

PLEASE SEND RESUME TO: dorotakotowski@yahoo.com

ASSISTANT LIBRARY DIRECTOR

LIBRARY: LINDEN FREE PUBLIC LIBRARY

LOCATION: LINDEN, NJ

LANGUAGE: ENGLISH/BILINGUAL PREFERRED BUT NOT REQUIRED

JOB: FULL-TIME

DEFINITION:

Under direction of the Library Director assists in all functional activities relating to the management and coordination of operations of the Linden Free Public Library

EXAMPLES OF WORK:

Assesses continuous integration of library programs and departments.

Assists in program planning and directing including developing the library's collection, establishing internal library policies and procedures, establishing policies and programs for assistance to readers, and program evaluation and development.

Performs public relations and educational activities such as interpreting programs to key officials, library users, and special groups, and promoting library services by planning publicity programs and participating in group activities.

Performs management studies such as reviewing programs and operations to identify and analyze problem areas and determining and instituting work measurement and work simplification studies.

Determines records, statistics, and forms required for management studies.

- Plans, designs, develops, and installs automated systems for library operations or procedures.
- Interprets and applies personnel policies.
- Recruits and assigns new employees.
- Supervises work and establishes time schedules.
- Plans and implements staff development programs.
- Evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting, and disciplining of subordinates.
- Determines needed supplies and equipment.
- Coordinates library extension services, including recommending type, location, organization, and management of extension services or libraries at field stations.
- Plans and installs field or extension service libraries determining nature of field service.
- Attends seminars and meetings of professional library groups and organizations for the purpose of keeping current with scientific and technical development and to participate with professional associations concerned with improving methods and techniques of library services.
- Prepares and supervises the preparation of clear, accurate and informative narrative and statistical reports.
- Supervises the establishment and maintenance of essential records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

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 college Master's program in Library Science that has been deemed acceptable by Thomas Edison College.

EXPERIENCE:

Two (2) years of library experience including work in the service, circulation, and reference areas, one (1) year of which shall have been in a supervisory capacity.

LICENSE:

Appointees may be required to possess a valid license as a Professional Librarian issued by Thomas Edison State College

NOTE: N.J.S.A. 45:8A-3 and N.J.A.C 15:23-2.1(a) state that any library supported in whole or in part by public funds may require, and any library serving any municipality or group of municipalities having a population of 10,000 inhabitants or over shall require that any person employed as a professional librarian shall hold a professional librarian certificate.

NOTE: N.J.A.C. 15:23-2.1 (b) states that pursuant to N.J.A.C. 15:21-2.3 and 2.4, a library serving any municipality or group of municipalities having a population of 7,500 inhabitants or over, N.J.S.A. 45:8A-3 notwithstanding, will employ, in all professional librarian positions counted for State Library Aid purposes, librarians holding a New Jersey Professional Librarian's Certificate.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

- Knowledge of theories, principles, and techniques of library and information science.
- Knowledge of library administration and management techniques.
- Knowledge of current library technology, trends, and innovations.
- Ability to manage and administer a library program.
- Ability to analyze, comprehend, and utilize approved public library standards, methods, techniques, budgeting systems, and classification and pay plans.
- Ability to confer with staff, library administrators, board members, and other interested persons on problems of budgeting, standards, library techniques, and related problems.
- Ability to plan and carry out surveys and studies of existing public library services.
- Ability to analyze and comprehend the basic book needs of the library, apply approved book selection methods, and give assistance to librarians in problems of book selection, classification, cataloguing, and other technical administrative problems.
- Ability to speak before professional and nonprofessional groups interested in or concerned with public library problems, speaking clearly, concisely, and informatively.
- Ability to coordinate library services programs to achieve maximum efficiency and proper utilization of available funds, personnel, equipment, materials, and supplies.
- Ability to act as a consultant and advisor on public library problems, services, and techniques.
- Ability to take and maintain a firm stand when differences of opinion and interpretation arise, and to work harmoniously with staff, associates, and superior officers.
- Ability to supervise the preparation of clear, sound, accurate, and informative narrative and statistical and other reports containing findings, conclusions, and recommendations.
- Ability to supervise the establishment and maintenance of essential records and files.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Persons with mental or physical disabilities are eligible if they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.