

LIBRARY DIRECTOR

The Richard A. Mola Public Library in Elmwood Park, a member of the BCCLS consortium of 78 public libraries, seeks a dynamic, action-oriented library professional to lead its modern and recently renovated library with a commitment to expand community engagement. Elmwood Park is located in Bergen County, NJ, 12 miles from NYC, and serves a diverse community of approximately 21,000.

Job Description:

The Library Director is responsible for all administration of the Elmwood Park Public Library, including oversight of an annual \$1M budget; managing personnel and facilities; and supervision of the library's collection, services, and programs. The ideal candidate is a strong, self-motivated leader enthusiastic about meeting immediate needs of recruiting staff, augmenting the collection, increasing its programming, implementing new services, and expanding patron involvement.

Essential Duties:

Serve as the administrator of the library.

- Oversee budget, library facilities, and library operations and departments.
- Recruit superior staff.
- Supervise training, scheduling, timekeeping, and evaluation of staff.

Provide vision and leadership.

Plan, develop, and deliver high quality library services.

- Oversee the development and coordination of children's, young adult, adult and senior programming
- Coordinate collections management.
- Encourage the implementation of new Library services.

Refine and support the process of ongoing review, assessment, and improvement of library programs, resources, and services that evolve with community needs.

Expand outreach and public interest in the Library.

Qualifications:

- ALA accredited master's degree in Library/Information Science as well as NJ State Public Librarian Certification (or eligibility).
- A minimum of 5 years' experience in the public library sector, with proven upper management, administration and/or supervisory experience.
- Clear knowledge of best practices in personnel management, library-specific policies and procedures, budgeting, and purchasing.
- Fluency in current library technology
- Familiarity with public relations, social media and effective methods of outreach.
- Flexibility to adapt to changing situations and to vary work schedule; willingness and availability to work nights and weekends.
- Exceptional communication skills that can effectively convey needed messages assertively but diplomatically.

Salary and Benefits

Salary commensurate with education and experience. Includes a generous benefits package.

For consideration, please send/email cover letter, resume, copy of certification and 3 references to eplibrarypersonnel@gmail.com and include Director in the subject line. Review of applications and interviews will begin immediately and continue until the position is filled.