

SOUTH RIVER PUBLIC LIBRARY

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www.southriverlibrary.org

LIBRARY DIRECTOR

The Director of the South River Public Library serves as administrator of the library. He/she plans, organizes and administers the operation of the library according to the policies, rules and authority delegated by the Board of Trustees. He/she assesses strengths, weaknesses, opportunities, and challenges to the organization and develops strategies for dealing with them effectively without compromising vision and values. Supervision is exercised over all library personnel.

ESSENTIAL FUNCTIONS OF THE JOB

- Establishes, formulates and recommends policies to the Library Board. Implements and reviews library policies, procedures and practices.
- Interprets policies to the library staff and the general public.
- Creates a culture that promotes positive change and a climate for excellence.
- Recruits, hires, trains, supervises and evaluates professional and support library staff.
- Assists the Library Board in developing a long-range plan that promotes and supports the organization's mission and strategic direction. Prepares annual operating and capital budgets that reflect the library's mission.
- Prepares for and attends Library Board meetings. Plans and conducts regularly scheduled staff meetings.
- Creates an environment that welcome diversity and promotes literacy.
- Promotes intellectual freedom and equal access to information.
- Communicates the value of library and information services verbally and in writing to the general public and to decision-makers. Studies the community and directs the development of a balanced program of library services designed to meet the needs of all the people in the community.
- Establishes and maintains effective work relationships with the Board of Trustees, Borough Officials, departmental personnel, Friends of the Library, community organizations, school groups, library associates and the general public.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Investigates additional sources of funding, such as, grants applications and working with library support groups (Friends of the Library, other community organizations). Seeks out other libraries for the advantage of group discounts, shared grants and networking.

- Establishes policies and funding for in-service training and continuing education for employees.
- Monitors legislation related to libraries and keeps Library Board and appropriate Township Officials and library staff informed.
- Prepares narrative and statistical reports.
- Represents the library at professional meetings, conferences and seminars.

KNOWLEDGE, SKILLS, ABILITIES

- Thorough knowledge of the theories, principles and techniques of librarianship.
- Thorough knowledge of library administration and management techniques (with ability to demonstrate management skills), including New Jersey Library Laws.
- Thorough knowledge of the functions and responsibilities of a Library Board of Trustees.
- Ability to analyze, comprehend and use current approved public library standards, methods and techniques. The same ability would apply to library budget systems, performance appraisal, job classification and compensation.
- Ability to oversee a basic collection development plan, which includes approved selection methods, classification and cataloging and related technical administration.
- Ability to communicate effectively and share knowledge with others.
- Ability to prepare and present accurate and informative statistical and technical reports.
- Ability to develop and manage convenient, accessible and cost-effective facilities and services that promote and support the organization's mission and strategic direction.
- Ability to relate to employees and associates and handle personnel issues in a positive and responsive manner.

QUALIFICATIONS

- An MLS from an ALA accredited school and a Professional Librarian's Certificate issued by the New Jersey Department of Education.
- Continuing education in the areas of current library services and technology.
- Active participation in professional library associations and community organizations. Current knowledge of library trends and innovations.
- Bilingual (Spanish) preferred. Additional languages a plus.

ALL RESUMES ARE DUE BY DECEMBER 1, 2014 AT 4:00 P.M. AND ARE TO BE SUMMITTED BY EMAIL TO SRPL@SOUTHRIVERLIBRARY.ORG.