

Overview: The Allegheny County Health Department (ACHD) is looking to hire a Health Librarian or “Fellow” as part of a Learning Partnership under the Grace and Harold Sewell Memorial Fund. This would be a one-year position.

The Fellow will gain an immersive understanding of how health departments function, how research supports public health practice, and how interagency partnerships influence program success. They will build practical skills in public-sector communication, policy analysis, and data interpretation.

The ideal Fellow would be a self-motivated librarian with a master’s degree in library or information science who has shown an interest in working within the public health, government, and/or healthcare settings. Strong research, web design, guideline writing and communication skills. Proficiency with citation management and data visualization tools a plus.

Objectives:

- Enhanced evidence-based decision-making through strengthened access to literature and information tools.
- A model for integrating librarianship into governmental public health, with documented best practices
- Improved public-facing health communications and internal data curation
- Stronger interdisciplinary collaboration between information science and public health
- Strategic recommendations for long-term sustainability of librarian roles in health departments

Goals and Impacts:

Goal 1a: Improve internal repositories and metadata practices to enhance institutional knowledge retention.

Impact 1a: Improve knowledge management systems

Goal 1b: Conduct a full audit of the Allegheny County Health Department Intranet (ACHD Intranet) to organize and update information to make it more user-friendly.

Impact 1b: Employees should have access to necessary documents and information in a logical way that reduces productivity loss from unnecessary or repetitive searching.

Goal 1c: Develop guidelines, policies, and procedures to incorporate new materials into the Intranet in a way that is conducive to the structure built by the health librarian

Impact 1c: The Intranet should have the structural setup to be flexible for new resources and materials to be incorporated in a logical way that includes plain language guidance to increase its use and accessibility

Goal 2: Develop a formal framework and logical structure for SharePoint so employees can access information easily and save in a centralized repository instead of on individual computers. Create a policy and procedure for employees to properly save items into the developed SharePoint structure.

Impact 2: Maintain institutional knowledge and access to electronic materials and resources if personnel leave, are sick or on PTO. Ability for other employees, supervisors, and managers to access important information when needed.

Goal 3: Develop a consistent and standardized name and folder structure for documents, photos, presentations, materials, and resources. Create best practices guidance so all employees know how to name and store files, so they are easy to access in the future by any employee who needs those assets.

Impact 3: Reduce productivity loss from searching for important items when needed.

Goal 4: Conduct landscape reviews to inform health policy recommendations, especially in chronic disease, climate resilience, and overdose prevention. For Impacts 4b and c, also work with staff to create stakeholder forums, focus groups,

Impact 4a: Enhance research and literature review capacity.

Impact 4b: Research Tattoo and Body Art modifications regulations to determine what, if any, regulatory authority ACHD should have to ensure the public health and safety of businesses, employees, and residents are met.

Impact 4c: Research Food Safety and Breweries to determine what, if any, gaps exist in permitting/inspecting these facilities must have to ensure public health and safety of businesses, employees, and residents are met.

Goal 5: Archive and organize physical materials housed within ACHD facilities to determine what needs to be saved, disposed of, and organized for easy access.

Impact 5: Assess, collect, organize, preserve, and provide access to records and archives that have long-term value. Develop and provide best practices for receiving, storing, and disseminating physical assets.

Goal 6a: Evaluate the impact of community-facing information tools

Impact 6a: Create a user-friendly experience on the Allegheny County Health Department website where information is easily located and navigation is logically developed with the intended audience in mind.

Goal 6b: Develop guidelines, policies, and procedures to incorporate new materials onto the website in a way that is conducive to the structure built by the county.

Impact 6b: The website should have the structural setup to be flexible for new resources and materials to be incorporated in a logical way that includes plain language guidance to increase its use and accessibility

Goal 7: Assist with updating public health educational materials for accessibility and accuracy.

Impact 7: Support data dissemination to partners and the public

Goal 8: Co-author or contribute to ACHD white papers, reports, and peer-reviewed publications.

Impact 8: Enhance literature review capacity

Supplemental Questions:

1. Describe a time you led or contributed to a large-scale information organization or knowledge management or archiving system. What strategies did you use, and what impact did your work have?
2. ACHD is looking to improve its Intranet and SharePoint structure. How would you assess and redesign these tools to improve accessibility and long-term sustainability?
3. Explain your process for conducting a literature review or environmental scan to inform public health policy. How do you ensure your findings are both accurate and actionable?
4. Share an example of how you translated complex, technical information into accessible content for a public or non-expert audience. What tools or approaches did you use?
5. You have one year to complete multiple high-impact deliverables. How would you structure your work plan and timeline to meet project goals?

Compensation:

- \$85,000: Fellow stipend
- \$10,000: Travel, conferences, and continuing education

All interested applicants please submit resume, cover letter, and answers to supplemental questions to **ACHDPIO@alleghenycounty.us**