

Supervisor of Technology and Innovation  
Edison Public Library

Qualified applicants are invited to come and join the team of the “new” Edison Public Library System providing library and information services to a diverse suburban community of over 107,000 residents located in Central New Jersey.

The Edison Public Library seeks a Supervisor of Technology and Innovation. This position reports director to the Edison Public Library Director and indirectly to the Assistant Library Director. In addition, this position works closely with the Township’s IT Department and Libraries of Middlesex Automation Consortium (LMXaC).

The Library has just completed our Strategic Plan for 2022-2025 and Technology is one of the four priorities of the Library: “Edison Public Library is the local leader in technology resources, and instruction to support digital literacy and fluency.”

Basic duties include:

- Supervises and evaluates the Technology Department, Maker-space Programs, and Digital Literacy Programs for the staff and public;
- Develops and Updates the annual Technology Plan;
- Ensures that all software and hardware being utilized through the Library System is up-to-date and is in working order. Makes suggestions to the Director for new equipment and software.
- Oversees and maintains the library’s network, servers and wireless;
- Supervises and evaluates the work of related contractors;
- Liaison to LMXaC on all matters relating to the automation system;
- Oversees and updates the Library's website;
- Advises the Library Director on current trends in Library technology and makes suggestions for improvements and innovations;
- Participates as a member of the Library's Senior Management Team.

Required skills:

- A minimum of 5-7 years as a professional librarian with a minimum of two years of supervisory experience

- A minimum of two years working with technology and electronic services with a proven track record of innovation;
- Experience in developing curriculum in digital literacy;
- Experience with library networks, servers and wireless;
- Excellent customer service skills;
- Attention to detail and project deadlines. Project management experience.
- Valid NJ Driver's License

Desired skills:

- Master's Degree in Library/Information Science or similar area;
- NJ Professional Librarian's Certificate issued by Thomas Edison State University.
- Knowledge of web design, in particular WordPress.
- Experience with AR and AI in relation to Library programming

Salary:

- \$86,742/year, 35 hour week, including nights and weekends.

Benefits:

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

- Union eligible: Yes;

Professional Development: Yes, includes paid membership in NJLA and ability to travel to NJLA Conference.

Note: Travel is required regularly between the Library's multiple locations.

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

To apply: send resume, cover letter outline why you feel you are the right person for this position, and 3 current references to: Allan M. Kleiman, MLS, Library Director, Edison Public Library, 340 Plainfield Avenue, Edison, NJ 08817 or email at: [akleiman@edisonpubliclibrary.org](mailto:akleiman@edisonpubliclibrary.org)

Closing date for this position is: Friday, May 20<sup>th</sup> at 4 PM.