

Full Time Teen and Adult Services Librarian

Filing Deadline: Friday, March 19, 2021

About the Position:

The Woodbury Public Library is seeking an energetic and creative librarian to join our busy and dynamic team! WPL strives to provide materials, programming, and services that meet the needs of residents, business owners, students, and educators within our diverse community of 10,000 people.

The successful candidate will be a well-rounded and forward thinking individual with commitment to public service. They will work to enhance existing services through positive reference interactions, reader's advisory and outreach within the community. The chosen candidate will have the ability to quickly develop and maintain a positive rapport with patrons of all ages and abilities as well as keep up with rapidly changing services and technologies. Excellent customer service skills, with a focus on providing patrons with a positive library experience are a must.

Essential Functions:

- Provides prompt, courteous, and direct reference services including but not limited to assisting patrons with resume writing, online job applications, technology and in-depth reference and research inquiries
- Takes the lead in coordinating and implementing virtual and in-person programs, resources, and services
- Conducts ongoing collection development and management of library materials and provides reader's advisory upon request
- Proactively identifies the needs of the community and works to provide new and innovative services
- Assists in seeking and writing grant proposals for programs and services not covered by the library budget
- Demonstrates a community engagement mindset and develops and maintains effective partnerships with schools, community organizations, and other nonprofits
- Bridges the digital divide within the community by assisting and instructing patrons with new and emerging technologies, including, but not limited to, ebooks, digital downloads, tablets, and other smart devices
- Assists in marketing Library programming, collections, and services internally and externally via social media, press releases, and crisp and eye-catching graphics
- Regularly participates in professional development, staying abreast of new and emerging library trends

Professional Skills:

- Ability to manage multiple projects on an ongoing basis and bring a positive attitude towards stressful situations, handling them with courtesy and tact
- Demonstrate an understanding of conventional and emerging technologies
- Knowledge of current trends and practices in teen and adult library services, literature, and materials
- Working knowledge of research databases and methods
- Experience with reference services, reader's advisory, collection development & management, programming, and community outreach

- Working knowledge of copy cataloging, running reports and/or of Sirsi Dynix, Libby/Overdrive, and Hoopla Digital
- General knowledge of Discord, Twitch, Zoom, and other popular digital platforms is a plus
- Fluency in Spanish is highly desirable

Work Schedule: Current schedule for this position is Monday-Thursday 12pm-7pm, Friday 9:30am-4:30pm and one Saturday per month. In addition, this position includes 13 paid holidays per year, 10 vacation days during the first year of employment, 2 personal days, and 6 sick days.

Benefits: The Woodbury Public Library offers a competitive health care package including prescription, dental, and vision coverage.

About the Library:

The Woodbury Public Library is a member of the LOGIN consortium encompassing Gloucester, Cumberland and Salem Counties. We are a diverse suburb/city within walking distance of our population of 10,000 people as well as a destination for surrounding populations. The library is open six days a week and is currently operational Monday through Thursday, 1pm to 7pm, Friday & Saturday 10am-2pm. Closed on Sundays.

Qualifications & Requirements:

- Master of Library Science from an ALA-accredited college or university or New Jersey State Professional Librarian Certificate preferred. Candidates with relevant professional experience in programming, outreach and grant writing may be considered
- Must successfully pass a criminal background check
- New Jersey residency required pursuant to the “New Jersey First Act,” NJSA 54:14-7 (L. 2011, Chapter 70) if selected for the position
- Please email resume, cover letter along with salary requirement to trustees@woodburylibrary.org using subject line: Teen/Adult Services Librarian. Up to two examples of marketing materials may also be submitted.