Adult Services/Programming Librarian – Union Public Library - Union, NJ

The Union Public Library serves a diverse community of more than 60,000 residents in two locations and is conveniently located in Union Township. We are currently seeking a full-time Adult Services and Programming Librarian to join the busy Reference Department. With a newly constructed, state-of-the-art building opening in October 2024, this is the perfect time to join our team!

This position consists of planning public programs in libraries, communicating with the public and creating eye-catching promotional materials. Candidates must be able to work under and meet tight deadlines. Duties and responsibilities include, but are not limited to the following:

- **Programming:** Organizes, schedules and hosts library programs that consist of a cultural, informative, educational and/or artistic nature for adults; facilitates adult summer reading program. As well as, budgeting, administration, implementation, statistical reporting, and evaluation of programs.
- **Outreach:** Promotes all library programs from both buildings, sends information to local media and community organizations and liaises with relevant community organizations and groups to build and maintain a network of community contacts as a representative of the library to promote literacy and participate in outreach as appropriate.
- **Communications/Design:** Creates and designs modern and eye-catching printable flyers and calendars to advertise programs. Familiarity with Canva or similar graphic design programs is required.
- **Provide** accurate reference and readers advisory to patrons in person, electronically and by phone, utilizing the online catalog, books, reference sources, bibliographies, databases and the Internet.
- **Provides** technology assistance to patrons using public computers or online resources.
- **May** provide collection development in designated areas.
- **Handle** patron concerns and complaints with an emphasis on good customer service.
- **Attends** workshops and training sessions, stays well-informed of current trends in libraries and helps innovate ways to better serve the community.
- **Schedule includes** one evening per week and one Saturday per month (occasionally more as needed).
- **Exchanges** ideas, information, and opinions with supervisors to formulate policies, procedures, programs, etc. to provide high quality services.
- **Other duties** as assigned.
Qualifications:

- A Master's degree in Library and Information Science from a library program accredited by ALA. Recent graduates are encouraged to apply.
- Hold or be eligible for a NJ Professional Librarian Certificate
- Preferred: At least 2 years of experience in a public library.
- Demonstrated ability to be part of a team.
- Must be able to communicate effectively in English, both in writing and verbally.

Compensation:

Starting salary $58,000/per year (full time-35 hours). Generous benefits include: medical, dental, and paid time off.

Note: This is a Civil Service Position (Librarian 1) and will be subject to all rules applicable to NJ Civil Service. Applicants must comply with the “New Jersey First Act.”

Please send resume, cover letter and the names of three professional references to: director@uplnj.org no later than February 12, 2024.