



LIBRARY SYSTEM

Linda A. Devlin, Director

Open: 02/08/24

Close: 02/29/24

Job Title: Branch Manager (Librarian 3+) **Job Posting 003-24**
Location: Merchantville Branch Library
Salary: \$31.0147 hr (\$56,446.75 annually)
Schedule: Based on library needs and will include days, nights & weekends

The Camden County Library is seeking a collaborative team leader to manage the Merchantville Branch which operates independently within the Merchantville School.

This position may be a good fit for you if:

- You are looking for your first management position
- You are a collaborative leader, building effective working relationships with branch staff, the Library's Management team and Administration, and Merchantville School staff and Administration
- You have effective interpersonal communication skills and actively listen to others
- You are a strategic thinker who can translate the Library's vision and goals into achievable initiatives
- You help branch staff be successful by providing opportunities to develop their unique skills

Duties include, but are not limited to:

- Managing the day-to-day operations of the branch including services to the public, programming for all ages, staffing, and collection development
- Supervising branch staff including training and development, scheduling, performance evaluations, coaching, and discipline
- Assisting customers of all ages using the library including resolving complex customer issues
- Connecting with the Merchantville School and the wider community to promote the Library
- Developing the branch's annual budget request and monitoring expenditures throughout the year
- Coordinating with Merchantville School staff to ensure that the branch grounds and facility are clean, attractive, safe, and secure
- Serving as the liaison to the Camden County Library System's member libraries

The Camden County Library System serves over 330,000 County residents. Our staff make customer service and community engagement a priority and strive to help communities reach their aspirations through library services. We strive to provide creative and innovative services and are guided by core values such as intellectual freedom, lifelong learning, integrity and diversity, equity, and inclusion. Our Library serves everyone in our communities and seeks to remove barriers to services and create a welcoming and safe environment.

Requirements:

A Master's degree in Library or Information Science in a library program accredited by the American Library Association or from a New Jersey Master's program in Library Science that has been deemed acceptable by Thomas Edison State College 2 years full time equivalent of professional librarian experience. *Prior supervisory experience a plus.

The chosen candidate is required to obtain a valid Professional Librarian Certificate issued by Thomas Edison State College.

Employment applications may be obtained on our website and can be directly uploaded at:

<http://www.camdencountylibrary.org/employment-library> or you may submit your completed application to humanresources@camdencountylibrary.org. Completed applications are due in the Human Resources Office by **February 29, at 2 PM**. A resume is welcome but a completed application is required for consideration.

The Camden County Library System complies with the New Jersey First Act. The chosen candidate may be required to complete and pass a background and drug screening process.

The Camden County Library System embraces diversity and seeks candidates who will contribute to a climate that supports patrons and staff of all identities and backgrounds. We strongly encourage individuals from underrepresented identities to apply. The Camden County Library is an Equal Employment/Affirmative Action Employer.

We meet the learning, recreational and information needs of our customers, providing an open environment for our community.

Dream Explore Imagine

Anthony P. Infanti Bellmawr Branch Library • Gloucester Township Blackwood Rotary Public Library • M. Allan Vogelson Regional Branch Library
Merchantville Public Library • Riletta L. Cream Ferry Avenue Branch-Camden • Nilsa I. Cruz-Perez Downtown Branch - Camden
South County Regional Branch Library • William G. Rohrer Memorial Library-Haddon Township Branch