



Louis Bay 2nd Library and Community Center
345 Lafayette Avenue
Hawthorne, NJ 07506
973-427-5745

Monica A. Smith
Director

JOB POSTING
External POSTING
Application Deadline: Open until filled

Position: Head of Adult Services, Full Time
Reports to: Director
Location: Louis Bay 2nd Public Library and Community Center
Hours: 70 hours per 2 week pay period, includes some nights and weekends
Annual Salary: \$55,800 – \$64,920 depending upon qualifications and experience

Duties:

- Supervise all Adult Services staff, preparing desk schedules and ensuring coverage. Prepare staff evaluations.
- In collaboration with the Head of Technical Services and Acquisitions, parse collection development responsibilities to staff members, including self, according to needs, interests, and abilities. Ensure library processes maximize efficiency to patrons.
- Leverage collection development tools and resources to order and weed books and other materials for the adult collection within budget.
- In conjunction with staff, implement year-round programming geared toward adults emphasizing instruction, book discussions, and engagement.
- Actively market and promote these programs by leveraging a variety of tools and resources (e.g. calendars, flyers, local TV, Facebook, websites, Patch, local newspaper press releases).
- Work at the reference Desk including nights and Saturdays, assist Patrons with Demand Management and Reference Services
- Participate in library meetings, goal setting, and appropriate training opportunities. Seek opportunities for development within the Library, BCCLS and NJLA
- Work on special projects as assigned by the Director

Requirements:

- MLS/MLIS from an accredited institution; NJ Professional Librarian Certificate; minimum 3-5 years of experience in public library work with increasing responsibility and previous supervisory responsibilities.
- Able to implement library services in an automated environment
- Knowledge of print and non-print reference and readers advisory resources as well as changes in technology and trends within the library profession
- Able to establish a rapport with a diverse community of patrons
- Effectively use technology tools including email and MS Office applications
- Able to communicate effectively in written and oral form, meet deadlines, and work with patrons, staff, and others in a tactful and consistent manner.

Application Requirements:

- Cover Letter
- Current Resume
- Names and contact information for 3 references: 1) someone to whom you report(ed), 2) someone with whom you work(ed) at an equivalent level, 3) someone you supervise(d)
- Send via email to:

Monica A. Smith
Director, Louis Bay 2nd Library and Community Center
345 Lafayette Avenue
Hawthorne, NJ 07506
smith@hawthorne.bccls.org