



THE CITY OF EAST ORANGE

Job Posting

Job Title:	LIBRARY DIRECTOR	Job Category:	Competitive
Department/Group:	East Orange Public Library	Job Code	02283
Location:	21 South Arlington	Travel Req'd	LOCAL
Level/Salary Range:	\$90,000-\$135,000	Position Type:	Full - Time
HR Contact:			
Applications Accepted By:			
Fax: 973-673-3172		Mail:	
		Department of Human Resources	
		The City of East Orange NJ	
		44 City Hall Plaza	
		East Orange, NJ 07018	
Attention: LIBRARY DIRECTOR			

Job Description

Role and Responsibilities:

Under direction, manages and directs the operations of a free public library; does other related work.

- Oversees library program planning and directing, and the continuous integration of library programs and departments.
- Establishes internal library policies and procedures for assistance to readers, program evaluation and development.
- Interprets programs to governing officials and promotes services of the library by planning publicity programs and participating in group activities.
- Assists in the development and planning of the library budget and funding, and controls library expenditures.
- Recruits and assigns new employees, supervises their work, and established work schedules.
- Prepare and oversee the preparation of clear, accurate and informative narrative and statistical reports.
- Determines supplies and equipment needed.

Qualifications and Education 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 college Master's program in Library Science.

Preferred Skills:

Knowledge of: library administration and management techniques, current library technology and principles of information science.

Ability to: analyze, and comprehend the basic book needs of the library, speak before professional and non-professional groups, and oversee the establishment and maintenance of essential records/files.