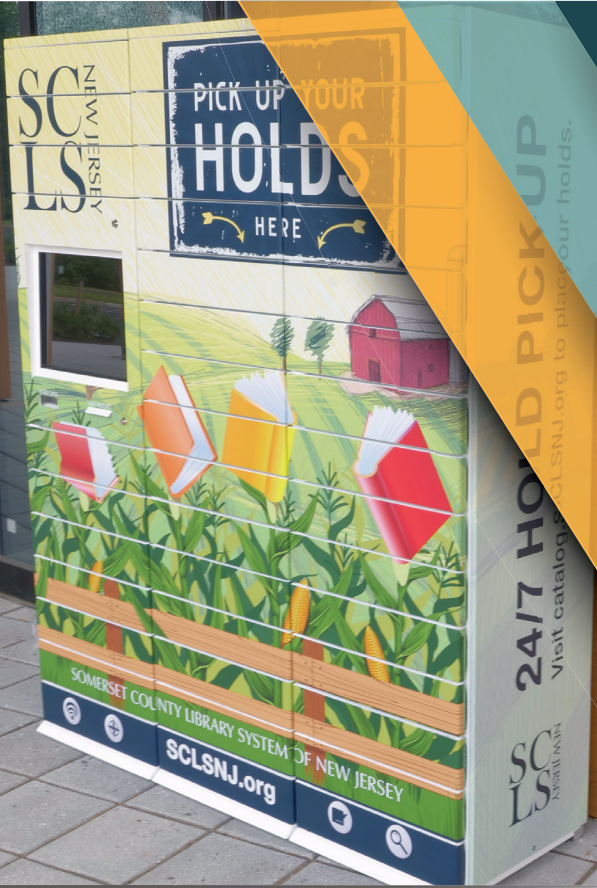




These lockers are hosted at the Montgomery branch.



Every single day, our **TALENTED** staff teams work across eleven buildings and fifteen towns to provide **EXEMPLARY CUSTOMER SERVICE** to all library users. Through our **DYNAMIC PROGRAMS** for all ages to our work with local educators to our community outreach efforts, SCLSNJ continues to position itself as a **PROFESSION-LEADING ORGANIZATION**

across the region.

BRIAN K. AUGER
County Library Administrator

POSITION INTRODUCTION

THE POSITION:

The Branch Manager vacancy is an exciting opportunity to make a significant impact on the library community and Somerset County Library System of New Jersey (SCLSNJ). As the next Branch Manager, you will have the responsibility for hiring and recruitment of location staff, employee development, the delivery of exceptional public service, community engagement, further development of library technology, government relations, limited budgeting, and space planning.

PUBLIC SERVICES:

The mission of SCLSNJ is to partner with you to connect, to explore, to share, and to discover. As SCLSNJ examines its projected services, the mission is used as themes and ideas come together to help define new services.

In identifying these ideal priorities, the goal was to look for areas where SCLSNJ has the potential to make meaningful changes for both the communities and users.

The new Branch Manager will carry these guiding principles and focus on the following specialized service components as just a small sliver of public service offerings:

- Instant or next day access to a collection of nearly one million items.
- Sunday library service in Bridgewater, Hillsborough, Montgomery, and Warren.
- Instant home access to over 130 current-issue magazines.
- 24/7 access to a broad array of library services.
- One of the largest collections of downloadable ebooks and audiobooks in the state.

- An unprecedented array of online resources.
- A Cultural Adventure program with multiple sets of passes to many destinations (current public health situation permitting).
- Passport services and notary services.
- An expanding digital memory project.

SCLSNJ looks forward to qualified candidates expressing interest within this exceptional professional opportunity.



Somerset County is at the hub of Central New Jersey. Its 21 municipalities, which encompass 305 square miles, contain a diversity of landscape, population, and development that reflects the varied lifestyles of its residents.

Located in the heart of the nation's largest metropolitan area, Somerset County contains a balance between urban and suburban neighborhoods and rural countrysides. Fine residential communities, beautiful parks, excellent shopping areas, extensive farmlands, and numerous historic sites and outstanding business and industry make Somerset County a desirable place to live, work, and play.



The Somerset County Library System of New Jersey is seeking a new:

BRANCH MANAGER (JOB# 2022-53)

ESSENTIAL FUNCTIONS OF THE JOB:

Responsibilities include, but are not limited to, supervising, monitoring, and participating in the delivery of daily branch library services to the local community; managing projects and services for local service area; maintaining the facility and plans for the building's future; engaging in SCLSNJ management process and other professional activities; representing branch and SCLSNJ to the community; and performing other library-related tasks as assigned by supervisor.

MINIMUM QUALIFICATIONS:

Master's degree in Library Science (ALA accredited program preferred); five years of full-time progressively responsible professional librarian experience which includes demonstrated leadership and collaboration skills and three years experience supervising staff and budget oversight or any equivalent combination of training and experience which provides the necessary knowledge, skills and abilities; must reside in the State of New Jersey within one year of employment unless exempted by law;

reliable transportation to attend training, meetings, or other work assignments at other branches or off-site locations as required.

PHYSICAL DEMANDS:

Ability to operate a personal computer and keyboard, projectors, printers, and other office equipment; reading materials and providing verbal assistance to library users in English; manual dexterity to handle books, software, and a variety of media formats; intermittent sitting, standing, and walking; occasional bending, reaching, and stooping; lift and carry items weighing up to 20 lbs.; pushing or pulling objects weighing up to 100 lbs; distinguishing sounds at various frequencies and volumes; distance vision sufficient to distinguish people or objects under a variety of light conditions; vision sufficient to view computer screens and spine labels under a variety of light conditions.

ABOUT SCLSNJ:

Somerset County Library System of New Jersey partners with you to connect, to explore, to share and to discover. Our vision is to work together to enrich lives, expand knowledge

and strengthen communities. SCLSNJ is comprised of 11 branch locations and 2 reading stations. For more information, visit SCLSNJ.org.

POSITION TITLE/GRADE:

Branch Manager, Grade G

LOCATION/DEPARTMENT:

North Plainfield branch

REPORTS TO:

Lauren Ryan,
Public Services Manager

JOB ID:

2022-53

ORGANIZATION:

Somerset County Library System of New Jersey

LIBRARY TYPE:

Public

JOB TYPE:

Full-time,
Exempt

SALARY:

\$83,100
37.5 hours per week

SCHEDULES:

Since the library is open days and evenings, schedules may vary; including Saturday and Sunday rotation; some holidays; schedule subject to change as needed.



SCLSNJ COMMISSION SUPPORT:

The Somerset County Library Commission is the governing board for the Library System. The Commission is composed of seven residents of Somerset County, appointed by the Somerset County Board of Chosen County Commissioners for five-year terms. One member of the County Commissioner Board also serves as a liaison between the Library Commission and the County Commissioners.

SCLSNJ is a 4-Star Library again in 2021, being one of four libraries in the state to receive this honor. "I am a long-time Somerset County Library user and Library lover," said Nancy Stoll, former Somerset County Library Commissioner. "I have always known and appreciated the value a Library brings to a community. But, now that I frequently work one-on-one with the staff at SCLSNJ, I truly understand the care, thought, expertise, and devotion our staff put into enhancing the myriad of services our System provides throughout Somerset County. Free one-on-one training and reference interviews; virtual book discussion salons; over 100 research databases; a large, comprehensive and always growing literary collection; educational virtual programs; and so much more. There is something for everyone at the library."

MISSION

Somerset County Library System of New Jersey partners with you to **CONNECT**, to **EXPLORE**, to **SHARE**, and to **DISCOVER**.

VISION

Together we **ENRICH LIVES**, **EXPAND KNOWLEDGE**, and **STRENGTHEN COMMUNITIES**.

STRATEGIC PRIORITIES

Promoting the Library as an impartial platform for creating **MEANINGFUL INTERACTIONS AND CONNECTIONS**.



SHAPING OUR SPACES – physical and virtual – to meet community needs.



WELCOMING new residents.



Addressing the needs of **SHIFTING DEMOGRAPHICS**.

CORE SERVICES

Making **PERSONALIZED CONNECTIONS** between customers and materials.



Presenting programs that help community members **CONNECT, EXPLORE, SHARE, AND DISCOVER**.



Serving as a community **GATHERING SPACE**.



Promoting and supporting **LIFELONG LEARNING**.



Providing **TECHNOLOGY ACCESS AND EXPERTISE** that meet the needs of the community.



Creating opportunities that build Somerset County's **ECONOMIC AND WORKFORCE DEVELOPMENT**.



VISIT SCLSNJ.ORG

The annual salary for the **BRANCH MANAGER** is **\$83,100** (negotiable depending upon experience and qualifications).



Somerset County Library System of New Jersey offers a comprehensive and competitive benefits package, including:

- Medical, vision, dental, and life insurance
- Pension and retiree healthcare
- 26 vacation days, 3 personal days, and 15 sick days per year
- 11 holidays
- Support for professional organization involvement
- Voluntary benefits, including a flexible spending account and deferred compensation plan

Additionally, SCLSNJ promotes the overall health, well-being, and growth of staff through a variety of wellness programs and initiatives, and support for training and continued education opportunities.

This position is open until filled.

HOW TO APPLY

Only the most qualified candidates, as determined through the screening process, will be invited to participate in the in-person interview process.

To be considered, please send a cover letter, resume, and SCLSNJ application to jobs@sclibnj.org, with the job identification number in the subject line. The SCLSNJ application can be found on the website: SCLSNJ.ORG/ABOUT/WORK-AT-SCLSNJ.

For more information, visit SCLSNJ.ORG.

JOB NOTICES

Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under law. AN EQUAL OPPORTUNITY EMPLOYER.



SCLSNJ LOCATIONS



Bound Brook branch
402 East High Street
Bound Brook, NJ 08805
(908) 458-8410



Bridgewater branch
1 Vogt Drive
Bridgewater, NJ 08807
(908) 458-8415



Hillsborough branch
379 South Branch Road
Hillsborough, NJ 08844
(908) 458-8420



Manville branch
100 South 10th Avenue
Manville, NJ 08835
(908) 458-8425



Mary Jacobs branch
64 Washington Street
Rocky Hill, NJ 08553
(908) 458-8480



Montgomery branch
100 Community Drive
Skillman, NJ 08558
(908) 458-8430



North Plainfield branch
6 Rockview Avenue
No. Plainfield, NJ 07060
(908) 458-8435



Peapack & Gladstone branch
Municipal Complex,
School Street
Peapack, NJ 07977
(908) 458-8440



Somerville branch
35 West End Avenue
Somerville, NJ 08876
(908) 458-8445



Warren Township branch
42 Mountain Boulevard
Warren, NJ 07059
(908) 458-8450



Watchung branch
12 Stirling Road
Watchung, NJ 07069
(908) 458-8455