



# EDISON PUBLIC LIBRARY

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EDISONPUBLICLIBRARY.ORG

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## **Teen/ Tween Services Librarian Full-Time**

**Annual Salary**  
**\$60,060.00 - Librarian**  
**\$71,780.00 - Senior Librarian**

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 Teen/Tween Services Librarians to join our team. The successful candidate should be an energetic team-oriented candidate with a strong public service commitment, 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 STELLA 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
- Knowledge of print and non-print reference and readers' advisory resources, as well as changes in technology and trends within the library profession
- Strong communication and customer service skills
- Strong interpersonal skills including the ability to work and interact effectively with others in a positive manner, as well as work under pressure and/or manage stressful situations with courtesy and tact
- Ability to work both independently and within a team
- Ability to effectively use and demonstrate technology tools including the web, email, electronic databases, e-readers, office applications, as well as other library related programs; ability to learn and adapt to new technologies as required

- Strong customer service skills for providing exceptional service to internal and external customers; exceptional oral and written English communications skills; ability to manage multiple projects and meet deadlines
- Knowledge of Polaris/LEAP a plus
- Already obtained or ability to obtain a NJ Professional Librarian's Certification
- Keen interest, knowledge and enthusiasm in working with this age group

### **Daily Responsibilities:**

- Staffing the Public Service Desk as scheduled and monitoring activities in the area
- Initiates and participates in departmental programming and services that meet the needs of the community; such as (but not limited to) the Teen Advisory Board, book discussions, college prep courses, gaming, and more
- Selects teen fiction and/or nonfiction material as part of the collection development group
- Creates and maintains library displays
- Prepares book lists and annotated bibliographies by genre or themes
- Organizes and participates in a variety of community outreach opportunities and school visits
- Supervises and trains youth volunteers
- Identifies and promotes library services for this age group.
- Comprehends, analyzes and interprets rules, regulations, policies and procedures of the library. Proposes recommended changes.
- Continues to develop skills by attending seminars and meetings of professional library groups and organizations
- Participates with their Supervisors in the formulation, development, and completion of departmental and library-wide objectives
- Maintains up-to-date knowledge of the resources and services provided through the New Jersey State Library and STELLA
- Provides outreach activities and school visits for this age group
- Other duties as required for an evolving and growing Library

### **Knowledge and Abilities:**

- Knowledge of current trends and practices in teen and tween services, literature and materials
- 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. New Jersey Professional Librarians Certification.

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

**Benefits:**

Salary: \$60,060-71,780 (depending on experience)

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: Union eligible

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](mailto: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 checks and drug tests are required for Edison Public Library employees.

The Edison Public Library operates 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.