
CIRCULATION LIBRARIAN (LIBRARIAN 1)

The Cape May County Library is looking for a motivated and team-oriented Librarian to join the Circulation Department at the Cape May Court House Branch. This position is responsible for building and maintaining a relevant high-interest collection for adults across the system, using professional expertise and knowledge of community needs. As part of the Court House Branch Circulation team, this position will also work closely with the other Circulation Librarians in supervising the department.

This position works 35 hours per week, which includes a rotating night and weekend at the Court House Branch supervising the Circulation Department.

Duties and Responsibilities

- Maintain the library system's Adult Fiction collection, including materials selection, evaluation, and weeding
- Coordinate selection, weeding, and evaluation of the Adult Non-Fiction collection with Librarians in the system
- Respond to collection requests from patrons and staff
- Work with branch staff to analyze existing collections, community trends, and library data to increase circulation
- Create book clubs for patrons, including potential services to support book clubs that meet outside of the library
- Assist with creating and managing reading promotions for patrons
- Create engaging displays to promote the library's collections, including working with branches and the Marketing & Engagement Librarian on physical and digital displays
- Support a positive team environment in the Circulation Department
- Assist Circulation desk staff with policy and procedures
- Provide prompt, courteous and direct assistance to all patrons
- Attend and participate in staff meeting discussions, including staff committees.
- Attend and participate in professional development opportunities outside the library system.
- Other duties as assigned

Knowledge/ Skills

- Cultural competence skills
- Passion for working with the public and fostering a love of reading
- Knowledge and appreciation of literature for adults, including current reading trends
- Enthusiastic support of diverse reading and support of diversity in the library's collections
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities
- Excellent customer service skills

Abilities

- Engage and motivate teams and co-workers
- Communicate effectively with others, verbally and in writing, including through email
- Establish and maintain professional, positive, and cooperative working relationships with co-workers
- Work well under pressure and meet deadlines
- Recognize and set priorities
- Use initiative and independent judgment in a variety of situations
- Track expenditures and manage collection budget
- Learn and stay current with emerging technology, including digital media
- Lift and carry bags or boxes weighing up to 40 pounds
- Drive a car and hold a valid New Jersey driver's license

Education/ Qualifications

- Master's degree in Library Science from an ALA-accredited program required.
- Have or be eligible for a New Jersey Public Librarian's Certificate.
- New Jersey state residency required per N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

Benefits

- 35 hours per week
- Health benefits, including dental, prescription and optical
- New Jersey pension
- 12 vacation days per year (increasing with years worked), 15 sick days per year, 3 personal days per year

To Apply

Please submit a resume, cover letter, and three professional references to Vicki Wright, Assistant Director, at vickiw@cmclibrary.org.