

The FORT LEE PUBLIC LIBRARY – Employment Opportunity

320 Main Street, Fort Lee, NJ 07024

fortleelibrary.org

201-592-3623

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| Position Offered: | Full-time Librarian, Head of Youth Services |
| Posting Date: | August 30, 2019 |
| Start Date: | November 1, 2019 or sooner |
| Hours: | 35 hours weekly, incl. one evening, rotating Saturdays and Sundays |
| Education: | MLS or related Masters |
| Experience: | Five (5) years librarian experience preferred; two (2) of which should be in a supervisory capacity |
| Compensation: | \$65,000 - \$75,000 annually, commensurate with experience; includes benefits |

Job Summary:

The Fort Lee Public Library, serving two culturally diverse communities of 40,000, seeks a highly motivated, enthusiastic and forward-thinking individual to manage and lead a dynamic and bustling Youth Services Department. The qualified candidate should have a strong interest in and experience with programming, literature and services for children ages birth through teen. In addition, they should possess a passion to work in a team-based and customer focused environment that strives to provide top-notch services to the Library at large.

Qualifications:

Successful candidates should possess:

- Ability to inspire, train, evaluate and lead staff
- Exemplary management skills to create and maintain high-level staff & patron services based on the needs and interests of the community
- Superior knowledge of children's literature and ability to assist children and caregivers with reader's advisory
- Ability and demonstrated experience in planning, developing, administering, and evaluating inventive staff and public services, programs & relations
- Desire to work in a team-centered environment; flexibility to assist and manage any public service desk or department
- A passion for and ability to serve people of diverse backgrounds
- Strong interpersonal and conflict resolution skills; creative problem-solving attitude
- Ability to establish and maintain effective working relationships with co-workers, associates, local library staff, trustees, policy makers, and partner organizations
- Extensive and creative technical skills, including good command of standard office software, social media, Internet searching, and use of library information technology
- Ability to collect and analyze data and write reports
- Ability to communicate effectively orally and in writing
- Fluency in English, and preferably a second language as well

Responsibilities

Under supervision of the Library Director:

- Works to establish goals and priorities for department
- Directs and supervises the operations of the Children's and Young Adult departments; trains, evaluates and makes assignments for 4 FT staff, plus additional PT employees
- Coordinates weekly staff schedule
- Coordinates children's services with other library services and functions, develops and presents programs to meet specific needs of children. This includes story times, summer reading program and year round special events; supervises program presentation by other staff
- Maintains Juv & YA collections; evaluates and selects materials for library acquisition

- Develops and implements policies; maintains statistics and budget for salaries and services
- Promotes library use of collections programs and services in-house through promotional materials, press releases for local news organizations, social media, listservs and outreach to local schools and agencies
- Serves as a liaison to schools, preschools and daycare centers. Coordinates on & off-site visits
- Coordinates and trains volunteers and HS students completing community service hours
- Works in concert with team of library supervisors on preparation and implementation of Library-wide programming, services, policies and initiatives.
- Represents the library on children's services committees and serves as the authority on children's service; attends professional development events via BCCLS, NJLA and other agencies
- Performs a range of circulation desk duties
- Performs reference assistance and reader's advisory
- Assists in other departments and at desks when needed

Please mail or email the following three (3) REQUIRED documents:

(1) Cover Letter, (2) Resume and

(3) Fort Lee Library Employment Application (available at fortleelibrary.org) to:

Chris Yurgelonis, yurgelonis@fortlee.bccls.org

The Library can only consider candidates who submit all required paperwork.

APPLICATIONS WILL BE ACCEPTED UNTIL SEPTEMBER 18, 2019

Only candidates under consideration will be contacted for an interview.

The selected candidate will be required to successfully pass Civil Service testing and requirements, in addition to a criminal background check. As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

The Fort Lee Public Library hires under NJDOP and EOE Guidelines.