Finding and Keeping Public Library Jobs:
Employment Researching, Networking, and Professional Development Resources
March 30, 2010
10:30-11:30 (CST)
for PLA

- Presented by Diane K. Kovacs, diane@kovacs.com


- Login as a Guest – enrollment key= jobs
Presentation Outline:

- Career Information for Librarians: Occupational Outlook and Salary and Relocation Information.
- Library and Related Job Meta-Sites
- Federal and State Job Services
- County, Local, and International Job Services
- Small and Home-Based Business Start-up Information for Information Professionals
- Recruiting and Placement Services
- Employment Research and Networking
- Professional Development Resources
Overview:

- Finding the right library job in the geographic locations and library types can be a challenge. We will explore the best among the wealth of jobs and employment research and networking tools on the Web.

- This Webinar is intended for librarians and library paraprofessionals who are seeking employment, planning for future employment, or looking for professional development opportunities to assist in maintaining current employment. No jobs and employment research experience is expected.
Library Job Scenario:

- "I have to relocate to (choose a state, location, city) what kinds of library jobs are available?"
- What is the cost of living in that area?
- What library job salary levels should I expect?
- How is the economy? Will I be able to buy a house? How are the schools?"
Career Information for Librarians: Occupational Outlook and Salary and Relocation Information


  Take some time and play with this one. It can help with salary negotiations, moving expenses calculations, and even help you chose a town based on the schools and the crime rate. It has a great places rated kind of feature. Remember that this is provided by the Realty industry.


  OOH is the most currently compiled and analyzed data on job demand, salaries, education requirements etc. Note that all data is as current as it can be but it always a year or two old. Data takes time to cumulate, analyze, and report. The OOH Quarterly is an interim report.


  MLR is the latest data from around the country in small snapshots of particular areas geographically, type of job, and other focuses.
Library and Related Jobs and Employment Meta-Sites

Library Job Scenarios:

- "My friend is a corporate librarian in a petroleum industry research library (or choose a different industry) and she's looking for similar positions elsewhere. She's willing to travel but desires a position that requires experience with business or science and technical information and prefers administrative positions (e.g., director, head of department, etc.)."

- “I’m graduating from library school this semester. Where can I look for jobs in libraries or jobs that my library school degree will qualify me for?”

- “I have two masters degrees, one in Library and Information Science and the other in Instructional Technologies. What kinds of jobs can I find in public libraries?”
Library and Related Jobs and Employment Meta-Sites


  Since January 1994, this comprehensive guide compiled by Margaret F. Dikel, is more than job listings. Provides links to specific occupation databases of job listings or use the new A-Z guide for specific career positions, fields, and locations.


- Richard N. Bolles' *What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers* (2009). also cover Web resources for job hunters. This is an area where annual publication is critical so many otherwise useful texts have become outdated.
More Library and Related Jobs and Employment Meta-Sites

  
  Meta-site for online career information, job listings, job coaching, etc. This is one of the few good non-profit independent sites. It is especially useful for entry-level job seekers.

- **Career.com** - [http://www.career.com](http://www.career.com)
  
  Job listings for seekers, create a resume, search companies, and information for recruiters.

  
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- **NationJob** - [http://www.nationjob.com/](http://www.nationjob.com/)
  
  Comprehensive listings of jobs available by field/position and/or location and/or education. Profile and search for companies that meets your criteria.
Searching for Specific Job Types: Library Jobs


  Nearly comprehensive collection of Web sites that post library jobs compiled by Sarah L. Johnson, Eastern Illinois University Librarian. This is the central site to find all types of library jobs and all the other library jobs listing sites such as ALA, SLA, PLA, and a variety of regional, state, and local library organization listings.


  This site publishes jobs in all kinds of libraries as well as jobs that library trained people may be interested in. There is an option for email updates and an RSS feed.

- **Note:** Our Professional Organizations all have jobs and career resources. These will be discussed when we talk about Recruiting and Placement Services, Employment Research and Networking, and Professional Development Resources.
Welcome to Library Job Postings on the Internet! This site first came into being on May 1, 1995, and was originally hosted on the web space of the University of Michigan Libraries. Fourteen years later, this site receives an average of 11,500 hits and 1700 sessions (unique visits) every weekday. Read more about this guide, or visit the 10th anniversary celebration page.

If this site has helped you in your job search, or helped you find the perfect candidate, why not let me know about it? Email me at sarah @ libraryjobpostings (dot) org. Please give your message a meaningful subject line, so that I don’t delete your message by accident.

Feeling nostalgic? Thanks to the Wayback Machine, you can get a glimpse of what Library Job Postings looked like in an earlier incarnation (version 2.0, dated January 24, 1997).

Library Job Postings on the Internet (c) 1995-2009 by Sarah L. Johnson.

Sarah L. Johnson
Associate Professor of Library Services
Booth Library, Eastern Illinois University
Searching for Specific Job Types:
Academic, Education, and Related Jobs


  The Chronicle of Higher Education is the central place for looking for college, university, or research organization jobs in academic teaching, administration, librarian, research and related positions in North America and many international locations.


  "Education America Network (EAN) is the United States' largest and most innovative online job board and resource center for educators and all of the education sector workforce interested in finding the ideal teaching or administrative position. The EAN provides an easy-to-use, free, and flexible tool to locate K-12 and/or academic sector job openings anywhere within the United States. " Listings are primarily in public and charter schools with some private school listings.

- **CAPE (Council for American Private Education)**

  Teaching Positions in Private Schools - [http://www.capenet.org/teach.html](http://www.capenet.org/teach.html)

  Information about general requirements as well as a collection of private school job banks.
Federal and State Job Services

Library Job Scenarios:

• “I have a friend who is a librarian in the state department of health library. How can I find jobs working for my state or the federal government?”

• “Are there librarian jobs working in the military, park service, etc. (or other government organization)?”
Federal and State Job Services

- **CareerOneStop** - [http://www.careeronestop.org/](http://www.careeronestop.org/)

  Sponsored by the U.S. Department of Labor, this site centralizes all of the federal, state, and some local and private jobs and career resources. Incorporates USA Jobs - [http://www.usajobs.opm.gov/](http://www.usajobs.opm.gov/).


  State, local, federal civil service employment information and job listings. Civil service jobs usually require completion of a test or tests as well as an application and interview process. This site provides information about this process as well as specific jobs available listings in multiple geographical areas. Government entities, including agencies, universities, schools, parks, highway departments, and more hire people for a wide range of jobs requiring a variety of skills and/or education.
County, Local, and International Job Services

Library Job Scenarios:

- “I must find a job here in my own county. I’d prefer to find a job in my own city. Ideally I’d like a library job I could walk to.”

- “I’ve been reading that Saudi Arabia is hiring many librarians to staff newly created or expanded academic libraries. How do I find out about these jobs and what other countries are hiring librarians?”
County, Local, and International Job Services


  "These pages concentrate on unique resources for each state and many of the territories of the U.S. Additional job listings and resources can be found all over the Riley Guide, but these sites and services specifically target the states, their cities, counties, and other municipalities or regions within them."

• **Overseas Jobs Express** - [http://www.overseasjobs.com/](http://www.overseasjobs.com/)

  Lists services and jobs available through international companies. Jobs are primarily professional and most are semi-permanent.


  Lists services and jobs available in different countries. Browse by country or search.
Library Job Scenarios:

- “I know people who have started small information brokerage, contract librarian, or virtual reference library jobs where they work from their home office. How do I get started on something like this? Is there a market for this kind of small business?”

- “Children’s programming and story-tellers seem to be doing very well even in this bad economy. How would I go about starting a business to offer this kind of service to libraries and related organizations?”

With the reasoning, that small business is critical to the U. S. economy, the agency and site provides free small business planning tutorials, publications, and other services (training, counseling, financial & disaster assistance). Information about marketing, managing, funding, and links to funding and grants sources and information. Includes detailed reports on establishing e-commerce and links to local, state, and regional small business resources.


Meta-site for independent professionals. Includes features such as job matching, management tools.

Scambusters - [http://www.scambusters.com](http://www.scambusters.com)

The name speaks for itself. Use this site to check out whether a too good to be true work-at-home e-mail or advertisement is a scam.
Library Job Scenarios:

- “I’ve been the Director of an academic library for many years, and am now looking for similar positions in both public and academic libraries. I am also interested in administrative/executive positions in related organizations. Is there an efficient way of finding these kinds of positions?”

- “My background is in Library Systems and I want to find a job doing Web development for a library or library organization.“
Recruiting and Placement Services

- **Library Job Postings on the Internet Placement Services and Recruiting Firms** - [http://www.libraryjobpostings.org/placement.htm](http://www.libraryjobpostings.org/placement.htm)

  LibraryJobPostings.org has collected all of the recruiting and placement service companies that work specifically with libraries and library organizations. These include the professional association sites as well as companies that do placement and recruiting.

  These two sites are representative good examples of general recruiting and placement services. There are literally thousands of others.

- **MRINetworking (was Management Recruiters International)** - [http://www.mrinetwork.com/](http://www.mrinetwork.com/)
  Good example of a recruiter aka headhunter company. Employers pay them the fee to recruit, identify, and verify appropriate job seekers.

  Good example of a company that assists in placing displaced employees, etc. These companies are paid by the employer in the case of severance packages and 'golden parachute' arrangements on layoffs. *OR* the job seeker pays them for coaching, training, and placement assistance depending on the arrangement the job seeker is looking for.
Library Job Scenarios:

- “I’ve just finished library school and I don’t know what kinds of library jobs I would be interested in. I’m a little nervous about fitting into a good library and not making a mistake. How can I find out what kinds of jobs there are and whether they would be appropriate for me?”

- “My husband/wife/partner/significant other has been transferred to Vermont/Texas (or other state). How can I find out what kinds of library jobs are in the area we have to move to and whether I’d want to work at those libraries?”
Employment Research and Networking

- Network with other professionals in various fields.
- Network with fellow library school or other education alums.
- Network with friends and colleagues
Employment Research and Networking

- Every occupation requires the ability to communicate well with others. Formally or informally networking with people demonstrates your ability to communicate with others.

- When you are looking for employment or employment advancement, you can often get more specific kinds of information about current and prospective employment opportunities and corporate culture than is possible from simply looking at job listings.

- The Web, specifically e-mail, social networking tools, discussion lists and Web chats makes networking with other people sometimes a bit more accessible than other traditional networking mechanisms, specifically, telephone, conferences (in-person) and postal mail.
Some Subtle But Effective Benefits of Inter-Personal Networking

- Discussing your interests with others online, or by attending professional meetings, means that your name is recognized and associated with your area of interest.

- If you discuss your interests knowledgeably potential employers or colleagues will remember your name when they are looking for someone to fill a position in their company.

- Corollary to #1 most social networking tools online maintain searchable archives, so if someone is looking for a person with your qualifications they may find your name by Web searching.

- Work collaboratively with others on work or work-related projects. e.g., books, articles, reports, research, etc. This builds relationships from which recommendations and future opportunities may arise.
Employment Research and Networking

- **ALA JobLIST** - [http://joblist.ala.org/](http://joblist.ala.org/)
  
The American Library Association's JobLIST site posts employment opportunities for librarians and library staff from all over the world and all types of libraries. In addition they publish information to support both members and nonmembers in preparing for, locating, and retaining library employment.

  
The Special Libraries Association Career Center is accessible to both members and nonmembers to use in researching for available employment in special libraries. Members have access to options for posting resumes, establishing an online profile, and professional networking within the system.

- **Medical Library Association: Career Resources for Medical Librarians** - [http://mlanet.org/career/career_resources.html](http://mlanet.org/career/career_resources.html)
  
The MLA provides jobs listings, networking opportunities, and information to support both members and non-members in preparing for, locating, and retaining medical library related employment.
### ALA JobLIST - [http://joblist.ala.org/](http://joblist.ala.org/)

![Image of ALA JobLIST website](http://joblist.ala.org/)

#### Recent Job Listings

<table>
<thead>
<tr>
<th>Position</th>
<th>University/Location</th>
<th>Salary</th>
<th>Posted Date</th>
<th>Deadline Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of the Physics Library</td>
<td>University of Arkansas Libraries, Fayetteville, Arkansas</td>
<td>Not Specified</td>
<td>Mar 24, 2010</td>
<td>Apr 22, 2010</td>
</tr>
<tr>
<td>Head of Youth Services</td>
<td>Portage County Public Library, Stevens Point, Wisconsin</td>
<td>$25,000 - $49,999</td>
<td>Mar 24, 2010</td>
<td>Apr 14, 2010</td>
</tr>
<tr>
<td>Reference Librarian - Temporary Full-Time - 2010-2011 Academic Year</td>
<td>Delaware County Community College, Media, Pennsylvania</td>
<td>$50,000 - $79,999</td>
<td>Mar 24, 2010</td>
<td>Apr 23, 2010</td>
</tr>
<tr>
<td>Chief Information Officer</td>
<td>Whittier College, Whittier, California</td>
<td>Not Specified</td>
<td>Mar 23, 2010</td>
<td>Not Specified</td>
</tr>
<tr>
<td>Education Librarian</td>
<td>The Eric Carle Museum of Picture Book Art, Amherst, Massachusetts</td>
<td>Not Specified</td>
<td>Mar 23, 2010</td>
<td>Apr 26, 2010</td>
</tr>
<tr>
<td>Adult Public Services Librarian</td>
<td>Not Specified</td>
<td></td>
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</tr>
</tbody>
</table>
Employment Research and Networking

- LinkedIn - [http://www.linkedin.com/](http://www.linkedin.com/)
  Network, share resumes, referrals, and recommendations with colleagues and potential employers.

- This is a great article on how to appropriately use LinkedIn for employment related networking. Wollman, Benjamin. "The “Don’t Do It” Guide To Using LinkedIn"-[http://applicant.com/the-dont-do-it-guide-to-using-linked-in/](http://applicant.com/the-dont-do-it-guide-to-using-linked-in/)

- Facebook - [http://www.facebook.com](http://www.facebook.com)
  Similar function to LinkedIn but much less formal. Potential employers may search Facebook to find out about job seekers or vice-versa.
Library Job Scenario:

- “Following the news around the nation concerning library cutbacks and layoffs it seems that certain kinds of library staff are more likely to be laid off or have their departments consolidated. I want to maximize my job skills so that I’ve got options to transfer to another department or another library if I get laid off. How do I find professional development opportunities?”
Professional Development Resources

- **American Library Association** - [http://www.ala.org/](http://www.ala.org/)
  Each division, group, etc. of ALA publishes professional development opportunities both online and in-person. They try to recruit and offer the most useful continuing and professional education options given the changing professional environments. Including the **Public Library Association** - [http://pla.org/ala/mgrps/divs/pla/placontedu/index.cfm](http://pla.org/ala/mgrps/divs/pla/placontedu/index.cfm)

- **Special Libraries Association** - [http://www.sla.org/](http://www.sla.org/)
  The SLA Click-U program delivers Web-based professional development opportunities to all SLA members. Each chapter, division, etc also publishes professional development both online and in-person on their individual Web sites.

- **Medical Library Association** - [http://www.mlanet.org](http://www.mlanet.org)
  The MLA has a central clearinghouse of MLA approved CE courses that are available both online and in-person.

- **Individual Library School Programs** offer ongoing continuing and professional education and training. e.g., [UIUC](http://www.library.uiuc.edu), [UCLA](http://library.ucla.edu), [Simmons](http://library.scschool.edu), etc.

- **Regional and local library and related organizations** offer ongoing and professional education and training e.g., [NEO-RLS](http://www.neorls.org), [NTRLS](http://www.ntrl.org), [SEFLIN](http://www.seflin.org), etc..

  This is the central source for all U.S. federal and some state government employment training programs and funding information. This is where to look if you want to know if there is funding available to support re-training of displaced workers in your area and to locate specific training and re-training projects.
Questions and Discussions

- What kinds of library job scenarios do you need to research?
- What resources do you recommend to your colleagues?