

The Parsippany-Troy Hills Public Library System is seeking a full-time Information & Outreach Services Librarian (Civil Service Librarian 1) for the Main Library. Responsibilities include reference, programming, collection development, and community outreach.

The Information & Outreach Services Librarian will identify community needs; cultivate relationships with local organizations and social service agencies; attend community events as a library representative; design and implement ESL, citizenship, employment search and other trainings; seek out and apply for grants to create new programs and services; and develop new initiatives that will strengthen the library's position as an essential community center.

About the Library: The Parsippany-Troy Hills Public Library System serves a population of over 56,000 with a Main Library and two branches. Located in Morris County, NJ, Parsippany is a vibrant and diverse community which has often been recognized as one of the best places to live in the U.S.

Qualifications: Librarian 1: ALA-accredited Master's Degree in Library Science, a NJ Librarian Certificate issued by Thomas Edison State University (or eligibility to immediately acquire one) and 1-2 years in a public library setting required. Library Associate: currently pursuing a Master's Degree in Library Science, and 1-2 years in a public library setting required.

Other Important Information: New Jersey residency is required within one year of date of hire. Successful completion of a criminal background check is also required. Initial appointment provisional pending Civil Service procedure. The Librarian 1 title is a Civil Service governed job position and additional information can be found at:

<https://info.csc.state.nj.us/jobspec/02820.htm>

Compensation: Librarian 1 \$54,953 annually. Library Associate \$45,500 annually, with generous health benefits and paid time off.

Schedule: 35 hours per week, including nights, weekends, and partial shifts at off-site events.

To apply: Please send a completed application (found on our website), cover letter, resume, and 3 professional references to Melanie.Allerdings@parsippanylibrary.org by 5/20/2022. No phone calls please.

Job Description

General Public Service:

- Provide friendly, competent reference and online reader's advisory service to all Library customers
- Assist with online resources and other digital resources
- Perform basic computer and printer troubleshooting
- Ensure that public service areas are kept neat and appealing

Position Specific Requirements:

- Assist with collection development
- Create goals and objectives for the position and follow through in their completion and achievement
- Develop and conduct programming based on the interest of Parsippany's population
- Research and writing of grant proposals
- Represent the library at community events
- Determine and address community-specific needs, and work with various organizations with providing aid and solutions to those needs
- Keep appropriate statistics

Professional Requirements:

- Participate in township-wide staff training and continuing education seminars or courses.
- Notifies department head about building problems and concerns
- Provides input into determining department goals and objectives
- Acts as manager on duty on Saturday shift if no other manager is present

Position Requirements:

- Library Associate: pursuing a MLIS Degree. Librarian 1: MLS/MLIS Degree.
- A valid Certification as a Professional Librarian issued by Thomas Edison State University, or the ability to obtain the Certificate within 6 months of appointment/completing MLIS degree.
- 1-2 years of experience in a public library setting.
- Regular attendance at the work location during assigned shift times is an essential function.
- New Jersey residency requirement: "New Jersey First Act", N.J.S.A. 52:14-7 (L. 2011, Chapter 70).
- Daytime, evening, and Saturday hours are required.
- Ability to perform the job with or without reasonable accommodation. Able to sit, stand, bend, kneel, climb, push, and pull. Ability to lift up to 25 pounds.