

## **EDISON TOWNSHIP PUBLIC LIBRARY**

Position Title: Librarian  
Reports to: Supervising or Principal Librarian

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### **PURPOSE OF POSITION**

Responsible for providing a variety of professional library services to the general public in a specific library area or function such as the Children's Department or Reference. May be responsible for directing the work activities of nonprofessional level employees.

### **ESSENTIAL FUNCTIONS**

1. Actual responsibilities may include some or all of the functions listed, and will vary with the particular assignment.
2. May serve as the librarian-in-charge in the absence of a higher level professional librarian, assists patrons with any questions or problems they may have with library procedures or specific situations.
3. May direct work assignments of Library Assistant or Pages.
4. Explains use of reference sources to the patrons.
5. Recommends various library materials to patrons to assist them in their use of the library.
6. May design, deliver, and evaluate the effectiveness of various programs presented by the library, e.g. reading programs, tours, or special presentations.
7. Reviews and recommends books, tapes, or periodicals to add to the library collection.
8. Reviews library collection and recommends material to be removed from circulation.
9. May catalog new material received by the library prior to the material being offered to the patrons.

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### **ESSENTIAL FUNCTIONS - (cont'd.)**

10. Compiles various statistics as required by the branch or unit.
11. May design and set up displays and exhibits for various library programs.
12. May prepare public relations material, and may represent the library by giving talks or making presentations.
13. Attends professional seminars, conferences and workshops to expand knowledge of library field.
14. Contributes to the effective team management of all relevant problems, issues and opportunities.
15. Performs other activities as necessary.

### **MARGINAL FUNCTIONS**

Marginal functions will vary with the specific assignment, and depend on the particular unit or function for which the person is responsible.

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### **MINIMUM QUALIFICATIONS**

A Master's Degree in Library Science. A professional Librarian's certificate issued by the New Jersey Department of Education. At least three years of professional librarian experience

### **SPECIAL SKILLS**

Professional knowledge of the theories, objectives, principles and techniques of librarianship. Special subject knowledge may be needed depending upon specific assignment. Has, or is able to quickly acquire basic computer and typing skills, sufficient to use library equipment. Strong interpersonal and communication skills.

### **PHYSICAL/MENTAL/ENVIRONMENTAL**

**Physical -**

**Sit:** 20-50%

**Walk/Stand:** 20-50%

**Drive:** Must have drivers license  
**Body Movements:** Bending and reaching, sometimes uses a ladder.

**Lifting:** Small number of books, periodicals, or other library material

**Mental -**

Interpret, analyze and problem solve

**Environmental -**

Normal office environment

To Apply: Please email your cover letter and resume to Heidi Stokar, [hstokar@lmxac.org](mailto:hstokar@lmxac.org) . Please include the position title in the subject line.