Director, Spotswood Public Library

Forums

JOB POSTINGS

The Board of Trustees of the Spotswood Public Library (Spotswood, New Jersey) is seeking a full-time library director who will be responsible for the administration and management of the library.

This person will work collaboratively with the Library Board and a dedicated team of 8-10 staff members to provide library services to the 8,400 residents of Spotswood, NJ. The successful candidate will be responsible for the day-to-day operations of the library, including representing the Library within the community, supervising the staff, and managing the library.

The ideal candidate will have a MLS/MLIS from an ALA accredited program and five years of professional library experience with progressive administrative responsibilities. Excellent leadership and communication skills, a visionary perspective, innovative approaches to organizing and problem-solving, knowledge of library trends and technology, and the ability to foster a cohesive library team are a must.

Schedule: 35 hours per week, including occasional Saturdays and evening shifts.

Salary Range is $65,000 - $70,000, depending on experience. Benefits include health insurance, dental insurance, participation in the New Jersey Public Employee Retirement System (PERS), paid vacation, paid sick leave, personal days, and paid public holidays. The search process will remain open until the position is filled. Preferred start date of March 5, 2024 or sooner.

Apply by submitting a resume, cover letter, and list of three professional references to spotswoodlibrarytrustee@gmail.com.

Only candidates selected for interviews will be contacted. Employment offers are conditional upon a successful background check and pre-employment physical.
To learn more about the Spotswood Public Library, please visit www.spotslibrary.org. EOE.