

Assistant Director, Berkeley Heights Public Library

Berkeley Heights Public Library is seeking a passionate, detail oriented, creative, and community minded individual for the role of Assistant Director. We have just settled into our new home as part of the Municipal building, and we are revitalizing our outreach, programming, and how we connect with our community. We are looking for an Assistant Director with leadership/supervisory experience who will aid us in our quest to transform library services for our community and to help us be enmeshed with our town. The ideal candidate will have experience in technology, social media, communications, staff management, coordinating with vendors, preparing monthly and or yearly reports, budgets, and other duties as assigned. The Assistant Director reports directly to the Director and may be asked to serve at monthly board meetings.

This position may be a good fit for you if:

You are a strategic thinker who can work with the Director, departments, library staff, and the community to translate the Library's vision and goals to better serve the community.

You have proven experience in leading staff through change, and can evaluate staff for personal development and coach them towards library goals.

You are an effective communicator with high interpersonal skills and actively listen to others.

You are able to work as a Library Ambassador within the community and help the library to be more connected in the community and or to help support staff in those opportunities.

Duties include, but are not limited to:

- Knowledge of and experience with ILS systems and related library technologies.
- Program management with relation to procedures and processes on large scale projects like programming, technology inventories, coordinating departments work, etc.
- Supervising departments within BHPL and ensuring that staff are working together and on deadline to streamline programs, outreach, and other services.
- Evaluating current database and vendor use, and making recommendations quarterly to the Director about future budgeting for those areas.
- Creating flyers for events in library using Canva and/or LibraryAware
- Maintaining building facilities, alerting Director and/or Board members of any problems with the building.
- Overseeing budgets for collection, programming, and assisting with the general library budget.

Knowledge, Skills, and Abilities

- This position requires a dynamic, energetic, innovative and enthusiastic team player with a good sense of humor and dedication to working closely with the Director, Departments, staff, and volunteers to deliver outstanding customer service
- Must be able to supervise, train and motivate others, including supervisory staff, to provide outstanding internal and external customer service
- Ability to provide leadership to and stimulate cooperation and teamwork.
- Ability to multitask, manage time effectively, troubleshoot, meet deadlines, collaborate and work independently with initiative
- Exceptional written and verbal communication skills with the ability to adapt communication and interpersonal style to various audiences
- Highly skilled with the Microsoft Office Suite, Google Suite, Canva, online productivity tools and other software relevant to library administration
- Thorough knowledge of best practices of library administration, organization, procedures, services, and materials.
- Ability to establish effective working relationships with officials, community organizations and the public
- Ability to keep records of information on laws relating to site safety and access such as The Americans with Disabilities Act and The Right to Know Law.
- Ability to perform other duties as assigned.

Essential Qualifications:

An ALA accredited degree and a Professional Librarian's Certificate issued by the New Jersey Department of Education.

Continuing education in the area of library service and/or people management.

3-5 years of experience supervising staff in a public library environment.

Active participation in professional library associations.

Hours and Salary

The salary range for this position will be \$85,000 to \$91,000, commensurate with experience.

Benefits include: health benefits, paid holidays, paid vacation, paid sick leave, and enrollment in the PERS pension system.

Work may include occasional evening and weekend shifts as needed.

About Berkeley Heights:

The Berkeley Heights Public Library enjoys a newly-created space within the municipal complex and is centrally located within walking distance our downtown area. Welcome and inclusive, we serve over 13,000 residents and enjoy strong support from the community. We have an annual budget of \$1.2 million, and a staff that includes 5 full-time and 19 part-time employees.

Our library provides information and resources for personal growth, as well as shared experiences that connect and enrich our community. Residents enjoy our wide range of offerings, including print and digital materials, museum passes, and variety of programming for all ages. The Berkeley Heights Public Library also offers meeting and study spaces that are available for community use. Our newly completed strategic plan will help us work collaboratively over the next few years to meet the evolving needs of our community.

Conveniently located on the western edge of Union County, just 28 miles from New York City, Berkeley Heights is a desirable place to live and work. Consistently ranked as one of the best small towns in New Jersey, Berkeley Heights is surrounded by the rural and historic charm of the Watchung mountains, yet is easily accessed by major highways and mass transportation. We are an active, friendly community, with top-rated schools, numerous community celebrations, and outstanding recreational programs and activities for all ages.

To apply: Please submit a cover letter and resume to Director@bhplnj.org. Applications should be submitted by October 29th.