

MLA '06 Job Opportunity Form

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Date April 17, 2006

Job title Assistant Director for Client Services

Salary (minimum required, range preferred)
Hiring range \$47,000 - \$55,000, depending on qualifications and experience.

Job Classification
Please check the appropriate category. Visit www.mlanet.org/am/am2006/placement.html for descriptions.

- Administration Technical services
 Public services Other _____

Duties/Responsibilities
direct circulation, interlibrary loan operations, and the library's computer lab take primary responsibility for the daily operations of library services, access to library resources, and interactions with library clients.
lead one professional, four library assistants and numerous part-time students to promote excellent customer service
develop, enhance and evaluate departmental policies for all client service interactions, guide staff in their implementation
manage 24/7 operations by monitoring facilities and administering the security guard staffing contract - unique opportunity for the dedicated access services professional who values being off on most evenings and weekends.

Educational Requirements
Include necessary degree(s) and discipline(s) (e.g., M.S. in library science).

- Requirements:
- Master's degree in Library Science from an ALA accredited library school or equivalent
 - Two years relevant experience including supervisory experience
 - Demonstrated organizational, time management, and team work skills
 - Experience with an integrated library system
 - Experience using standard and specialized software and computer hardware

Experience or Additional Requirements

- Preferred:
- Experience with interlibrary loan systems such as ILLiad and Ariel
 - Training and experience searching MEDLINE and other biomedical databases
 - AHIP accreditation

Billing

Dahlgren Memorial Library, the health sciences library at Georgetown University
Employer's name (institution/library) Administrative Office
Georgetown University Medical Center Library Box 571420
Address Washington DC 20037
City, State/Province, Zip/Postal code 202-687-1187
Daytime telephone (include area code) Laurie Silver
Contact person email: lrs1@georgetown.edu
Email Washington DC
Job location (institution/library, if different from above)

JOB #
For MLA office use only

Starting date July 1, 2006
Closing date (for applications)

- Type of Institution**
- Academic Government
 Hospital/Health agency Social service
 Information industry Other _____

MLA Academy Membership Preferred?
 Yes, required Yes, preferred No

Experience Required
Please check the required number of years of experience in a library setting.

Entry-level position 5-7 years
 1-3 years 7+ years
 3-5 years Other _____

Will a representative be available to interview applicants during the meeting?
 Yes No
If no, please include instructions for applicants to contact you.

Check all dates that a representative will be present:
 May 20 May 21 May 22 May 23 May 24

- We are an MLA Institutional Member.
Our MLA ID# is 33669
 Check made payable to MLA for \$100.00 enclosed.
 We are NOT an MLA Institutional Member.
 Check made payable to MLA for \$150.00 enclosed.
 Yes! Post this job opportunity to the MLA '06 Website at www.mlanet.org/am/am2006/placement.html
 Check made payable to MLA for \$75.00 is enclosed.
 Please bill us: Our P.O.# is Gx4030000 (required).

Pay handle 4/18/06 ok

Return completed form by May 1 to: Medical Library Association • MLA Placement Center • 65 East Wacker Place • Suite 1900 • Chicago, IL 60601-7246 • 312.419.9094 • Fax, 312.419.8950