

Teen Services Librarian | Full Time

The Piscataway Public Library provides opportunities for all members of the community to learn and connect.

The Library welcomes applications for the following full time youth services position.

Essential Functions of the Job

Provides reference and other library services for the public, with an emphasis on serving teens from grades 6 through 12, under the direction of the Supervisor of Youth Services

- Provides reader's advisory, reference and information services both in-house and remotely to all-ages, using print and electronic sources, employing a welcoming demeanor and practicing effective interviewing skills to best determine the patron's needs
- Participates with the Supervisor in the formulation, development, and completion of departmental and library-wide objectives
- Maintains positive relationships with the library's patrons and staff
- Assists with collection development and maintenance of the teen print and nonprint collections
- Plans, coordinates, executes and evaluates in-person and virtual programs that meet the interests and needs of the community
- Organizes and participates in a variety of community outreach opportunities and school visits
- Supervises and trains youth volunteers
- Creates, updates and maintains displays in the Teen Center at Westergard Library
- Participates in the publication and revision of bibliographies for the department
- Serves as library liaison with community organizations, library organizations, and other groups as required
- Participates on committees within the library
- Provides basic troubleshooting on in-house computers
- Contributes to a neat and attractive Teen Center
- Follows guidelines for maintaining order in the library

- Performs all other duties as assigned

Position Requirements

- Master's Degree in Library and Information Science from an ALA accredited program
- New Jersey State Professional Librarian Certificate
- Continuing education to update professional and personal skills via courses and seminars, professional journals, and professional organizations
- Participation in professional library associations
- Senior Librarian level requires at least one year professional experience post Master's Degree.

Physical Requirements

- The ability to sit, stand, walk, and stoop in the provision of services to the public
- The ability to handle, reach for, and carry materials of up to 20 lbs
- Dexterity to operate keyboards and other office equipment
- Visual acuity to read print and computer screens
- Vocal ability to communicate clearly and courteously with customers, co-workers, and groups outside the library
- The ability to write clearly and effectively
- Hearing to perceive information at normal spoken word levels
- The ability to travel between libraries and to attend occasional meetings in other locations

Computer Skills

- Competency in the use of the latest relevant technology to manage and deliver information services
- The ability to use library automation software and common computer software, such as MS Office and Google Workspace applications
- The ability to provide information and reader's advisory in an online environment

Schedule, Compensation, and Notices

- 35 hours per week
- The ability to work evenings, weekends, and rotating hours as needed
- Annual leave time: 20 days vacation days, 14 holidays, 3 personal days, and 12 sick days.
- Minimum salary is \$66,793.
- Candidates enrolled in an MLS program with at least 9 completed credits will be considered at the Information Assistant title with a minimum annual salary of \$56,249

Notices:

- The successful candidate must comply with the “New Jersey First Act”
- All Piscataway Township employees are subject to the successful completion of a 3-month performance evaluation period
- Offers of employment will be conditional pending the completion of a criminal background check and drug screening as part of pre-employment procedures
- It is the Township’s policy that all new employees must, as a condition of employment, be fully vaccinated against COVID-19, including up to date on eligible booster doses
- Piscataway Public Library is an Equal Opportunity Employer

Apply

Interested candidates should email a meaningful cover letter, resume, and three professional references to: jobapplications@piscatawaylibrary.org by **June 30. The anticipated start date is August 21.**