

## **The FORT LEE PUBLIC LIBRARY – Employment Opportunity**

320 Main Street, Fort Lee, NJ 07024

fortleelibrary.org

201-592-3628

<b>Position Offered:</b>	Full-time Children's Services Librarian
<b>Posting Date:</b>	November 5, 2021
<b>Start Date:</b>	On or about December 1, 2021
<b>Hours:</b>	35 hours weekly, includes evenings, plus rotating Saturdays and Sundays
<b>Education:</b>	MLS or related Masters; matriculated MLS students will be considered
<b>Experience:</b>	2 years public library experience preferred
<b>Compensation:</b>	\$48,000-\$60,000 annually, commensurate with experience; includes benefits

### **Job Summary:**

The Fort Lee Public Library, serving two culturally diverse communities of 40,000, seeks a highly motivated and enthusiastic individual to join our dynamic Children's Services Department. The qualified candidate should have a strong interest in and experience with programming, literature and services for children and their caregivers. A proactive nature and knack for creative problem solving are essential.

### **Qualifications:**

#### **Successful candidates should possess:**

- Strong knowledge of children's literature and ability to assist children and caregivers with reader's advisory
- Ability and demonstrated experience in children's programming from planning to implementation
- A passion for and ability to serve people of diverse backgrounds
- Ability to tailor services based on the needs and interests of the community
- Desire to work in a collaborative environment
- Ability to establish and maintain effective working relationships with co-workers, associates, local library staff, trustees, policy makers, and partner organizations
- Strong interpersonal skills and a creative problem-solving attitude
- Ability to communicate effectively orally and in writing
- Fluency in English, and preferably a second language as well
- Extensive and creative technical skills, including good command of standard office software, social media, Internet searching, and use of library information technology
- Ability to collect and analyze data and write reports
- Experience with Polaris or other circulation systems
- Ability to shelve materials and perform some lifting

#### **Responsibilities Under the supervision of the Head of Youth Services:**

- Work with the Youth Services team and the library at large to provide top-notch services and materials to children birth through grade 6 and caregivers
- Maintain and developing the children's collection; evaluate and select materials for library acquisition
- Plan, implement, and deliver programs for children of various ages with an emphasis on equity, diversity and inclusion
- Promote services and print/digital collections through traditional and social media platforms; outreach with the community and schools
- Provide reference, technology assistance and readers' advisory to patrons from children's service desk as well as teen and adult desks as assigned.
- Other duties as required for an evolving and growing Library

**Please mail or email the following three (3) REQUIRED documents:**

**(1) Cover Letter, (2) Resume and**

**(3) [Fort Lee Library Employment Application](http://fortleelibrary.org) (available at [fortleelibrary.org](http://fortleelibrary.org)) to:**

Jessica Schneider, Head of Youth Services, [jessica.schneider@fortlee.bccls.org](mailto:jessica.schneider@fortlee.bccls.org)

**The Library can only consider candidates who submit all required paperwork.**

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED**

**Only candidates under consideration will be contacted.**

The selected candidate will be required to successfully pass Civil Service testing and requirements,  
in addition to a criminal background check.

*The Fort Lee Public Library hires under NJDOP and EOE Guidelines. As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.*