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## BRANCH LIBRARIAN, LOWER CAPE LIBRARY (LIBRARIAN 3)

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The Cape May County Library is looking for a motivated and team-oriented Librarian to manage the Lower Township Library. The Branch Librarian is responsible for supervising the staff of the Lower Township Library, overseeing circulation activity at the branch, and overseeing the general use and upkeep of the library building. The Branch Manager is also responsible for providing Circulation and Reference services to patrons, and managing an assigned section of the library's nonfiction collection. The successful candidate demonstrates excellent customer service skills, and an understanding of management techniques and practices. This position will require knowledge of and comfort with supervising staff and working harmoniously with other library departments and patrons.

This position works 35 hours a week, which includes a rotating night and weekend shift.

### Duties and Responsibilities

- Supervises branch staff, assigning tasks, and assuring coverage with the assistance of the Desk Manager
- Manages operations of the Lower Township Library, including providing leadership, coaching, and direction to employees
- Provides Circulation and Reference assistance to patrons, including reader's advisory, and supervises staff in these activities
- Manages the assigned areas of the Cape May County Library collection, and works with librarians maintaining other collections to ensure the library has an up-to-date and relevant collection
- Provides training and instruction in the effective use of electronic and print resources for the library staff and patrons
- Building maintenance— letting Personnel Assistant know about problems with the building; routinely performs inspections of building; submits and tracks maintenance work orders
- Computers – helping patrons with Catalog, Internet, eReaders and databases; basic maintenance of all computers; submits and tracks IT tickets
- Support programming and outreach efforts in branch and surrounding area, including promoting to patrons in the branch and working with departments to provide programming that supports community needs
- Run Circulation reports on a schedule
- Supervises yearly inventories of library materials
- 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

## Knowledge/ Skills

- Some supervisory experience or knowledge preferred
- Knowledge of the theories, objectives, principles and techniques of librarianship
- Conducts effective reference interviews
- Ability to achieve proficiency in the Library's Polaris ILS
- Cultural competence skills
- Passion for working with the public and fostering a love of reading
- Excellent knowledge of library policies and procedures
- Excellent customer service skills

## Abilities

- Communicate effectively with others, verbally and in writing, including through email
- Establish and maintain professional, positive, and cooperative working relationships with other staff members and departments
- Recognize and set priorities
- Use initiative and independent judgement in a variety of situations
- Remain calm under pressure, including during patron interactions
- Lift and carry bags or boxes weighing up to 40 pounds

## Education / Qualifications

- Open to those in the NJ Civil Service Librarian 3 title. Upon hire will be treated as an Intergovernmental Transfer
- 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

- Salary range: \$55,000-65,000
- 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

Please submit a resume, cover letter, and three professional references to Vicki Wright, Assistant Director, at [vickiw@cmclibrary.org](mailto:vickiw@cmclibrary.org).