



# Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920

908-766-2510 \* [www.bernards.org](http://www.bernards.org)

## JOB POSTING

**POSTING DATE:** 07/22/2020

**APPLICATION DEADLINE:** 8/22/2020 or until position is filled

|  |   |
|--|---|
| <b>POSITION:</b> Supervising Librarian-Adult Circulation                                 | <b>DATE POSITION WILL BECOME AVAILABLE:</b> Immediately |
| <b>POSITION TYPE:</b> Full-Time / Regular  | <b>DEPARTMENT:</b> Library                              |
| <b>POSITION REPORTS TO:</b> Library Director   | <b>HOURS/WEEK:</b> 35                                   |
| <b>SCHEDULE:</b> Monday-Friday / One night per week & one or more weekend days per month |   |

### PRINCIPAL DUTIES

The Bernards Township Library in Basking Ridge, New Jersey has an immediate opening for an experienced and friendly candidate to lead a vibrant Circulation Department as a full-time Supervising Librarian. The successful librarian candidate will serve the general public with a blend of diplomacy, hospitality and understanding, while upholding the policies and objectives of the library. This is an outstanding opportunity to work with an enthusiastic and collaborative library team.

The Library is a vibrant and active cultural center in an increasingly diverse community and is valued and appreciated by Township residents for its wide range of materials and services. Bernards Township Library is an active member of MAIN, Inc., a consortium of 37 libraries and branches using a shared Polaris/LEAP system.

The Supervising Librarian, Adult Circulation, will supervise, lead and inspire the staff at the adult circulation desk and work with them to help achieve the mission and vision of the library.

### QUALIFICATIONS & SKILLS

- MLIS degree from an ALA-accredited library and information sciences graduate program required.
- New Jersey State Professional Librarian Certificate is required.
- Two or more years of supervisory experience in a library.
- Excellent interpersonal skills and a devotion to serving the public.
- Ability to form strong relationships with coworkers and be highly collaborative.
- Strong knowledge of circulation tasks and procedures.
- Experience using Polaris/LEAP is desirable.
- Experience with collection development, including weeding and the purchasing of materials.
- Attention to detail and strong aptitude in written and oral communication.
- Knowledge of current library and publishing trends, specifically within adult library services.
- Complete ease in the use of computers and digital devices is essential.

### ESSENTIAL FUNCTIONS

- Reviews circulation procedures on an ongoing basis and makes recommendations for change based upon community needs, patron requests and information in trade journals.
- Provides exemplary customer service to internal and external patrons.
- Updates job descriptions and interviews, trains and evaluates circulation staff through formal and informal evaluations.
- Holds regularly scheduled staff meetings.
- Keeps employees informed about entire library operations, goals and objectives.
- Trains and supervises circulation staff in library skills and customer-friendly initiatives.



## Township of Bernards

---

### Supervising Librarian-Adult Circulation – Library

#### **ESSENTIAL FUNCTIONS**

- Delegates responsibility appropriately and supervises staff constructively.
- Writes a monthly activity report for the Library Board of Trustees packet.
- Selects and orders materials in assigned subjects and genres.
- Fills in as a Reference Librarian as needed.
- Available to work one evening per week, and weekend rotation.
- Performs other duties as assigned by Library Director.

#### **SALARY**

This position includes a competitive annual salary, commensurate with experience. A generous benefits package is included. Continuing professional development and educational opportunities provided.

#### **TO APPLY**

For consideration please send a meaningful cover letter and resume to Lyn Begraft, Director at [lbegraft@bernardslibrary.org](mailto:lbegraft@bernardslibrary.org)

### **Bernards Township is an Equal Opportunity Employer**

Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted under law. If you already work for State or local government as of 9/1/11, and you do not live in NJ, you are not required to move to NJ if there is no more than a seven day break in employment. However, if you begin your office, position or employment on 9/1/11 or later, you must reside in NJ. If you do not reside in NJ, you have one year after the date you take your office, position or employment to relocate your residence to NJ. If you do not do so, you are subject to removal from your office, position or employment.