

POSITION AVAILABLE

East Brunswick Public Library

March 6, 2024

LIBRARY DIRECTOR ADMINISTRATION DEPARTMENT SALARIED FULL TIME

- SCHEDULE:** This is a Director position and requires a commitment to a full time schedule that can include nights and weekends.
- DUTIES:** The Library Director plans, organizes and directs all library services; coordinates work with the Board of Trustees and other public libraries; maintains records and files; and prepares reports.
- REQUIRED SKILLS, KNOWLEDGE, AND ABILITY:** East Brunswick Public Library, one of the best used libraries in the State of New Jersey, sits at the heart of Middlesex County, in Central New Jersey. It services a community of approximately 50,000 residents, an annual circulation of more than 500,000 items, 198,761 visitors in 2023, and a staff of 70 employees. Located in the center of town, the library is an active member of the community, enjoying the mutual support of local businesses and working closely with the local top-rated public schools. We provide our diverse community with a wide array of literary, cultural, historical, educational, and social resources through personal service and innovative programs. Located close to several of the New Jersey Healthcare Systems, East Brunswick sits at the center of the region's medical and biomedical corridor. Our "Just for the Health of It" health information hub, funded by the Robert Wood Johnson Foundation, has garnered state and national recognition.
- When you join our team, you will have the support of friendly and highly qualified staff and a welcoming Board, making for a very pleasant work atmosphere. Portions of the library were renovated in 2017 and 2023, and federal grant funding has been secured for a new HVAC system.
- This position requires a comprehensive knowledge of public library and general management principles, methods, materials, practices, and public library finance; library procedures and problems; the ability to analyze library service needs and participate effectively in solving them; the ability to identify, successfully apply for, and administer substantial grant programs; an ability to execute a library public relations and marketing program; plan and supervise the work of large and diverse staff; and establish and maintain effective working relationships with the Board of Trustees, government officials, staff, customers, and the general public.
- MINIMUM TRAINING AND EXPERIENCE:** This position requires a Master's degree in library science from an ALA accredited library school and extensive library experience, including extensive supervisory experience. Must possess or be able to acquire a certificate as a Librarian issued by the State of New Jersey.

SALARY: Competitive and commensurate with experience.

START DATE: May 1, 2024 or after

SUPERVISOR: Board of Trustees

APPLICATION: By 5:00 p.m. Friday, April 19, 2024. The position may be filled prior to the application deadline. Application forms are available in the Administration Office at the Library and on the Library website at <https://ilove.ebpl.org/sites/default/files/employment-application.pdf> Send resume, cover letter and application to Otu Amankwah, Library Board President, at joekeler@gmail.com.