**Submission Date:** 03/05/2024

**Job Title:** Instruction and Outreach Librarian

**Job Description:** Reporting to the Director of the South Caroliniana Library, the Instruction and Outreach Librarian is a tenure-track faculty member who coordinates with faculty from departments across the University of South Carolina and University Libraries to plan and implement instruction using the South Caroliniana Library’s collections including manuscripts, maps, books, university records, and visual materials in both physical and digital formats. The Instruction and Outreach Librarian also plans exhibits and outreach activities for the purpose of connecting the South Caroliniana Library to the campus and community.Duties include but are not limited to:Collaborates with teaching faculty across the University to plan and implement instructional activities using South Caroliniana Library materialsPlans and conducts regularly scheduled outreach activities, as well as occasional outreach activities, related to the collections and subject areas represented in South Caroliniana LibraryCreates subject guides, course guides, and special topics guides based on South Caroliniana Library materialsCreates semi-permanent exhibits using South Caroliniana Library materials according to a regular exhibit schedule, as well as temporary exhibits for special events

**Qualifications:** MLIS from an ALA-accredited institution or other relevant graduate degreeExperience teaching in a library or other academic setting

**Type:** Full Time

**How to Apply:** https://uscjobs.sc.edu/postings/162267

**Salary:**

**Contact:** Nathan Saunders, PhD DirectorSouth Caroliniana Library University of South Carolina 803-777-5746

**!BREAK!**

**Submission Date:** 02/29/2024

**Job Title:** Metadata & Outreach Librarian

**Job Description:** Ida Jane Dacus Library invites applications for a 12-month, tenure-track Assistant/Associate Metadata and Discovery Librarian position. As the principal cataloger for Ida Jane Dacus Library and Louise Pettus Archives and Special Collections, a successful candidate will be expected to create original and complex copy cataloging and metadata schema to ensure the discoverability and accessibility of library and archival materials. The candidate will teach in the Information Literacy program, maintain scholarly activity, and engage in professional service. The Metadata and Discovery Librarian reports to the Head of Technical and Digital Initiatives and provides training and guidance to two library specialists. Rank will be assigned at the assistant or associate level, commensurate with experience.Responsibilities:Serves as the principal cataloger, performing original and complex copy cataloging for physical and digital formats using national systems and standards.Provides training and guidance to two library metadata and cataloging specialists.Develops local cataloging and metadata policies, as well as procedures.Leads the creation, identification, prioritization, and implementation of metadata projects. Ensures the accuracy of Winthrop’s holdings in the shared library services platform.Participates in deaccessioning projects and coordinates physical processing of weeded materials. Works with Archives personnel to evaluate and refine the workflows for metadata creation and maintenance.Collaborates with the Digital Strategies and Systems Librarian to maintain the integrity of the university’s institutional repository.Gathers, analyzes and reports metadata and cataloging statistics.Maintains currency in cataloging and metadata tools, standards, and trends.Maintains awareness of cataloging/metadata practices that impact effective access and discoverability of DEI materials.Participates in the library’s collection development processes.Teaches information literacy and participates in reference service rotations and programs.Maintains creative and scholarly activity.Engages in professional stewardship and academic responsibility within the library, archives, university, profession, and community.Establishes and maintains collaborative relationships and effective communication with all library and archives employees.Performs other duties, responsibilities, or special projects as assigned.

**Qualifications:** Required Qualifications:ALA-accredited MLS/MLIS degree.Two or more years of cataloging and metadata experience.Demonstrated proficiency with cataloging and metadata tools and standards in a mixed RDA/AACR2 environment using the MARC 21 standards, LC classification, Dublin Core, LCSH, and OCLC.Excellent oral, written, and interpersonal communication skills.Preferred Qualifications:Proficiency with Ex Libris Alma, Primo, and OCLC WorldCat/Connexion.Working knowledge of OAI-PMH and metadata mapping.Experience with and/or knowledge of cataloging music scores, books, and materials.Experience with open-access web publishing.Two or more years of supervisory experience.Experience working in an academic library.Two or more years of project management experience.Experience working with archival materials.

**Type:** Full Time

**How to Apply:** Application InstructionsPlease submit the following items:Cover letterCurriculum vitaeNames, titles, phone numbers, and e-mail addresses of at least three professional referencesAll graduate degree transcripts (unofficial transcripts acceptable at this stage).This institution is using Interfolio's Faculty Search to conduct this search. Applicants to this position receive a free Dossier account and can send all application materials, including confidential letters of recommendation, free of charge. https://apply.interfolio.com/140900

**Salary:**

**Contact:** Logan Cocklincocklinl@winthrop.edu

**!BREAK!**

**Job Title:** Department Head for Open Scholarship

**Submission Date:** 02/26/2024

**Job Description:** Clemson Libraries seeks a dynamic, driven, and collaborative Department Head for Open Scholarship to provide leadership and expertise at Clemson Libraries. The Open Scholarship Department includes services such as open educational resources, scholarly communications, experiential learning, research data services, and digital humanities/scholarship. The department also houses two learning spaces: Adobe Studio & Makerspace and the Scholars’ Lab. The department head will play an active and key role in continuing and expanding the Libraries’ research and experiential learning services that will further support Clemson’s strategic priorities.The Department Head of Open Scholarship (OS) will be responsible for planning, implementing, and managing a newly created open scholarship department that provides support for digital scholarship, digital literacy, data literacy, digital preservation, faculty research, Open Access initiatives and advocacy, and scholarly communications. The department head will also collaborate with faculty, administrators, and staff to create meaningful partnerships with campus groups including the Division of Research, Clemson Computing & Information Technology, Graduate School, the Office of General Counsel, etc. This position requires a high degree of collaborative leadership and initiative and will be critical to the Libraries’ strategic growth as an R1 institution.Clemson Libraries faculty are members of the academic community, with responsibilities in the areas of librarianship, scholarship, and service. This is a 12-month tenure-track faculty position and works under the direction of the Associate Dean for Teaching, Learning, and Research.Develop, manage, and assess programs and services such as research data curation, digital preservation, digital humanities, digital scholarship, experiential learning, open access, open educational resources, and scholarly communication.Provide leadership for the planning and implementation of multidisciplinary digital scholarship projects that support faculty and students’ scholarly activities.Develop and monitor workflows and processes for the enhancement of digital assets as a part of the research and publication life cycle.Provide leadership and directions for the strategic planning, project management, daily operations, and supervision of the members of the OS department.Oversee a copyright education and outreach program for faculty that will include topics such as authors’ rights, course reserve, fair use, public performance rights, creative commons, etc.Build awareness and support for the OS programs and services by developing a marketing plan about digital scholarship services to the campus community.Encourage experimentation and risk-taking in digital scholarship projects as part of professional growth and culture of innovation.Provide consultation to researchers for grant requirements related to federal Public Access Policies regarding data management, sharing, and open access dissemination of scholarship.Create and coordinates teams with an emphasis on collaboration and communication among key stakeholders.Keep abreast of the latest trends and best practices in the field of digital scholarship, experiential learning, and scholarly communication. Research, Scholarship, and Creative Activities● Develops a focused program of high-quality research and creative accomplishments, consistent with professional responsibilities and the Libraries’ mission and goals.Service● Actively participates and demonstrates leadership in professional responsibilities that serve the Libraries, university, profession, and community.Clemson University is a major, land-grant, science and engineering-oriented Carnegie Research One university in a college town setting along a dynamic Southeastern corridor. Clemson is an inclusive, student-centered community characterized by high academic standards, a culture of collaboration, school spirit, and a competitive drive to excel. Centrally located in the beautiful foothills of the Blue Ridge Mountains, Clemson is in one of the fastest-growing areas of South Carolina, and a two-hour drive from Charlotte and Atlanta.

**Qualifications:** An ALA-accredited graduate degree in librarianship or a relevant accredited graduate degree in another scholarly field as deemed appropriate by the Libraries.Two years of professional experience in at least one of the department’s functional areas.Two years of management/supervisory experience with a demonstrated record of innovative leadership and navigating organizational change.Two years of experience building campus and inter-institutional partnerships to promote and advocate for open scholarship and experiential learning initiatives.Demonstrated experience in mentoring faculty and professional staff.Demonstrated ability to foster an environment of collegiality, respect, trust, and a culture of innovation.Demonstrated skills in oral and written communication and creative problem-solving.Preferred QualificationsExperience leading an established digital/open scholarship department.Three to five years of management/supervisory experience.Experience writing grants and getting external funding to start or expand services.Strong record of professional service and publications/presentations at a national level.

**Type:** Full Time

**How to Apply:** Applicants should electronically submit all applications and related materials via Interfolio: <http://apply.interfolio.com/141496Required> materials include:1) Cover letter2) Professional curriculum vitae3) Names and contact information of three (3) professional references.Applications received by 03/22/2024 will be guaranteed consideration.Clemson University is an AA/EEO employer and does not discriminate against any person or group on the basis of age, color, disability, gender, pregnancy, national origin, race, religion, sexual orientation, veteran status or genetic information. Clemson University is building a culturally diverse faculty and staff committed to working in a multicultural environment and encourages applications from minorities and women.

**Salary:** Faculty rank and minimum salary of $95,000 based on the successful candidate's qualifications and experience.

**Contact:** Christopher Vidas, Assistant Librarian and Search Committee Chair, cvidas@clemson.edu

**!BREAK!**

**Job Title:** Access Services Librarian

**Submission Date:** 02/15/2024

**Job Description:** Description This is a professional staff position responsible for managing and providing the strategic direction for the Access Services unit, which consists of the library help desk, circulation and course reserves, stacks maintenance, interlibrary loan, Harry L. Smith Commons are, and the CELL (Collier Library Experiential Learning Lab). Responsibilities include providing leadership for the development and implementation of programs that promote innovative user services for the library and the maintenance of an atmosphere conducive to excellent, proactive customer service; and working collaboratively with other departments and units within the library to develop and improve services for library patrons and stakeholders. The successful candidate must be able to work flexible hours for staffing in backup situations (mornings, evenings, weekends, and holidays), and for special events.Essential Job Duties Provide overall leadership, direction, management of daily operations, and administration of the Access Services unit to meet user needs and expectations; Supervise, schedule, train, participate in hiring, and evaluate the department's full-time and part-time staff employees and part-time student employees; Create and support a welcoming and inclusive unit and user experience; Create a positive team environment that fosters collegiality and innovation; Supervise work related to stack maintenance including the shifting of collections, shelf reading, inventory projects, special projects, and participation in the weeding process; Develop departmental metrics and reports, and use data and assessment techniques to evaluate services; Represent the library on appropriate campus, library network, and other relevant committees, working groups, meetings, and conferences; Coordinate with the university's IT department and the library’s systems staff to implement and update access services-related tools, systems, and technologies; Maintain current knowledge of trends and best practices as they relate; Serves as a liaison to various departments on campus; Provide research consultations as needed; Perform all other duties as assigned. ADDITIONAL DUTIES: Teach library familiarization, information literacy, and research-focused classes; Conduct individual and group research consultations; Serve as a member of the instruction team within the department.

**Qualifications:** Minimum Qualifications ALA-accredited master’s degree in library science or information studies is required; Two years of related experience is preferred; Prior experience in interlibrary loan services, resource sharing, or access services within a library setting is preferred; Knowledge of integrated library systems (ILS) or library management systems (LMS), particularly focused on circulation and reserves functional areas, and other software and systems used for managing library collections, resource sharing, and interlibrary loan services is preferred; Experience with/knowledge of managing course reserves, developing course reserve policies, creating brief catalog records, and maintaining course reserves records and statistics is preferred; Demonstrated experience with interlibrary loan and/or document delivery systems and services, preferred; Previous supervisory/managerial experience is required.

**Type:** Full Time

**How to Apply:** To apply online, please visit: https://www.schooljobs.com/careers/una/jobs/4370775/access-services-librarian

**Salary:**

**Contact:** For questions contact Andrew Phillips, Collier Library, atphillips@una.edu

**!BREAK!**

**Job Title:** Library User Experience Web Developer

**Submission Date:** 02/15/2024

**Job Description:** Hunter Library at Western Carolina University invites applicants for the position of Library User Experience Web Developer Assistant Professor of Practice. We are seeking a collaborative, passionate, and innovative candidate to provide leadership in advancing digital user experience projects and web services administration that will enhance and improve the library’s digital presence. Serving as a member of the COMET Department (Content, Organization & Management, eResources, and Technology), the person in this position will work closely with the Systems Librarian to ensure systems integrate seamlessly with one another. They will also supervise the work of one Technology Support Analyst and may also supervise student employees. The Library User Experience Web Developer is a fixed term faculty position at the rank of Assistant Professor of Practice. This full-time position will be appointed for a three-year term. The position is eligible for rank promotions. Review of applications will begin on or about February 19th, 2024 and will continue until a candidate has been selected for hire.

**Qualifications:** • Master’s Degree in the field of information science, computer science, graphic design, or a related area; must have earned degree by May 2024.• Demonstrated experience in designing, developing, and supporting websites using tools such as PHP, HTML, CSS, RESTful APIs, MySQL and JavaScript• Demonstrated experience with usability testing and WAI guidelines• Demonstrated experience with content management systems, intranets, relational databases, and server-side technologies.• Demonstrated experience with mobile platforms, applications, and design• Familiarity with web analytics• Strong leadership skills and ability to lead a web-based electronic content management development team• Strong commitment to user-centered services and service excellence• Strong analytical and problem-solving skills• Ability to work effectively with faculty, staff, and students• Ability to communicate technical information to technical and non-technical personnel

**Type:** Full Time

**How to Apply:** Please visit the WCU job site for more information and to apply: https://jobs.wcu.edu/postings/26309

**Salary:** $60,000-$63,000

**Contact:** Beth Thompson at bthompson@wcu.edu

**!BREAK!**

**Job Title:** Technology Librarian

**Submission Date:** 02/13/2024

**Job Description:** Branch Location: Main BranchReports To: Department ManagerGeneral Summary:The Librarian, under the general direction of the Branch/Department Manager, provides training for staff and the general public in the use of technology, including software, online tools, and mobile devices, during classes, programs, and public computer sessions. This position will also be responsible for developing training materials, conducting staff and public training sessions, maintaining staff training records, and assisting with scheduling, As a Librarian, you must demonstrate outstanding interpersonal skills, as a great part of this job will involve interacting with the local community.Responsibilities:All duties listed below are essential job functions for which reasonable accommodations will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or abilities deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related tasks as requested by the Branch/Department Manager subject to reasonable accommodations.Essential Roles and Responsibilities:Assist patrons with locating resources and computer usage.Make recommendations for reading materials or websites to obtain this information.Create, plan and coordinate community programs for different age groups that increase library awareness, this will include off site programs.Represent the library at external programming and outreach events.Participate in committees and/or organizations that support the library’s mission and goals.Must be comfortable proactively seeking out customers to help in all areas of the library (desk, roving, e-mail, phone, or additional methods of communication).Create booklists and book displays and provide technology assistance and demonstrations.Perform routine desk duties under professional supervision, help patrons locate and check out materials.Responsible for training staff and the general public in the use of technology, including software, online tools, and mobile devices, during classes, programs, and public computer sessions.Develop training materials, conduct staff and public training sessions and maintain staff training records.Keep informed of current services and trends as related to public libraries.Candidates should be good listeners and communicators, present positive attitude, enjoy working cooperatively as a team member, and place top priority on customer service.Must be flexible to assume additional responsibilities and scheduling requirements as needed to meet the coverage needs of the public service desks in other departments.Must demonstrate knowledge and understanding of various technical software and programs.Perform other duties as assigned.Benefits and Compensation: Charleston County Public Library offers a comprehensive benefits package which includes Health, Dental, Vision and Life Insurance, Paid Vacation and Sick Leave, Paid Holidays, 401k, and a Pension Plan.$47,528.00 - $53,518.40 annually commensurate with education and experience. \*Please make a note on your application and cover letter which position(s) and branch location(s) you would like to be considered for employment.

**Qualifications:** Knowledge, Skills, and Abilities:Knowledge of library amenities and the ability to provide information about library policies.Ability to use tact, courtesy and good judgment when communicating with coworkers, and the public.Ability to demonstrate knowledge, appreciation, and understanding of library materials, both print and electronic.Ability to communicate effectively and present ideas orally and in writing.Ability to carry out assignments independently and work collaboratively with a team.Qualifications and Requirements: ALA Accredited MLIS degree or enrolled in an ALA Accredited MLIS program with a completion date within three (3) years.MLIS student in good standing while enrolled in the MLIS program, documentation must be submitted with application.Eligible for or hold South Carolina State Library Certification. Candidates that do not have their MLIS degree must be currently enrolled in library school and will be required to obtain their South Carolina State Library certification upon completion of their MLIS degree.Must be able to work a flexible schedule including evenings and weekends.Must be proficient in Microsoft Office suite, with the ability to learn and use new methods and emerging technical advances.Must possess excellent customer service skills, ability to get along well with others and to communicate effectively with the public and with library staff, a strong work ethic.

**Type:** Full Time

**How to Apply:** How to Apply: Go to https://www.ccpl.org/careers and fully complete the application form. You will also need to upload an updated resume and cover letter to the CCPL application.

**Salary:** $47,528.00 - $53,518.40

**Contact:** CCPL Human Resources

**!BREAK!**

**Job Title:** Technology Librarian

**Submission Date:** 02/13/2024

**Job Description:** Branch Location: OtrantoReports To: Department ManagerGeneral Summary:The Librarian, under the general direction of the Branch/Department Manager, provides training for staff and the general public in the use of technology, including software, online tools, and mobile devices, during classes, programs, and public computer sessions. This position will also be responsible for developing training materials, conducting staff and public training sessions, maintaining staff training records, and assisting with scheduling, As a Librarian, you must demonstrate outstanding interpersonal skills, as a great part of this job will involve interacting with the local community.Responsibilities:All duties listed below are essential job functions for which reasonable accommodations will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or abilities deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related tasks as requested by the Branch/Department Manager subject to reasonable accommodations.Essential Roles and Responsibilities:Assist patrons with locating resources and computer usage.Make recommendations for reading materials or websites to obtain this information.Create, plan and coordinate community programs for different age groups that increase library awareness, this will include off site programs.Represent the library at external programming and outreach events.Participate in committees and/or organizations that support the library’s mission and goals.Must be comfortable proactively seeking out customers to help in all areas of the library (desk, roving, e-mail, phone, or additional methods of communication).Create booklists and book displays and provide technology assistance and demonstrations.Perform routine desk duties under professional supervision, help patrons locate and check out materials.Responsible for training staff and the general public in the use of technology, including software, online tools, and mobile devices, during classes, programs, and public computer sessions.Develop training materials, conduct staff and public training sessions and maintain staff training records.Keep informed of current services and trends as related to public libraries.Candidates should be good listeners and communicators, present positive attitude, enjoy working cooperatively as a team member, and place top priority on customer service.Must be flexible to assume additional responsibilities and scheduling requirements as needed to meet the coverage needs of the public service desks in other departments.Must demonstrate knowledge and understanding of various technical software and programs.Perform other duties as assigned.Benefits and Compensation: Charleston County Public Library offers a comprehensive benefits package which includes Health, Dental, Vision and Life Insurance, Paid Vacation and Sick Leave, Paid Holidays, 401k, and a Pension Plan.$47,528.00 - $53,518.40 annually commensurate with education and experience. \*Please make a note on your application and cover letter which position(s) and branch location(s) you would like to be considered for employment.

**Qualifications:** Knowledge, Skills, and Abilities:Knowledge of library amenities and the ability to provide information about library policies.Ability to use tact, courtesy and good judgment when communicating with coworkers, and the public.Ability to demonstrate knowledge, appreciation, and understanding of library materials, both print and electronic.Ability to communicate effectively and present ideas orally and in writing.Ability to carry out assignments independently and work collaboratively with a team.Qualifications and Requirements: ALA Accredited MLIS degree or enrolled in an ALA Accredited MLIS program with a completion date within three (3) years.MLIS student in good standing while enrolled in the MLIS program, documentation must be submitted with application.Eligible for or hold South Carolina State Library Certification. Candidates that do not have their MLIS degree must be currently enrolled in library school and will be required to obtain their South Carolina State Library certification upon completion of their MLIS degree.Must be able to work a flexible schedule including evenings and weekends.Must be proficient in Microsoft Office suite, with the ability to learn and use new methods and emerging technical advances.Must possess excellent customer service skills, ability to get along well with others and to communicate effectively with the public and with library staff, a strong work ethic.

**Type:** Full Time

**How to Apply:** How to Apply: Go to https://www.ccpl.org/careers and fully complete the application form. You will also need to upload an updated resume and cover letter to the CCPL application.

**Salary:** $47,528.00 - $53,518.40

**Contact:** CCPL Human Resources

**!BREAK!**

**Job Title:** Circulation Manager

**Submission Date:** 02/12/2024

**Job Description:** The purpose of this class is to manage and supervise the daily functions of the Circulation Department of the Hampton Memorial Library, as well as the library Courier Services and PCLS Volunteers. Serves as a member of the library administration team, assisting with the development of Circulation policies and procedures across the library system. ESSENTIAL TASKS Manages, schedules, and supervises the daily functions of the Circulation Department of the Hampton Memorial Library and the library system Courier. Accepts and processes volunteer applications for the library system, works with branch managers and department leaders to schedule library volunteers. Reviews the work of subordinates for completeness and accuracy; evaluates performance and makes recommendations for improvement; offers training, advice and assistance as needed. Participates in the development of Library policies and procedures; recommends policy and procedural changes to better meet Library and patron needs. Gathers, evaluates, and interprets statistical data concerning both library materials and patron use; prepares routine and special reports and recommendations as requested. Assists with ordering materials for library collection. Assesses the condition of Library materials; determines whether to repair or discard materials as necessary. Assists the public in a professional and courteous manner. Participates in annual budget requests for library system. Receives and responds to public inquiries, requests for assistance and complaints in areas of responsibility. Keeps supervisor informed of all issues and concerns encountered. Addresses patron concerns and/or complaints and makes adjustments to patron accounts as necessary. Performs administrative work as required, including but not limited to preparing reports and correspondence, entering and retrieving computer data. Attends continuing education classes, professional meetings, conferences and/or workshops to maintain and enhance job knowledge and skills. Participates in training and development programs for department staff. Assists in development of strategic goals and objectives for the County library system. Prepares Library for opening and closing.Performs other duties as assigned.

**Qualifications:** Requires a Master’s degree in Library Science from an ALA-accredited college or university or current enrollment in a Master’s degree program with the intention of completing the MLS degree within 2 years and a minimum of 2 years of experience in a job related field. Must be eligible for Professional Librarian certification from the S.C. State Library. Must possess a valid state driver’s license.

**Type:** Full Time

**How to Apply:**https://selfservice.pickenscountysc.us/ess/EmploymentOpportunities/JobDetail.aspx?req=2024044&sreq=1&form=GENR&desc=CIRCULATION%20MANAGER

**Salary:** $49,087.97

**Contact:** Emilee Ramey, eramey@pickenscountysc.gov

**!BREAK!**

**Submission Date:** 02/01/2024

**Job Title:** Reference & Instruction Librarian

**Job Description:** The L. Mendel Rivers Library of Charleston Southern University seeks a service oriented, Reference and Instruction Librarian with an anticipated start date of July 1, 2024. Reporting to the Head of Reference & Instruction, this position is a full-time, 12-month, non-tenure track faculty member. Charleston Southern seeks candidates who are professing Christians and who are committed to excellence in teaching, scholarship and service. They should support the goals of a strong liberal arts education and be willing to explore with students the integration of faith and learning.The Reference & Instruction Librarian provides outreach, reference, and instructional services across campus. The Reference & Instruction Librarian will also collaborate with the College of Education to develop instructional materials, assessments, and assignments that align with the university curriculum. Specific responsibilities include but are not limited to: Develop working partnerships with faculty and staff, with an emphasis on the College of Education; Outreach to campus, local, and statewide educational communities and associations; Assist with development of the information literacy program; Teach face to face and online instruction sessions; Develop instructional materials in collaboration with faculty; Utilize appropriate instructional technologies; Participate in Reference Desk coverage; Conduct individual research consultations with students and faculty; Assist with collection development; Assist with training and supervision of department student employees; Promote library services across campus; Maintain awareness of best practices and developments in academic librarianship; Participate in service to University through committees as assigned; Participate in service to profession through state, regional, or national activities.

**Qualifications:** Earned MLS or MLIS from an ALA-accredited program. A Master’s level degree or greater in Education may be considered in lieu of MLS or MLIS with relevant experience and a commitment to pursue graduate level coursework in library science. Experience teaching in a higher education, library, or K-12 setting, preferably in both face to face and online environments. Familiarity with school curricula/educational programs, including STEM. Knowledge of current issues and trends in education, academic libraries, and library services. Knowledge of current information literacy standards and practices. Knowledge of multimedia and educational technology tools. Knowledge of best practices in reference and research services, including virtual reference. Experience using library research resources in all formats, physical and electronic. Ability to train and supervise student employees. Excellent oral and written communication skills. Overall proficiency with computers, software, library technology, and electronic resources.

**Type:** Full Time

**How to Apply:** Apply online at https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=02e053b3-676a-438b-b5ef-92e6cff5944e&ccId=19000101\_000001&jobId=514520&source=CC2&lang=en\_US

**Salary:**

**Contact:** Joe Fox (jfox@csuniv.edu)

**!BREAK!**

**Job Title:** Children’s Services Manager

**Submission Date:** 01/31/2024

**Job Description:** Branch Location: Keith Summey North Charleston (KSNC)Reports To: Department ManagerGeneral Summary:The Children’s Manager, under the general direction of the Branch Manager, provides support to the Children’s staff and library services for children ages birth through grade 5. Creates attractive displays, develops new and maintains ongoing innovative children’s programs. As a Librarian, you must demonstrate outstanding interpersonal skills, as a great part of this job will involve interacting with the local community. Responsibilities:All duties listed below are essential job functions for which reasonable accommodations will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or abilities deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related tasks as requested by the Branch/Department Manager subject to reasonable accommodations. Essential Roles and Responsibilities:Assist patrons with locating resources and computer usage.Provide reader’s advisory and information services to customers of the Children’s Department.Create, plan and coordinate community programs for children that increase library awareness, this will include off site programs.Represent the library at external programming and outreach events.Participate in committees and/or organizations that support the library’s mission and goals.Must be comfortable proactively seeking out customers to help in all areas of the library (desk, roving, e-mail, phone, or additional methods of communication).Create booklists and book displays and provide technology assistance and demonstrations.Perform routine desk duties, help patrons locate and check out materials.Keep informed of current services and trends as related to public libraries.Candidates should be good listeners and communicators, present positive attitude, enjoy working cooperatively as a team member, and place top priority on customer service.Must be flexible to assume additional responsibilities and scheduling requirements as needed to meet the coverage needs of the public service desks in other departmentsProvide library services for children ages birth through grade 5.Develops new and maintains ongoing innovative children’s programs, story times/storytelling, STEAM programs, and puppetry programs to promote literacyAssist children and caregivers in use of library resources.Contribute content about the Children’s Department to the Communications and Programming Department for inclusion in the Library’s social media presence.Must demonstrate knowledge, appreciation, and understanding of children’s materials, both print and electronic.Assist with Community Hub Services such as the rental assistance program, vaccine clinics, voting process, as well as other programs and services that are provided by CCPL.Perform other duties as assigned.Benefits and Compensation: Charleston County Public Library offers a comprehensive benefits package which includes Health, Dental, Vision and Life Insurance, Paid Vacation and Sick Leave, Paid Holidays, 401k, and a Pension Plan.$53,248.00 - $59,966.40 annually commensurate with education and experience.

**Qualifications:** Knowledge, Skills, and Abilities:Must possess exceptional knowledge and competency of modern principles and practices in Children’s Services.Knowledge of and experience with parent education initiatives, Every Child Ready to Read, Early childhood development, and early literacy skills are desirable.Knowledge of library amenities and the ability to provide information about library policies.Ability to use tact, courtesy and good judgment when communicating with coworkers, and the public.Ability to demonstrate knowledge, appreciation, and understanding of library materials, both print and electronic.Ability to communicate effectively and present ideas orally and in writing.Ability to carry out assignments independently and work collaboratively with a team. Qualifications and Requirements: Must possess exceptional knowledge and competency of modern principles and practices in Children’s Services.Master of Library and Information Science degree from an ALA Accredited program.2 years library experience and 1-year supervisor preferred.Eligible for or hold South Carolina State Library Certification. Must be able to work a flexible schedule including evenings and weekends.Must be proficient in Microsoft Office suite, with the ability to learn and use new methods and emerging technical advances.Must possess excellent customer service skills, ability to get along well with others and to communicate effectively with the public and with library staff, a strong work ethic.

**Type:** Full Time

**How to Apply:** How to Apply: Go to <https://www.ccpl.org/careers> and fully complete the application form. You will also need to upload an updated resume and cover letter to the CCPL application.

**Salary:** $53,248.00 - $59,966.40

**Contact:** CCPL Human Resources

**!BREAK!**

**Submission Date:** 01/26/2024

**Job Title:** Librarian II - Adult Programming/Reference

**Job Description:** GENERAL DESCRIPTION OF CLASSThe purpose of the class is to plan, supervise and provide reference and library programming services to County Library patrons and staff, to perform other professional library duties, and to perform related work as required. This class works within broad policy and organizational guidelines and does independent planning and implementation, reporting progress of major activities through periodic conferences and meetings.ESSENTIAL TASKSThe tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.Coordinates, supervises and participates in the provision of reference services and creates and coordinates Adult programming and events at the Headquarters library. This position also organizes and manages system wide programming when appropriate.Acts in management role in absence of supervisorAssists the public in a professional and courteous manner.Reviews the work of subordinates for completeness and accuracy; evaluates performance and makes recommendations for improvement; offers training, advice and assistance as needed.Participates in the development of Library policies and procedures; recommends policy and procedural changes to better meet Library and patron needs.Gathers, evaluates and interprets statistical data concerning both library materials and patron use; prepares routine and special reports and recommendations as requested.Plans, coordinates, supervises and/or conducts programs and specialized services for adult patrons.Provides readers' advisory services to patrons; answers reference questions; compiles lists of materials of interest to children, youth and/or adults.Assists Library patrons in using various resources and equipment of the Library; interprets Library policies and procedures to the public. Adjust patron accounts as necessary.Supervises the daily staffing and maintenance of public areas and reference service desks.Oversees the recruitment, training and supervision of Library volunteers.Participates in collection development; analyzes current collection for currency, physical condition, general quality and usefulness; recommends books and other library materials.Assists in promoting the Library, its services and programs to the public.Attends staff, committee, County and community meetings as appropriate.Receives and responds to public inquiries, requests for assistance and complaints in areas of responsibility.Keeps supervisor informed of all issues and concerns encountered.Assists co-workers with duties as required.Performs administrative work as required, including but not limited to preparing reports and correspondence, entering and retrieving computer data.Attends continuing education classes, professional meetings, conferences and/or workshops to maintain and enhance job knowledge and skills.Provides reference services to Library patrons and staff; compiles lists of materials of interest to children, youth and/or adults; assists Library patrons in using various resources and equipment of the Library, including print sources, electronic databases and Internet resources.Interprets Library policies and procedures to the public.Prepares Library for opening and closing.Monitors and assists with circulation duties as necessary; verifies monies received.Assists in coordinating and participates in both in-house and outreach Library programs.Creates book displays.Maintains accurate and up-to-date records, and prepares various reports as required.Performs other duties as assigned.

**Qualifications:** VOCATIONAL/EDUCATIONAL PREPARATION:Requires a Master’s degree in library science from an ALA-accredited college or university or must be currently enrolled in an accredited MLS/MLIS program.SPECIAL CERTIFICATIONS AND LICENSES:Must possess Professional Librarian certification from the S.C. State Library or be able to obtain a certification once hired.Must possess valid state driver’s license.

**Type:** Full Time

**How to Apply:** <https://selfservice.pickenscountysc.us/ess/employmentopportunities/default.aspx> Position 540016

**Salary:** $45,472.44

**Contact:** Emilee Ramey, eramey@pickenscountysc.gov

**!BREAK!**

**Submission Date:** 01/24/2024

**Job Title:** Outreach Services Librarian

**Job Description:** The Furman University Libraries is seeking an individual who will be integral to our team in providing outstanding library instruction, collection development, and research assistance within a diverse and inclusive Liberal Arts environment. As a member of Outreach Services, this individual will serve as the library liaison to a variety of academic departments and collaborate with other library faculty and staff to deliver optimal service in the Furman University Libraries. As a member of the library faculty, this individual will also participate in general library and faculty activities, service, and governance. Reports toAssociate Director for Outreach and Access ServicesResponsibilities•Promotes and conducts course-integrated library instruction sessions and develops assignments in collaboration with faculty members•Provides research assistance to students, faculty, staff, and community members, which includes daytime, weekend, and evening research assistance desk shifts•Contributes to Libraries’ virtual presence through resource and course guide development as well as online research assistance•Develops the collection in conjunction with faculty•Works with the Outreach Assistant to train library student assistants for service at the research assistance desk•Collaborates with Resource Management to evaluate resources, collections, and services by compiling statistics, conducting use studies, and generating reports•Serves as library liaison to academic departments; may serve as a library liaison to student groups, campus constituencies, and/or community groups•Promotes collections and services; keeps faculty informed of Library activities and policies•Assists patrons in using technology•Communicates with the Associate Director of Outreach and Access Services regularly to report activities and outcomes •As a member of Outreach Services, attends Outreach meetings and participates in creative planning, participation, and assessment of activities, instruction, and programs•As a member of the library faculty, attends faculty, staff, and special meetings•As a member of the University faculty, attends faculty meetings and serves on University committees; may serve as an academic advisor; may propose and teach courses such as May Experience (MayX)•Actively pursues professional development through service on Library and University-wide committees, participation in professional organizations, and review of professional literature•Performs other duties as assignedPossible Additional Responsibilities•Hires and schedules student assistants for the research assistance desk•Supervises student workers •Manages Government Documents Collection

**Qualifications:** Preferred Qualifications•Academic library experience•Experience with, or knowledge of, one or more of the following subject areas: Art, Data Analytics, Education, Mathematics, Military Science, Philosophy, and Urban Studies; please note that liaison responsibilities may evolve based on the experience and expertise of the successful candidate •Familiarity with accessibility best practices•Experience with SpringShare productsMinimum Qualifications•ALA-accredited MLS degree or equivalent degree•Library experience, including research assistance and library instruction•Knowledge of research resources and emerging technologies•Strong communication and interpersonal skills•Commitment to outreach and outreach related services

**Type:** Full Time

**How to Apply:** Go to this link for additional information and to apply:<https://furman.wd5.myworkdayjobs.com/en-US/Furman_Careers/details/Outreach-Services-Librarian_R002424> Application ProcedureTo be considered for this position, applicants must submit the following:

1. A cover letter
2. A résumé or curriculum vitae
3. The names and contact information of three references
4. A diversity statement of no more than 500 words addressing the applicant’s:­-- awareness and understanding of diversity, equity, and inclusion­-- experience promoting these values­-- plans to help the Furman University Libraries achieve their vision of becoming a “campus leader in the advancement of diversity, equity

**Salary:** The minimum salary for this position is $55,000.00 annually. Benefits include medical, dental, vision, life plans, and a retirement plan (TIAA). Conference and professional development support is a part of this position.

**Contact:** Paige J. Dhyne---------------------------------------------------------------Science and Outreach Librarian, MSLISPhD Candidate in Clemson's RCID Program(864) 294-2342 | sciencelibrary@furman.edupaige.dhyne@[furman.edu](http://furman.edu/)

**!BREAK!**

**Submission Date:** 01/26/2024

**Job Title:** Library Collections Specialist

**Job Description:** Description: The Library Collections Specialist supports the growth and discoverability of LanderUniversity Library Services’ holdings (including archives) by noting and maintaining accurate descriptions of items in the online library catalog. Supports the acquisition of digital resources and promotes library collections through creative exhibits and programming.Job Functions:1. Uses specialized library software to copy and upload descriptive records of print and digital resources into a searchable online catalog where they can be discovered by student and faculty researchers. Assists with maintaining accuracy of the catalog.2. Assists with organization, description, and preservation of Lander University held archival materials and special rare book collections.3. Provides support with procurement and set-up of subscription based digital resources such as eBooks, journals, magazines, streaming media, and other research tools.4. Promotes library collections through creation of digital exhibits, special programming, events, posters, fliers, social media posts and other ephemera.5. Receives, processes, files, and maintains items published by the U.S. Government Printing Office (GPO). 6. Other duties as assigned

**Qualifications:** A high school diploma and previous relevant library work experience. A valid driver's license and safe driving history. Must have strong skills in providing excellent customer service and demonstrate strong ethics.Preferred Requirements: A bachelor's degree may be substituted for work experience.Knowledge of library organization, research methodology, procedures,aims and services. Ability to work independently and demonstrate initiative. Ability to perform detailed and complex routines with an electronic information system. Ability to maintain a high level of accuracy,completeness, and thoroughness in work

**Type:** Full Time

**How to Apply:** Applications must be submitted online at [www.careers.sc.gov.](http://www.careers.sc.gov/) Receipt of individual applications not acknowledged. See positionstatus at [www.lander.edu/hr](http://www.lander.edu/hr). Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.

**Salary:** Hire Range: $35,000- $ 47,000 annually University Hours: 8:00am – 5:00pm, Monday – Friday Position Work Hours: 37.5 hours per week. Class Code: CD20 – State Title: Library Specialist Position #: – Band: 04

**Contact:** hr@lander.edu

**!BREAK!**

**Submission Date:** 01/25/2024

**Job Title:** Head of Adult Services

**Job Description:** The Head of Adult Services is responsible for supervising reference services, community engagement and outreach for adults, collection development and technical services.For doers and makers seeking a well-rounded community, Hickory is a bridge between Asheville and Charlotte at the foot of the Blue Ridge Mountains along Interstate 40, where a collective spirit of craftsmanship strengthens any endeavor with detail, artistry and quality.Hickory, North Carolina, is a three-time All-America City on the Catawba River approximately one hour east of Asheville and one hour north of Charlotte. More than 40,000 residents call Hickory their home and Hickory is the hub of a 350,000 metropolitan area. Hickory has outstanding school systems, seven recreation facilities, two libraries, several golf courses, theaters, art museums, and eighteen gorgeous parks. Beautiful Lake Hickory is over 4,000 acres and has many public access areas. Please check out Hickory at [www.hickorync.gov/employment](http://www.hickorync.gov/employment) or [www.hickorywellcrafted.com](http://www.hickorywellcrafted.com/) for a web portal all about Hickory and the surrounding areas and what makes Hickory a "Well Crafted" City.Major Duties•Provides customer service to internal and external patrons.•Manages Reference department; supervises department personnel•Supervises and manages collection development for reference, circulating fiction and nonfiction and audiovisual materials for headquarters library•Supervises technical services personnel; ensures that appropriate cataloging standards are met•Supervises outreach and community engagement staff•Collaborates and communicates with library management and staff regarding services for adults•Maintains knowledge and skills in current library services, including technology•Seeks innovative approaches to improve services.•Maintains relationships with community organizations by attending meetings and community events•Collaborates with community agencies to plan and implement services•Identifies and pursues grant opportunities.

**Qualifications:** Qualifications: Masters Degree in Library Science, 3-5 years of relevant experience including 1-2 years of supervisory experience.

**Type:** Full Time

**How to Apply:** Apply online <https://www.governmentjobs.com/careers/hickory/jobs/4356251>

**Salary:** 56,345.46

**Contact:** Sarah Greene, Library Director 828-261-2275

**!BREAK!**

**Submission Date:** 01/24/2024

**Job Title:** Outreach Services Librarian

**Job Description:** The Furman University Libraries is seeking an individual who will be integral to our team in providing outstanding library instruction, collection development, and research assistance within a diverse and inclusive Liberal Arts environment. As a member of Outreach Services, this individual will serve as the library liaison to a variety of academic departments and collaborate with other library faculty and staff to deliver optimal service in the Furman University Libraries. As a member of the library faculty, this individual will also participate in general library and faculty activities, service, and governance. Reports toAssociate Director for Outreach and Access ServicesResponsibilities•Promotes and conducts course-integrated library instruction sessions and develops assignments in collaboration with faculty members•Provides research assistance to students, faculty, staff, and community members, which includes daytime, weekend, and evening research assistance desk shifts•Contributes to Libraries’ virtual presence through resource and course guide development as well as online research assistance•Develops the collection in conjunction with faculty•Works with the Outreach Assistant to train library student assistants for service at the research assistance desk•Collaborates with Resource Management to evaluate resources, collections, and services by compiling statistics, conducting use studies, and generating reports•Serves as library liaison to academic departments; may serve as a library liaison to student groups, campus constituencies, and/or community groups•Promotes collections and services; keeps faculty informed of Library activities and policies•Assists patrons in using technology•Communicates with the Associate Director of Outreach and Access Services regularly to report activities and outcomes •As a member of Outreach Services, attends Outreach meetings and participates in creative planning, participation, and assessment of activities, instruction, and programs•As a member of the library faculty, attends faculty, staff, and special meetings•As a member of the University faculty, attends faculty meetings and serves on University committees; may serve as an academic advisor; may propose and teach courses such as May Experience (MayX)•Actively pursues professional development through service on Library and University-wide committees, participation in professional organizations, and review of professional literature•Performs other duties as assignedPossible Additional Responsibilities•Hires and schedules student assistants for the research assistance desk•Supervises student workers •Manages Government Documents Collection

**Qualifications:** Preferred Qualifications•Academic library experience•Experience with, or knowledge of, one or more of the following subject areas: Art, Data Analytics, Education, Mathematics, Military Science, Philosophy, and Urban Studies; please note that liaison responsibilities may evolve based on the experience and expertise of the successful candidate •Familiarity with accessibility best practices•Experience with SpringShare productsMinimum Qualifications•ALA-accredited MLS degree or equivalent degree•Library experience, including research assistance and library instruction•Knowledge of research resources and emerging technologies•Strong communication and interpersonal skills•Commitment to outreach and outreach related services

**Type:** Full Time

**How to Apply:** Go to this link for additional information and to apply: <https://furman.wd5.myworkdayjobs.com/en-US/Furman_Careers/details/Outreach-Services-Librarian_R002424> Application ProcedureTo be considered for this position, applicants must submit the following:

1. A cover letter
2. A résumé or curriculum vitae
3. The names and contact information of three references
4. A diversity statement of no more than 500 words addressing the applicant’s:­-- awareness and understanding of diversity, equity, and inclusion­-- experience promoting these values­-- plans to help the Furman University Libraries achieve their vision of becoming a “campus leader in the advancement of diversity, equity

**Salary:** The minimum salary for this position is $55,000.00 annually. Benefits include medical, dental, vision, life plans, and a retirement plan (TIAA). Conference and professional development support is a part of this position.

**Contact:** Paige J. Dhyne---------------------------------------------------------------Science and Outreach Librarian, MSLISPhD Candidate in Clemson's RCID Program(864) 294-2342 | sciencelibrary@furman.edu paige.dhyne@furman.edu

**!BREAK!**

**Submission Date:** 01/19/2024

**Job Title:** Library Systems Engineer (Systems Engineer II)

**Job Description:** Clemson Libraries seeks a Library Systems Engineer to lead the development, testing, implementation, and maintenance of complex systems architecture and applications design. The Library Systems Engineer develops and writes custom code to integrate with web applications and custom plugins; engineers and integrates all server solutions in AWS Cloud and on premises for library information systems in support of services and initiatives; and develops and ensures infrastructure documentation such as design and environment specifications, user and technical manuals, and process methodology. This position reports to the Head of Digital Strategies within the Division of Organizational Performance and Inclusion.Job Duties:Systems Design (40%):Assists and leads in defining architecture strategies and works collaboratively to research, design, engineer, and implement solutions in response to system requirements defined by business units within the Libraries. Prepares any necessary server specifications, system design diagrams, and other documentation. Communicates system designs and solution architectures to management and internal stakeholders.Software Development and Systems Implementation (40%):Directs software development and integrations for internal and external websites for the Libraries. Leads acquired systems implementations. Designs, develops, and implements all software tools, systems integrations, and data transformation utilities based on user requirements. Provides programming services for the Libraries¿ information systems, including but not limited to the websites, digital asset management systems (DAMS), digital preservation systems, library services platform, and custom programs. Develops and ensures infrastructure documentation such as design and environment specifications, user and technical manuals, and process methodology. Modifies existing solutions to adapt them to new and emerging technologies. Engages in assessment to improve and test user interfaces, specifically for usability and accessibility.Server Administration (20%):Engineers server solutions in AWS Cloud and on premises for library information systems in support of services and initiatives. Designs and develops specifications for server, security, and storage solutions to manage library data and websites. Builds and deploys Linux server instances in the Libraries¿ AWS cloud environment. Directs the configuration, upgrades, maintenances, and administers server assets. Regularly creates written training documentation. Other duties as assigned.

**Qualifications:** Minimum Requirements: Education - Bachelor's Degree - Computer science or a related field and experience in computer system development and modification. Relevant experience may be substituted for a bachelor's degree on a year-for-year basis. Preferred Requirements: Work Experience - 2+ years in systems design and development, working in a cloud computing environment, and/or Linux server administration; Experience in the following languages and standards: C++, PHP, HTML, Javascript, CSS, XML, XLST, and Bash scripting; Experience installing and configuring WordPress (or similar CSM) and developing custom plugins; Experience using code version control system (Subversion, GitHub, etc.); Experience accessing data in an RDBMS with PHP and C++ code; Experience building and calling functions in a shared library (Linux preferred); Experience working with \*nix (servers preferred); Familiarity with network socket programming; Experience launching server instances in a cloud environment, preferably AWS: Experience with business process and software design modeling (e.g., UML, Archimate); Experience with GNU Autotools; Experience in developing server resource estimates and software design documents.

**Type:** Full Time

**How to Apply:** Visit the Clemson Careers website to view the full job description and apply:https://jobs.clemson.edu/psc/ps/JOBS/EXT/c/HRS\_HRAM\_FL.HRS\_CG\_SEARCH\_FL.GBL?Page=HRS\_APP\_JBPST\_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=108513&PostingSeq=1 While dates may shift slightly, depending on search committee availability, here is an overview of the Library Systems Engineer search timeline:1.Applications open: Submit your application on the Clemson Careers website by February 2, 2024.2.Review and Selection: We'll review applications through early February. If shortlisted, expect to hear from us to schedule an on-campus interview to be held between February 12th and 16th. 3.Final decision: The search committee will gather in late February to discuss interview results, identify the top candidate, and make their hiring recommendation. An offer will be extended before March 1st. It's a great time to join Clemson University Libraries! We welcome talented individuals to our team. The ideal start date for the chosen candidate is between March 18th and April 1st, 2024.

**Salary:** $81,400.00 - $102,000.00

**Contact:** Chris Vinson Head of Digital Strategies Clemson Libraries vinsonc@clemson.edu

**!BREAK!**

**Submission Date:** 01/08/2024

**Job Title:** Library Director

**Job Description:** The Saluda County Library Board welcomes applications from dynamic, innovative and service-oriented candidates for a Director to lead the continuing development of library services in a small rural county. The Director reports to the Library Board, and is responsible for budget planning and management, library policies, operations and staff leadership. The Saluda County library system includes a main library and one branch. The library serves a population of 20,000 and is located in central South Carolina. Visit the Library’s website, <http://www.youseemore.com/saluda/> and the County’s website for more information: <https://saludacounty.sc.gov/> Saluda is centrally located between several metropolitan areas and has an excellent school system.Salary range: $49,095 annually, with excellent benefits. This is a full time position, available immediately. ESSENTIAL FUNCTIONS• Develops and implements library policies and procedures.• Directs, monitors, evaluates, and administers all the library's programmatic, fiscal, and personnel functions.• Ensures compliance with local, state, and federal regulations.• Coordinates and collaborates with other local agencies and organizations.• Administers grant funds; prepares and presents budget requests; manages budgeted funds.• Administers personnel policies and supervises library staff; completes performance evaluations.• Provides training to library personnel in the use of printed reference materials and electronic resources.• Coordinates long-term library planning for the development of library services.• Directs public relations campaigns to promote the library within the community.• Assists in the planning of new construction or alteration to existing facilities.• Coordinates the development of library collections.• Prepares and submits a variety of regular and special reports.• Participates in professional organizations and meetings.• Performs related duties.

**Qualifications:** Ideal candidates will have an MLS from an ALA accredited library program and 5 years of increasing responsibility in managing or supporting library service, including administrative (budgeting, planning) and supervisory responsibility. The successful candidate will have a strong philosophy of customer service, effective communication and public relations skills, the ability to build consensus among library stakeholders, and a thorough understanding of library automation operations. The Saluda County Library is in the process of planning and construction of a new central building. Candidates having experience with library construction projects will be seen as more competitive. Additionally, candidates with Spanish language skills will be highly considered.

**Type:** Full Time

**How to Apply:** Application form may be found on the Saluda County website: <https://saludacounty.sc.gov/jobs> Applications along with resume and ten-year driving record may be submitted to Sandra Padget, Administrator, at 400 W. Highland Street, Saluda, SC or by email to s.padget@saludacounty.sc.gov Position is open until filled. EOE

**Salary:** $49,095

**Contact:** Sandra Padget, Administrator, at 400 W. Highland Street, Saluda, SC or by email to s.padget@saludacounty.sc.gov

**!BREAK!**

**Submission Date:** 01/04/2024

**Job Title:** Library Specialist

**Job Description:** This position coordinates and provides library services in the identification, location, retrieval, and delivery of relevant information sources by obtaining materials through InterLibrary Loan. By utilizing a wide variety of local, regional, and national sources, the successful candidate will be an integral member in the Information Resources and Collection Services Department by leading all document delivery services. This person will also staff, educate, and refer users in general library resources through both onsite and virtual services.

**Qualifications:** Minimum Requirements: A high school diploma and two years of library or information system experience. A bachelor's degree may be substituted for the required work experience.Preferred Skills:- Experience with, or ability to learn, a range of position-related software applications, including but not limited to ILLiad, Ex Libris Alma/Primo, OCLC, etc.- Experience with Microsoft Office Suite (Word, TEAMS, Outlook, etc).Preferred Competencies:- Excellent critical thinking and problem-solving skills- Strong customer service skills- Ability to communicate effectively both in writing and orally.- Ability to exercise sound judgment.- Attention to detail, accuracy, and organizational skills.

**Type:** Full Time

**How to Apply:** Review of applications will begin January 15, 2024, and will continue until the position is filled.  For more information and to apply, please go to: <https://musc.career-pages.com/jobs/library-specialist-charleston-south-carolina-united-states>

**Salary:** Payband 04 ($31,561.00 - min, $44,977.00 - mid, $58,393.00 - max)

**Contact:** For further information and clarification of this position, please inquire to Dr. Shannon D. Jones via e-mail at joneshan@musc.edu or telephone at 843 792-8839

**!BREAK!**

**Submission Date:** 01/04/2024

**Job Title:** Director of the Library and Arts & Culture

**Job Description:** The Town of Chapel Hill is seeking a mission-driven, values-based leader for the Chapel Hill Public Library, which includes the Town’s division of Community Arts & Culture. The next Director of the Library and Arts and culture will be a strategic, visionary professional who can skillfully engage the staff and community with a focus on equity. CHPL is a 64,000-square-foot municipal public library situated within a 34-acre public park. The facility underwent a $14 million renovation and expansion in 2013 that added meeting rooms and expanded all areas of the building. The Library welcomes approximately 1,500 visitors daily and circulates over 1,400,000 items annually. In addition to the usual slate of public library programs and services, CHPL has several strategic programs of service, including community history and environmental education. Recognized locally and regionally for its focus on user experience and its commitment to diversity, equity, inclusion, and accessibility, the library was a finalist for the IMLS National Medal in 2022. The Library is supported by three stakeholder groups – the Library Advisory Board, the Friends of the Library, and the Library Foundation. The Board advises the Town Council on policy matters related to the Library, while the Friends and Foundation raises additional funds to supplement the Library’s collections, programs, and services. Community Arts & Culture was formed in 2017 to advance Town Council and community interests in creating a more vibrant and inclusive community through public art, special events, and arts programming. The four-person division collaborates with a variety of internal and external partners to produce the Town’s major events, including parades, art markets, and concerts, as well as a growing collection of public art, including various mural programs. The division also coordinates the Town’s Poet Laureate program and a new arts award program for area non-profits. The Community Arts & Culture Advisory Board advises Council on matters related to the arts, and its members serve on public arts selection committees. The Director of Library and Arts & Culture will lead a highly regarded public library through its next season of growth and continue to grow its Community Arts & Culture division. Building upon past successes, the Director will continue to nurture the department’s efforts to broaden its outreach and explore additional ways to welcome and serve all individuals within the community. Reporting to the Deputy Town Manager, the next Director will lead the department’s team of 55 staff members (33.5 FTEs plus part-time, seasonal support staff). The Director is responsible for a departmental budget of over $4.6 million.

**Qualifications:** The following are required: -A Master of Library Science (from an American Library Association accredited institution), Public Administration, or a related field. -Public Library certification (or ability to secure N.C. Public Librarian Certification within 18 months). -Significant experience in a library serving populations of 60,000 or more, with an organizational focus on diverse public and cultural programs.-Work history across library service divisions with five (5) or more years of successful and progressive levels of responsibility in Library administration. -Work history demonstrating ability to advance a more vibrant and inclusive community through arts and events.

**Type:** Full Time

**How to Apply:** To apply, please visit <https://www.governmentjobs.com/careers/developmentalassociates> and click on the Director of the Library and Arts & Culture – Town of Chapel Hill, NC title. Please note the following: •All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the Town’s employment application portal or any other external website. •Resumes and cover letters must be uploaded with the application. •Applicants should apply by February 2, 2024. •The hiring team will invite successful semi-finalists to participate in virtual interviews and skill evaluation on March 5 - 6, 2024. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate. •Direct inquiries to hiring@developmentalassociates.com.

**Salary:** Salary and Benefits: The hiring range for this position is $140,000.00 - $170,000.00. Compensation is negotiable based on experience and qualifications. View the Town’s excellent benefits package: <https://www.townofchapelhill.org/government/departments-services/human-resource-development/employee-benefits>

**Contact:** hiring@developmentalassociates.com

**!BREAK!**

**Submission Date:** 01/02/2024

**Job Title:** Research Services Librarian for Undergraduate Research

**Job Description:** POSITION: Research Services Librarian for Undergraduate ResearchPRIMARY LOCATION: The George Washington University Libraries and Academic Innovation, Washington, DC.JOB SUMMARYThe George Washington University Libraries and Academic Innovation (GWLAI) enriches the academic experience of scholars and students and sparks innovation at GW. We enable research and teaching through access to the latest scholarship and rich archival resources, tailored support for researchers at all levels, guidance for faculty who want to explore new teaching methods and technologies in the classroom, and robust support for online education. Through innovative partnerships, dynamic workshops, and team-based approaches to project management and problem solving, GWLAI fosters collaboration and provides leadership across the university to support the shared mission of generating, making accessible, and preserving new knowledge. Having recently joined the Association of American Universities (AAU), GW is at an exciting moment in its history and trajectory, and GWLAI is a key partner in supporting the university’s research and scholarly advancements and promoting discoveries and innovations made by the research community. GWLAI is seeking a collaborative and service-oriented Research Services Librarian for Undergraduate Research to join the Research and User Services (RUS) department and to work in close collaboration with the Center for Undergraduate Fellowships and Research (CUFR). RUS and CUFR are highly collaborative units within LAI where staff and librarians work together to meet student, faculty, and researcher needs across disciplines. Research Services librarians do this by being active teaching partners with faculty to support research instruction in face-to-face and online learning environments. We teach workshops supporting a wide range of user needs including data management and sharing, coding and data analysis, citation management, and much more. In addition to workshops and instruction partnerships, we support the GW community through consultations and team-based collection development and maintenance. LAI staff and librarians are champions of open access and support open scholarly communication and publishing practices, including the adoption and creation of open educational resources. We also contribute to the scholarly community through our own research, professional engagement, and service. LAI invites applications from motivated and curious professionals with a growth mindset who have an interest in being part of a vibrant, collaborative, mission-driven academic service organization. The University and GWLAI are committed to creating a thoughtful, equitable, and inclusive culture that provides space for innovation and creativity. We offer a work environment that values and supports collaboration, teamwork, and professional growth and development. To foster excellence in an organization committed to diversity, equity, inclusion, and accessibility, LAI actively seeks candidates who bring culturally rich lived experiences and are excited to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientations, abilities, and perspectives. Primary Job Responsibilities:Support students, staff, and faculty via research consultations, library instruction, and workshops across disciplines.Conduct library instruction for undergraduate and graduate level courses in partnership with faculty, including partnering with GW’s first-year University Writing Program.Advise undergraduate students on research funding opportunities and writing successful research proposals for award competitions through individual consultations and workshops. Co-manage undergraduate research award competitions, e.g. GW Undergraduate Research Award, Sigelman Undergraduate Research Enhancement (SURE) Award, and the Eckles Prize for First Year Research Excellence. Manage GW’s Transcript Notation for Undergraduate Research Experiences, including liaising with students, faculty, and the Office of the Registrar.Collaborate with faculty to identify opportunities for undergraduate students to engage with faculty research projects.Collaborate with GWLAI colleagues and others to develop and deliver programming to enable students to be successful researchers.Create a community of students, faculty, and other researchers to support the development of undergraduate research competencies such as analyzing data, developing research plans, preparing research grant proposals, and publishing research findings.Contribute to the broader professional community by sharing knowledge in scholarly/professional venues and through service to the University and the profession.Appointment Rank & Salary:Librarian I/II/III, full-time appointment. Rank and salary are contingent upon qualifications and are competitive for DC-area academic libraries. Minimum salary for each rank: Librarian I: $54,000; Librarian II: $58,956; Librarian III: $68,700 Comprehensive benefits package includes 22 days/year paid annual leave; 12 days/year paid sick leave; paid winter break and 8 other holidays; medical, dental, and vision; 401(A) retirement plan, 4% base and GW will match 150% of the first 4% of your 403(B) contributions, up to a maximum of 6% of your eligible compensation; tuition assistance; ongoing support for professional development; and paid parental leave. Librarians are eligible to apply for research leave after a defined period of service. For benefit details, please visit GW Benefits.This position is classified as a Council of Librarians position and is eligible for a partial hybrid on-campus/remote work schedule. This position is a continual reappointment position with reappointment periods of 3-5 years depending on rank. Proven commitment to the profession is expected and can be exhibited through service, publication, and/or presentations.Other Information: The University and GWLAI are committed to creating a thoughtful, equitable, and inclusive culture that provides space for innovation and creativity. We offer a work environment that values and supports collaboration, teamwork, and professional growth and development. To foster excellence in an organization committed to diversity, equity, inclusion, and accessibility, LAI actively seeks candidates who bring culturally rich lived experiences and are excited to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientations, abilities, and perspectives.A virtual information session for interested candidates will be offered on January 10th, 2024 at 7pm (Eastern). Please visit <https://go.gwu.edu/librarianjobs> for details.

**Qualifications:** Basic Qualifications:Research indicates that applicants from underrepresented groups are hesitant to apply for positions if they do not meet all the minimum and preferred qualifications. We want to emphasize that the preferred qualifications are not required and that we are committed to helping our future colleagues develop the preferred skills. Additionally, applicants are encouraged to communicate how their work and other experiences satisfy the minimum qualifications in ways that may not be obvious.Minimum:ALA-accredited Master’s degree in library or information science or other advanced degree with relevant experience by date of appointment.Demonstrated ability to partner with academic departments to advance research and scholarship across disciplines. Demonstrated ability to collaborate with others in an environment committed to equity, diversity, inclusion, and accessibility.Demonstrated ability to manage complex projects and processes for successful outcomes.Excellent oral and written communication skills. Preferred:Academic advising, tutoring, coaching, mentoring of undergraduate students.

**Type:** Full Time

**How to Apply:** APPLICATION PROCEDURETo be considered, please visit <https://www.gwu.jobs/postings/107487> and upload a CV and a cover letter that includes an assessment of skills and experiences related to minimum and preferred qualifications.Only complete applications will be considered. Review of applications will begin on January 18, 2024 and will continue until the position is filled. Employment offers are contingent upon the satisfactory outcome of a reference check and standard background screening.Employer will not sponsor for employment Visa statusThe 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.

**Salary:** Minimum salary for each rank: Librarian I: $54,000; Librarian II: $58,956; Librarian III: $68,700

**Contact:** Peter Cohn, pcohn@gwu.edu - Search Committee Chair

**!BREAK!**

**Submission Date:** 01/02/2024

**Job Title:** Director of Research Services

**Job Description:** POSITION: Director of Research ServicesPRIMARY LOCATION: The George Washington University Libraries and Academic Innovation, Washington, DC.JOB SUMMARYThe George Washington University Libraries and Academic Innovation (GWLAI) enriches the academic experience of scholars and students and sparks innovation at GW. We enable research and teaching through access to the latest scholarship and rich archival resources, tailored support for researchers at all levels, guidance for faculty who want to explore new teaching methods and technologies in the classroom, and robust support for online education. Through innovative partnerships, dynamic workshops, and team-based approaches to project management and problem solving, GWLAI fosters collaboration and provides leadership across the university to support the shared mission of generating, making accessible, and preserving new knowledge. Having recently joined the Association of American Universities (AAU), GW is at an exciting moment in its history and trajectory, and GWLAI is a key partner in supporting the university’s research and scholarly advancements and promoting discoveries and innovations made by the research community. GWLAI is seeking a collaborative and service-oriented Director of Research Services to co-manage the Research and User Services (RUS) department. RUS is a highly collaborative unit where staff and librarians work together to meet student, faculty, and researcher needs across disciplines. Research Services librarians do this by being active teaching partners with faculty to support research instruction in face-to-face and online learning environments. We teach workshops supporting a wide range of user needs including data management and sharing, coding and data analysis, citation management, and much more. In addition to workshops and instruction partnerships, we support the GW community through consultations and team-based collection development and maintenance. LAI staff and librarians are champions of open access and support open scholarly communication and publishing practices, including the adoption and creation of open educational resources. We also contribute to the scholarly community through our own research, professional engagement, and service. RUS is co-managed by a team of three directors who work together to manage the work and priorities of the department. Each director supervises their own portfolio of librarians. The new Director of Research Services will bring to this team their experience in and enthusiasm for research to co-lead the department in the oversight and development of service areas in data management and sharing, open access, scholarly communication, affordability of educational resources and materials, and other areas central to supporting research, teaching, and learning at GW.The University and GWLAI are committed to creating a thoughtful, equitable, and inclusive culture that provides space for innovation and creativity. We offer a work environment that values and supports collaboration, teamwork, and professional growth and development. To foster excellence in an organization committed to diversity, equity, inclusion, and accessibility, LAI actively seeks candidates who bring culturally rich lived experiences and are excited to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientations, abilities, and perspectives. Specific Duties and Responsibilities:In collaboration with co-Directors, manage responsibilities, priorities, and goals of a highly collaborative department.Facilitate and guide the work of research services librarians and teams.Directly supervise librarians to support and enable their individual contributions, teamwork, and long-term professional growth.Define and deliver research services that are responsive to student, faculty, and researcher needs.Guide the department in balancing core services with strategic initiatives.Provide strong leadership in one or more areas of specialization, including research, scholarly publishing and open access, research data services, instruction, and collections.Keep abreast of trends, technologies, and policies impacting the research enterprise and researchers locally, nationally, and internationally.Provide vision and leadership in planning, policy development, resource management, and decision-making for RUS.Contribute to the broader professional community by sharing knowledge in scholarly/professional venues and through service to the University and the profession.Appointment Rank & Salary:Librarian II/III/IV, full-time appointment. Rank and salary are contingent upon qualifications and are competitive for DC-area academic libraries. Minimum salary for each rank: Librarian II: $58,956; Librarian III: $68,700; Librarian IV: $80,300 Comprehensive benefits package includes 22 days/year paid annual leave; 12 days/year paid sick leave; paid winter break and 8 other holidays; medical, dental, and vision; 401(A) retirement plan, 4% base and GW will match 150% of the first 4% of your 403(B) contributions, up to a maximum of 6% of your eligible compensation; tuition assistance; ongoing support for professional development; and paid parental leave. Librarians are eligible to apply for research leave after a defined period of service. For benefit details, please visit GW Benefits.This position is classified as a Council of Librarians position and is eligible for a partial hybrid on-campus/remote work schedule. This position is a continual reappointment position with reappointment periods of 3-5 years depending on rank. Proven commitment to the profession is expected and can be exhibited through service, publication, and/or presentations.Other Information: The University and GWLAI are committed to creating a thoughtful, equitable, and inclusive culture that provides space for innovation and creativity. We offer a work environment that values and supports collaboration, teamwork, and professional growth and development. To foster excellence in an organization committed to diversity, equity, inclusion, and accessibility, LAI actively seeks candidates who bring culturally rich lived experiences and are excited to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientations, abilities, and perspectives.A virtual information session for interested candidates will be offered on January 10th, 2024 at 7pm (Eastern). Please visit <https://go.gwu.edu/librarianjobs> for details.

**Qualifications:** Basic Qualifications:Research indicates that applicants from underrepresented groups are hesitant to apply for positions if they do not meet all the minimum and preferred qualifications. We want to emphasize that the preferred qualifications are not required and that we are committed to helping our future colleagues develop the preferred skills. Additionally, applicants are encouraged to communicate how their work and other experiences satisfy the minimum qualifications in ways that may not be obvious.ALA-accredited Master’s degree in library or information science or other advanced degree with relevant experience by date of appointment.Experience working in a library or research setting with a track record of progressively responsible experience, including taking on new challenges, demonstrating a growth mindset, and leading others. Strong track record of collaboration and sensitivity in working with individuals.Knowledge of current trends and challenges facing researchers, research libraries, and higher education, especially in areas such as scholarly publishing and open access, research data services, instruction, and collections.Demonstrated ability to collaborate with others in an environment committed to equity, diversity, inclusion, and accessibility. Demonstrated ability to partner with academic departments to advance research and scholarship across disciplines. Excellent oral and written communication skills.Preferred:Managerial experience.Experience leading, creating, and participating in multidisciplinary teams and building collaborative relationships.Dedication to transforming research practices for openness, transparency, and inclusion.

**Type:** Full Time

**How to Apply:** APPLICATION PROCEDURETo be considered, please visit <https://www.gwu.jobs/postings/107485> and upload a CV and a cover letter that includes an assessment of skills and experiences related to minimum and preferred qualifications.Only complete applications will be considered. Review of applications will begin on January 18, 2024 and will continue until the position is filled. Employment offers are contingent upon the satisfactory outcome of a reference check and standard background screening.Employer will not sponsor for employment Visa statusThe 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.

**Salary:** Minimum salary for each rank: Librarian II: $58,956; Librarian III: $68,700; Librarian IV: $80,300

**Contact:** Peter Cohn, pcohn@gwu.edu - Search Committee Chair

**!BREAK!**

**Submission Date:** 01/02/2024

**Job Title:** Research Services Librarian

**Job Description:** POSITION: Research Services Librarian PRIMARY LOCATION: The George Washington University Libraries and Academic Innovation, Washington, DC.JOB SUMMARYThe George Washington University Libraries and Academic Innovation (GWLAI) enriches the academic experience of scholars and students and sparks innovation at GW. We enable research and teaching through access to the latest scholarship and rich archival resources, tailored support for researchers at all levels, guidance for faculty who want to explore new teaching methods and technologies in the classroom, and robust support for online education. Through innovative partnerships, dynamic workshops, and team-based approaches to project management and problem solving, GWLAI fosters collaboration and provides leadership across the university to support the shared mission of generating, making accessible, and preserving new knowledge. Having recently joined the Association of American Universities (AAU), GW is at an exciting moment in its history and trajectory, and GWLAI is a key partner in supporting the university’s research and scholarly advancements and promoting discoveries and innovations made by the research community. GWLAI is seeking a collaborative and service-oriented Research Services Librarian to join the Research and User Services (RUS) department. RUS is a highly collaborative unit where staff and librarians work together to meet student, faculty, and researcher needs across disciplines. Research Services librarians do this by being active teaching partners with faculty to support research instruction in face-to-face and online learning environments. We teach workshops supporting a wide range of user needs including data management and sharing, coding and data analysis, citation management, and much more. In addition to workshops and instruction partnerships, we support the GW community through consultations and team-based collection development and maintenance. LAI staff and librarians are champions of open access and support open scholarly communication and publishing practices, including the adoption and creation of open educational resources. We also contribute to the scholarly community through our own research, professional engagement, and service. LAI invites applications from motivated and curious professionals with a growth mindset who have an interest in being part of a vibrant, collaborative, mission-driven academic service organization. The University and GWLAI are committed to creating a thoughtful, equitable, and inclusive culture that provides space for innovation and creativity. We offer a work environment that values and supports collaboration, teamwork, and professional growth and development. To foster excellence in an organization committed to diversity, equity, inclusion, and accessibility, LAI actively seeks candidates who bring culturally rich lived experiences and are excited to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientations, abilities, and perspectives. Please visit <https://go.gwu.edu/librarianjobs> for details. Primary Job Responsibilities:Sustain and expand intellectual partnerships with faculty and students across the university. Conduct library instruction for undergraduate and graduate level courses in partnership with faculty, including partnering with GW’s first-year University Writing Program. Create and contribute to programs and instruction that support student success, including information and data literacy and other skills for academic success. Support students, staff, and faculty via research consultations, library instruction, and workshops across disciplines. Participate in collaborative collection development, building relationships and supporting faculty and departments through active engagement. Contribute to one or more strategic services or teams in GWLAI. Areas of focus could include supporting scholarly communication, advocating for affordability and equity through the use of Open Educational Resources (OERs), building digital and computational fluency, supporting researchers’ use of data, and instructional design.Contribute to the broader professional community by sharing knowledge in scholarly/professional venues and through service to the University and the profession. Appointment Rank & Salary: Librarian I/II/III, full-time appointment. Rank and salary are contingent upon qualifications and are competitive for DC-area academic libraries. Minimum salary for each rank: Librarian I: $54,000; Librarian II: $58,956; Librarian III: $68,700 Comprehensive benefits package includes 22 days/year paid annual leave; 12 days/year paid sick leave; paid winter break and 8 other holidays; medical, dental, and vision; 401(A) retirement plan, 4% base and GW will match 150% of the first 4% of your 403(B) contributions, up to a maximum of 6% of your eligible compensation; tuition assistance; ongoing support for professional development; and paid parental leave. Librarians are eligible to apply for research leave after a defined period of service. For benefit details, please visit GW Benefits.This position is classified as a Council of Librarians position and is eligible for a partial hybrid on-campus/remote work schedule. This position is a continual reappointment position with reappointment periods of 3-5 years depending on rank. Proven commitment to the profession is expected and can be exhibited through service, publication, and/or presentations.Other Information: The University and GWLAI are committed to creating a thoughtful, equitable, and inclusive culture that provides space for innovation and creativity. We offer a work environment that values and supports collaboration, teamwork, and professional growth and development. To foster excellence in an organization committed to diversity, equity, inclusion, and accessibility, LAI actively seeks candidates who bring culturally rich lived experiences and are excited to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientations, abilities, and perspectives.A virtual information session for interested candidates will be offered on January 10th, 2024 at 7pm (Eastern). Please visit <https://go.gwu.edu/librarianjobs> for details.

**Qualifications:** Basic Qualifications:Research indicates that applicants from underrepresented groups are hesitant to apply for positions if they do not meet all the minimum and preferred qualifications. We want to emphasize that the preferred qualifications are not required and that we are committed to helping our future colleagues develop the preferred skills. Additionally, applicants are encouraged to communicate how their work and other experiences satisfy the minimum qualifications in ways that may not be obvious.ALA-accredited Master’s degree in library or information science or other advanced degree with relevant experience by date of appointment;Demonstrated ability to partner with academic departments to advance research and scholarship across disciplines; Demonstrated ability to collaborate with others in an environment committed to equity, diversity, inclusion, and accessibility;A history of taking initiative and achieving results in previous roles, either in a professional or personal capacity.Excellent oral and written communication skills. Preferred Qualifications:Demonstrated interest in or experience supporting researchers and learners in business, science, or the use, management, and analysis of data.

**Type:** Full Time

**How to Apply:** APPLICATION PROCEDURETo be considered, please visit <https://www.gwu.jobs/postings/107474> and upload a CV and a cover letter that includes an assessment of skills and experiences related to minimum and preferred qualifications.Only complete applications will be considered. Review of applications will begin on January 18, 2024 and will continue until the position is filled. Employment offers are contingent upon the satisfactory outcome of a reference check and standard background screening.Employer will not sponsor for employment Visa statusThe 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.

**Salary:** Minimum salary for each rank: Librarian I: $54,000; Librarian II: $58,956; Librarian III: $68,700

**Contact:** Peter Cohn, pcohn@gwu.edu - Search Committee Chair

**!BREAK!**

**Submission Date:** 12/13/2023

**Job Title:** Librarian I - Youth Services

**Job Description:** Plans, coordinates and implements library programs and Collection Development for the Youth Services Department. Provides technology and reference assistance to patrons. Advocates all library services, technologies, and programs to the community. Establishes partnerships and builds relationships with educational institutions and businesses within the community. Serves on System Committees.- Plans, implements, and evaluates literacy and technology programs for ages birth through teen. Plans and implements workshops, group training, and one-on-one training for parents, teachers, daycare providers, home school parents, civic groups, and the public at large. Analyzes current levels of in-house and outreach programming services and patron demand to determine need for new programming types or changes in amounts or frequency of programming. Stays up to date on trends in programming (various literacies and STEAM – Science, Technology, Engineering, Art, Mathematics).- Evaluates and manages assigned collections. Reviews and selects materials for acquisition. Manages weeding and replacement of materials as needed. Collaborates with other librarians to determine budget appropriations. Evaluates donated materials for inclusion in the collection. Serves the library system by sitting on or chairing collection-focused committees. Evaluates Professional book reviews, statistics, and reports related to collection management in the selection and deselection of materials. Organizes materials in Youth Services department for optimal use. Selects and evaluates web resources.- Provides reference and Readers Advisory services to patrons including researching and answering questions in person, over the phone, online, and in writing. Expertly assists library patrons in using various resources and technology such as tablets, eReaders, computers, copiers, scanners, etc. Creates bibliographies and maintains and updates Youth Services files. Creates displays to promote resources.- Promotes the library and its services and programs to the public. Makes media and public appearances. Leads group tours of the library and represents the library to meetings of civic groups, schools, and other community organizations and events. Attends county and community meetings as appropriate.- Participates in System Collection Development and program Committees. Maintains records and statistical data including programming, patron references, and collection data. Prepares and processes reports based on that data and provides analysis and action points. Suggests policy and procedure changes to services- Serves as Manager on Duty for the branch. Assigns tasks to other staff members as needed. Coaches and mentors subordinates and colleagues. Interviews, trains, and supervises volunteers and interns. Assists in the training processes for other employees. Coordinates ordering of necessary supplies and equipment for department. Serves the library on professional committees. Performs other similar duties as required.- Requires public speaking. Requires evening and weekend work including Sundays. Serves as Manager on Duty as needed. Must be able to provide own transportation to outreach and community events.

**Qualifications:** Minimum Education - ALA accredited MLIS/ MLSMinimum Qualification - Valid SC Drivers License

**Type:** Full Time

**How to Apply:** Fill out an application at County of Lexington <https://www.lex-co.com/Applications/HROnline/PUBLIC/VACANCYLISTING.ASPX>

**Salary:** $44,956.04

**Contact: If you have questions please contact County of Lexington Human Resources (803) 785-8225**

**!BREAK!**

**Submission Date:** 12/12/2023

**Job Title:** Adult Outreach & Event Coordinator

**Job Description:** GREENVILLE COUNTY (SC) LIBRARY SYSTEM JOB ANNOUNCEMENT, NO. 2024-033 Posting Date: Wednesday, November 8, 2023 Application Deadline: Wednesday, November 22, 2023 Position: Adult Outreach & Event Coordinator, Access & Discovery, Hughes Main LibraryPay: $45,855 per year, plus benefitsStatus: Regular Full-time, ExemptAvailable: December 2023 Location: Hughes Main Library, 25 Heritage Green Place, Greenville, South CarolinaSchedule: Mon. – Fri. 8:30a-5:00p. Works some evening and weekend hours as needed for outreach, programs and events, FUNCTIONUnder direct supervision of the Access & Discovery Director, the person in this position:•Coordinates adult outreach services and events to encourage library usage and to foster positive community relations. •Embodies the Library System’s code of service by creating an atmosphere where customers and coworkers feel invited, informed, impressed and inspired. •Performs work in accord with the Library System’s vision and mission, using good judgment in the application of policies and established procedures.MINIMUM TRAINING & EXPERIENCERequired:•Bachelor’s degree from an accredited college or university.•Three years of experience working with the public in a public library setting.•Experience with planning, coordinating, and implementing events and/or programs for adults.•Demonstrably progressive work experience showing an increase in the level of duties and responsibilities.•Experience at the intermediate level using Windows and Apple operating systems, MS Office, various Internet browsers, online file management systems, and email.Preferred:•Master's degree in Library Science from an A.L.A. accredited college or university.PHYSICAL REQUIREMENTSMust have the ability to:•concentrate for long periods of time•speak clearly and distinctly•hear and/or comprehend verbal communication•see and interpret all job-related materials•operate library equipment as assigned•frequently lift and/or carry up to 40 pounds for a distance of 300 feet•push carts weighing over 100 pounds•sit for long periods of time•stand for long periods of time•walk, bend and stoop•reach, grasp, and use hands to touch, handle, or feel•type on an ongoing basis for long periods of time, using both hands•tolerate dust and mold associated with working around paper files, books, and other library materialsADDITIONAL REQUIREMENTS•Use of personal vehicle with mileage reimbursement•S.C. Driver’s License•Occasional weekend and evening workEXAMPLES OF WORK PERFORMEDThese tasks are illustrative only; to carry out the day-to-day responsibilities of the job, other duties may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position. Essential job functions designated with (E).•Identifies outreach and adult programming opportunities through collaboration with the Community Engagement Manager, Access Manager, Discovery Manager, Branch Managers, and other staff. (E) •Coordinates the implementation, evaluation, and development of events for adults at all Library System locations. (E)•Coordinates Library System staff participation in community events and programs for adults held at non-Library System locations. (E)•Coordinates technical assistance for virtual programs and activities with the AV Support Technician and other library staff, including virtual program creation, moderation, and instruction and recording/filming/editing of events and other activities. (E)•Coordinates the distribution of equipment and promotional materials to Library System branches and non-Library System locations in support of adult programming and approved outreach activities. (E)•Coordinates staff training on adult programming and outreach in collaboration with the HR Training Coordinator and other staff members, as needed. (E)•Participates in the Library System’s Presenter Boot Camp training program, serving as a mentor for attendees. (E)•Submits in a timely, accurate manner information about adult programming/events to be featured in the Library System’s event guide, and online calendar. (E)•Reviews all adult program information for accuracy, including confirming time/date and content, for print and digital publication by the Library System. (E)•Recommends procedures related to adult programming and outreach. (E)•Reviews, evaluates, and responds to program proposals from outside sources. (E)•Responds to requests from the public for adult programming. (E)•Represents the Library System in developing and maintaining collaborative relationships with community groups and cultural organizations that offer programs for adults. (E) •Identifies appropriate performers/presenters for adult programs; negotiates and ensures contract fulfillment with contracted presenters. (E)•Develops and updates an Adult Outreach Plan each fiscal year in collaboration with the Discovery Manager and Branch Managers. (E)•Recommends annual budget requests for adult programming supplies and honorariums. (E)•Prepares and submits receipts from supply purchases and requests for honorarium disbursements in a timely fashion. (E)•Prepares statistical and narrative reports as required. (E)•Understands, communicates, and enforces the Library System’s Code of Conduct and other policies, procedures, and rules. (E).•Works with the Volunteer Coordinator to train, schedule, and supervise volunteers for adult programs as needed. (E)•Attends library meetings, training programs, workshops, and conferences as requested by supervisor. (E)•Ensures safe work methods are followed to prevent injury. (E)•Works a schedule that meets the needs of the unit. (E)•Maintains regular and reliable attendance and remains compliant with the Library System’s Attendance Guidelines. (E)•Performs other duties as assigned.REQUIRED KNOWLEDGE, SKILLS/ABILITIES & CHARACTERISTICSKnowledge:•Knowledge of Windows and Apple operating systems, MS Office, various Internet browsers, online file management systems, and email.•Knowledge of business English and math. •Thorough understanding of the basic purposes and services of public libraries.•Preferred: Knowledge of planning programs for adults.•Preferred: Knowledge of virtual conferencing software.Skills/Abilities:•Ability to plan, coordinate and implement events and programming for adults.•Excellent personal computing skills, including effective use of word processing, spreadsheets, project management, and other software; and the ability to adapt to and learn new computer applications.•Self-motivated with the ability to prioritize, meet deadlines, and manage multiple projects.•Ability to follow policies and established procedures and to perform work requiring considerable detail, including receiving information and instructions from supervisor. •Ability to proofread with a high level of accuracy.•Advanced level English usage, spelling, grammar, and punctuation.•Public speaking and group presentation skills.•Ability to learn and be proficient in the Library System’s calendar/scheduling software.•Ability to establish and maintain effective working relationships with the general public, community organizations, program presenters, staff and volunteers.•Ability to resolve conflicts, problems, and complaints with tact and diplomacy.•Ability to communicate ideas effectively both orally and in writing.•Ability to learn wireless network connectivity. •Preferred: Bilingual – English/Spanish skills.Characteristics:•Enjoys working with people and possesses a strong commitment to customer service.•Enjoys working in a collaborative leadership role, providing instructions and directions to others.•Possesses strong organizational skills and is detail oriented. •Performs tasks efficiently and without difficulty.•Uses good judgment and discretion in carrying out duties and responsibilities. •Is receptive to feedback, willing to learn, and embraces continuous improvement.•Takes ownership of work, does what is needed without being asked, and follows through until tasks are completed.•Arrives on time, works hours as scheduled and maintains a good attendance record.

**Qualifications:** Required:•Bachelor’s degree from an accredited college or university.•Three years of experience working with the public in a public library setting.•Experience with planning, coordinating, and implementing events and/or programs for adults.•Demonstrably progressive work experience showing an increase in the level of duties and responsibilities.•Experience at the intermediate level using Windows and Apple operating systems, MS Office, various Internet browsers, online file management systems, and email.Preferred:•Master's degree in Library Science from an A.L.A. accredited college or university.

**Type:** Full Time

**How to Apply:** Visit the Job Openings page on our website at [www.greenvillelibrary.org](http://www.greenvillelibrary.org/) to submit an online employment application and/or for additional information about our application process. Inquiries may be directed to Cindy Quinn at (864) 527-9232 or cquinn@greenvillelibrary.org.GCLS is an Equal Opportunity Employer. GCLS participates in E-Verify.

**Salary:** $45,855

**Contact: Cindy Quinn at (864) 527-9232 or cquinn@greenvillelibrary.org**

**!BREAK!**

**Submission Date:** 12/11/2023

**Job Title:** Library Director

**Job Description:** Job Title: Library Director Department: 2800 - Library Reports To: Library Board FLSA Status: Exempt Grade: 127 Prepared Date: 3/1/2023 Approved By: B. RobersonApproved Date: 12/11/2023 Summary The Library Director is a full-time executive position responsible for complex administrative, supervisory and professional duties requiring adherence to standards of accuracy, confidentiality, integrity, and tact. Under the general direction of the Library Board of Trustees, the library director is responsible for establishing the strategic direction of the Library and has responsibility and authority for organizing and managing Library operations and for planning, directing and coordinating its program of service to the community.Position-specific Responsibilities •Works with the Library Board of Trustees to plan, develop, and update a strategic plan that aligns the Library’s mission, goals, and objectives with community needs•Oversees and directs the supervision of the daily operation and ·activities of the Library•Develops staff job descriptions, recommends and administers personnel policies, and recruits, hires, evaluates and disciplines library staff in conformity with state and federal regulations and personnel policies•Plans and participates in board meetings, communicating all necessary information to trustees for effective library governance•With Board Chairperson, orients new trustees and serves as resource for trustee activities•Evaluates policies and submits policy recommendations to the Library Board•Serves as liaison to staff in reporting Board-related information, decisions, and actions•Prepares an annual operations budget for review, discussion, and approval by the Library Board•Submits budget request to County; Maintains positive working relationships with County Administration, Finance, and Human Resources •Administers approved budget; Authorizes library expenditures; Expends funds within established guidelines; Provides regular report of financial accounts to the Library Board•Serves as chief consultant to the board in regard to library programs and services; Recommends to the board, as necessary, the adoption of new programs and technologies, and reports regularly on their success and impact•Prepares operations progress reports for the Board and the annual statistics report required by the State Library•Prepares and provides other reports in accordance with county, state and/or federal requirements•Incorporates library goals and the strategic plan in financial planning•Prepares grant applications in order to supplement local funding of library operations and development; Oversees expenditure of grant funds and grant reporting•Continually investigates the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public•Evaluates library programs, services, and procedures to make the Library more accessible to all users•Works to promote high staff morale; Encourages clear and open staff communications•Communicates Library performance and service needs to County Council•Promotes library services to community organizations, the general public, and government officials•Attends meetings, conferences and workshops to maintain contact with professional and library-related agencies, and to maintain knowledge in current trends in public library operations and technology•Develops subordinates in performing duties and addresses errors and complaints as appropriate•Oversees care and maintenance of Library facilities and vehicles and regularly reviews capital needs to advise the Library Board in its planning for expansion or developmentEssential Responsibilities for All Library Positions•Serves as a representative of the library while at work and out in the community and may act as a library liaison for various committees and meetings•Establishes positive and productive relationships internally and externally with people of all ages and backgrounds•Serves the public in an outgoing, welcoming, and enthusiastic manner•Monitors and ensures staff and patron compliance with safety protocols and policies•Operates office equipment, including telephone, computer, copier, and fax•Adheres to all statues and policies, including those pertaining to patron confidentiality •Works ethically, with integrity, and upholds organizational values•Assists with the development and recommendation of library policies •Communicates frequently with immediate supervisor and/or County Administration liaison as appropriate, including ideas, suggestions, and concerns•Communicates effectively with team members and members of the public from all backgrounds to ensure a positive customer experience and work environment •Contributes to the current and future success of the library through planning and communication•Engages in professional development relating to primary job functionsQualifications:•Master of Library and Information Science degree from an American Library Association accredited institution•Three to five years progressively responsible professional (post-MLS) library experience, with at least one year of administrative experience.•Eligible for professional certification from South Carolina State Library•Possession of valid driver's license and acceptable driving record•Track record of promoting a harmonious and effective workplace environment•Demonstrated ability to forge and maintain positive relationships and partnerships within the community•Demonstrated aptitude for creative problem solving•Evidence of strong public service orientation, a commitment to the Library and library service excellence, flexibility, and initiative•Strong attention to detail, including ability to create and maintain accurate records, statistics and reports using software such as Excel•Strong oral and written communication skills, including in public speaking and advocacy roles•Successful and timely management of projects and programs•Exemplary judgment for assessing situations and determining necessary courses of action•Ability to participate in meetings and work-related functions outside of the standard work week•Must possess or be eligible for and maintain a valid SC driver’s license•Experience working in a library consortium preferredCompetencies for Performance EvaluationsTo perform the job successfully, an individual should demonstrate the following competencies:•Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.•Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.•Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.•Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.•Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.•Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.•Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.•Oral Communication - Must be able to read, write and speak fluently in English. Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.•Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.•Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.•Visionary Leadership - Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.•Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.•Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Recognizes staff for results.•Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.•Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.•Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.•Business Acumen - Understands service impacts/implications of decisions; Displays orientation to continuous improvement; Demonstrates knowledge of outside library policies, procedures, and best practices; Aligns work with strategic goals.•Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.•Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.•Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.•Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.•Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.•Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.•Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.•Planning/Organizing - Prioritizes and plans work activities; Meets deadlines; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.•Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.•Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.•Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.•Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.•Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.•Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.•Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.•Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.•Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.•Supervisory Responsibilities - This job supervises staff that perform or oversee work in bookkeeping, public programs and services, collection management, information technology, technical services, interlibrary loan, outreach, and maintenance/custodial services; Director may oversee specialized personnel for grant-funded initiatives•Computer Skills - Microsoft Office Proficient, including use of Excel for statistical reports; appropriate professional software for Library Information System/Database

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**Type:** Full Time

**How to Apply:** Applications, Resumes and cover letter should be sent to opportunities@calhouncounty.sc.gov

**Salary:** 60000-65000

**Contact:** Brandy RobersonCalhoun County 803-874-2435 broberson@calhouncounty.sc.gov