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## BRANCH LIBRARIAN, LOWER CAPE LIBRARY (LIBRARIAN 3)

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The Cape May County Library is looking for a motivated and team-oriented Librarian to manage the Lower Township Library. The Branch Librarian is responsible for supervising the staff of the Lower Township Library, overseeing circulation activity at the branch, and overseeing the general use and upkeep of the library building. The Branch Manager is also responsible for providing Circulation and Reference services to patrons, and managing an assigned section of the library's nonfiction collection. The successful candidate demonstrates excellent customer service skills, and an understanding of management techniques and practices. This position will require knowledge of and comfort with supervising staff and working harmoniously with other library departments and patrons.

This position works 35 hours a week, which includes a rotating night and weekend shift. This is a NJ Civil Service position.

### Duties and Responsibilities

- Manages day to day operations and upkeep of the Lower Township Library, including providing leadership, coaching, and direction to employees
- Supervises branch staff, assigning tasks, and assuring coverage with the assistance of the Desk Manager
- Follows established Library and County policies and procedures, and enforces them with subordinate staff
- Consults with Library Administration with issues involving human resources and policies
- Maintains the staff schedule, approving paid time off and liaising with the Payroll Department
- Opens and closes the Library during assigned shifts
- Provides Circulation and Reference assistance to patrons, including reader's advisory, and supervises staff in these activities
- Provides Circulation Desk services, including checking in and out library materials, placing items on hold for patrons, and collecting payments for fines and fees
- Manages the assigned areas of the Cape May County Library collection, and works with librarians maintaining other collections to ensure the library has an up-to-date and relevant collection
- Provides training and instruction in the effective use of electronic and print resources for the library staff and patrons
- Support programming and outreach efforts in branch and surrounding area, including promoting to patrons in the branch and working with departments to provide programming that supports community needs

## Knowledge/ Skills

- Two years of librarian experience
- Some supervisory experience or knowledge preferred
- Knowledge of the theories, objectives, principles and techniques of librarianship
- Conducts effective reference interviews
- Ability to achieve proficiency in the Library's Polaris ILS
- Competency with using the Internet, library OPAC, and Microsoft Office Suite
- Cultural competence skills
- Excellent customer service skills

## Abilities

- Communicate effectively with others, verbally and in writing
- Establish and maintain professional, positive, and cooperative working relationships with other staff members and departments
- Recognize and set priorities
- Use initiative and independent judgement in a variety of situations
- Remain calm under pressure, including during patron interactions
- Lift and carry bags or boxes weighing up to 30 pounds

## Education / Qualifications

- Valid New Jersey driver's license
- Master's Degree in Library Science from an ALA-accredited program required
- Have or be eligible for a New Jersey Public Librarian's Certificate
- New Jersey state residency required per N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

## Benefits

- Salary range: \$56,000-66,000
- 35 hours per week
- Health benefits, including dental, prescription and optical
- New Jersey pension
- 12 vacation days per year (increasing with years worked), 15 sick days per year, 3 personal days per year

The NJ Civil Service Job Description for Librarian 3 is available at:  
<https://info.csc.state.nj.us/jobspec/02820.htm>. This is a competitive title.

Please submit a resume, cover letter, and three professional references to Vicki Wright, Assistant Director, at [vickiw@cmclibrary.org](mailto:vickiw@cmclibrary.org) by May 31st, 2024.