

THE NEWARK PUBLIC LIBRARY

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

www.npl.org

Job title	<i>LIBRARIAN 1, Multiple Positions: Branch Manager, Reference Librarian, Adult Services Librarian, Teen Librarian & Youth Services Librarian</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 1. There are multiple Librarian 1 openings throughout NPL's 7 branch locations including Branch Manager, Reference, Adult Services, Teen Services, and Youth Services positions. Please indicate which position you are most interested in in your cover letter.

Duties and responsibilities

- Answers reference questions of varying difficulty and explains the use and availability of reference sources in all appropriate formats.
- Explains or demonstrates procedures for searching print, electronic and online catalogs and resources to obtain materials.
- Maintains adult collections by selecting materials, weeding the collection, and supervising reference staff in selecting and weeding materials.
- Designs and implements programs for adults.
- Determines content and arrangement of library material.
- Exchanges ideas, information, and opinions with supervisors to formulate policies, procedures, programs, etc. to provide high quality services.
- Establishes and maintains effective work relationships with community organizations, library associates and the general public.
- Prepares clear, accurate and informative narrative and statistical reports.

Qualifications

EDUCATION:

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' program in Library Science that has been deemed acceptable by Thomas Edison State University.

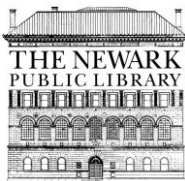
EXPERIENCE:

One year of librarian experience.

LICENSE:

Appointees may be required to possess a valid certification as a Professional Librarian issued by Thomas Edison State University.

KNOWLEDGE AND ABILITIES:



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- Ability to appropriately organize library materials, including files, books, periodicals, digital media, etc.
- Ability to work harmoniously, creatively and respectfully with others.
- Ability to work with professional associations toward the improvement of methods and techniques of library services.
- Ability to give clear, concise, and informative talks before professional and nonprofessional groups.
- 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 apply the rules, regulations, policies, and procedures of a library.
- Ability to practice effective customer service skills to best determine patrons' needs.
- Ability to train and assist public with communications, technology literacy and all information resources.
- Ability to identify and present innovative programs and services and integrate new technologies into library service.
- Ability to analyze, comprehend and use current approved public library standards, methods and techniques.
- Ability to comprehend the specific problems and functions of a library and to select appropriate materials for the use of the unit concerned.

REQUIREMENTS:

- Residency in New Jersey is required within one year from date of hire

Working conditions

Saturday and evening hours may be required.

Direct reports

Salary:

\$56,740

Deadline to apply:

Please send a cover letter expressing your interest in the position, resume, and three references to:

Leslie J. Colson
Assistant Director for Human Resources
Newark Public Library
5 Washington Street
P.O. Box 630
Newark, NJ 07102
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