Library Director – Neptune City Library

***Position Title*:** The Neptune City Library, a Member Library of the Monmouth County Library (MCL) system, seeks a part-time Library Director.
Hours: The Library Director is a part-time flexible position with a minimum of 20 and maximum of 25 hours per week.
***Pay Rate*:** The salary/hourly wage will be commensurate with experience. This position is not eligible for Pension Benefits, medical, dental vision or other insurance benefits.

The Borough of Neptune City is an Equal Opportunity Employer.
Applications may be found at www.neptunecitynj.com. Please send applications and resumes to clerk@neptunecitynj.com or to the Borough of Neptune City Attn: Municipal Clerk 106 W. Sylvania Avenue, Neptune City NJ 07753.

Primary Responsibilities:

- Direct daily library operations and manage staff.
- Develop and expand collection.
- Cultivate and partnerships with Borough, school, and community organizations.
- Communicate effectively with staff and patrons.
- Serve as the contact person for the Monmouth County Library System.
- Attend Member meetings when scheduled by MCL
- Maintain patron privacy and confidentiality according to policy.

Qualifications:

- Degree in library science (or equivalent) from American Library Association (ALA) accredited institution preferred, but not required
- Requires High School Diploma or GED; College Degree preferred
- 3 to 5 years of work experience in a public or academic library
- 1 to 2 years supervisory experience preferred, but not required
- Strong oral and written communication skills
- Strong technology and social media skills
- Strong computer skills

Abilities:

- Ability to sit and stand for extended periods of time.
- Ability to repetitively bend and lift up to 25 lbs.
- Applicant should posses a passion for books and reading and be comfortable discussing and recommending books.
- Must have the desire and ability to serve the public in a calm and professional manner
- Must have the ability to communicate effectively in person a well as on the phone

Duties and Responsibilities include but are not limited to:

- Administer the library within the framework of both MCL and Borough of Neptune City objectives, policies and goals.
- Select, order, catalog and classify the Library collection. Weed the library collection as needed.
- Supervise library staff. Create and maintain staff schedules.
- Responsible for training of staff.
- Prepare quarterly reports as requested by the Borough Administrator, Borough Council or the Mayor.
- Perform and oversee checking in and checking out of materials, registering new patrons, accepting payment of fines.
- Depositing monies collected.
- Order all office and crafts supplies as needed.
- Make recommendations for the annual budget and be responsible for adhering to the budget allowances established by the Borough/MCL.
- All duties that apply to other Library Staff will apply to the Director as well.