

Older Adult Services --Principal Librarian Edison Public Library

The Edison Public Library, the 6th largest municipality in New Jersey, seeks an innovative, creative, outgoing and experienced Librarian to join our growing team of professionals ready to take on the challenges of the Library's newly adopted Strategic Plan and work with us as we expand our programs and services for older adults.

This is a newly created position for our Library in which you will be working from the ground up primarily focusing on this cohort; those aged 55 thru 105, their companions and caregivers. This is not a sit behind the desk waiting for older adults to come to you job! You will be engaging with older adults both in our facilities and throughout our multicultural diverse community. The successful candidate will be the point person for everything older adults.

The Edison Public Library currently has three physical locations throughout the Township. The Library is planning to purchase a new bookmobile in the next few months and also planning to add Pop-up libraries throughout town including at the Senior Citizen, Community Center and the Menlo Park Mall.

Past experience in working with this age group in a variety of settings is essential.

The Principal Librarian will be responsible for:

- Developing Library programming for older adults using such models as the "Creative Aging" and Retirement Institutes;
- Developing a "Memory Café" program for older adults with Dementia, their families and caregivers;
- Initiating a Homebound Service to Edison residents;
- Developing a Books-to-Go Program to deliver materials to the Township's Senior Center as well as other senior locations and facilities around town;
- Organizing Words and Memory programs for those older adults located in Nursing Homes and Assistive Care Facilities who are unable to visit the Library;
- Presenting Digital Literacy Technology programs in the Library and in the community geared towards older adults;
- Developing partnerships with local, county and state agencies and organizations that serve older adults such as AARP, Alzheimer's Association, Area Agency on Aging, etc.;
- Attending Workshops, Programs and Conferences related to the work of the program;
- Organizing the Older Adults Advisory Board; and
- Other related duties, as assigned.

Qualifications:

- NJ Professional Librarian's Certification;
- Valid NJ Driver's License;
- Minimum of 5 Years' experience as a Librarian, post MLS/MLIS degree;
- Experience working with older adults either in the Library or community setting;
- Experience working with and/or supervising volunteers;
- Proficiency with technology, including Microsoft Office applications;
- Ability to work effectively as part of a team;
- Strong organizational, prioritizing, and time management skills;
- Strong problem-solving skills and analytical abilities;

- Proven strong customer-service orientation;
- Strong interpersonal skills and excellent verbal, written, and cross-cultural communication skills; and
- Ability to initiate, organize, and work independently..

Desirable Qualifications:

- Degree or coursework in Gerontology or Social Work; and
- Experience working in a Library Outreach Program or Bookmobile.

Salary:

--75,329, per year, NJLA Minimum for a Principal Librarian.

Benefits:

- Access to health benefits through Edison Township (medical, dental, prescription, vision);
- Vacation: 10 days per year. Pro-rated for first year; increases in 6 and 10 years;
- Sick: 1 Day/month first year, thereafter 12 days per year;
- Personal: 2 days year/ prorated first year;
- Holidays: 15 days per year;
- Pension: Yes, (PERS) and may also participate in deferred compensation plan; and
- Union eligible: Yes.

Additional Job Qualifications:

The position requires light to moderate physical effort demanded when performing functions under typical office and computer use conditions;

Possession of a valid Motor Vehicle Operator's License for use in New Jersey is required; and

Must be eligible for permanent employment in the United States with documentation for Form I-9 of the U.S. Citizenship and Immigration Services.

Work Schedule and Location:

This full time position (35 hour work week) requires presence in the Main Branch of the Edison Public Library as well as traveling to other Branch Libraries and locations throughout the Township of Edison.

The Edison Public Library is an equal opportunity employer and is committed to a diverse workforce that truly represents the residents of Edison Township.

Interested candidates can email a resumé, cover letter and three (3) professional references in PDF format to Edison Public Library's Director Allan M. Kleiman at: akleiman@edisonpubliclibrary.org.

Please put “Older Adult Services Librarian” in the subject line of the email. The position closes on May 31, 2022 or until the position is filled.