



CITY OF PERTH AMBOY

Job Posting

TITLE:	Children's Librarian / Librarian 1
SALARY:	\$56,000 - \$59,716
DEPARTMENT:	Public Library
DATE POSTED:	March 18, 2024
DEADLINE:	April 26, 2024

The Perth Amboy Free Public Library is searching for a passionate Children's Librarian (Librarian 1) that is excited about creating engaging educational programs, services, and resources for our English and Spanish speaking patrons. Our library, located in the heart of the city's downtown area, is rich with history dating back to 1901, thanks to Andrew Carnegie's library endowment funds. Join us in shaping the future of literacy and learning in our vibrant community! Apply now to be part of something extraordinary at the Perth Amboy Free Public Library.

Job Description: Under supervision of the Library Director, the Children's Librarian provides a variety of library services in one or more functional areas of the library requiring professional knowledge of and experience with librarianship theories, principles and practices; may take the lead and coordinate work assignments of Librarian Assistants and Associates, and/or paraprofessional/ technical staff; performs related duties as required.

Requirements: One year of librarian experience. 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. Appointees may be required to possess a valid certification as a Professional Librarian. The ability to speak, read and write in English and Spanish is preferred. All Individuals, including graduate students, with strong community programming skills and are studying to obtain a Master's in Technology and Data Sciences are encouraged to apply. Must have authorization to work in the United States. Residency in New Jersey is required within one year from date of hire.

Please submit a cover letter, resume and application to the City of Perth Amboy, Personnel Office at 260 High Street, Perth Amboy, NJ 08861 or email to employment@perthamboynj.org by the closing date.

Equal Employment Opportunity Employer

Children's Librarian

DEFINITION

With guidance from the Library Director, the Children's Librarian oversees the children's library operations including staff, services and resources; does other related work.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

- Manages and directs the children's library operations of a free public library. Oversees library program planning and directing.
- Oversees continuous integration of library programs and departments. Oversee the development and maintenance of the library's collection.
- Establishes internal library policies and procedures that assists readers, evaluates programs and developments.
- Interprets programs to governing officials, library users, and special groups.
- Promotes services of the library by planning publicity programs and participating in group activities. Reviews programs and operations to identify and analyze issue areas.
- Oversees the development of mechanized systems for library operations.
- Assists in the development and planning of the children's library budget and controls children's library expenditures.
- Supervises children library employees and establishes work schedules.
- Determines needed supplies and equipment, plans for efficient use of supplies, and makes recommendations of management extension services or libraries at field stations.
- Attends seminars and meetings of professional library groups and organizations. Prepares and oversees the preparation of clear, accurate and statistical reports. Oversees 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.

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.

EXPERIENCE:

Three (3) years of library experience including work in the service, circulation, and reference areas, two (1) years of which shall have been in a supervisory capacity.

LICENSE:

Appointees may be required to possess a valid license as a Professional Librarian.

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.

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 provide assistance to librarians in problems of book selection, classification, cataloging, and with 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 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 work harmoniously with subordinates, associates, and superior officers.
- Ability to oversee the preparation of clear, sound, accurate, and informative narrative and statistical and other reports containing findings, conclusions, and recommendations.
- Ability to oversee 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. Bilingual in both English and Spanish is preferred. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as 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.

QUALIFICATIONS - Preferred

The Perth Amboy Free Public Library values linguistic diversity and believes that candidates who speak another language bring added value to our community. Due to Perth Amboy's large Spanish speaking population, we are particularly interested in candidates who are fluent in Spanish. However, non-Spanish speaking professionals are also encouraged to apply.

WORKING CONDITIONS

Full time employment of 35hrs a week minimum. Saturday and evening hours may be required. Occasional lifting of library materials including books, a/v equipment, library materials, etc.

BENEFITS

All full-time employees are eligible for the following benefits:

- Dental Insurance
- Health Insurance
- Life Insurance
- Paid Time Off
- Retirement Plan