monitor Suite, Pitchbook, CB Insights, and other third-party resources and systems
- Experience performing basic patent research

### Education

- Bachelor's degree or higher; MLS/MLIS, JD or MBA is preferred but not essential with the right experience

We offer a highly competitive salary and benefits package. Visit our website [here](#). Equal Opportunity Employer.

### Position: **Research & Reference Specialist**

Location: Wilson Sonsini Goodrich and Rosati, Washington, DC

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

Wilson Sonsini Goodrich & Rosati is the premier legal advisor to technology, life sciences, and other growth enterprises worldwide. We represent companies at every stage of development, from entrepreneurial start-ups to multibillion-dollar global corporations, as well as the venture firms, private equity firms, and investment banks that finance and advise them. The firm has approximately 900 attorneys in 16 offices: 11 in the U.S., three in China, and two in Europe. Our broad spectrum of practices and entrepreneurial spirit allow our staff exceptional opportunities for professional achievement and career growth.

The Research & Reference Specialist will provide onsite and remote legal and non-legal research services for attorneys and staff on a time critical basis. Ability to work with traditional and online resources to effectively answer research requests and collaborate with colleagues on research projects. . Coordinate training/orientation sessions, special projects and other duties as required.

Must be adept at communicating research findings in a clear and concise manner, conducting on-demand training in the use of print or electronic resources and anticipating attorneys' interests by providing proactive outreach on new resource(s) or service(s) of interest. Expected to conduct industry specific research including complex SEC filings searches, M&A and public offering transaction screens, emerging and venture-backed company research and patent research.

Maintain proficiency in Firm technologies including document management system, password and research management tools and other applications.



This position reports to the Research & Information Manager, and, depending on the level of experience of the candidate, could be based in our Palo Alto, New York, Washington D.C., Seattle or Los Angeles office locations.

### Requirements:

- Strong interpersonal skills and the ability to work under pressure
- Effective problem solving and analytical skills
- Knowledge of library operations
- Legal research experience in areas including corporate, securities, and intellectual property law
- Strong prioritization and time management skills
- Dedication to keeping abreast of new developments in research services and resource trends in the legal industry
- Ability to promote the library by maintaining a professional, service-oriented attitude and keeping current on the needs and trends of the firm
- Demonstrated knowledge of library print resources as well as online resources including but not limited to WestlawNext, Lexis Advance, Bloomberg, Bloomberg Law, Capital IQ, Cheetah , Accurint, Intelligize, Lex Machina and Docket Navigator
- Ability to quickly learn and use and evaluate new resources for use in the library and specific practice groups
- Strong verbal and written communication skills
- Ability to work independently as well as collaboratively with a high degree of initiative
- Good interpersonal skills necessary to interact regularly with attorneys and staff
- Strong service orientation and ability to work with teams
- Ability to prioritize requests, work quickly and efficiently and rearrange priorities as workload dictates

### Education/Experience:

- MLS/MLIS or JD preferred; equivalent experience considered
- At least three years of professional reference experience in a business or large law firm library

We offer a highly competitive salary and benefits package. Visit our website [here](#). Equal Opportunity Employer.

### Position: **Library Technician (Digitization Technician)**

Location: Serial and Government Publications Division, General and International Collections Directorate, Library Services and working in the National Digital Newspaper Program, Library of Congress, Washington, DC  
Salary: \$43,798 to \$56,939

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

### Summary

This position is located in the Serial and Government Publications Division, General and International Collections Directorate, Library Services and working in the National Digital Newspaper Program.

This position is Indefinite, NTE 2 years.

The position description number for this position is 375719.

This is a non-supervisory, bargaining unit position.

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

### Responsibilities

Performs arrangement and descriptive (i.e., metadata) work in a major body of records that describe digitized materials. Assesses the correctness of item entries in different fields and makes corrections as needed. Identifies duplicate entries. Copies records when needed. Creates new records or adds to or edits existing records as appropriate. Consults with senior staff frequently prior to correcting or significantly altering questionable database entries.

Applies knowledge of the full range of library rules, procedures, and operations to respond to a wide variety of non-standard library collection maintenance issues. Prepares, organizes, and collates collection materials as necessary for digitization and processes the digital files produced as needed so that they may be included in digital projects. May physically transport collection materials between custodial divisions, conservation offices, scanning operations, and/or contractors. As required, digitizes library materials using scanners or digital camera according to specifications provided. Receives computer files representing digitized items and files containing associated metadata, processes and places them 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.

**Position: Assistant Head, Digital Content Management Section**

Location: Digital Content Management Section, Digital Collections Management and Services Division, Office of the Chief Operating Officer, Library Services, Library of Congress, Washington, DC

Salary: \$121,316 to \$157,709

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

**Summary**

This position is located in the Digital Content Management Section, Digital Collections Management and Services Division, Office of the Chief Operating Officer, Library Services.

The position description number for this position is 392943.

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 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 collaborate with other Library curatorial units, technical staff, and external organizations to establish best practices, implement new and streamline existing digital workflows, identify digital content management problems, and propose solutions for the content within the scope of the section.

Supervises a group of employees performing work up to the GS-13 level. Provides administrative and technical supervision relative to the staff supervised. Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work; Assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees; Observes workers' performance; demonstrates and conducts work performance critiques. Establishes guidelines and performance expectations for staff and clearly communicates these through the formal employee performance management system. Provides informal feedback and periodically evaluates employee performance. Resolves informal complaints and grievances. Recommend appointment, promotion, or reassignment and develops work improvement plans, recommending personnel actions as necessary.

Serves as an expert in the organization, development, and implementation of multiple complex projects involving the lifecycle management of digital content. Leads working groups, task forces, committees or ad hoc groups, which have been assigned responsibility for specific digital lifecycle management projects or tasks. Coordinates the details involved in special projects, defining tasks/assignments. Identifies, develops, and implements options for improving the performance of the plan/projects. Communicates orally and in writing to both technical and non-technical staff concerning the management of digital collection activities. Works with staff to develop solutions for transfer, processing, and managing a wide variety of digital content from varied acquisitions sources. Serves as product owner and/or subject matter expert for development projects to support the lifecycle management of digital content.

Directs day-to-day operations of digital content management programs to ensure ongoing, efficient, and trustworthy ingest and processing of digital collection content. Manages ongoing operations and continuous improvement of practices to ensure enduring access to digital collections content. Manages reporting on the status of growth of processed and unprocessed digital collections. Advises top management on major issues related to the acquisition and lifecycle management of digital content.

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.

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.

**Position: Supervisory Librarian (Technical Services)**

Location: Executive Office of the President (EOP), Washington, DC

Salary: \$121,316 to \$157,709

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

**Summary**

This position is located in the Executive Office of the President (EOP), Office of Administration, Office of the Chief Administrative Officer, Library and Research Services (LRS) Division. The incumbent will serve as the Technical Services Branch Chief and LRS Systems Librarian, providing library and information services to officials and staff of the EOP and supporting policy making at the highest levels of the Executive Branch of the federal government.

**RESPONSIBILITIES**

As a Supervisory Librarian (Technical Services), GS-1410-14, your typical work assignments may include the following:

- Manages library resources to include staff and budgetary expenditures for print and electronic resources such as monographs, serials, legal materials, research databases, e-books, and e-journals.
- Oversees management of and access to general and law library collections in subject areas related to the Presidency, economics, political science, U.S. government, public administration, international relations, trade, and national security.
- Supervises a staff of professional librarians and library technicians.
- Establishes priorities, assigns, distributes, and evaluates work performed by librarians and library technicians.
- Provides advice, guidance, and counsels library employees regarding work and administrative matters, including addressing work performance and conduct issues with staff.
- Establishes and updates policies, procedures, and desk guides for library technical services operations and resource management.
- Evaluates, plans, oversees, and coordinates an acquisition program for library information resources, including contracts and purchase cards.
- Oversees and manages the library management system, discovery interface, and related systems, serving as a primary point of contact for library technology issues.
- Trains and guides staff in use of technical services modules of library management system.
- Plans and implements technological improvements and migrations for library systems, applications, and technical infrastructure.
- Oversees library cataloging and metadata processes to ensure effective customer access to print and electronic materials.
- Oversees management of electronic resources including license negotiation, implementation, authentication, and ongoing access.
- Plans and provides access to vendor training for librarians and library technicians.

**Position: Web Applications Specialist**

Location: Georgetown University Law Center, Washington, DC

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

**Come work for Georgetown Law!** As part of Georgetown University we offer a comprehensive benefits package that currently offers [16 paid holidays](#) including a break between Christmas and New Years and full-time staff accrues [16 days of paid leave in the first year](#). Medical, dental, and vision insurance are subsidized. Plus, after serving for one year, staff receive [tuition assistance](#) if they pursue a degree while they work for the university. Further information is available the [Georgetown benefits site](#).

**Job Summary:**

This position develops and maintains the Law Library's various websites running on Drupal, WordPress, and other electronic services to provide instructional and educational tools.

Under direct supervision, assists in research and fact-finding to develop or modify information systems. Assists in preparing detailed specifications from which programs will be written. Designs, codes, tests, debugs, documents, and maintains those programs.

### **What Your Key Responsibilities Will Be:**

- Develop and maintain independent Drupal websites, for instance our [Controlled Digital Lending](#) site.
- Create and extend custom Drupal modules and theme templates.
- Maintains and develops web applications and resources for the Law Library's website using WordPress, Microsoft Access, SQL, JSON and other technologies as needed.
- Produces detailed documentation of developed applications.
- Writes product and user documentation.
- Trains Law Library staff in the use of web authoring software such as a Content Management Systems (CMS), and in other technologies and software as needed.
- Maintains and improves own web programming skills and knowledge of educational technology.

### **What We Require:**

- Bachelor's degree or equivalent combination of work experience and education.
- Technology capabilities required for this position include deep experience with Drupal and competency with WordPress, and PHP or Python programming.
- Ability to work well in teams and with end-users.
- Written, verbal, and interpersonal communication skills.

### **What We Would Like You To Have:**

- Drupal 7.x and Drupal 8.x custom module development.
- Experience with managing and developing Drupal websites, especially migrating sites from Drupal 7 to Drupal 8.
- Web Development
- Experience with programming/scripting languages such as Python, Java, Ruby,
- Experience with CSS.
- Experience in developing code that meets current security standards.
- Experience in implementing software to accommodate business needs.
- Experience in PHP or like development environment.
- Experience with Git version control.

**Position:** [Reference Attorney or Law Librarian Position](#)

**Location:** Fastcase, Washington, DC

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

Fastcase is the leading next-generation legal research service that puts a comprehensive national law library and powerful searching, sorting, and data visualization tools at attorneys' fingertips. A D.C. based information technology company founded in 1999, Fastcase is one of the fastest-growing legal research information solutions services in the United States servicing American law firms, in-house counsel, law schools, and government sectors.

Do you enjoy legal research? Do you enjoy teaching people tools that you're passionate about? Do you enjoy presenting and sharing your expertise? Fastcase is seeking a research professional to join our Sales & Outreach team. We change the practice of law every day — the ideal candidate will be a forward-thinking innovator. Compensation commensurate with experience.

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 and ability to travel is a must.
- Partner with Sales and Alliance teams to engage partners and their end-users with personalized engagement plans.
- Collaborate with our product team to create new tools to enhance the research experience.
- Collaborate with the content team for new products and materials

Requirements:

- JD or MLIS with legal focus
- 1-2 years of experience with presentation and communication
- 1-2 years of business development experience is a plus
- Exceptional interpersonal, communication, organizational, analytical, and time-management skills
- Strong research skills with 1-2 years of experience preferred
- Strong problem solving skills.
- Technical competence
- Be located in Pacific time zone state, such as Oregon, California, Washington State, Nevada. This is a remote office position
- Occasional travel is required to attend market conferences, representing Fastcase; willingness to travel by all methods and must have a valid driver's license

Fastcase offers a casual, collaborative work environment, comprehensive benefits (including: Premium Medical, Dental, Vision, Group Life & Accidental Death and Disability insurance, Paid time off, 401(K) and competitive salary).

Please send your resume to [resumes@fastcase.com](mailto:resumes@fastcase.com).

**Position: Open Educational Resources & Scholarly Communication Lead**

Location: George Mason University, Fairfax, VA

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

#### Description

George Mason University Libraries is seeking a dynamic, innovative, and service-oriented individual to join a team of educators and service providers supporting George Mason faculty, researchers, students, and staff with needs related to Open Educational Resources (OER), Copyright, Fair Use, Open Licensing, and other scholarly communication matters.

Responsibilities:

Reporting to the Director, Mason Publishing Group/George Mason University Press, the Open Educational Resources & Scholarly Communication Lead will collaborate with colleagues in Mason Publishing, within the Libraries more broadly, and across the university to support the adoption and creation of open and affordable course content. The incumbent also provides guidance and compliance assistance on copyright and fair use issues related to OER, as well as copyright use in classroom teaching and technology, online courses, Mason Publishing supported journals, and university press publications. In the Scholarly Communications role, the incumbent leads the Libraries' educational program and outreach activities to promote open access scholarly dissemination, provides expert guidance to faculty and students wishing to pursue open access venues for their research and publication projects, and consults and advises on intellectual property issues and copyright generally in the publishing process.

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

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

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

---

# Eight Positions: Maryland & Washington, DC

Posted on [January 15, 2020](#) by [LLAM News](#)

**Position: Librarian, ZA-1410-II (GS-9/11 Equivalent)**

Location: National Institute of Standards and Technology, Information Services Office in Gaithersburg, Maryland.

Salary: \$59,534 to \$93,638 per year

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

## Summary

This position is located in the National Institute of Standards and Technology, Information Services Office in Gaithersburg, Maryland.

Are you ready to explore your future with NIST?

Your application package may be shared with other selecting officials at NIST with opportunities like the one you are applying to. Additional selections may be made through this vacancy.

## Responsibilities

Working as a Librarian at the National Institute of Standards and Technology (NIST), you will provide high-quality reference and research assistance, library instruction, and outreach services to NIST scientific, technical, and administrative staff in areas such as physics, biology, chemistry, materials science, engineering, information technology, business and industry news and trends. You will work shifts at the library information desk, conduct in-depth research queries, organize, synthesize, and compile results into a deliverable format that meets the customer's needs, answer ready-reference questions, assist customers in the use of library databases, reference management tools, and provide circulation services as needed.

**Position: Object Cataloger**

Location: Corestaff Services, Government Contract, Bowie, MD

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

Corestaff Services is seeking a qualified candidate for the position of Object Cataloger on a government contract. We are recruiting for a museum or library professional for this project. The location is Bowie, MD.

This position reports to an on-site project manager and is part of a team that examines, researches, and describes artifacts, and writes donor biographies and historical summaries for the Museum's online collections catalog. The work combines historical research and object research to tell the story of the artifact and its owner within the context of the Holocaust and World War II.

Responsibilities:

Duties include:



- handling, examining, and describing delicate objects of various types
  - reviewing and assessing accession and donor documents
  - critical analysis of source information and synthesizing complex research
  - creating detailed catalog records per project standards and guidelines, and in accordance with Library of Congress and other recognized systems
  - writing original biographies and object narratives from institutional files, databases, and other research
  - managing time efficiently, working on multiple projects, and following through effectively with all issues and tasks
  - working independently and as part of a small, high performance team
- additional tasks, as needed

**Position: Library Technical Services Assistant**

Location: Montgomery College, Rockville, MD

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

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

**Job Title**

Library Technical Services Assistant (#S03165)

**Job Description Summary**

Montgomery College (MC), Office of Library Services located in Rockville, MD, has need for a full-time Library Technical Services Assistant, position #S03165. The position is a Grade 21, non-exempt level, bargaining position. Non-exempt positions are not eligible to work secondary jobs at the College. The normal work schedule is Monday – Friday 8:30 am – 5:00 pm.

Under supervision and/or direction, incumbents in this job class assist with the collegewide acquisition, receipt, bibliographic control, registration of online access, and delivery of materials to facilitate use of, and access to, the library's electronic collections. Incumbents create and maintain bibliographic holdings, financial (purchase orders, invoices, monitoring fund balances), technical, and online configuration data in the library's integrated library system (ILS), electronic resource vendor platforms, electronic resource management system, and related knowledge bases.

Contacts generally are with vendors, students, faculty, staff, and administrators.

**Head of Cataloging and Metadata**

Location: George Washington University Law School, Washington, DC

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

The George Washington University Law School, Jacob Burns Law Library, located in Washington, DC, seeks a qualified librarian for its head of cataloging & metadata position to begin as early as April 15, 2020. In support of Law School research needs, the librarian in this position oversees the Cataloging & Metadata Department, which provides bibliographic description and subject access to materials acquired for the library collection. 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 requirement by the time of appointment; and at least three years of professional-level experience in cataloging and/or metadata services.

**APPLICATION PROCEDURE:** Review of applications will begin February 17, 2020, and continue until the position is filled. For complete information and to apply for this position, please view the posting at <http://www.gwu.jobs/postings/73336>. Please upload a resume, cover letter, and include contact information for three professional references. 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: Intellectual Property (IP) Research Librarian**

Location: Jones Day (any U.S. office)

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

The Firm Research and Library Services Intellectual Property (IP) Research Librarian is responsible for providing reference and research services to lawyers, paralegals and support staff. The IP Research Librarian works independently in performing research and related projects and is expected to perform all job duties with a commitment to providing superior service to clients, producing quality work product and maintaining an atmosphere of teamwork and continuous improvement. The IP Research Librarian performs in-depth and complex intellectual property reference and research duties, including responding to user requests for information from internal and external resources, onsite and offsite materials, and print and non-print media on legal, business and intellectual property topics. Above all, the IP Research Librarian must fulfill the needs of the Firm in a manner which is consistent with the Firm's vision and values.

**Required Qualifications:**

Master's degree required; Library Science or STEM degree preferred.

Minimum of five years demonstrated experience of law library resources, fundamentals, and procedures.

Minimum of two years of experience in patent research.

Experience with online searches using external databases and services including, but not limited to, PatDocs, PatBase, ProQuest, Docket Navigator, CompuMark, Westlaw, Lexis Advance, and Bloomberg Law.

<https://staffapply.jonesday.com/viRecruitSelfApply/ReDefault.aspx?FilterREID=7&FilterJobCategoryID=6&FilterJobID=219>

**Position: Research Librarian**

Location: Jones Day (Any U.S. Office)

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

The Firm Research and Library Services Research Librarian is responsible for providing reference and research services to lawyers, paralegals and support staff. The Research Librarian works independently in performing research and related projects and is expected to perform all job duties with a commitment to providing superior service to clients, producing quality work product and maintaining an atmosphere of teamwork and continuous improvement. The Research Librarian performs in-depth and complex business and legal reference and research duties, including responding to user requests for information from internal and external resources, onsite and offsite materials, and print and non-print media on legal, business and general topics. Above all, the Research Librarian must fulfill the needs of the Firm in a manner which is consistent with the Firm's vision and values.

**Required Qualifications:**

Master's degree required; Library Science degree preferred.

Minimum of five years demonstrated experience in law library resources, fundamentals, and procedures.

Working knowledge of the litigation process and docketing, including creating updating and maintaining docket alerts, tracking and research.

Experience with online searches using external databases and services including, but not limited to, Westlaw, Lexis Advance, Bloomberg Law, D&B Hoovers, Cheetah, and Capital IQ.

<https://staffapply.jonesday.com/viRecruitSelfApply/ReDefault.aspx?FilterREID=7&FilterJobCategoryID=6&FilterJobID=218>

**Position: Legal Research Analyst**

Location: Global Legal Research Directorate, Law Library, Library of Congress, Washington, DC

Salary: \$72,030 to \$93,638 per year

#### Summary

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

This position is located in the Global Legal Research Directorate, Law Library.

The position description number for this position is 370481.

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

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

This is a non-supervisory, bargaining unit position.

Candidates who are referred to interview for this position will be required to complete a writing and/or editing assignment.

#### Responsibilities

Contributes to ongoing legal research projects, publications, presentations, and legal bibliographic materials, and participates in producing the Law Library's research work in digital and analogous formats. Uses skills, software applications and tools to prepare, edit, and finalize products for publishing or transmission, adhering to the Law Library's technical and editorial standards.

Provides research support and assistance to staff. Collaborates with others on designing, developing, and maintaining authoring and publishing programs, assists with development and production of the Law Library's online products and publications, performs web page content control functions, and communicates with Law Library authors concerning work products.

Conducts research in limited segments of specialized or technical research projects for Law Library clients resulting in written or oral reports, memoranda, letters, annotated bibliographies, research guides, brochures, infographics, and other publications. The research may require using standard reference tools and applying techniques and practices that have gaps in specificity requiring some interpretation to cover new or evolving subject matter. Assignments involve dealing with legal research problems, questions, or situations within assigned jurisdictions.

Provides legal and legislative reference services involving legal issues for an educationally and culturally diverse clientele, including Members of Congress, the judiciary, government agencies, foreign governments, scholars, academics, the practicing bar, the press and the general public. Assists Law Library clients in adapting and modifying research methods and techniques. Analyzes specialized or technical information from a wide variety of sources in English and foreign languages when responding to basic questions for legal and legislative information.

#### **Position: Head of Content Acquisitions and Management**

Location: Georgetown University Law Center, Washington, DC

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 **Head of Content Acquisitions and Management** oversees the Content Acquisitions Department, which encompasses activities relating to the acquisition or licensing of information resources for law library collections and the maintenance of the collection. The incumbent is responsible for law library functions relating to ordering and acquisition of print, electronic, other non-print, and archival materials, and processing and claiming serial publications in all formats. S/he oversees vendor relations, compilation and reporting of acquisitions, serials, and other collection statistics. Reporting directly to the Deputy Director and working with other Library Department Heads to develop library-wide policies and practices, the Head of Content Acquisitions and Management works closely with the Head of Cataloging and Metadata to improve workflows and ensure purchased materials are processed in a timely manner and has additional duties that include but are not limited to:

- Manages acquisitions and serials activities to efficiently order and receive materials to be added to the library collection.
- Co-chairs the Collection Development Committee with the Associate Director for Research and Collection Development, developing and implementing comprehensive plans, policies, and procedures for staff.
- Develops short- and long-term strategies for staff development and training.

- Supervises staff, providing tools, reviewing workflows and workloads, and facilitating training to promote effective work performance.
- Administers operations for ordering and receiving library materials in all formats, selecting and evaluating the performance of library materials vendors.
- Monitors approval plans, subscriptions, monographic series, blanket orders, memberships, package plans, standing orders, firm orders and all other types of library materials orders.
- Reviews invoices, price discounts, and other vendor/library commercial arrangements, supervising the curation of license agreements.
- Establishes and maintains positive business relations with the book and serials trade industries and other supplies of library materials.
- Establishes, revises, and maintains quality record control procedures, including those regarding record creation and clean-up.
- Develops policies and procedures to ensure timely and persistent availability of resources, working with administration and accounting to resolve payment or allocation issues.
- Negotiates shared resources plans and cost sharing with other libraries.
- Collaborates with other departments to implement improvements in workflow and activities which impact Content Acquisitions, other departments, and the overall collection including but not limited to: collection maintenance (e.g., weeding, item replacement), electronic resources processing and maintenance (ensuring library's compliance with license terms), statistical analysis (inflation rates, analysis of usage statistics), and collection development.
- Participates in library committees, task forces, and working groups as appropriate in order to advance this collaboration.
- Participates in library committees and forums, search committees, task forces, etc. to contribute to the over-all welfare of the library operations or to represent the unit, performing work for other departments or sections as part of library-wide efforts in cross-training and personal development as needed.
- 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, serving in various leadership capacities within these groups.

### **Requirements and Qualifications**

- Master's degree from an ALA-accredited school of library and/or information studies
- Two years of supervisory and/or management experience
- Proficiency in the use of spreadsheets, databases, and other technology tools
- Strong capability in performance and management of detail-oriented tasks
- Experience working with codes and data in an integrated library system with excellent communication and collaboration skills
- Ability to manage multiple responsibilities in a dynamic and changing environment
- Commitment to enhancing services through teamwork and responsiveness to clients

### **Preferred Qualifications**

- Experience with Ex Libris products and the acquisition of legal materials

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

---

## **Nine Positions: Maryland & Washington, DC**

Posted on **January 10, 2020** by [LLAM News](#)

**Position:** [Librarian II, Mobile Job Center Specialist](#)

**Location:** Central Library, Enoch Pratt Free Library, Baltimore, MD

**Salary:** \$47,604/year

Originally posted on the Maryland Library Association listserv.

The Enoch Pratt Free Library is searching for a qualified and experienced Librarian to fill a Mobile Librarian position for the State Library Resource Center (SLRC) Division.

Under the direction of the Chief of SLRC. The Librarian II duties include the day-to-day management of the Mobile Job Center, a state of the art, fully accessible one stop shop where clients will complete all parts of the job search in one visit.

#### **Summary of Duties:**

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

The Librarian II oversees the supervision of the Mobile Job Center and assists with the preparation of performance management evaluations and staff development and training initiatives. The Librarian II is responsible for maintaining the Mobile Job Center's scheduling, employee records, as well as customer records. The Librarian II prepares reports, prepares and organizes records and statistical data, and attends professional and general staff meetings as availability provides.

The Mobile Job Center is a Library initiative contributing to economic growth in Baltimore city and beyond. The Center provides hardware and software customized to job search and application, training in computer and online job application, and training in interview skills. The Mobile Job Center is staffed by trained employment professionals to assist job seekers with all aspects of the job search.

The innovative Mobile Job Center's key value lies in its ability to navigate the roadblocks many job seekers face including lack of transportation, need for computer training, lack of an email account or resume and need for interview coaching. The Mobile Job Center is a one stop shop where Library customers complete all parts of the job search in one visit.

The Library's Mobile Job Center features 12 computer workstations, satellite internet access, exterior audio visual and broadcasting capabilities, leading edge workforce software, and connectivity for wireless mobile devices. The Center will travel to community agencies, malls, grocery stores, and other public areas in underserved neighborhoods where residents do not have easy access to library branches. The Mobile Job Center will also travel to Pratt library branches during non-operating hours, thus extending branch hours for patrons seeking job and career assistance. A similar plan is followed when the vehicle is off road for service.

#### **The Librarian II**

Provides career information, materials, and services that support the general public, and the library community's information needs.

Researches, selects, and orders materials in a variety of formats relating to general career information, employment trends, resume writing, and interviewing skills.

Assists and advises Library customers and Library staff in the use of Mobile Job Center materials.

Answers customer inquiries concerning career information and provides consultation services to customers conducting a career search.

Develops outreach programs, workshops, and training to support customer needs.

The Librarian II develops an annual budget for the Mobile Job Center and evaluates the Center's programs and performance. The Librarian II submits quarterly statistics to the Library Administration and outside funders as required describing the work of the Center.

#### **Minimum Qualifications:**

The successful candidate must possess an MLS from an ALA accredited college or university and experience in developing programs for information delivery. This position also requires three to five years of demonstrated, successful, and increasingly responsible planning, programming, and supervisory experience in a public library setting with a focus on workforce development and job and career training. Current or eligibility for MD Librarian Certification within 90 days of hire is required.

#### **Knowledge, Skills and Abilities**

The successful candidate is expected to have excellent written and verbal communication skills and the proven ability to manage multiple priorities in a fast-paced environment. The successful candidate must have the ability to work in concert with the other Mobile Job Center staff members, Library administrative staff, the Deputy Chief and the Chief of SLRC. The Librarian II will be expected to maintain an atmosphere of confidentiality as required. Demonstrated knowledge and experience with automated systems, online job databases, Microsoft software suite, and current job and career software packages is required.

**Position: Librarian III, Selection Unit**

Location: Central Library, Enoch Pratt Free Library, Baltimore, MD

Salary: \$60,665/year

Originally posted on the Maryland Library Association listserv.

The Pratt Library is accepting applications for a Librarian III for the Collection Development Department.

Under the supervision of the Collection Development Department Manager, the Librarian III coordinates the projects and activities of the Selection Unit of the Collections and Access Services Division. The Librarian III supports the daily and on-going work of a selection team composed of two administration assistants and seven MLS degreed Librarians who purchase materials for Adult, Young Adult and Juvenile populations of Baltimore City and the State of Maryland. The Librarian III helps develop and is project manager for special projects of the unit, focusing on innovative trends and new ideas in collection development.

The Enoch Pratt Free library system consists of a Central Library, 21 branches, and 3 mobile vehicles and has a collection of approximately 2.3 million volumes including print and audio-visual products. Selection is one of three units in the Collection Development Department, which also includes the Acquisitions and Preservation Units. The position is located at the Central Library, which serves as the downtown branch of the Enoch Pratt Free Library, as well as the State Library Resource Center (SLRC).

**Summary of Duties:**

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

- Assist with development and monitoring of annual print budget, financed by city and state allocations, grants, endowment and gift funds.
- Assist Collection Development Department manager with Section unit planning, goal setting, and innovative ideas in support of the Library's strategic plan.
- Manage special projects of the Selection Unit, distributing work equitably and efficiently to ensure timely completion of project goals.
- Monitor the expenditure of allocated funds to ensure encumbrance of all monies by end of fiscal year.
- Develop and manage collection maintenance projects, including replacement and weeding, in order to strengthen the library's diverse collections.
- Work with library staff in order to ensure successful project implementation and completion.
- Update and support the library's selection policy, How Baltimore Chooses, on an ongoing basis.
- Work with the CMD team to establish best practices for selection, invoicing, and materials conservation and preservation.
- Identify new formats for purchase in order to increase library circulation and foot traffic into library locations.
- Interpret library policies and procedures and disseminate to CMD team members.
- Advocate for and collect useful data from various sources for usage by Selection and Acquisitions teams.
- Support Technical Services Manager with Integrated Library System (ILS) database clean-up.
- Monitor and evaluate job performance and development.
- Design and manage training manual and documents for Collection Development Department staff.
- Collate and summarize monthly reports submitted by team members.
- Present a yearly report of Collection Development Department activities to CASD Unit Manager.
- Establish, evaluate, and maintain relationships with vendors.
- Negotiate and maintain contracts with vendors.
- Keep abreast of current library policies and procedures.
- Maintain awareness of current library trends, particularly those that pertain to selection and collection development and maintenance.
- Participate in local, regional and national professional activities.

**Minimum Qualifications:****MINIMUM QUALIFICATIONS:**

Master's degree in Library or Information Science from an ALA-accredited program. Five years of increasing responsibility in a selection unit, preferably in a public library. Demonstrated project management experience. Experience supervising and motivating staff. Demonstrated skill with Google, Microsoft Office Suite and Integrated Library Systems. Maryland State Librarian Certification required within one year of hire.



**Desired Qualifications:**

Excellent written and verbal communication skills. Proven ability to manage multiple priorities and balance large projects. Strong communication and customer service skills. Strong organizational and problem-solving skills.

**Knowledge , Skills and Abilities**

Knowledge of library science principles, practices, trends, and techniques.

Energetic and innovative thinker with an understanding of current trends in collection development and a passion for exploring new possibilities for Library collections.

Understanding of public library principles, and administrative policies and procedures.

Experience selecting print materials and familiarity with web-based bibliographic and acquisitions tools.

Knowledge of current publishing trends and review sources.

Experience negotiating and managing contracts for library services and products.

Familiarity with emerging trends and issues in public libraries.

Working knowledge of integrated library systems, especially acquisitions and cataloging modules, preferably SIRSI/Dynix.

Ability to establish and maintain effective working relationships with vendors, co-workers, and other library staff.

Ability to communicate articulately and respectfully, both verbally and in writing.

Ability to work effectively independently and collaboratively in a team environment.

Ability to meet deadlines, adapt to changing priorities, and handle multiple projects simultaneously.

Demonstrated skills in time, workflow, and project management, with attention to detail and strong organizational skills.

Demonstrated problem-solving ability and a commitment to excellent customer service.

**Position: Librarian Supervisor I, (Branch Manager)**

Location: Pratt Library Branch, Enoch Pratt Free Library, Baltimore, MD

Salary: \$64,505/year

Originally posted on the Maryland Library Association listserv.

The Pratt Library is in search of a Librarian Supervisor I for the Neighborhood Library Services (NLS) division to 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.

**Summary of Duties:**

Under the supervision of the Librarian Supervisor II (Group Supervisor), administers and operates a branch library within the Library's policies and procedures. Plans, administers and supervises the delivery of service from a neighborhood branch. Responsible for providing the public with library services and the interpretation of policies and procedures; Responsible for supervising and training staff in reference skills (including use of automated databases) and in the development of community services. Responsible for the accuracy and maintenance of staff time records. Prepares evaluations for all staff members. Responsible for the development and maintenance of materials collection which meets the needs and interests of the community. Consults and cooperates with various age-level specialists concerning branch materials and programs.

**Minimum Qualifications:**

A Master's degree in Library Science from a college or university accredited by ALA required.

Three years successful library experience, including reference work in the subject field or allied field(s) and in an administrative and supervisory capacity.

Maryland Certification in Library Science required.

**Knowledge, Skills and Abilities**

- A working knowledge of the literature in the subject field(s), both bibliographic and general.
- Knowledge of the use and operation of automated databases and systems.
- Ability to provide effective leadership for staff and skill in human relations.
- Commitment to innovative and expanding public services in a large metropolitan area.
- Ability to make long-range plans and carry forth the Library's objectives.
- Understanding of library/community relationships, with the ability to interpret and promote them to both organized and informal groups.
- Written and verbal communication skills.

**Position: Librarian Supervisor II, Manager of Digital Resources**

Location: Central Library, Enoch Pratt Free Library, Baltimore, MD

Salary: \$68,562/year

Originally posted on the Maryland Library Association listserv.

The Pratt Library is looking for a dynamic Librarian Supervisor II to manage the Digital Resources Department in our Collections and Access Services Division.

Under the supervision of the Deputy Chief, Collections and Access Services Division, the Librarian Supervisor II plans, develops and manages three of the library's organizational units with state functions: Digital Maryland, Government Documents, and the eResources Unit.

**Summary of Duties:**

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

Provides vision and leadership for a recently created department intended to serve as the hub of digital resources for the Enoch Pratt Free Library. The Enoch Pratt Free Library serves as the State Library Resource Center (SLRC) for the State of Maryland. Working with libraries of all kinds across the state, SLRC provides cooperative, cost effective resources and services for Maryland libraries and their customers.

Supervises a department that combines three crucial state roles:

- Digital Maryland, which is a collaborative, statewide digitization program for Maryland that facilitates the digitization and digital exhibition of historical and cultural documents, images, audio and video held by Maryland institutions.
- Government Documents, including the State Publication Depository and Distribution Program, which supports library participants across the state with print and/or electronic state documents.
- The Enoch Pratt Free Library's ebook resources and databases, as well as the selection and purchase of the Sailor Network databases, which provide a core collection to public libraries across Maryland.

Supervises, trains and evaluates the librarians working in the above three units with state functions, Digital Maryland, Government Documents, and the Sailor Databases.

Develops policies and procedures related to digital libraries and their functions, supervises the statewide Government Documents program, and the selection and collection maintenance of the electronic resources for the Enoch Pratt Free Library.

Serves as the primary outreach lead for Digital Maryland, Government Documents, and the Sailor network. This role develops and maintains partnerships with constituents across the state for each of the department's roles.

In concert with the Deputy Chief of CASD, this position negotiates contracts for the library's databases and ebook vendors, as well as the statewide contract for all Sailor databases.

Participates in statewide groups related to the departments mission and serve as the Library's representative to these organizations and consortia.

Creates and provides training programs for topics related to digital resources for the Enoch Pratt Free Library and across the state of Maryland.

Holds annual meetings, conferences and symposiums for various aspects of the department.

Stays current with trends in librarianship, especially those related to digital libraries, government documents and eresources.

Sets department goals and objectives in support of the Library's Strategic Plan.

Prepares reports for Library administration and participates in the creation of reports for Statewide committees.

**Minimum Qualifications:**

MLS or MLIS degree from an ALA accredited college or university. A minimum of two years of demonstrated, successful, and increasingly responsible planning, programming, and supervisory experience in a public library setting required. Maryland Library Certification or eligibility within 90 days of hire is required.

**Desired Qualifications:**

- Excellent written and verbal communication skills
- Proven ability to manage multiple priorities and balance large projects.
- Ability work in concert with Library administrative staff, and constituents across the state.
- Will be expected to maintain an atmosphere of confidentiality as required.

**Knowledge, Skills and Abilities**

- Thorough knowledge of library policies and procedures, especially experience with digital libraries, government document units, and/or eresources including ebooks and database selection and management.
- Successful outreach experience across a diverse constituency. A high energy individual with the ability to connect with and promote departmental services across the state.
- Experience with procedures and project management best practices in a digitization lab, including materials handling, scanning and metadata maintenance activities.
- Experience with contract negotiations.
- Excellent planning skills to ensure successful events, meetings, conferences and symposium.
- Background in selection of library resources, preferably including ebooks and databases.
- Thorough knowledge of managerial practices and trends. Strong communication skills, both verbal and written. Ability to establish and maintain effective working relationships within the library community, with staff and with the public.
- Excellent interpersonal skills and presentation ability.
- Administrative insight and broad professional outlook; progressive development, knowledge and use of digital asset management systems, preferably ContentDM.
- Ability to exercise initiative and independent judgment. Ability to meet deadlines and adapt to changing priorities. Flexible team player.
- Knowledge and use of computer software in a Windows environment. Excellent organizational skills.

**Position: Librarian Supervisor II, Special Collections**

Location: Central Library, Enoch Pratt Free Library, Baltimore, MD

Salary: \$68,562/year

Originally posted on the Maryland Library Association listserv.

The Pratt Library is looking for a dynamic Librarian Supervisor II to manage the Special Collections Department in our State Library Resource Center Division.

**Summary of Duties:**

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

The Special Collections Manager will be experienced in:

Provides leadership and consultation services statewide. Sets best practices in the areas of the management of special collections, archives management and handling, and conservation/preservation techniques, often technology based to insure long term collection stability.

Develops long range plans to guide staff and the Library in order to create stable access and protection to rare and unique items and collections owned and housed at the Library.

Establishes best practices, manages staff, and manages the preservation, processing, and arrangement of the Library's historical collections. Establishes goals and timelines for the processing and preservation of the historical records of the

Enoch Pratt Free Library/State Library Resource Center. Targets rare and fragile materials for preservation and stabilization.

Manages staff and volunteers in the processing of collections as they research the history of the collections, and write finding aids according to professional standards. Writes project descriptions for volunteers and interns. Develops procedures, trains and guides staff and volunteers in professional best practices.

Establishes standards of use and handling of Special Collections materials for staff and communicates those standards to customers. Providing access to Library materials to researchers, authors and Maryland libraries through email, chat, and the digitization of documents and photographs.

Delivers presentations and workshops for both the public programs and Maryland library staffs on the preservation of materials including, documents and photographs.

Manages the intellectual property requests and permissions in relation Library collections including the estate of H.L. Mencken and the Enoch Pratt Free Library/State Library Resource Center including fees based upon current copyright law and current cost standards.

Coordinates with Digital Maryland unit of the Library to produce high resolution image files for customer use on request.

Oversees the creation of inventories and databases cataloging the rare and unique materials of the Enoch Pratt Free Library/State Library Resource Center. Supervises the targeting and preservation of rare and/or fragile materials. Manages and curates the installation of exhibits promoting the Library's unique and historical collections. Plans, implements and monitors long term projects to preserve and increase access to the collections of the Library.

Performs related duties as assigned.

**Minimum Qualifications:**

MLS or MLIS degree from an ALA accredited college or university. A minimum of two years of demonstrated, successful, and increasingly responsible planning, programming, and supervisory experience in a public library setting required. Maryland Library Certification.

**Required Knowledge, Skills and Abilities**

- Excellent written and verbal communication skills
- Proven ability to manage multiple priorities in a fast paced environment.
- Ability work in concert with Library administrative staff, the Chief of SLRC, and Baltimore City Maryland State government customers.
- Will be expected to maintain an atmosphere of confidentiality as required.
- Demonstrated knowledge and experience with automated systems and popular software is required.

**Position: [Director for the Library](#)**

Location: Harford Community College, Bel Air, MD

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

Harford Community College has served as an anchor institution in Harford County since its inception in 1957. We are a mid-sized, comprehensive college committed to serving our community through high caliber educational offerings and cultural events.

In 2018, HCC became an Achieving the Dream institution, joining a network of higher education institutions and partners to enhance community college student opportunity, access, and success. We're continuously working to enhance our student experience using evidence-based improvement and building a strong data infrastructure.

Our beautiful, 352-acre campus is conveniently located near Baltimore, MD; Philadelphia, PA; Washington, DC; and Wilmington, DE. We offer more than 70 affordable degree and certificate programs to nearly 2,000 full-time and 7,500 part-time students, as well as a wide variety of noncredit continuing education courses to nearly 11,000 students per year.

The Director of the Library leads all aspects of the HCC Library. Duties include, but are not limited to, strategically overseeing the daily operations; administering policies and procedures; managing staff, budget, facilities, technology, and collections to meet the needs of the curriculum and the campus community; providing leadership in support of teaching and learning for student success through collaborating with other academic divisions to develop, maintain and assess a strong information literacy program; providing leadership to the Open Educational Resources (OER) initiative; assessing the effect of Library services on student success; and supporting the transition to an integrated Learning Commons model.

Other duties include overseeing programming and operations of the Hays-Heighe House historic home; providing general academic leadership and College service through participation in various College committees, groups, and task forces; participating in statewide affinity groups; collaborating with other libraries and cultural institutions; reaching out to the local community to encourage use of the Library as a resource for the community; and other duties as assigned.

This is an exempt, administrator position reporting to the Dean of Teaching, Learning, and Innovation.

#### Requirements

A master's degree, preferably from an ALA-accredited institution, and five to seven of experience working in an academic library.

Applicants will be evaluated on criteria including, but not limited to:

- Experience managing staff, including hiring, supervising, and evaluating performance
- Experience in resource management, including budget, facilities, collection, and technology
- Knowledge of contemporary practices in academic libraries, including learning commons
- Strategic planning and innovation experience, including project management
- Experience managing daily library operations, including setting policy and overseeing technical and access services
- Experience evaluating and assessing library programs and resources
- Demonstrated focus on student success, including information literacy and OER (open educational resources) program administration
- Experience preparing reports and grants.

Salary commensurate with education and experience.

For best consideration apply online by January 26, 2020.

#### **Position: Information Manager**

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

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

The American Library Association (ALA) seeks an Information Manager in its Public Policy and Advocacy (PPA) office. This position is based in Washington, D.C.

ALA is the foremost national association for libraries and information centers in the world, delivering pragmatic solutions to pressing issues such as expanding economic opportunity, advancing education and learning in the global economy, as well as strengthening the public interest in information policy issues such as telecommunications, copyright/licensing, access to government information, funding, privacy and free speech.

The Information Manager has two primary responsibilities. First, this position provides library services for the office, which includes managing online resources and subscriptions and providing direct reference services. Second, the Information Manager has operational responsibility for our Salesforce customer-relationship management (CRM) system, both to manage it on a day-to-day basis as well as to lead efforts to improve its effectiveness.

#### **Responsibilities:**

- CRM Coordination and Data Analysis: Use Salesforce to enter and manage data; design, develop, and deliver reports and dashboards that measure progress and impact of campaigns; ensure data integrity and internal workflow; and maintain documentation of system configuration and team processes.

- **Research and Reference:** Anticipate, locate, evaluate, and supply information needed by PPA staff through databases, research, internal information analysis, and news sources of interest to the association.

- **Other Duties:** Support and participate in special events and projects sponsored by, or of interest to, the staff and membership.

Salary: Negotiable from the low 50s, based on relevant experience. ALA has an excellent benefit package that includes medical, dental, generous paid vacation and a retirement annuity.

## FOR CONSIDERATION

Apply online including cover letter and resume

(Additional documents are uploaded on the same screen as your resume)

OR

Please send cover letter and resume to:

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

The American Library Association is an equal opportunity employer: Disability/Veteran.

## Requirements

Master's degree in library science or a closely allied area; minimum three years of experience in researching and handling information requests; prefer experience with Salesforce and database management. This individual must be able to work in a fast-paced environment and manage multiple projects simultaneously.

## Position: **Librarian, ZA-1410-3/4 (DE/CR)**

Location: National Oceanic and Atmospheric Administration, Silver Spring MD

Salary: \$72,030 to \$157,709 per year

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

## Summary

This position is located in the National Oceanic and Atmospheric Administration (NOAA), Oceanic and Atmospheric Research (OAR), Chief Financial Officer (CFO), NOAA Central Library with one vacancy in Silver Spring, MD.

This position is also announced under vacancy number OAR-2020-0008, which is open to Status Candidates. You must apply to both announcements if you want to be considered for both.

## Responsibilities

As a Librarian, you will perform the following duties:

- Administer, evaluate, and maintain all modules of the library's Integrated Library System (ILS). Troubleshoot system problems and develop processes and procedures for resolving substantive ILS issues. Serve as point of contact for the collection of all Central Library metrics. Perform procurement market research, testing and implementation of new systems and products, and enhancements to current library systems. Act as Contracting Officer's Representative on all systems-related procurements.
- Employ formal usability testing methods and data analysis to assess effectiveness of library services and technologies. Recommend improvements to operational processes to ensure that NOAA's research publications are submitted to and discoverable from within the NOAA Institutional Repository.
- Maintain and apply knowledge of emerging trends and issues in library discovery, metadata and electronic delivery technologies. Evaluate potential of new library technologies for adaptation, and recommend policy and procedural



changes designed to improve library access and efficiency. Serve as the principle adviser on library systems and technologies. Represent Library Director at intra and interagency meetings on IT applications and serve as liaison to the NOAA Web Council.

- Serve as the Central Library Web Master. Facilitate and coordinate communications concerning the development of Web-based content and services. Support projects related to library technology initiatives such as adoptions of open link resolver technology, web archiving, and improvement of the NOAA Photo Library and other web-based information services and digitization of library resources.

These duties are described at the full performance level of the ZA-4; the ZA-3 is developmental leading to such performance.

**Position: Assistant Director and Senior Specialist (American Law Division)**

Location: Library of Congress, Washington, DC

Salary: \$131,239 to \$197,300 per year

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

**Summary**

The Congressional Research Service (CRS) seeks a senior manager to lead its American Law Division (ALD), one of CRS' five research divisions. CRS provides objective, nonpartisan, and authoritative legislative research, analysis, and consultative support exclusively to the U.S. Congress.

**Responsibilities**

This position serves as head of the American Law Division, a major CRS research division. In this capacity, and reporting directly to the Director of CRS, the Assistant Director leads, plans, directs, and evaluates the work of a team of attorneys in its production of written products and consulting services in support of the U.S. Congress. Working directly with congressional committees and Members of the House and Senate, 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. The Assistant Director ensures that both written and consulting work is of the highest quality and consistently meets the Service's standards of objectivity, nonpartisanship, balance, timeliness, legislative relevance, authoritativeness, and accessibility.

The Assistant Director leads implementation of the Service's agenda for legal issues within the division's areas of responsibility, including approaches, frameworks, and methodologies for addressing policy and legislative issues. This includes demonstrating personal intellectual leadership in monitoring congressional needs in the policy areas for which the Assistant Director has direct management responsibility and assuring access to the intellectual capacity needed to meet the current and changing needs of the United States Congress at a sustained level of excellence. This also includes exercising overall responsibility and delegated authority for the oversight and management of the division's human, financial, material, and information research assets, including a staff of approximately 70 employees. In performing these activities, the Assistant Director is responsible for ensuring that the research, analytical, and consulting activities of the division are fully aligned with the legislative needs of Congress and with the priorities, goals, and policies of CRS for meeting those needs.

The Assistant Director also serves as one of the chief advisors to the Director, counseling the Director on all aspects of the research management and operations of CRS and recommending specific policies and procedures for improving the Service's overall quality, efficiency, and effectiveness. The Assistant Director serves as a member of the Director's senior management team and serves as a principal CRS representative to Members, committees, and officers of the United States Congress.

**Major duties of this position include:**

- In collaboration with other senior managers, leads, plans, directs, and evaluates the legal research, analyses, and consulting services of the Service in policy areas for which the incumbent has direct research management responsibility and ensures that such activities are fully aligned with the legislative needs of the United States Congress and with the priorities, goals, and policies of CRS for meeting those needs.
- Demonstrates personal intellectual leadership in monitoring congressional needs in the policy areas for which the incumbent has direct research management responsibility, in formulating and maintaining an agenda to meet those needs, in guiding and directing relevant research of individuals and groups, and in reviewing and evaluating the work of researchers and their managers.

- Ensures all research, analysis, and consulting services provided by the division are of the highest quality and meets CRS's standards of objectivity, nonpartisanship, balance, timeliness, legislative relevance, authoritativeness, and accessibility.  
Counsels the Director and Deputy Director on all aspects of the management and operations of the Congressional Research Service and advises on matters relating to the research activities, operations, and mission of the Service.
- Serves as a principal representative to committees and officers of the United States Congress, other legislative agencies and the Library of Congress, executive departments and agencies, professional organizations, universities, and other research organizations on the broadest matters related to CRS research, policy, and organization.
- Oversees and ensures compliance with human resource management functions and requirements for division staff. Establishes and clearly communicates performance expectations for staff members.

The Assistant Director leads staff toward meeting the Library's vision, mission, and goals by acting decisively, leveraging diversity and inclusiveness, demonstrating flexibility and resilience, fostering continuous improvement and innovation, fostering integrity and honesty, communicating effectively, and managing conflict and crisis. Exhibits commitment to the Library's Supervisory Core Competencies.

### **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:

**Expert knowledge of American law\*\*:** Applies expert, multidisciplinary knowledge of the theories, relevant laws and regulations, concepts, processes, techniques, principles, and/or practices of American law to address legal questions in a public policy setting and in the context of federal law and legislation. This includes knowledge of the history, trends, interrelationships, and current status of the fields of American law and interrelationships with other key fields and disciplines.

**Ability to lead, develop and execute legal research and consulting support in a public policy setting\*\*:** Leads implementation of the Service's legal research and consulting agenda with respect to the division. Develops innovative and creative ideas to advance the quality of the research and the success of the Service. Recommends specific policies and procedures for improving efficiency and effectiveness of research management and operations of the Service and assesses their implications. Oversees and manages legal and legislative research and consulting services across and within major research areas. Demonstrates intellectual leadership and understanding of the current national legal discourse by formulating and executing a research agenda to address those issues. Guides and directs research of individuals and groups, and critically reviews and evaluates the work of legislative attorneys and their managers. This includes managing, organizing, and evaluating the legal analysis of public policy issues at the federal level; ensuring that the legal components of public policy problems are appropriately conceptualized and defined; information and research are fully analyzed and synthesized; the implications of statutory and case law are identified and appropriate conclusions are drawn; alternatives are generated and assessed; the consequences of choosing each alternative are evaluated; and established requirements are applied (e.g., objectivity and authoritativeness) in the development, evaluation, and maintenance of products and services.

**Ability to lead people and manage a workforce\*\*:** Oversees the overall performance of the division by assessing staffing requirements in relation to current and anticipated needs of the Congress, developing staffing plans, justifications, and requests, and making policy area assignments for and evaluating staff in order to assure the availability of the intellectual capacity needed to meet the current and changing needs of Congress at a sustained level of excellence. Develops and oversees recruiting, hiring, mentoring, and training a diverse workforce as well as builds and maintains exceptional staff performance.

**Ability to exercise judgment and discretion\*\*:** Demonstrates awareness of the likely consequences or implications of one's own actions and work within the context of agency/ organizational/ departmental standards. Acts appropriately in a given situation (e.g., with colleagues, clients, media/press), using discretion, and being committed to confidentiality.

**Ability to assess the quality of products and services\*\*:** Evaluates the content, organization, and relevance of a range of products and services to meet the quality standards of a public policy organization. Makes suggestions to improve these products and services.

**Ability to think strategically and lead change:** The ability to establish and implement a strategic vision and direction for an organization or group and to lead/effect change. This includes evaluating interdependencies and interrelationships among functions and resources and outcomes; developing performance targets; and identifying strategic opportunities. This also

includes championing ideas that promote the mission with enthusiasm, conviction, and assertiveness; gaining support and commitment from others; and motivating and inspiring others.

Ability to write and review the writing of others: The ability to write a variety of clear, cogent, accurate, and well-organized written products and to evaluate the written products of others to ensure they meet the quality standards of a public policy organization.

Ability to apply knowledge of congressional decision making: Applies knowledge of congressional decision making, including how legislation becomes law, the federal budget process, the appropriations process, and oversight, sufficient to ensure timely and legislatively relevant assistance to congressional committees, Members, and senior staff. Has knowledge of institutional and political environment, including the context in which congressional decision making occurs, the roles and relationships of the President and executive and independent agencies, the judiciary, state and local governments, and interest groups, and the ramifications of those decisions on existing policies and affected constituencies.

Ability to communicate effectively other than in writing: 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.

Continue with the application process only if you are able to document on your resume that you meet all the critical competency requirements at the levels described below.

1. Expert knowledge of American law: I am recognized by decision makers as a professional resource in specific areas of American law at the federal level.
2. Ability to lead, develop and execute legal research and consulting support in a public policy setting: I have routinely developed and managed a work unit's portfolio in specific areas of American law at the federal level. This included managing research and analysis for the production of written products and services to client(s).
3. Ability to lead people and manage a workforce: I have led and managed a professional research staff (e.g., responsible for developing staffing plans, recruiting and hiring, assigning work, evaluating performance).
4. Ability to exercise judgment and discretion: In execution of work duties, I was routinely relied upon to exercise judgment and discretion.
5. Ability to assess the quality of products and services: I evaluated and critically reviewed a range of products and services for compliance with established professional organizational standards and made independent judgments on acceptability of material.

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

---

## Four Positions: Washington DC & Maryland

Posted on [January 8, 2020](#) by [LLAM News](#)

**Position:** [Senior Research Librarian](#)  
**Location:** Finnegan, Washington, DC

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

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

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

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

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

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

**Position: Temporary Legal Reference Librarian**

Location: Law Library of Congress, Washington, DC

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

**Title:** Legal Reference Librarian

**Service Unit/Division:** Law Library

**Office:** Global Legal Research Directorate/Public Services Division

**Series:** 1410

**Grade:** GS 11

**Duration:** Not to Exceed 120 days

**Tour of Duty:** Full-time, fixed schedule

**Duties:**

The Law Library of Congress seeks a well-qualified legal reference librarian with relevant education and experience providing legal and legislative information services to diverse and demanding clients in a large law library or similar legal information organization. This position is located in the Public Services Division, Global Legal Research Directorate, Law Library of Congress. The duties of this position include the following:

- Responds to legal and legislative inquiries from Members of Congress, congressional committees and other congressional offices, federal courts, government agencies, libraries, the bar, and the general public. Inquiries may be received in person, by telephone, in writing, and by electronic means.
- Prepares tailored written responses to digital reference and research inquiries.
- Instructs onsite and remote patrons on the content, nature, and use of Law Library print resources and databases, as well as online collections.
- Directs patrons to proper specialists, resources, or services within the Law Library and other areas of the Library of Congress.
- Reviews print, electronic, and/or microform collections as assigned and exercises care to ensure collection material is properly handled and kept secure to avoid loss or damage.

- Carries out technical and service functions to access, arrange, describe, preserve, or dispose of Law Library collection materials.
- Delivers orientations and briefings on Law Library services and collections and/or tours of the Law Library, as assigned.
- Liaises or communicates with librarians and other information professionals both within the Library of Congress and outside of the organization.
- Participates in special projects and programs as assigned.

#### **Minimum Knowledge and Abilities accepted:**

- Substantial knowledge of US federal and state law research methods and resources; familiarity with comparative, foreign, and international law research methods and resources.
- Knowledge of law library practices and procedures, especially in providing legal reference services.
- Ability to perform legal and legislative reference duties with minimal direct supervision.
- Ability to apply a strong public service demeanor when providing legal and legislative information services to diverse and demanding users.
- Ability to interact effectively with Members of Congress and their staff; Law Library and Library of Congress staff; federal and state court and agency staff and librarians; representatives of foreign, international, federal, and state governments; and dignitaries, attorneys, students, and members of the public.
- Ability to provide concise as well as thorough oral and written research guidance utilizing creative methodologies to respond to complex inquiries.
- Ability to communicate effectively both orally and in writing.
- Ability to timely execute and complete assignments working independently and in collaboration with other division and Law Library staff.
- Ability to meet deadlines, to complete multiple time-sensitive assignments and projects at the same time, and to work well under pressure.
- Ability to aid in guidance of junior professional and technical staff.
- Ability to utilize information technology (online databases and Library catalog) and applicable software (Microsoft Office, including Word, PowerPoint, and Excel).

If you're interested in being considered, please submit an email to [LLCTemp@loc.gov](mailto:LLCTemp@loc.gov) by close of business **Thursday, January 16, 2020** that includes your expression of interest, a copy of your resume, and your official college transcripts. Interviews may be held. If you have any questions submit them to [LLCTemp@loc.gov](mailto:LLCTemp@loc.gov).

#### **Position: Librarian (Metadata)**

Location: Agricultural Research Services, Beltsville, MD

Salary: \$59,534 to \$112,240 per year

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

#### **Summary**

This position is responsible for creating, acquiring, configuring, and managing metadata for NAL's bibliographic, scientific, and cultural heritage resources. This position supports the business aspects of NAL's metadata services, including: stakeholder and customer management, customer-focused business requirements gathering, service/product design and workflow specification, data management planning, and indexing and cataloging content in agriculture, food, and the related sciences.

#### **Responsibilities**

- Create scientific and bibliographic metadata by using available tools or developing custom transform scripts.
- Apply metadata expertise to evaluate, implement, or develop metadata standards for scientific research data and literature.
- Contribute metadata expertise for evaluating, implementing, or developing data ingest and search applications.
- Index content and create records for AGRICOLA, PubAg, Ag Data Commons, and NAL Digital Collections databases, using indexing and annotation tools, semantic web technology, and natural language processing tools.
- Propose revisions and enhancements to the NAL Thesaurus of agricultural terms.
- Catalog monographs, serials, audiovisual materials, and maps, using OCLC and Voyager according to either Resource Description and Access (RDA) or Anglo-American Cataloging Rules, 2nd edition revised (AACR2) cataloging standards.
- Participate in cooperative cataloging and name authority control initiatives with other library and research institutions and organizations on international, national, regional and local levels.

- Support NAL's Findable, Accessible, Interoperable, and Re-usable (FAIR) data services and data management planning.
- Develop and deliver education, training, and outreach materials to specified customer and stakeholder groups.
- Participate with stakeholder and customer groups to gather requirements.
- Advise on developing services, products, and workflows to meet business requirements.

**Position: Digital Archivist**

Location: Business Operations Division of the Armed Forces Pest Management Board (AFPMB), Silver Spring, MD

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

The Digital Archivist supports the Business Operations Division of the Armed Forces Pest Management Board (AFPMB). This position electronically scans, tags with appropriate meta data, and files scientific articles, historical and other documents, as well as writes and publishes the minutes of various scientific meetings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following. Other duties may be assigned.

Responsible for the integration of CNI Core Competencies into daily functions, including: commitment to integrity, knowledge / quality of work, supporting financial goals of the company, initiative / motivation, cooperation / relationships, problem analysis / discretion, accomplishing goals through organization, positive oral / written communication skills, leadership abilities, commitment to Affirmative Action, reliability / dependability, flexibility and ownership / accountability of actions taken.

Electronically scans at least 120 onion skin pages per day or up to 160 standard pages per day for archival. Documents include printed scientific articles, historical documents, and other documents as directed. Some documents are fragile and require careful handling.

Saves files electronically for database access.

Applies metadata to each scanned article or document.

Assigns file names and/or numbers and files documents electronically in accordance with the AFPMB filing system.

Writes the minutes from biennial board meetings and other meetings as deemed necessary.

Travels as necessary to attend meetings and document minutes.

Works independently with the client on a daily basis and keeps CNI Project Manager informed about work assigned by client and progress in completing.

Operates office equipment such as computers, copiers, telephones, and scanners. Performs basic operations on data processing equipment.

Completes assignments with a high degree of accuracy.

Ensures the confidentiality and security of records is maintained.

Follows applicable policies and procedures to classify multiple pieces of information.

Ensures standards are met in compliance with statutory and regulatory provisions, policies and instructions, and all other applicable requirements.

Provides general clerical assistance to include invoicing, making travel arrangements, time sheet administration, and annual reporting assistance.



Responsible for aiding in own self-development by being available and receptive to all training made available by the company.

Plans daily activities within the guidelines of company policy, job description and supervisor's instruction in such a way as to maximize personal output.

Responsible for keeping own immediate work area in a neat and orderly condition to ensure safety of self and coworkers. Will report any unsafe conditions and/or practices to the appropriate supervisor and human resources. Will immediately correct any unsafe conditions to the best of own ability.

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

---

# One Position: Washington DC

Posted on [January 3, 2020](#) by [LLAM News](#)

**Position:** [Research Librarian](#)

Location: Williams & Connolly LLP, Washington, DC

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

Williams & Connolly LLP is currently seeking a Research Librarian. Under the direction of the Head of Research, the Research Librarian position has primary responsibilities for, but are not limited to:

- Perform cost efficient research over a wide range of topics including: legal, legislative, business, intellectual property, public records, news, medical, and social media;
- Work in a fast paced environment with the ability to prioritize requests as needed;
- Assist with the training of attorneys and staff on effective use of research databases;
- Knowledge and proficiency of legal sources including research databases such as Lexis, Westlaw, Accurint, PACER and the Internet;
- Knowledge and proficiency with Library related systems (e.g., basic HTML for maintaining links on Library portal page & catalog, etc.);
- Knowledge and proficiency with federal and state legislative history and research.

Requirements:

Successful candidate must be highly service-oriented with the ability to interact regularly with attorneys and staff. He/She should possess strong communication, interpersonal and customer service skills, as well as the ability to multi-task. Ability to adapt and to learn new databases, sources, and skills are a must. The ideal candidate is required to have a minimum of:

- A Master's Degree in Library/Information Sciences;
- Minimum 2 years library experience in a legal setting or professional services firm;
- Proficiency with applications including Microsoft Outlook, Word, and EXCEL;
- Proficiency with library software;
- Ability to lift & carry 15 lbs.

Education: Master's Degree in Library/Information Science

[Apply Online](#)

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