South Brunswick Public Library  
Adult Programming Librarian (Information Services)  
Full-time, 35 hours per week  
Posting date: July 2, 2024

The South Brunswick Library, located halfway between the metropolitan hubs of NYC and Philadelphia, is home to a diverse, growing community that values all the services the Library provides. Our staff is dedicated to providing excellent customer service, innovative programming, representative collections and community engagement and outreach.

Our Library is in the midst of an $11 million construction project to expand and repurpose our existing building. We are excited to bring new team members aboard as we build our next chapter at the South Brunswick Public Library. Renovations will include a new auditorium, state-of-the art meeting room, an expanded Teen Room, group study rooms, an instruction lab and more.

We are seeking an innovative, motivated adult programming librarian to join our Information Services team. This position is responsible for managing, coordinating, creating, and presenting adult library programming, utilizing both outside presenters and internal staff. This position is responsible for a broad range of duties related to all aspects of the library’s adult programming, including but not limited to developing, planning, and implementing adult and older adult programs for the community; author talks, music performances, and cultural programs of interest to the community and beyond; and instruction-based programming such as tech skill classes.

This position will include working with community organizations and Township departments as well as arranging for outside presenters to address community-identified needs and produce sustainable programming initiatives that will have a positive impact for the community and the Library.

This position will also be responsible for assisting with the 2025 expected opening of our new performance space, including coordinating its programming, presenters, and the A/V technology involved.

This position will also provide exemplary reference service, working at the Information Desk.

The position will require flexibility in terms of availability, with occasional weekend and/or evening shifts required to support weekend/evening programs and library attendance at offsite events.
**Primary responsibilities:**
Plans and executes programs, presentations, workshops, and participatory experiences for adult patrons. Maintains a diverse range of ongoing programs for the adult community while simultaneously introducing new programs and special events that respond to patron and community interests.

Works closely with other library staff to develop activities that can be executed library wide, fosters partnerships with Township departments and community groups to encourage diverse programming at the library, and represents the library at both township and other local organization events.

Tracks program attendance, evaluates program outcomes, and prepares reports.

Collaborates with staff to develop and produce engaging event publicity.

Updates Library event calendar to reflect program offerings.

Maintains adult program budget, keeps a record of expenditures, contracts, and check requests.

Provides exemplary information and reference service to the public at various service points, including the information desk, public computer areas, and via telephone and chat reference.

Assists patrons with online databases, digital collections, and Internet searching, as well as the operation and maintenance of library equipment including lendable devices, public computers, wireless printing, scanners, and fax machines.

Assists patrons in locating library materials and accessing library and community services and maintains a broad knowledge of print, electronic and community resources and their availability and location.

Develops and maintains a portion of the collection, including selection of materials and weeding.

Participates in cross-department committees and works collaboratively with other members of the library staff to generate program ideas and coordinate development.

Supports library outreach, representing the Library and its services in the community.

Attends continuing education programs.
**Requirements:**
Master of Library Science (MLS) or equivalent from an ALA-accredited university.

Three years of increasingly responsible professional library work, preferably with experience in adult programming.

Proven ability to provide outstanding customer service to a wide range of ages and abilities.

Proven ability to communicate effectively in both oral and written form with patrons and staff and have excellent public speaking abilities.

Proven ability to engage patrons and staff in the promotion of library programs and services.

Currency and fluency with technology trends in public libraries; excellent digital literacy skills including proficiency with use of mobile devices, e-reader devices, and downloading of e-books, e-magazines, and streaming media.

Valid driver’s license.

Knowledge and proficiency of spoken and written English, including style and editing standards.

**Preferred Skills:**
Fluency in a language other than English.

Knowledge of Polaris and Google Workspace.

**Compensation:**
Salary commensurate with experience, starting at $60,286. South Brunswick Library provides a comprehensive benefits package including medical, dental and prescription benefits. Full-time librarians receive 22 vacation and 15 sick days per year, in addition to paid holidays and personal days. This position is covered by CWA 1031.

Applicants should send a cover letter, resume and library application to Jill D’Amico, Head of Information Services, at jdamico@sbpl.info or 110 Kingston Lane, Monmouth Junction, NJ 08852. No phone calls, please. Library application can be found at [https://sbpl.info/employment/](https://sbpl.info/employment/)

*Preference will be given to applications received by Wednesday, July 17, 2024.*