



THE NEWARK PUBLIC LIBRARY

5 Washington Street • P.O. Box 630 • Newark, NJ 07101-0630
www.npl.org

Job title	<i>Librarian 4, Main Branch Manager</i>
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Job purpose

The Newark Public Library is New Jersey's largest municipal library, providing collections and services at the Main Library and seven branch libraries located in neighborhoods throughout the city. The Library is a gateway to knowledge and lifelong learning: nurturing youth and families, contributing to the personal growth and well-being of all Newarkers, strengthening digital literacy skills for all, enhancing and promoting the Library's special collections, and providing welcoming environments. As we expand on our legacy of enriching the lives of diverse clienteles, the Newark Public Library invites applicants to apply for the full-time Librarian 4, Main Branch Manager position. This position will oversee the Public Services operations of the Main Branch of the Newark Public Library, located in Downtown Newark. This includes the Reference, Teen, Children's, and Circulation Departments. The successful candidate will work primarily in the Reference Department but will also work at times in all the departments they oversee.

Duties and responsibilities

- Supervises staff, services, and operations of the Reference, Teen, Children's, and Circulation Departments in the Main Branch.
- Provides excellent customer service for all
- Establishes work priorities and provides instruction to staff in the performance of assigned work.
- Evaluates employee performance and conduct.
- Develops and recommends short and long range plans for program development and operations.
- Coordinates scheduling in the Main Branch.
- Provides research services, answering reference questions of varying difficulty and explaining the use and availability of reference sources in all appropriate formats.
- Provides Readers' Advisory.
- Assists public and staff and provides formal training in the effective use of library equipment and electronic resources.
- Orders collection materials and other library supplies for purchase, taking into consideration priority needs and budget limitations; reviews collections to develop or discard/discontinue as needed; evaluates and/or selects resources for delivery in the most appropriate format.
- Exchanges ideas, information, and opinions with supervisors to develop policies, procedures, programs, etc. to provide high quality services.
- Gives talks before groups, organizations, co-workers and the public.
- Establishes and maintains effective work relationships with community organizations and the general public.
- Prepares clear, accurate and informative narrative and statistical reports.

Qualifications

EDUCATION:

A Master's degree in Library or Information Science in a library program accredited by the American Library Association or from a New Jersey Master's program in Library Science that has been deemed acceptable by Thomas Edison State College.

EXPERIENCE:



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Three (3) years of librarian experience.

KNOWLEDGE AND ABILITIES:

- Knowledge of current library technology, trends and innovations.
- Ability to determine work to be accomplished, issue assignments, and instruct, train, and evaluate employees.
- Ability to plan and implement library programs and services.
- Ability to remain knowledgeable about library services, activities and facilities and to coordinate services and activities between departments or with other agencies.
- Ability to keep informed of current events, and popular and local culture.
- Ability to think critically and creatively to solve problems and implement ideas.
- Ability to communicate effectively and share knowledge with others, using oral, written and electronic communication skills.
- Ability to, analyze, interpret and implement the rules, regulations, policies, and procedures of a library.
- Ability to train and assist public with communications, technology literacy and all information resources.
- Ability to identify, customize, create and present innovative programs and services and integrate new technologies into library service.
- Ability to comprehend the specific functions and problems of a library and work toward the improvement of methods and techniques of library services.
- Ability to promote and foster public access to information, and assist patrons in developing technology literacy.
- Ability to prepare clear, sound, accurate, and informative narrative and statistical and other reports containing findings, conclusions, and recommendations.

Working conditions

Saturday and evening hours may be required.

Direct reports

Salary:

\$72,000

Deadline to apply:

August 20, 2021

Please send resume and cover letter

HOW TO APPLY:

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