LIBRARY DIRECTOR POSITION DESCRIPTION  
VINELAND PUBLIC LIBRARY

DEFINITION
With oversight by a Board of Trustees, the Library Director manages and directs all operations of Vineland Public Library.

DUTIES
Oversees continuous operation of library programs and departments, utilizing appropriate staff and volunteers to carry out the library’s mission.

Recruits and assigns new and current employees, supervises their work, and establishes work schedules.

Develops and maintains the library's collection in accordance with a Board-approved Collection Development Policy.

Maintains the security and safety of patrons, library staff and volunteers, the collection, equipment, and the library’s building and grounds through management of a security program and regular maintenance inspections.

With Board approval, establishes internal library policies and procedures for service provision; to manage patron and staff behavior; for program evaluation; for the use of library equipment, the internet and Wi-Fi; and for staff development.

Interprets library services and rules to governing officials, library users, and special groups in a positive and professional manner.

Promotes services of the library through community relations outlets such as the library newsletter, the local news, library webpage, and social media.

Reviews programs and operations to identify, address, and resolve problems - with input from the Trustees and appropriate supervisory staff, legal counsel, or local officials as needed.

Prepares the library budget for Board and City approval, controls library expenditures, and prepares monthly financial reports for Trustee review.

Determines needed supplies and equipment and oversees their ordering and distribution.

Seeks out grant opportunities and writes grants/aid applications for library services.

Attends meetings of all Library-related boards (Trustees, Friends, Foundation) and, as required, City or State training.

Communicates regularly with the Library Board of Trustees, City government, and State government agencies as needed or requested.
Attends seminars and meetings of professional library groups and organizations,
as budget allows.

**APPLICANT REQUIREMENTS**

**EDUCATION:**
Graduation from Rowan University Library School or an ALA-accredited university with a Master's degree in Library/Information Science.

**EXPERIENCE:**
Seven (7) years of library experience in a variety of positions; five (5) years of which shall have been in a supervisory capacity.

**LICENSE:**
Appointees must be eligible to obtain a valid license as a Professional Librarian issued by the Bureau of Teacher Certification, Thomas Edison State College.

Appointee should be eligible to possess a driver's license valid in New Jersey.

**RESIDENCE:**
Appointee must establish permanent, primary residence within the City of Vineland before the end of first year’s tenure as Director.

**KNOWLEDGE AND ABILITIES:**
Knowledge of theories, principles, and techniques of library science and of library administration and management techniques. Knowledge of library automation products such as III’s SIERRA.

Ability to analyze, comprehend, and utilize approved public library standards, understand budget and audit procedures, and knowledge of personnel-related laws and regulations.

Ability to confer with staff, library administrators, board members, and other interested persons on problems of budgeting, policies, library services, and related problems.

Ability to prepare and retain reports and records, including financial and personnel records, in compliance with applicable laws and auditing standards.

Ability to maintain a professional demeanor when differences of opinion and interpretation arise and to work harmoniously with staff, volunteers, Trustees, and local and state government officials.

Ability to manage library services for maximum efficiency and proper utilization of available funds, personnel, and other resources.

Ability to plan and carry out surveys/studies of existing library services and make recommendations for improvements based on the findings.

Ability to analyze the collection needs of the library, apply approved selection methods, and provide assistance to staff in areas of selection, acquisition, and cataloging.
Ability to speak before professional and nonprofessional groups, clearly, concisely, and informatively.

Ability to utilize current social media.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform duties described. American Sign Language or Braille may also be considered as acceptable forms of communication.

**SALARY**: Salary range starts at $80,000 and a very generous benefits package is provided through the City of Vineland. Permanent residence within the City of Vineland is required within one year of assuming this position.

**PLEASE ALSO REVIEW THE NJ CIVIL SERVICE COMMISSION JOB DESCRIPTION**:  
http://info.csc.state.nj.us/jobspec/02283.htm

**TO APPLY**: Please submit cover letter, resume and three professional reference letters postmarked by NOVEMBER 21, 2014, to: Christine Schneider, President, Board of Trustees, Vineland Public Library, 1058 E. Landis Avenue, Vineland, NJ 08360 or email to LibraryAdministration@vinelandlibrary.org