

Title: Librarian 1

Location: Various locations

Schedule: 35-hour workweek including nights and rotating weekend hours.

Salary: \$47,000 per annum

Position Number: P-300-18-101

DESCRIPTION:

Customer Service Philosophy: Ocean County Library connects people and builds community. 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 all Civil Service requirements. The Librarian 1 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 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 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 The Librarian 1 maintains a popular, inviting collection, deselected worn, out of date, or unused items, and communicates with System Selectors to meet local collection needs.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 may provide database or other technology-related instruction to staff and public, singly or in groups.

Youth Services:

The Librarian 1 for Youth Services understands early childhood development, has a good rapport with children and caregivers, is familiar with classic and contemporary children's literature, and provides programs for children and parents from birth through elementary school. The Librarian 1 provides outreach to students and teachers, gives book talks, and is able to generate excitement about reading and library services to customers.

Teen Services: The Librarian 1 for Teen Services understands adolescent development, has a good rapport with teens, is familiar with classic and contemporary teen literature, and provides programs from upper elementary school through high school. The Librarian 1 provides outreach to students and teachers, gives book talks, and is able to generate excitement about reading and library services to customers, which may include at risk youth and youth in detention centers.

Information Services: The Librarian 1 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 Q&ANJ, 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

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' program in Library Science that has been deemed acceptable by Thomas Edison State College.
- A New Jersey Professional Librarian certificate (or ability to obtain one within 1 year of employment)
- Mastery of the core competencies for librarians of the New Jersey Library Association

You *must* send:

Ocean County Library Employment Application

Résumé

Cover letter

Send application packages to:

Ocean County Library (Attn: A. Campbell, HR)
101 Washington Street
Toms River, NJ 08753-7625

or e-mail to: acampbell@theoceancountylibrary.org

Please direct all inquiries to Jennifer Doderer at 732-349-6200 extension 5428