



EDISON PUBLIC LIBRARY

340 PLAINFIELD AVENUE
EDISON, NEW JERSEY 08817
EDISONPUBLICLIBRARY.ORG

TELEPHONE: 732.287.2298
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HR@EDISONPUBLICLIBRARY.ORG

Librarian Full-Time Annual Salary: \$60,060.00

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 layout 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 seeking a highly motivated Adult Services Librarian to join our team. The successful candidate should be enthusiastic, curious, patient, and have a strong sense of community. The successful candidate will demonstrate commitment and the ability to deliver superior customer-driven services to the entire community. A proactive nature, flexibility, and a knack for creative problem solving are essential.

The Library is a member of the LMxAC consortium.

This position reports to the Branch Manager.

Qualifications for a Successful Candidate:

- Must have a master's degree in Library or Information Science from an American Library Association accredited college or university; New Jersey Librarian Certificate
- Experience providing reference and reader's advisory services
- Strong communication and customer service skills
- Knowledge of print and a general knowledge of digital resources
- Ability to work both independently and within a team
- Teaching or computer instruction experience a plus
- Strong technology skills and general comfort with learning new technology
- Knowledge of Sirsi Workflows a plus

Daily Responsibilities:

- Staffing the Adult Services Desk as scheduled and monitoring activities in the area
- Manage exam proctoring

- Initiate and participate in departmental programming and services such as (but not limited to) the Librarian by Appointment service, Community Conversations program series, monthly Book Club, and other stand-alone events
- Selecting adult fiction and/or non-fiction material as part of the collection development group
- Creates and maintains library displays
- Prepares booklists and annotated bibliographies by genre or themes
- Identify and promote library services.
- Comprehend, analyze and interpret rules, regulations, policies and procedures of the library. Propose recommended changes.
- Continue to develop skills by attending seminars and meetings of professional library groups and organizations
- Maintain up-to-date knowledge of the resources and services provided through the New Jersey State Library and LMxAC
- Notary services (training and licensure provided by library once hired)
- Other duties as required for an evolving and growing Library

Knowledge and Abilities:

- Knowledge of current trends and practices in adult services, literature and materials
- Familiarity with serving adults of all abilities
- Ability to understand and apply library filing and classification systems.
- Physical stamina is required to put away materials, push and pull loaded book carts and other library equipment and materials. Physical activity includes, but is not limited to, prolonged periods of sitting as well as periods of standing, mobility, stretching, bending and stooping
- Ability to work harmoniously with colleagues, librarians, supervisors and with adult and juvenile patrons of the library
- Ability to understand the importance of following established procedures and regulations
- Ability to work and perform tasks without supervision

Education: Master's Degree from an American Library Association Accredited college or university

Hours: 35 hours; includes a rotation of hours during the week, evening and weekends (includes Saturdays and Sundays)

Benefits: Excellent benefits package including life, health, dental, and vision insurance; vacation, sick, personal, and holidays; After six (6) months, staff are eligible to join the union.

Please email the following three (3) REQUIRED documents:

- (1) Cover Letter, (2) Resume and (3) Edison Public Library Employment Application (available at <https://edisonpubliclibrary.org/job-openings/>) to: hr@edisonpubliclibrary.org

The Library will only consider candidates who submit all required paperwork.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

Only candidates under consideration will be contacted.

The selected candidate will be required to successfully pass a six month probationary period.

Pre-employment background check and drug test are required for Edison Township employees.

The Edison Public Library hires under NJDOP and EOE Guidelines.

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.