

Announcement #: P-109-18-62 – Please be sure to include this announcement number on the subject line on all correspondence

Open: 08/01/18 – until filled

Title: (Part-time) Librarian 1 or Librarian 2

Salary: \$25.82/hour

Location: Lakewood Branch [Information Services]

Status: Permanent

Schedule: Part-Time – 21 hpw: (Summer) Mon, Tues, Thurs: 5-9; Wed: 4-9; Fri: 1-5
(Winter) Mon, Tues, Thurs: 5-9; Wed: 4-9; Sun: 1-5

The OCL was named one of **America's Star Libraries** in 2010 and 2011 by Library Journal and is the recipient of the **2007 National Medal for Museum and Library Services**. The OCL serves over 575,000 residents from 32 municipalities in Ocean County, New Jersey. The OCL is located at the beautiful New Jersey Shore, a major tourist destination and desirable retirement locale, conveniently situated near both the New York and Philadelphia metropolitan areas. The OCL system has over 600 employees at 21 locations and enjoys an excellent reputation with citizens and county government. The OCL is strongly committed to its vision of "Connecting People, Building Community" and has a tradition of excellence in providing services and lifelong learning experiences and opportunities for individuals and families at all stages of life including children, teens, young adults, adults, and older adults. The OCL is proud to be a leader in serving diverse populations and is committed to diversity and inclusion at all levels of our Library system and seeks others to join us on this journey. The Library's four strategic goals reflect that commitment: 1) The Library is the heart of the community; 2) The Library nurtures growth and change; 3) Ocean County residents use and champion the Library; and 4) The Library is committed to organizational excellence.

Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.

Customer Service Philosophy: Ocean County Library connects people and builds community, transforming lives. The library is committed to fostering a welcoming and inclusive environment for all customers.

General Description: Librarian 1 is an entry-level position, which moves into the classification of Librarian 2 upon the successful completion of one year's employment. The Librarian 1/Librarian 2 serves as part of the branch team in providing service to all customers, but may specialize in youth services, teen services, or information services. Under the direction of the Branch Manager, the Librarian 1/Librarian 2 plans, organizes, and evaluates programs in accordance with the Ocean County Library Mission, Goals, Standards, Diversity Plan, and Strategic Plan. This includes community outreach, participating in System-wide committees and initiatives, and attending staff or departmental meetings.

The Librarian 1/Librarian 2 provides Reference and Readers' Advisory services, speaks to groups and community organizations, and champions the Diversity Initiative for inclusive service to the public. The Librarian 1/Librarian 2 maintains a popular, inviting collection, deselected worn, out of date, or unused items, and communicates with System Selectors to meet local collection needs. In addition, the Librarian 1/Librarian 2 may provide database or other technology-related instruction to staff and public, singly or in groups.

Information Services: The Librarian 1/Librarian 2 for Information Services is familiar with print resources and electronic databases for answering simple and complex customer queries, is comfortable learning new technologies and software, and may provide adult programming. This position is able to evaluate databases and serve as a database "parent" by providing tips and shortcuts. In addition, this position may provide online reference service via chat/text reference, as well as "librarian by appointment."

Knowledge, Skills, and Abilities:

- Knowledge of theories, principles, and techniques of librarianship
- Ability to communicate verbally and in writing clearly, concisely, and informatively
- Ability to prepare informative statistical and narrative reports
- Ability to work harmoniously with peers, subordinates, and customers
- Ability to understand and follow Ocean County Library policies, procedures, and collective bargaining agreements
- Ability to meet or exceed Ocean County Library's Reference Competencies 1, 2, and 3
- Knowledge of current trends in librarianship and ability to keep current with available electronic resources
- Mastery of the core competencies for librarians of the New Jersey Library Association

Requirements:

- A Master's degree in Library or Information Sciences in a library program accredited by the American Library Association or from a New Jersey College Master's program in Library Science that has been deemed acceptable by Thomas Edison State College.
- If you will earn your degree within 6 month from the closing date of this announcement, you will be considered eligible for an appointment to the title of Library Associate until you are able to show proof of graduation

- Appointees will be required to possess a driver's license valid in New Jersey as the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position

NOTE:

To apply for this position, please send **application** and resume to Justine Dambroski at jdambroski@theoceancountylibrary.org or via USPS to:

The Ocean County Library
101 Washington Street
Toms River, NJ 08753
Attn: Justine Dambroski

or faxed to 732-341-36043.

Applications can be found by clicking on the link:
<http://theoceancountylibrary.org/Jobs/OCLjobs.htm>

Resumes received without an application will not be considered.

Please direct all inquiries to Justine Dambroski at 732-349-6200 ext 5930.

Thank you.