

**Announcement #: P-109-17-40 – Please be sure this announcement number appears on all correspondence**

**Open:** 05/03/17

**Title:** Librarian 1 or Librarian 2 [Information Services]

**Location:** Lakewood

**Schedule:** Part Time: 21 hours per week: (Winter: Sun: 1-5; Mon: 1-9; Tues: 12-5; Thurs: 9-2)  
(Summer: Mon: 1-9; Tues: 12-5; Thurs: 9-2; Fri: 1-5)

**Requirements:**

- A Master's degree in Library and Information Science from an ALA accredited library school; If you will earn your degree within 6 months from the closing date, you will be considered eligible for an appointment to the title of Library Associate until you are able to show proof of graduation.
- A New Jersey Professional Librarian certificate (or ability to obtain one within 1 year of employment)
- For appointment at Librarian 2 level, one year of professional librarian experience is required
- Appointees will be required to possess a driver's license valid in the state of New Jersey as the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**Customer Service Philosophy:** Ocean County Library connects people and builds community. The library is committed to fostering a welcoming and inclusive environment for all customers.

**General Description:** Librarian 1 is an entry-level position, which moves into the classification of Librarian 2 upon the successful completion of one year's employment. The Librarian 1/Librarian 2 serves as part of the branch team in providing service to all customers, but may specialize in youth services, teen services, or information services. Under the direction of the Branch Manager, the Librarian 1/Librarian 2 plans, organizes, and evaluates programs in accordance with the Ocean County Library Mission, Goals, Standards, Diversity Plan, and Strategic Plan. This includes community outreach, participating in System-wide committees and initiatives, and attending staff or departmental meetings.

The Librarian 1/Librarian 2 provides Reference and Readers' Advisory services, speaks to groups and community organizations, and champions the Diversity Initiative for inclusive service to the public. The Librarian 1/Librarian 2 maintains a popular, inviting collection, deselected worn, out of date, or unused items, and communicates with System Selectors to meet local collection needs. In addition, the Librarian 1/Librarian 2 may provide database or other technology-related instruction to staff and public, singly or in groups.

**Information Services:** The Librarian 1/Librarian 2 for Information Services is familiar with print resources and electronic databases for answering simple and complex customer queries, is comfortable learning new technologies and software, and may provide adult programming. This position is able to evaluate databases and serve as a database "parent" by providing tips and shortcuts. In addition, this position may provide online reference service via Q&ANJ, as well as "librarian by appointment."

**Knowledge, Skills, and Abilities:**

- Knowledge of theories, principles, and techniques of librarianship
- Ability to communicate verbally and in writing clearly, concisely, and informatively
- Ability to prepare informative statistical and narrative reports
- Ability to work harmoniously with peers, subordinates, and customers
- Ability to understand and follow Ocean County Library policies, procedures, and collective bargaining agreements
- Ability to meet or exceed Ocean County Library's Reference Competencies 1, 2, and 3
- Knowledge of current trends in librarianship and ability to keep current with available electronic resources
- Mastery of the core competencies for librarians of the New Jersey Library Association

**NOTE:**

To apply for this position, please send application and resume to Justine Dambroski at [jdambroski@theoceancountylibrary.org](mailto:jdambroski@theoceancountylibrary.org) or via USPS to:

The Ocean County Library  
101 Washington Street  
Toms River, NJ 08753  
Attn: Justine Dambroski

Or fax to 732-341-3044

Application can be found by clicking on the link:  
<http://theoceancountylibrary.org/Jobs/OCLjobs.htm>

Please direct all inquiries to Justine Dambroski at 732-349-6200 ext 5930.