

Announcement Number: P-113-17-24 - please include this number on all correspondence

Opens: 05-10-2017

Closes: 05-17-2017

Full Time

Title: Librarian 1 or 2 (Branch Manager)

Starting Salary: Librarian 1 - \$46,000 or Librarian 2 - \$48,000

Location: Plumsted Branch Library

Hours of Work: 35 hrs. / week. One evening weekly. Every Other Saturday.

Duties:

Branch Manager:

Acts as the local ambassador for libraries and library services. S/he plans, organizes, implements, and evaluates comprehensive branch services and programs for customers of all ages in accordance with the Ocean County Library Mission, Goals, and Strategic Plan. This includes community outreach, working closely with the local Friends of the Library, participating in System-wide committees and initiatives, attending the monthly Branch Managers' meetings, interpreting and influencing policy, and acting as the general liaison between the Library Administration and local staff and Friends.

The Branch Manager is responsible for coaching/mentoring staff, writing required reports, providing Reference and Reader's Advisory services, speaking to groups and community organizations, advocating for libraries and library services and championing the Diversity Initiative for inclusive policies and services for staff and the public.

The Branch Manager supervises budgeting and operations of the Plumsted Branch, ensures opportunities for continuing education and training, and ensures compliance with the N.J. Civil Service Commission regulations and the library's bargaining unit agreements.

The Branch Manager is the primary leader at the branch, and ensures the facility is safe, welcoming, and a focal point of the community. In addition, the Branch Manager may participate in local, State or National library organizations. Solid communication and problem-solving skills, positive outlook, and leadership abilities are a must.

REQUIREMENTS

A Master's degree in Library or 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
- 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 Donna Cardinale at dcardinale@theoceancountylibrary.org or via USPS to:

The Ocean County Library
101 Washington Street
Toms River, NJ 08753
Attn: Donna Cardinale

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 Donna Cardinale at 732-349-6200 ext 5932.