



THE NEWARK PUBLIC LIBRARY

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

www.npl.org

Job title	<i>LIBRARIAN 1, Reference Librarian, Main Branch</i>
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Job purpose

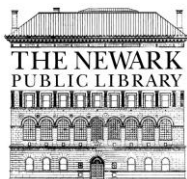
The Newark Public Library is seeking to add to the Main Library staff in downtown Newark a thoughtful librarian who is focused on creating a welcoming environment and providing excellent customer service to a wide range of users. We have at our disposal rich and wide-ranging physical and digital collections and reference staff are expected to utilize and promote these collections to our users in creative ways to help them connect with employment and other community opportunities, enhance their digital literacy skills and to enrich their lives and contribute to their personal growth. As we seek to expand on our legacy of enriching the lives of diverse clientele, the Newark Public Library invites applicants to apply for the full-time Librarian 1, Reference Librarian position.

Duties & 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 and weeding the collection.
- Designs and implements programs for community benefit.
- 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.

Knowledge & abilities

- 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.



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- Ability to comprehend the specific problems and functions of a library and to select appropriate materials for the use of the unit concerned.

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.

Residency Requirements

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

Working conditions

Saturday and evening hours may be required.

Salary:

\$60,213

Deadline to apply:

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

Theresa Wright
Assistant Director for Human Resources
Newark Public Library
5 Washington Street
P.O. Box 630
Newark, NJ 07102
twright@npl.org