

## Edison Township Public Library Job Description

<u>Title:</u>	Librarian
<u>Department:</u>	Youth or Adult Services
<u>Reports to:</u>	Supervisor of Youth or Adult Services
<u>Salary/Wage:</u>	\$54,953
<u>Hours/week:</u>	35 hrs/week, to include evenings and weekends
<u>Benefits:</u>	Access to health benefits through township (medical, dental, prescription); <ul style="list-style-type: none"><li>- Vacation: 10 days/year, pro-rated for first year; increases at years 6 and 10;</li><li>- Sick: 1 day/month first year, thereafter 12 days/year;</li><li>- Personal: 2 days/year, pro-rated;</li><li>- Holidays: 15 days.</li></ul>
<u>Pension:</u>	Eligible; may participate in deferred compensation plan.
<u>Union eligible:</u>	Yes
<u>Basic duties:</u>	<ul style="list-style-type: none"><li>- Assists library users with recommendations for finding information and resources which meet their needs;</li><li>- Under basic direction, plans and implements programs;</li><li>- Reviews and recommends materials for addition to or withdrawal from the collection;</li><li>- Assists in the development and presentation of information to inform the public of library services;</li><li>- Participates in departmental and system-wide training and meetings;</li><li>- Occasionally acts as staff member in charge in resolving patron complaints;</li><li>- Attends continuing education programs.</li></ul>
<u>Required skills:</u>	<ul style="list-style-type: none"><li>- Excellent customer service skills;</li><li>- Attention to detail;</li></ul>
<u>Desired skills:</u>	<ul style="list-style-type: none"><li>- Ability to speak more than one language;</li><li>- Knowledge of current trends in library services and technology.</li></ul>
<u>Educational minimum:</u>	<ul style="list-style-type: none"><li>- Master's degree in Library/Information Science or similar area;</li><li>- Professional librarian's certificate issued by Thomas Edison State University (or eligible for certificate).</li></ul>

Date approved:

9/28/2020