



Linda A. Devlin, Director

Open: 10/05/21

Close: 10/26/21

Job Title: **Head of Technical Services (Librarian 4)** **Job Posting 032-21**
Primary Location: **Camden County Library System, Voorhees**
Salary: **\$38.4615 per hour (\$70,000 annually), 35 hours per week**

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.

Description of Duties

The Camden County Library System is seeking a Librarian to head our Technical Services Department and serve as a key member of the Library's management team. This position reports to the Library Director and is responsible for overseeing all services provided by the Technical Services Department, including:

- Acquisitions, cataloging, processing, selection and maintenance of all library materials, including digital materials.
- Performs cataloging and classification duties, supervises staff, and develops and manages a budget.
- Shares management tasks of ILS functions and configurations with the IT Department to maximize usability by staff and patrons.
- Assesses Technical Services processes to improve workflow and productivity.
- Keeps up to date with changes in technology and best practices and makes recommendations to the Library Director.
- The successful candidate will have cataloging experience and a strong working knowledge of bibliographic maintenance standards including Dewey Decimal Classification, OCLC/MARC records, and AACR2
- Public Library experience and supervisory experience are preferred. Knowledge of Koha, including the acquisitions module, is a plus.

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. Plus three years (full time equivalent) of professional librarian experience. Prior supervisory experience is a plus. The chosen candidate will be required to obtain a valid Professional Librarian Certificate issued by Thomas Edison State College.

Appointee may be required to possess a driver's license valid in New Jersey if the operation of a vehicle is necessary to perform the essential duties of the position.

Employment applications may be obtained at any of our branches or on our website and can be directly uploaded at: <http://www.camdencountylibrary.org/employment-library> or you may submit your completed application to the address below.

Completed applications are due in the Human Resources Office by **October 26, 2021 at 2 PM.**

Camden County Library, Department of Human Resources
203 Laurel Road
Voorhees, NJ 08043 or Fax: 856-772-2761
E-mail: humanresources@camdencountylibrary.org

The Camden County Library System complies with the NJ First Act.

***Job Posting Number and position title must be in the subject line if sending via email. Failure to submit a completed application or to indicate job posting number may be reason for your application not to be considered.** 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