

Notice of Vacancy
Issue Date: June 28, 2017

Title: Deputy State Librarian for Library Support Services

Salary Range: D32

Location: New Jersey State Library
185 West State Street
Trenton, NJ 08618

Department: Library Support Services

Description:

Reporting to the State Librarian, the Deputy State Librarian for Library Support Services supervises statistical and Per Capita State Aid processes Oversees the interpretation of library law for libraries, supervises the JerseyCAT interlibrary loan process, monitors and drafts updates to regulation in conjunction with the Office of Legislative Services, monitors legislation impacting libraries functions as the LSTA coordinator and liaison to the Institute of Museum and Library Services, oversees the LSTA five year plan and convenes the LSTA Advisory Council as necessary, acts as liaison to the College for librarian certification issues.

Examples of work:

- Assists the State Librarian in establishing programs or unit goals and develops policies and procedures in accordance with State Library policies, goals and objectives.
- Prepares or directs the preparation of reports and studies containing findings and recommendations for the review, information and assistance of the State Librarian.
- Reviews the data and prepares the program or Section budget. As directed, monitors expenditures, evaluates spending patterns and recommends approval or disapproval of expenditure requests.
- In conjunction with the State Librarian, develops proposals for soliciting private and public funds to help meet program objectives or expand activities and services.
- Evaluates program operations and performance and recommends changes to the State Librarian, as required.
- Administers and interprets applicable federal and/or state laws and regulations that impact upon the State Library and libraries of the state and translates them into policies and operating procedures.
- Prepares RFQ and recruits review committee for selection of statewide electronic resources.
- Evaluates section(s) goals, operations and performance; as required, develops and implements alternative procedures to improve performance and meet section objectives.
- Supervises staff and directs the work operations, develops performance standards, reviews and makes performance evaluations, provides guidance and counsel to staff and approves various personnel actions required within the section supervised including promotions, hiring and disciplinary actions in accordance with college policies and state regulations.
- Compiles and summarizes statistical and other data for the State Librarian.
- Consults with the State Librarian to resolve the most unusual problems or policy concerns evolving from within the sections of the program or unit supervised.
- Establishes and maintains effective communication and cooperative working relationships with other section heads, other state agency and college representatives and library educators, library support organizations, government and private agencies and/or the public in order to accomplish the objectives of the sections of the program or unit supervised.
- Maintains integrity and appropriate confidentiality in section and program operations.
- Contributes to development of public relations materials relating to the section or program.
- Participates in conferences, seminars or meetings representing the State Library as required.
- Initiates and plans or supervises the initiation and planning of conferences, seminars and workshops.
- Prepares or supervises the preparation of detailed correspondence.
- Serves or represents the State Librarian on ad hoc and standing committees as required.
- Directs the establishment and maintenance of essential records and files.

Knowledge and Abilities:

- Ability to acquire thorough knowledge of the program or unit purpose, goals and objectives.
- Thorough knowledge of modern management principles.
- Ability to acquire considerable knowledge of the laws and regulations which impact on the section and the program or unit.
- Ability to acquire wide knowledge of the State Library philosophy, goals, accepted codes of ethics and standards and organization.
- Wide knowledge of the principles of budget planning, development and administration.
- Wide knowledge of the principles of organization and personnel management.
- Ability to acquire basic knowledge of college and library policies and procedures.
- Ability to acquire knowledge of the state agencies, federal, state and local governments and private organizations that have a working relationship with the program and/or section.
- Ability to assist in the management of a library program or unit, including setting goals, planning and implementing work programs and developing policies and procedures.
- Ability to evaluate program performance and develop alternative methods to improve performance and meet established objectives.

- Ability to comply with procedures which insure appropriate confidentiality of program records and activities.
- Ability to effectively supervise subordinate staff including developing work operations and performance standards, making performance evaluations and recommending personnel actions.
- Ability to establish cooperative working relationships and coordinate with other offices or organizations that impact on or relate to the work of the section and program or unit.
- Ability to advise and counsel library administrators and trustees in problem solving and compliance with library law.
- Ability to establish cooperative working relationships with supervisors and staff.
- Ability to develop, administer and monitor a program budget.
- Ability to develop and recommend program policies.
- Ability to prepare and/or direct the preparation of clear reports and studies that include findings and recommendations.
- Ability to prepare clear and detailed correspondence.
- Ability to speak in public.
- Ability to represent the State Library at conferences, seminars or meetings.
- Ability to supervise and/or maintain essential records and files.

Requirements:

Education: Graduation from an accredited college with a Bachelor's degree supplemented by a Master's degree in a field related to the responsibilities of the position to be filled or equivalence as determined by the appointing authority.

Experience: Five years professional experience as a faculty member in an institution of higher education or administrator in education, higher education or other field that is directly related to the functions of the position to be filled or equivalence as determined by the appointing authority.

Resumes and Applications for this position is available to internal candidates and will only be accepted online through ADP Workforce Now at <https://workforcenow.adp.com/public/index.htm> by logging into your established account, selecting the MYSELF tab -> TALENT -> Career Center.

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