

Full-Time Adult Services Librarian
Oradell Free Public Library (Oradell, NJ)

The Oradell Public Library is seeking a full-time energetic and extroverted individual to serve as an Adult Services Librarian starting February 2024.

The position requires innovation and versatility in helping patrons of all ages as part of a team committed to exceptional patron service and community engagement. The position requires excellent communication skills, including the ability to help patrons use the library's digital resources on a wide variety of electronic devices. We are looking for a librarian eager to collaborate on projects with other library staff, and provide outreach to people and organizations within our community.

Responsibilities include:

Reference and Technology Services

- Answer reference questions from the public and staff of the Library
- Provide Readers' Advisory
- Lead Adult book discussion groups and assist in planning other Adult programming
- Plan and conduct basic computer classes, resume writing services, and other job-seeking services
- Maintain computer hardware and software
- Additional duties to be assigned

Collection Development

- Participate in selecting and ordering Adult fiction books and non-fiction books.
- Participate in weeding library collection as assigned

Public Relations:

- Manage exhibitions in display cases
- Mount displays of library materials in conjunction with other staff
- Help maintain library website and other social media

Management

- Oversee circulation services
- Coordinate connection between reference and circulation services
- Assist at circulation desk as needed

Qualifications:

- Candidate must possess a MLS or its equivalent from an ALA-accredited institution. Will consider student currently pursuing a MLS or its equivalent from an ALA-accredited institution.
- Familiarity with Internet resources and MS Office is required
- Adult services and management experience preferred.
- Working knowledge of the BCCLS system preferred.

This position is thirty-five (35) hours per week including one evening and every other Saturday. Reports to Director. Salary commensurate with experience.

Please email in **one** document attachment a cover letter, a resume, and three references (including telephone numbers and email addresses) with "Adult Services Librarian - <YOUR NAME>" as the Subject line to oradellibrary@gmail.com.