

Position Number: P-240-17-28 – Please use this number on all correspondence

Open: 05/09/17

Full Time

Title: Librarian 1

Location: Toms River [Teen Services]

Schedule: 35 HPW (Includes nights (Wednesday) and rotating Saturdays)

DESCRIPTION:

Customer Service Philosophy: Ocean County Library connects people and builds community, transforming lives. 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 Librarian 3, 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 The Librarian 1 / Librarian 2 maintains a popular, inviting collection, deselects worn, out of date, or unused items, and communicates with System Selectors to meet local collection needs.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.

Teen Services:

The Ocean County Library is seeking an energetic, team-oriented and innovative Teen Librarian for the Toms River Branch, the largest and headquarters branch for the system located in downtown, Toms River, NJ.

The Teen Librarian will strive to instill in teens a lifelong relationship with learning, reading, and the library through programs and activities that build self-esteem, leadership, and organizational skills.

The Teen Librarian will have an interest in, and skills with, emerging technologies, and maker programming. They will be able to provide group technology, maker-tech and library resource instruction both in and out of the library for young adults and those who work with young adults.

The Teen Librarian will have a broad knowledge of all genres of Teen Literature and be knowledgeable and enthusiastic about reading, collections, and providing reader's advisory.

The Teen Librarian will develop and foster strong relationships with public and private schools, homeschoolers, and community organizations that serve teens, including teens who are at-risk.

The ideal candidate will work with the Toms River Teen Services team to integrate our new Makerspace into programs and outreach. They will demonstrate outstanding organization, communication, and time management skills; the ability to excel as part of a team; and a tendency to look at everything as an opportunity. Evenings and weekends are required with this 35-hour per week position.

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
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- 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)
 - Mastery of the core competencies for librarians of the New Jersey Library Association
 - For Librarian 2, one year of librarian experience
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- Appointees will be required to possess a driver's license valid in New Jersey as the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position

NOTE:

To apply for this position, please send application and resume to Justine Dambroski at 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.