

**POSITION TITLE: LibraryLinkNJ INTERIM EXECUTIVE DIRECTOR, [librarylinknj.org](http://librarylinknj.org)**

**Position starts, December 10, 2019**

for at least 6 months, up to 28 hours a week at a rate of \$65 per hour

**Cover letter and resumes by October 28, 2019 to:**

Jennifer Podolsky  
LibraryLinkNJ Personnel Committee Chair  
% East Brunswick Public Library  
2 Jean Walling Civic Center  
East Brunswick, NJ 08816  
[jpodolsky@epbl.org](mailto:jpodolsky@epbl.org)

The Interim Executive Director is the Chief Administrative Officer of LibraryLinkNJ and reports directly to the Executive Board.

LibraryLinkNJ, The New Jersey Library Cooperative, and its services are funded by the New Jersey State Library, which is responsible for the coordination, promotion, and funding of the New Jersey Library Network. As such, the Interim Executive Director collaborates with the New Jersey State Library in areas of mutual benefit.

**SCOPE OF POSITION:**

The Interim Executive Director works with the Executive Board and members of the Cooperative in the implementation of programs to enhance library services in New Jersey, and as the manager of the headquarters office, makes recommendations to the Executive Board concerning the hiring of office staff, supervises and motivates staff in accordance with policies adopted by the Executive Board. The Interim Executive Director serves as a liaison to appropriate local, county, state and national organizations and advocates for library services to New Jersey residents.

**REQUIREMENTS:**

The Interim Executive Director must have a Master's degree in library science from an ALA accredited institution and ten years of professional library experience including evidence of three years of experience in an administrative/managerial position in a library, public agency or private corporation. Travel within the state is required, and experience with multi-type library cooperation is desirable.

**KNOWLEDGE / EXPERIENCE:**

The Interim Executive Director must demonstrate:

- Wide knowledge of modern library organizations (academic, institutional, public, school and special libraries); e.g., governance, constituents, management.
- Familiarity with library and networking services and trends throughout the country.
- Knowledge of State and Federal library laws.
- Success in motivating, managing and leading a professional staff.
- Experience in financial management of organizations, preferably non-profit, library, or public agency.
- Experience building relationships with and reporting to an executive board or board of trustees.
- Success in project management and team-building.
- Effective use of basic software applications including word-processing, spreadsheet and presentation programs, as well as experience with the use of technology for conferencing and collaborative work.
- An appreciation for the evolving role of technology in the successful management of organizations and in library services.

#### **DUTIES AND RESPONSIBILITIES:**

- Coordinates the activities, programs and services of the Cooperative as defined by the Cooperative's Goals, Objectives and Plan of Service statements.
- Communicates and collaborates regularly with the New Jersey State Library, membership, and all library associations in the state.
- Administers all facets of the statewide interlibrary delivery service, including but not limited to, RFP development, vendor bid solicitation, contract negotiation, and financial management.
- Negotiates other Cooperative contracts, as necessary or desirable, for Executive Board approval.
- Writes accurate, informative and concise reports, including an annual report for the New Jersey State Library, an annual update for the membership, and such other documents as required by the Executive Board and by law.
- Maintains appropriate records and files for fiscal accountability and grant compliance. Prepares and maintains budget and monitors expenditures.
- Maintains partnerships with people representing a wide variety of public and private organizations.
- Coordinates and attends all meetings of the Executive Board and Cooperative Membership.
- Oversees the development of continuing education workshops, seminars and meetings to improve services, disseminates information, and encourages cooperative projects.
- Provides regular communications to inform members of Cooperative services and activities.
- Provides information about Cooperative services to potential new members, and maintains membership records and mailing lists.

- Maintains an organizational structure for the Cooperative's headquarters; recruits, houses, trains, and evaluates staff, and tends to all other related administrative responsibilities as they arise.
- Directs the work of all committees and task forces. Collects and maintains committee reports and works closely with committee chairs.
- Other duties as assigned.

**ABILITIES:**

The Interim Executive Director must have:

- Enthusiasm for and commitment to networked and/or cooperative library services.
- Excellent verbal and written communication skills.
- Effective presentation skills.
- Excellent interpersonal and networking skills.
- Strong strategic, analytical and problem-solving abilities, and the ability to think creatively.
- The ability to manage projects, including budgeting accurately, building and motivating teams, establishing priorities, organizing and delegating tasks, preparing for potential challenges, and meeting deadlines.