



**Edison Public Library
Supervising Librarian
Collection Development and Technical Services**

Come and join a new and expanding team of Library professionals as we reinvent the Edison Public Library for the 21st century. Located in Central NJ, with a multicultural, multilingual and diverse population of 107,000, the Library currently has three library branches and bookmobile service. We are rebuilding our Library from the bottom-up and the top-down to create an environment of learning, exploration, innovation and fun for the entire community. Our North Edison and Main Library Branches currently are undergoing a transformation in lay-out and expansion. This is a Library system where anything is possible as we move towards a patron-centric view of programs and services.

The Library is looking to fill the position of Supervising Librarian, Collection Development and Technical Services Department. This position oversees and manages a collection of over 400,000 items in a variety of formats which includes 17 different languages.

The successful candidate should have a minimum of 5-7 years professional experience in a public library with proven supervisory experience, which has included managing and maintaining a large collection, working with vendors, scheduling and training. The Library is a member of the LMXaC consortium.

The successful candidate must have a passion for creating an environment of teamwork that embraces change and excellent customer service.

This position reports to the Library Director and Assistant Library Director.

Responsibilities include but are not limited to:

- Responsible for the day to day operations of the Collection Development and Technical Services Department, including hiring, training and evaluating staff
- Oversee the development and management of the library's collection at all locations, including selection, acquisition, and deselection of materials in various formats.
- Manages the Library's budget for collection in all formats and ensure that invoices are paid in a timely manner
- Implement the Library's Collection Development Policy that aligns with the library's mission and goals and serves the needs of the diverse community.

- Collaborate with library staff and community members to identify and respond to the needs and interests of the community.
- Work closely with LMXaC on matters relating to cataloging procedures, policy and guidelines
- Oversee serials/periodical ordering and collection development
- Stay current with trends and developments in collection development and publishing industries and incorporate these into the library's offerings.
- Establish and maintain positive relationships with vendors, publishers, and other suppliers to ensure access to a wide range of materials.
- Ensure accurate and timely processing of all library materials, including new acquisitions, and donations
- Develop and maintain cataloging and processing policies and procedures that meet industry standards and library best practices.
- Provides direct service to Library customers through rotating schedules on the Information Desk
- Collaborate with other library departments and branches to ensure efficient and effective workflows and coordination of services.
- Maintain accurate records and statistics for the library's collection and technical services.
- Develop and maintain relationships with other Libraries through participation in local, state, and national library organizations.
- Other duties as assigned

Requirements:

- Master's degree in Library Science from an ALA-accredited program.
- Minimum of 5 to 7 years of experience in collection development and technical services in a library setting.
- Strong knowledge of collection development principles, practices and procedures
- Technical expertise in cataloging, classification, and processing of library materials.
- Excellent communication and interpersonal skills, with an ability to communicate with diverse populations.
- Ability to work independently and as part of a team.
- Ability to travel between Library locations and the Township of Edison
- Strong organizational, management and budgeting skills.
- Knowledge of publishing and book industry trends and practices.

- Commitment to diversity, equity, and inclusion in collection development to serve the needs of the diverse community.
- Ability to understand and interpret library policies and procedures to the public.

Hours

35 hours/week, with rotating nights and weekends

Benefits, as per Union contract:

Salary: \$89,323

Vacation: 10 days/year

Sick: 12 days/year

Personal: 2 days/year

Floating Holidays: 2 days

Holidays: 12 Days

Pension eligible: PERS, NJ Pension Plan

Health: includes Medical, Dental, Vision and prescription plans

Union eligible

Employment is contingent upon successful completion of a background check.

Edison Public Library is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status. Reasonable accommodations will be considered.

To apply, please submit your resume and a cover letter to hr@edisonpubliclibrary.org.

The deadline to fill the position is March 24, 2023 or until the position is filled