THE CITY OF PATERSON
Job Posting

Job Title: LIBRARIAN 3 (PUBLIC SERVICES)
Job Category: Competitive
Department/Division: LIBRARY
Job Code: 02820
Location: 250 BROADWAY, PATERSON, NJ 07501
Travel Required: LOCAL
Level/Salary Range: $60,000.00 - $65,000.00
Position Type: Full-Time
Contact: STEPHANIE PABON
Posting Period: 10/04/2023 – OPEN

Resumes & Applications are accepted ONLINE: Visit www.patersonnj.gov/applyonline
For online application troubleshoot email HRinfo@patersonnj.gov Attention: LIBRARIAN 3 or dial (973) 321-1323

Job Description

About the Position
Paterson Library is offering an opportunity to work with a dynamic urban library. We are seeking an enthusiastic, creative, and dynamic Head of Youth and Family Services, offering significant experience in programming, project management.

Roles and Responsibilities
Under supervision, provides a variety of library services in one or more functional areas of the library requiring substantial professional knowledge of and experience with librarianship theories, principles and practices; may supervise library staff, services, programs and operations; or, in some jurisdictions, may supervise the staff and operations of a branch within a library system; performs related duties as required.

Examples of Work
- Management oversight of Youth and Family Services System-wide.
- Develops and recommends short and long range plans for program development and operations.
- Work with the Youth Team to plan, promote, implement, and evaluate programs for children, young adults, and families.
- Maintain and develop the children’s and young adult collections, selecting and ordering materials.
- Responsible to develop and sustain community and volunteer partnerships to enhance programming.
- Establishes and maintains effective work relationships with community organizations, school groups, library associates and the general public.

(Tasks noted within this description are not all-inclusive. Other related tasks will be assigned.)

Requirements

Education: A Master’s degree in Library or Information Sciences in a library program accredited by the American Library Association or from a New Jersey College Master’s program in Library Science that has been deemed acceptable by Thomas Edison State University.

Experience: Two (2) years of librarian experience.

License: Appointees must possess a driver’s license valid in New Jersey. Appointees may also be required to possess a valid Commercial Driver’s License (CDL) and applicable endorsements for the class and type of vehicle being operated.

Knowledge & Abilities
- Ability to determine work to be accomplished, issue assignments, and instruct and train subordinate personnel in proper methods and techniques to utilize in the performance of their duties; ability to evaluate subordinate personnel performance and conduct.
- Knowledge of theories, objectives, principles, and techniques of librarianship.