



Edison Township Library

Position Title: Branch Head – Clara Barton

Overview: Responsible for managing and directing the operations of the Branch. Also, will provide a variety of professional library services to the general public. May have to travel to different branches to guide and direct. Responsible for supervising and directing work activities of professional and nonprofessional workers. Must be knowledgeable of library theories and techniques.

Essential Functions

1. Actual responsibilities may include some of all the functions listed and will vary with a particular assignment.
2. Trains and motivates library staff.
3. Makes recommendations to library director to hire personnel.
4. Schedules the various responsibilities and makes appropriate assignments to staff after overall review with director. Maintains attendance logs.
5. Participates in the development of policies and procedures for the entire system.
6. Serves as back up to other Branch heads, the asst. Director, and the Director.
7. Responsible for maintaining the physical facility through the effective utilization of custodial staff.
8. Assist patrons with any questions or problems they may have with library procedures or specific situations.
9. Complete incident reports when deemed necessary.
10. Explain use of reference materials to patrons
11. Design, deliver, and evaluate the effectiveness of various programs presented by library, i.e. Reading programs, tours, special presentations etc.
12. Compile various statistics as required by the branch unit.
13. Attend professional seminars, conferences and workshops to expand knowledge of library functions to stay current. Be a community outreach person for your branch.
14. Contribute to effective team management of all relevant problems, issues, and opportunities.

15. coordinate, design, and set of displays and exhibits for various programs
16. Perform other activities as necessary.

Minimum Requirements

Master's Degree in Library Science
Five years professional librarian experience
1 year at supervisory level or above

Special Skills

Technological skills
Proficient in budgeting and accounting procedures

Working Hours: 35 per week
Salary Range: \$60,000-\$70,000 per year

To apply: Please email your cover letter and resume to Fran Bar-Eli, fbareli@lmxac.org, please include position title in the subject line