

# **Pennsauken Free Public Library**

## **Internal Job Description**

**Internal Job Title:** Community Engagement Librarian

**Civil Service Title:** Librarian 1

**Department:** Adult Services

**Summary:** The Pennsauken Free Public Library seeks a dedicated, friendly, energetic, and service-oriented individual to join our Adult Services Department. The position of Community Engagement Librarian works collaboratively with community members, whether library patrons, residents, staff, students, or partner organizations, to address issues for the betterment of the community. The ideal candidate will promote awareness of the Library's programs, collections, and resources, develop methods to increase new membership, and create beneficial partnerships with other groups and agencies in Pennsauken and the surrounding area.

**REPORTS TO:** Director

**EVALUATION:** At minimum, an annual evaluation will be conducted by the Director of the individual's ability to competently perform professional responsibilities and duties and meet professional ethical standards. This evaluation will be based on mutually developed Annual Goals and Objectives.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift, transport and/or move objects weighing up to 25 pounds. Anything greater may require two-person assistance.
- Must be able to reach or bend to retrieve materials on low or high shelves.
- Must be able to grasp a barcode scanner for extended periods of time.
- Must be proficient in the use of the computer keyboard.
- Specific vision abilities required by this job are close vision and the ability to adjust focus.
- Ability to sit on the floor or remain standing for extended periods of time.
- Light to moderate physical effort and stamina required for assigned travel and for attendance at relevant meetings.

### **Qualifications:**

- Master's Degree in Library/Information Science from an American Library Association-accredited college or university.
- Ability to manage multiple projects, set priorities, meet deadlines, work quickly and accurately, and follow directions in an ever-changing environment.
- Strong customer service and excellent oral and written cross-cultural communication skills.
- Excellent organizational skills and the ability to work independently and be self-directed.
- High level of interpersonal skills necessary to collaborate with a number of individuals and groups including Library personnel, trustees, Friends of the Library, volunteers, educators, vendors/contractors, community and corporate groups, and the general public.

- Experience working in or with different types of libraries and/or cultural institutions with all levels of library staff.
- Strong commitment to public service and the ability to work well with diverse patronage.
- Ability to be tactful and courteous with the general public, in person, and on the phone, and to maintain professional and effective working relationships with other library staff.
- Experience with collection development, reference databases, online reference sources, computer instruction and workforce development.
- Proficiency with PCs and knowledgeable of common computer software such as Microsoft Office, Adobe and Google Drive. Have intermediate knowledge of Apple and Android Operating Systems; various web browsers; email clients; virtual chat clients, video conferencing software and the aptitude for learning new and emerging technologies.
- Knowledge of media relations, social networking tools and marketing.
- Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

### **Preferred Qualifications**

- Familiarity with software tools for collecting, analyzing, reporting, and visualizing data.
- Experience working with adults in an educational setting.
- Experience developing and presenting programs, workshops, and classes for adults.
- Proficiency in graphic design and marketing tools such as: Canva, Adobe Photoshop Elements, and Constant Contact.
- Proficiency in a second language, preferably Spanish or Vietnamese.

### **Responsibilities** include, but are not limited to:

- Researching, introducing and instructing new programs and special events that respond to our adult patrons and community demands, as well as addressing library initiatives and departmental objectives.
- Identifying and translating community needs and interests into effective library services and resources.
- Assisting with creating promotional material for adult programs and services.
- Assisting with displays and other Library promotional and informational materials.
- Attending local, community outreach events and periodically speaking to community groups as requested.
- Attending workshops and learning opportunities for continuing education to keep current with library trends.
- Assisting with maintaining a clean, welcoming and safe Library environment..
- Training, evaluating and supervising adult volunteers: maintaining time and documentation.
- Seeking grants, donations and other sources of funding for programs.
- Identifying opportunities to collaborate with other staff members, patrons, vendors/contractors, partners, stakeholders, educators and other organizations to brainstorm, plan, promote and deliver outstanding programs and events on a variety of topics, using varied methods.
- Assisting in developing and evaluating library services in line with the strategic plan.
- Creating and curating online content to meet community needs and interests.
- Preparing, compiling, analyzing and maintaining monthly reports and statistics for adult programming and services.
- Drawing upon statewide resources and soliciting local talent to develop and co-sponsor programs.
- Identifying non-users and potential community partnerships to build relationships and networks to fulfill the organization's mission.

- Providing customer-focused Information/Internet desk services including but not limited to answering general and complex patron questions, technology assistance, online resources assistance and reader's advisory services.
- Referring patrons to other community resources as needed.
- Contributing to the selection of materials for the adult collection as assigned.
- Preparing and maintaining booklists, and in-house book/media displays as appropriate.
- Maintaining expertise by reading professional literature, attending workshops and seminars, and researching significant topics and trends in the field.
- Ensuring all policies and procedures of the Pennsauken Free Public Library are followed.
- Serving on library committees and attending library meetings and staff development activities as requested.
- Performing other duties as assigned by the Director.

**License:**

Appointees are required to possess a valid license as a Professional Librarian issued by the New Jersey Department of Education.

**Compensation:**

**Salary Range:** \$38,000 - \$41k, plus full benefits.

**Hours:** 35 hours per week, including evening and weekend hours. Flexibility is necessary to meet the operational needs of the Adult Services Department.

This is a Civil Service non-competitive position. The full job description can be found at <https://info.csc.state.nj.us/jobspec/74082.htm>

**To Apply:**

Please email your resume and letter of interest in PDF format to [admin@pennsaukenlibrary.org](mailto:admin@pennsaukenlibrary.org). Please add "Community Engagement Librarian" to the subject line.

Pennsauken residency is not required, but qualified Pennsauken Township residents will be given first preference.

You may also submit your resume and letter of interest at the library's Administrative Office. Review of applications will begin immediately and continue until the position is filled. For more information, call (856) 665-5959 ext. 5.

**Note:** This job description describes a general category of jobs. In order to meet the needs of the Pennsauken Free Public Library or its departments, employees may be assigned other duties in addition to, or in lieu of, those described above, and any duties are subject to change at any time.

The Pennsauken Free Public Library is an Equal Opportunity Employer. Applicants must comply with the "[NJ First Act.](#)"

In compliance with the Americans with Disabilities Act, the Library will review any reasonable request for accommodation to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.