

Position Number: P-114-18-26 – Please be sure this number appears on all correspondence.

Open: 05-16-18

Close: Open until filled

Full Time

Job Title: Librarian 1 – Youth Services

Salary: \$47,000

Location: Various; Primary work location is Point Pleasant Beach Branch

Schedule: 35 hpw, includes evenings and weekends

Note: During the summer, this position will work full time in the Point Pleasant Beach Branch to provide youth services. During the rest of the year, this person will be based in the Point Pleasant Beach Branch, but will fill in at other branches throughout the System as needed.

Reports to: Point Pleasant Beach Branch Manager for day to day

Requirements:

- A Master's degree in Library or Information Sciences 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.
- 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

Customer Service Philosophy: Ocean County Library connects people, builds community, and transforms 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 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 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 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 The Librarian 1 maintains a popular, inviting collection, deselected worn, out of date, or unused items, and communicates with System Selectors to meet local collection needs.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 may provide database or other technology-related instruction to staff and public, singly or in groups.

Youth Services: The Librarian 1 for Youth Services understands early childhood development, has a good rapport with children and caregivers, is familiar with classic and contemporary children's literature, and provides programs for children and parents from birth through elementary school. The Librarian 1 provides outreach to students and teachers, gives book talks, and is able to generate excitement about reading and library services to customers.

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
- 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:

Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.

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 – Human Resources

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, extension 5932.