

Job Posting: Library Director

The Metuchen Public Library is a critical cultural element of the community it serves and an institution that strives to remain innovative, relevant and highly respected by providing exceptional library services and integrating with community activities in a constructive and high impact manner. The Library is currently seeking a dynamic and resourceful Library Director with strong leadership skills who is passionate about library service and the role of the library in the community. The Director will lead the Library through the implementation of its recently adopted Strategic Plan to continue to enrich the Library and its impact on Metuchen (2013 population: 13,756). The ideal candidate must be a highly self-motivated individual with excellent communication skills and a strong public service orientation to direct all phases of library operations.

Job Summary

The Director is accountable to the Library Board of Trustees and is responsible for leading the execution of the library's strategy, recognizing the need for and developing a capital improvements plan and for effective and efficient management of the daily operations of the Library in accordance with its policies and practices in a manner consistent with the authority delegated by the Board of Trustees. The successful candidate must be a strategic thinker who can assess strengths, weaknesses, opportunities, and challenges to the organization and develops strategies for dealing with them effectively without compromising vision and values. The Director is expected to be an effective leader of people who will take active responsibility for managing and developing the Library staff.

Primary Responsibilities

- Works with the Library Board in developing and managing a long-range plan that promotes and supports the organization's mission and strategic direction.
- Establishes, formulates, and recommends policies to the Library Board.
- Implements and reviews library policies, procedures and practices.
- Interprets policies for the library staff and the general public.
- Creates a culture that promotes positive change and a climate for excellence.
- Recruits, hires, trains, supervises, and evaluates professional and support library staff.
- Establishes funding for in-service training and continuing education for employees.
- Prepares annual operating and capital budgets.
- Provides oversight of the financial accounts of the Library.
- Prepares narrative and statistical reports.
- Prepares for and attends Library Board meetings.
- Plans and conducts regularly scheduled staff meetings.
- Creates an environment that welcomes diversity and promotes literacy.
- Promotes intellectual freedom and equal access to information.
- Communicates the value of library and information services verbally and in writing to the general public and to decision-makers.
- Studies the community and directs the development of a balanced program of library services designed to meet the needs of the community.

- Establishes and maintains effective work relationships with the Board of Trustees, Borough officials, Library personnel, Friends of the Library, community organizations, school groups, library associates, and the general public.
- Seeks supplemental sources of funding, such as grants and donations.
- Represents the Library at professional meetings, conferences and seminars.
- Creates and maintains a welcoming, organized, accessible, and safe environment for patrons and staff.
- Oversees the management and maintenance of the library building, computer technology, library's automation system, and other library equipment.

Requirements/Qualifications:

- Master's Degree in Library or Information Science from an ALA-accredited program.
- New Jersey Professional Librarian's Certification.
- At least seven years of public library experience, five years of which were in a supervisory capacity.
- A strong commitment to maintaining and enhancing a welcoming and excellent customer-service oriented environment.
- An enthusiastic and energetic approach to innovation in collection management and programming.
- Solid organizational, analytical, problem solving and conceptual skills.
- Strong communication skills.
- Continuing education in the areas of current library services and technology.
- Active participation in professional library associations and community organizations.
- Must successfully pass a six-month probation period.
- Must successfully pass a thorough criminal history background check.
- Applicant must reside in NJ or relocate within one year.

Compensation:

Competitive salary with a generous employee benefits package.

How to Apply:

Please submit your resume, cover letter and 3 references to: metuchenlibrary@lmxac.org. Applications will be accepted until position is filled.