



LIBRARY SYSTEM

Linda A. Devlin, Director

Open: 09/16/24

Close: 10/08/24

Job Title: Branch Manager (Librarian 4) **Job Posting 030-24**
Location: Anthony P. Infanti Bellmawr Branch Library
Salary: \$73,000.00 annually, Exempt Status
Schedule: Based on library needs and will include days, nights & weekends

The Camden County Library is seeking a team leader to manage the Bellmawr Branch Library.

This position may be a good fit for you if:

- You are a collaborative leader, building effective working relationships with branch staff, the Library's Management team and Administration
- You have effective interpersonal communication skills and actively listen to others
- You are a strategic thinker who can translate the Library's vision and goals into achievable initiatives
- You help branch staff be successful by providing opportunities to develop their unique skills

Duties include, but are not limited to:

- Independently manages the day-to-day operations of the branch including services to the public, programming for all ages, staffing, and collection development
- Supervising branch staff including training and development, scheduling, performance evaluations, coaching, and discipline
- Assisting customers of all ages using the library including resolving complex customer issues
- Leading branch staff in connecting with the community to promote the Library
- Developing the branch's annual budget request and monitoring expenditures throughout the year
- Ensuring that the branch grounds and facility are clean, attractive, safe, and secure

The Camden County Library System serves over 330,000 County residents. Our staff make customer service and community engagement a priority and strive to help communities reach their aspirations through library services. We strive to provide creative and innovative services and are guided by core values such as intellectual freedom, lifelong learning, integrity and diversity, equity, and inclusion. Our Library serves everyone in our communities and seeks to remove barriers to services and create a welcoming and safe environment.

Requirements:

A Master's degree in Library or Information Science in a library program accredited by the American Library Association or from a New Jersey Master's program in Library Science that has been deemed acceptable by Thomas Edison State College 3 years full time equivalent of professional librarian experience. *Prior supervisory experience a plus.

The chosen candidate is required to obtain a valid Professional Librarian Certificate issued by Thomas Edison State College.

Completed employment application and resume are required for consideration.

Employment applications may be obtained on our website and both documents can be directly uploaded at:

<http://www.camdencountylibrary.org/employment-library> or you may submit your completed application and resume to humanresources@camdencountylibrary.org.

Completed application with resume is due in the Human Resources Office by **October 8th at 2 PM.**

The Camden County Library System complies with the New Jersey First Act. The chosen candidate may be required to complete and pass a background and drug screening process.

The Camden County Library System embraces diversity and seeks candidates who will contribute to a climate that supports patrons and staff of all identities and backgrounds. We strongly encourage individuals from underrepresented identities to apply. The Camden County Library is an Equal Employment/Affirmative Action Employer.

We meet the learning, recreational and information needs of our customers, providing an open environment for our community.

Dream Explore Imagine

Anthony P. Infanti Bellmawr Branch Library • Gloucester Township Blackwood Rotary Public Library • M. Allan Vogelson Regional Branch Library
Merchantville Public Library • Riletta L. Cream Ferry Avenue Branch-Camden • Nilsa I. Cruz-Perez Downtown Branch - Camden
South County Regional Branch Library • William G. Rohrer Memorial Library-Haddon Township Branch