



MUNICIPAL EMPLOYMENT OPPORTUNITY

LIBRARY DIRECTOR – FULL TIME

MUNICIPALITY: TOWN OF WEST NEW YORK
DEPARTMENT: PUBLIC AFFAIRS
POSITION TITLE: LIBRARY DIRECTOR - FULL TIME
POSTING DATE: JUNE 4, 2024
DEADLINE DATE: JUNE 28, 2024
SALARY RANGE: IN ACCORDANCE WITH THE SALARY GUIDE

POSITION DESCRIPTION AND REQUIREMENTS

The Town of West New York is seeking an experienced Library Director to work under the Commissioner of Public Affairs. The Library Director will support the operations of the West New York Public Library. The Town of West New York offers a competitive salary/benefits package and a friendly work environment. Some evenings and weekends required.

Experience: A minimum of 5 years of supervisory experience in a public library. A Master of Library Science and professional librarian’s certificate required. Must have excellent interpersonal, verbal and written communication skills; commitment to providing the best quality customer service to our patrons; and the ability to work well both independently and on a team. (Bilingual Spanish speaker preferred).

Qualifications/Responsibilities: Assists in establishing internal library policies and procedures. Promotes library programs and services. Directs collection development and maintenance. Oversees the establishment and maintenance off essential records and files, including budget payroll. Oversees upkeep of the library building and premises. Schedules, supervises and supports library staff. Plans, implements, and evaluates library programs and services. Addresses patron complaints and troubleshoots issues.

Interested candidates should send a cover letter, resume and 3 professional references to:

Town of West New York
ATTN: Luis Baez, Business Administrator 428 - 60th Street, Room 1
West New York, New Jersey 07093
jobs@westneworknj.org

REFERENCE TITLE FOR SUBMISSION: WNY DIR LIBRARY -LASTNAME

The Town of West New York is a drug free workplace and an equal opportunity employer; all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. Effective September 1, 2011, all employees of NJ State, County Local government must reside in the State of New Jersey unless exempted under law. The Town reserves the right to interview and/or appoint a candidate prior to the deadline.