

THE NEWARK PUBLIC LIBRARY

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

Job title	<i>LIBRARIAN 1, MakerSpace Librarian, Main Branch</i>
------------------	---

Job purpose

The Newark Public Library (NPL) serves New Jersey's largest city, providing collections and services at the Main Library and six branch libraries located in neighborhoods throughout the city. NPL 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, MakerSpace Librarian position.

Started in 2022, NPL's MakerSpace, MADE@NPL, provides patrons with hands on instruction on Cricut, 3D printer, sewing machines, Glowforge, photography & photoshoots, and audio booth using Ableton 12, Adobe Creative Cloud, Logic Pro, and Garage Band. The successful candidate will be able to instruct patrons on the use of the above equipment/software and be able to lead programs with this equipment/software, or have the ability to learn.

Duties and responsibilities

- Oversee/manage the staffing, budget, and programming for the MADE@NPL MakerSpace at the Main Library.
- Supervise the PT technicians and create weekly work schedules as appropriate.
- Provide technical support, training, and customer service to the MakerSpace patrons.
- Manage the social media for the makerspace as well as the inventory and upkeep of the equipment.
- Provide support and once a month visits the MakerSpaces at branch locations to assist in the development and growth of their programming and capacity.
- Assists patrons in finding desired information or resources and furnishes information on library activities, facilities, and services.

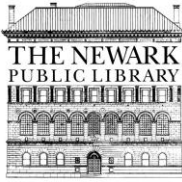


THE NEWARK PUBLIC LIBRARY

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

www.npl.org

- May be required to complete cross-training in one or more specialized areas; and to perform the work in Children's Services and/or Reference Services.
- Provides reader services responsive to user needs such as compiling bibliographies and reading lists.
- Provides research services, answering reference questions and explaining the use and availability of reference sources in all appropriate formats.
- Assists public and staff and provides formal training in the effective use of library equipment and electronic resources.
- Designs, organizes, and maintains library materials and electronic resources by using appropriate systems of access that are compatible with the needs and styles of learning of the public.
- Reviews collections to develop or discard/discontinue as needed; assists in the selection and evaluation of resources for delivery in the most appropriate format; may recommend the purchase of library supplies/materials, taking into consideration priority needs and budget limitations.
- Gives talks before groups, organizations, co-workers, and the public.
- Exchanges ideas, information, and opinions with supervisors to formulate policies, procedures, programs, etc. to provide high quality services.
- Mentors newer staff members.
- Acts as library representative at meetings and conferences.
- Composes publicity releases or program announcements for media, newsletters, or other publications; utilizes social media outlets to promote programs and events.
- Establishes and maintains effective work relationships with community organizations, school groups, library associates, and the general public.
- May provide instruction and technical expertise to nonprofessional and paraprofessional staff.
- Prepares clear, accurate, and informative narrative and statistical reports.



THE NEWARK PUBLIC LIBRARY

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

- Maintains files and records.

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.

LICENSE:

Appointees will be required to possess a valid certification as a Professional Librarian issued by Thomas Edison State University or have the ability to obtain the certification.

KNOWLEDGE AND ABILITIES:

- Ability to effectively use social media formats and platforms.
- Ability to organize library programs and procedures.
- Ability to keep informed of current theories, objectives, principles, and techniques of librarianship; and adapt to modern technology, library trends, and innovations.
- 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 work harmoniously, creatively, and collaboratively with others.
- Ability to communicate effectively and share knowledge with others using oral, written, and electronic communication skills.
- Ability to integrate current technology into areas of service to perform duties.
- Ability to practice effective customer service skills to best determine patrons' needs.



THE NEWARK PUBLIC LIBRARY

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

- Ability to train and assist the public with communications, technology literacy, and all information resources.
- Ability to comprehend the specific problems and functions of a library and to select appropriate materials for the use of the unit concerned.
- Ability to identify, customize, create, 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 promote and foster public access to information and assist patrons in developing technology literacy.
- Ability to give appropriate instruction to nonprofessional and paraprofessional staff in the use of the library and its resources and in basic research methods.
- Ability to prepare clear, sound, accurate, and informative statistical, financial, and other library reports containing findings, conclusions, and recommendations.
- Ability to establish and maintain essential library records and files.

Residency Requirements

Residency in New Jersey is required within one year from date of hire per the New Jersey First Act.

Working conditions

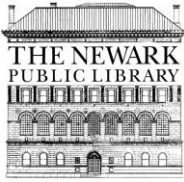
Saturday and evening hours may be required.

Direct reports

2 PT Contract MakerSpace Technicians

Salary:

\$62,500 Annual



THE NEWARK PUBLIC LIBRARY

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

www.npl.org

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