JOB OPENING: Full-Time Adult Services Librarian

The Plainsboro Public Library seeks a full-time Adult Services Librarian. The Adult Services Librarian position presents an exciting opportunity for an engaged, self-motivated candidate to join the Plainsboro Library Public Services team. The Adult Services Librarian is responsible for planning, organizing, and implementing adult programming activities and events for the library as well as scheduling local organizations’ use of the community room. The Adult Services Librarian also provides professional reference customer service at the reference desk and other service desks as needed. The Adult Services Librarian represents the library at both township and other local organization events to create community connections and promote library services. The Adult Services Librarian maintains records and assists the Assistant Director of Public Services with completing any necessary reports.

The position requires outstanding organizational skills and the ability to be detail oriented and candidates should possess excellent written and oral communication skills. Bilingual abilities including Chinese, Hindi, Tamil, and Spanish are a plus, but not required.

Responsibilities May Include But Are Not Limited to:

- Develop, organize, and execute programs for adults and seniors including special events and performers;
- Develop publicity materials that highlight programs and events;
- Work closely with other library staff to develop activities that can be executed library wide;
- Foster partnerships with Township departments and community groups to encourage diverse programming at the library;
- Recommend target community groups to partner with for library events and programs;
- Represent the library at both township and other local organization events;
- Participate in the planning and implementation of the library summer reading program;
- Prepare statistical and narrative reports and evaluations for the Assistant Director of Public Services;
- Assist in developing department goals to evaluate and improve/expand library services to the community;
- Provide reference service in person, by telephone and electronically to all ages;
- Assist customers in the use of department resources, print and electronic;
● Provides customers with assistance at the public computers and equipment;
● Provide information about and registration for programs;
● Provides high quality reader’s advisory to assist customers in selecting materials appropriate for their age group, interest, and reading capabilities;
● Oversees and directs the work of library volunteers;
● Provides youth information desk assistance as needed;
● Participate in the selection of materials for the library’s digital collections;
● Develop and maintain the library’s database and digital resources collection;
● Prepare statistical reports and evaluations on database and digital resource use;
● Participate in the weeding and maintenance and display of adult collections; and
● Maintain and monitor collection development budget for assigned areas.
● Performing other tasks as required.
● Locate and select exhibiting artists and create gallery schedule for monthly shows;
● Oversee hanging and dismantling of shows;
● Schedule and attend monthly art receptions;
● Develop publicity materials that highlight gallery shows and receptions including but not limited to flyers, social media posts, and press releases;
● Facilitate monthly adult artists’ group; and
● Performing other tasks as required.

**Professional development duties:**

● Attending conferences, meetings, workshops, seminars and courses related to duties as well as in-house staff trainings to keep technological skills up to date and maintain professional best practices;
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● Read current adult fiction and nonfiction materials in order to be able to provide reader’s advisory services;
● Identify potential grant opportunities and work with fellow staff to draft and submit grant proposals;
● Read professional literature related to duties; and
● Participate in ongoing and annual performance evaluations with the Assistant Director of Public Services.

**Knowledge, skills and abilities:**

**Knowledge of:**

● the principles, practices and techniques of modern library operation;
● current trends in the delivery of library services to adults and seniors;
● adult and senior literature and resources;
- library software, apps and common computer software such as MS Office; and
- library research techniques.

**Ability to:**
- to maintain accurate records and statistics and complete reports;
- plan and execute adult and senior programs;
- to cultivate a warm and welcoming environment for all patrons.
- to exercise initiative and independent judgment;
- to complete tasks either independently or collaboratively and within a specified timeframe;
- to establish and maintain effective working relationships with department supervisor, library staff, and patrons; and
- to communicate ideas effectively both orally and in writing.

**Education and experience:** The Community Relations Librarian must have a Master’s in Library and Information Science from an ALA accredited library school as well as some experience in coordinating programs and events and working in a public library. The Community Relations Librarian must possess certification as a Professional Librarian issued by the State of New Jersey.

**Conditions of Work:** The Community Relations Librarian must have the ability with or without reasonable accommodation, to lift up to 20 lbs. of materials, perform light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects. The work requires stooping, reaching, standing, walking, lifting, fingerimg, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; and visual acuity is required for preparing and analyzing written or computer data. The work may require standing or otherwise through reasonable accommodation, for extended periods of time, as well as the ability to meet and greet customers and Township officials and observe general surroundings. The worker is not subject to adverse environmental conditions.

**Salary:** $54,953 for MLS Librarian; Generous benefits package.

**Application:** For consideration, by 5/16/2024 please send a cover letter and resume to: jobs@plainsborolibrary.org Include “Adult Services full-time position” in the email subject line. Please no phone calls. Only candidates selected for interviews will be notified. Employment offers are conditional upon a successful background and reference check and include a six month probationary period. Plainsboro Public Library is an Equal Opportunity Employer. Applicant must comply with the “NJ First Act.”