



CITY OF PERTH AMBOY

Position Available

TITLE: LIBRARY DIRECTOR

SALARY RANGE: MINIMUM \$76, 232

DEPARTMENT: PUBLIC LIBRARY

DATE POSTED: JANUARY 7, 2019

DEADLINE: JANUARY 14, 2019

The City is looking for an innovated and service-oriented individual to fill the position of Library Director within the Public Library. This position is open to all full-time and part-time employees of the City of Perth Amboy who meet the eligibility requirements.

Job Description: Responsibilities include, but are not limed to, managing the operations of the Free Public Library, oversees library program planning, oversees the development and maintenance of the library's collection, establishes policies and procedures for assistance to readers, program evaluation and development, assists in the development and planning of the library budget and funding, controls library expenditures, work with the Library Board of Trustees to review programs and operations to identify and analyze problem areas in need of improvement for the benefit of the community. Other examples of duties are detailed in the attached job specifications.

Requirements: A Master's Degree in Library Sciences or Library Information Sciences (LLS/MLIS) from an ALA accredited institution and five (5) years' of demonstrated leadership skills, including trend in libraries and information technology, experience as a Director or Assistant Director in a public or academic library or an equivalent combination of education and experience. Candidate must also possess a valid license as a Professional Librarian in the State of NJ or obtain the NJ license within 6 months of hire. Archival experience is a plus. Must be adhere to a flexible work scheduled that includes weekends.

A COPY OF THE JOB SPECIFICATION AND REQUIREMENTS FOR THE TITLE OF LIBRARY DIRECTOR IS ATTACHED.

Interested candidates should submit a letter of interest and resume to the Office of Personnel by January 14, 2019.

Posted at: All Departments

Equal Employment Opportunity Employer

LIBRARY DIRECTOR

DEFINITION

Under direction, manages and directs the operations of a free public library; does other related work.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Manages and directs the operations of a free public library.

Oversees library program planning and directing.

Oversees continuous integration of library programs and departments.

Oversee the development and maintenance of the library's collection.

Establishes internal library policies and procedures for assistance to readers, program evaluation, and development.

Interprets programs to governing officials, library users, and special groups, and promotes services of the library by planning publicity programs and participating in group activities.

Reviews programs and operations to identify and analyze problem areas.

Oversees the development of mechanized systems for library operations.

Assists in the development and planning of the library budget and funding, and controls library expenditures.

Recruits and assigns new employees, supervises their work, and establishes work schedules.

Determines needed supplies and equipment, plans for efficient use of supplies, and recommends type, location, organization, and management of extension services or libraries at field stations.

Attends seminars and meetings of professional library groups and organizations.

Prepares and oversees the preparation of clear, accurate and I informative narrative and statistical reports.

Oversees the establishment and maintenance of essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

A Master's degree in Library or Information Science in a library program accredited by the American Library Association or from a New Jersey college Master's program in Library Science that has been deemed acceptable by Thomas Edison State College.

EXPERIENCE:

Five (5) years of library experience including work in the service, circulation, and reference areas, two (2) years of which shall have been in a supervisory capacity.

LICENSE:

Appointees may be required to possess a valid license as a Professional Librarian issued by Thomas Edison State College

NOTE: N.J.S.A. 45:8A-3 and N.J.A.C 15:23-2.1(a) state that any library supported in whole or in part by public funds may require, and any library serving any municipality or group of municipalities having a population of 10,000 inhabitants or over shall require that any person employed as a professional librarian shall hold a professional librarian certificate.

NOTE: N.J.A.C. 15:23-2.1 (b) states that pursuant to N.J.A.C. 15:21-2.3 and 2.4, a library serving any municipality or group of municipalities having a population of 7,500 inhabitants or over, N.J.S.A. 45:8A-3 notwithstanding, will employ, in all professional librarian positions counted for State Library Aid purposes, librarians holding a New Jersey Professional Librarian's Certificate.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of theories, principles, and techniques of library and information science.

Knowledge of library administration and management techniques.

Knowledge of current library technology, trends and innovations.

Ability to manage and administer a library program.

Ability to analyze, comprehend, and utilize approved public library standards, methods, techniques, budgeting systems, and classification and pay plans.

Ability to confer with staff, library administrators, board members, and other interested persons on problems of budgeting, standards, library techniques, and related problems.

Ability to plan and carry out surveys and studies of existing public library services.

Ability to analyze and comprehend the basic book needs of the library, apply approved book selection methods, and provide assistance to librarians in problems of book selection, classification, cataloguing, and with other technical administrative problems.

Ability to speak before professional and nonprofessional groups interested in or concerned with public library problems, speaking clearly, concisely, and informatively.

Ability to coordinate library services programs to achieve maximum efficiency and proper utilization of available funds, personnel, equipment, materials, and supplies.

Ability to act as consultant and advisor on public library problems, services, and techniques.

Ability to take and maintain a firm stand when differences of opinion and interpretation arise and work harmoniously with subordinates, associates, and superior officers.

Ability to oversee the preparation of clear, sound, accurate, and informative narrative and statistical and other reports containing findings, conclusions, and recommendations.

Ability to oversee the establishment and maintenance of essential records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.