

## ***Administrative Librarian 4***

Cape May County Library, NJ

The Cape May County Library is seeking an enthusiastic and motivated candidate for Library Administration. As we enter a time of change, we're looking for a great person to help lead the way. Success in this position will lead to a promotion to Assistant Director within a year.

Our library system, 8 branches and a bookmobile, is located in Cape May County, an ideal spot for those who love nature. With close proximity to the Atlantic Ocean and the Delaware Bay, this vacation hotspot offers plenty of beach days, birdwatching, watersports and more.

### **Description**

The Administrative Librarian 4 is responsible for assisting the Library Director and Assistant Director in the planning, organization, supervision, development and administration of all library services, personnel, operations and programs. Directs library operations in the absence of the Library Director and Assistant Director. Participates in screening of applicants for new vacancies; assists in evaluating employees; recommends disciplinary actions as may be required. Responsible for human resources and payroll functions within the library system; leaves, scheduling, and payroll. The successful candidate must be knowledgeable in current library science and technology, supervision of staff, and possess or have the ability to develop strong administrative skills.

The person should be enthusiastic, professional, friendly, and diplomatic. The ability to work independently, with little supervision, is a must, as well as being able to manage multiple commitments and tasks simultaneously.

### **Job Requirements:**

The job requires a Master's degree in Library Science from an ALA Accredited college or university, NJ Professional Librarian Certification, and at least three years of library experience. Excellent speaking and writing skills are required. Must have a valid driver's license with no points or major violations in the past 5 years or minor violations in 3 years. Must live or relocate to Cape May County. **Candidates that are currently Librarian 4 in the NJ Civil Service System are preferred.** The job is a 35 hour per week, full-time position with health benefits. Primary work location is the Cape May Court House Library, 30 Mechanic St, Cape May Court House, NJ. Apply by Friday, December 21, 2018.

### **Compensation:**

Minimum starting salary: \$70,000

### **Application Procedure:**

Please send current resumé, along with a cover letter and three professional references via email to: [andrea@cmclibrary.org](mailto:andrea@cmclibrary.org)

Andrea Orsini

Assistant Library Director

Cape May County Library

4 Moore Road, DN 2030

Cape May Court House, NJ 08210