

**BERNARDSVILLE
PUBLIC LIBRARY**

2012

The following position descriptions were in force as of February 3, 2012 and prior as of the revision date noted.

**Position
Descriptions**

Bernardsville Public Library
Position Description

Adult Program Manager

Revised June 15, 2011

Under supervision of the Director, has responsibility for all adult programming activities.

ESSENTIAL FUNCTIONS OF THE JOB:

Schedules, runs and evaluates library programming for adults. This includes art exhibits, ongoing programs, and special events.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Handles program registrations, room and audio-visual arrangements and introduction of speakers.
- In conjunction with Public Relations Manager, develops supplementary materials and/or displays to enhance programs.
- Coordinates volunteers as needed.
- Member of Friends of the Bernardsville Public Library Program Committee.
- Participates as Department Head on a variety of issues to coordinate provision of library services.
- Attends staff meetings and continuing education as scheduled. Increases professional skills and knowledge through professional reading and workshops.
- Oversees and coordinates Giving Tree donations with outside recipients.
- Handles community outreach functions as needed.
- Projects as assigned by Director.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possesses creative and technical writing skills.
- Ability to organize and prioritize among multiple simultaneous projects.
- Strong analytical, problem-solving and troubleshooting skills.

EXPERIENCE AND TRAINING:

- Bachelor's degree.
- Business experience.
- Public relations experience.

Bernardsville Public Library
Position Description

Adult Services / Reference Librarian

Revised March 29, 2006

Provides reference and other library services to the general public requiring substantial professional knowledge of and experience with librarianship theories, principles and practices. Performs related duties as required under the direction of the Readers' Services Manager.

Duties

1. Assist patrons in the use of reference sources in person and via e-mail and telephone utilizing print and online resources.
2. Select and order non-fiction and reference materials using selection tools such as *Library Journal*, *Booklist*, *Publishers Weekly* and other relevant sources. Assist in the collection management process as directed. Keep the reference and non-fiction collections current and relevant through careful weeding and replacement of materials.
3. Assist in training the staff and keeping them up to date on new reference sources, including both print and on-line sources.
4. Develop subject bibliographies and web search directories, both to assist with school assignments and to respond to current events needs.
5. Provide bibliographic instruction to the public on as needed basis.
6. Provide Internet training and database searching classes as needed
7. Keep abreast of current trends in the profession through involvement in professional organizations such as NJLA and attend training sessions and workshops as necessary.
8. Work with the Youth Service's Manager to present a well-rounded program of services for children, young adults and adults in the Library.
9. Book discussion group coordinator and leader as directed.
10. Circulation Desk coverage as needed.

Knowledge, Skills, and Abilities

Knowledge of and experience with reference sources in print and on-line as well as general adult reading trends. Comfortable and familiar with using the Internet and instructing others in its use. Ability to work well with the public and with other staff members. Be able to think creatively and under pressure.

Experience and Training

ALA accredited MLS required. Some experience desirable.

Bernardsville Public Library
Position Description

Assistant Readers' Services Manager
Approved January 17, 2012

Oversees circulation services and designated patron services under the supervision of the Readers' Services Manager. Participates in selected non-personnel departmental issues.

Particularly focuses on emerging technologies, serving as an explorer of and advocate for the use of new technologies to support library information and instructional services. Fulfills patron training needs in this area, including development of documentation for patron instruction. Provides vision to design, develop and deliver innovative and quality library services in a virtual environment.

Duties, Functions, Responsibilities

In the absence of the Readers' Services Manager (RSM), the Assistant Readers' Services Manager (ARSM) is responsible to act in the former's place except regarding personnel matters. The ARSM reports to the RSM on the status of the department on the first day of his/her return.

Acts as lead in providing assistance to patrons with eBook reader devices and other mobile technologies, technology for the disabled, and other communications technologies; supervises and trains other RS staff members in these functions.

Performs as team leader, in any or all, of the teams to which she/he is assigned by the Reader's Services Manager, in place of Readers' Services Manager, which may include but is not limited to:

- Interlibrary loan processing
- Long overdue materials
- Magazine processing
- Reference Services
- Readers' Advisory

Accepts, prioritizes and implements projects as instructed by the RSM. Advises RSM well in advance if there are conflicting priorities. Publicly supports the RSM at all times presenting unified and consistent leadership, but proactively discusses ideas and potential problems with the RSM privately.

Performs all circulation duties at the highest level and sets the standard for staff competency:

- Handles all aspects of the Polaris system completely and competently.
- Trains new staff and volunteers in circulation functions as assigned.
- Answers staff questions as needed.
- Prepares daily cash deposits.
- Maintains written circulation manual of policies and procedures.

Performs additional functions as directed by the Readers' Services Manager.

KNOWLEDGE, SKILLS AND ABILITIES

- Enthusiasm for breaking new ground.
- Willingness to advance emerging technologies into daily library use.
- Working knowledge of personal mobile technologies. Ability to adjust quickly to various formats, programs and hardware as patrons require.
- Ability to deal tactfully and courteously with the general public and to maintain effective working relationships with other library staff.
- Knowledge of and familiarity with reference tools needed for basic research, including Internet resources.
- Thorough knowledge of library and clerical terminology, library procedures, use of computers and other equipment.
- Ability to maintain established library records and files.
- Strong organizational, interpersonal and written/oral communications skills.
- Ability to manage multiple projects on a deadline.
- Ability to comprehend, analyze and interpret regulations, policies and procedures of the library.
- Proactive customer service orientation.

QUALIFICATIONS

Required:

- Project management experience.
- Proficiency in all Microsoft Office software.
- Extensive previous personal or professional use of one or more of the following: Smartphone, iPad or other tablet, proprietary eBook reader, content management system.
- Customer service experience.

Preferred:

- Computer hardware and network troubleshooting experience.
- Previous library experience, college degree and/or library course work.

Bernardsville Public Library
Position Description

Assistant to the Director

Revised June 28, 2007

Under supervision of the Director, has responsibility for activities related to library administration, including: banking, cash and financial management, human resources documentation, payroll and pension administration, reporting.

ESSENTIAL FUNCTIONS OF THE JOB:

- Handles all aspects of bookkeeping such as paying bills, preparing vouchers, maintaining records, preparing checks for payment, transfer of money and reconciling accounts.
- Prepares payroll and performs associated functions, including monthly payroll reports for pension, insurance and health plans administration. Keeps track of quarterly disability reporting and reports monthly to NJ Department of Labor.
- Keeps track of employee sick/vacation time.
- Prepares monthly financial reports and Treasurer's report for the Library Board.
- Produces monthly, quarterly and annual reports of library statistics.
- Keeps files of all financial transactions.
- Maintains address lists of volunteers, staff and Library Board.
- Handles correspondence as necessary.
- Manages records maintenance, retention schedule and destruction.
- Projects as assigned by Director.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Handles all aspects of Community Room usage including scheduling, confirming bookings, collecting insurance and rental fees.
- Acts as liaison with Friends of the Bernardsville Public Library.
- Attends staff meetings and continuing education as scheduled. Increases professional skills and knowledge through professional reading and workshops.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and understanding of computerized bookkeeping methods.
- Ability to keep careful financial records and detailed reports.
- Ability to work closely with Director and Library Board Treasurer on financial matters.
- Possesses creative and technical writing skills.
- Ability to organize and prioritize among multiple simultaneous projects.
- Strong analytical, problem-solving and troubleshooting skills.

EXPERIENCE AND TRAINING:

- Bachelor's degree.
- Business experience.

Bernardsville Public Library
Position Description

Assistant Youth Services Manager
Approved June 20, 2006

Oversees Youth Services Department programming and designated patron services under the supervision of the Youth Services Manager. Participates in selected non-personnel departmental issues.

Duties, Functions, Responsibilities

- Plans and conducts or supervises story hours and recommends appropriate program materials.
- Plans reading clubs that stimulate interest in books.
- Takes responsibility for the appearance of the Children's Room and of the Young Adult Area, including the condition of shelves, displays, and general atmosphere of the rooms.
- Evaluates library services and makes recommendations for change.
- Works on projects as assigned by the Youth Services Manager.
- Performs additional functions as directed by the Youth Services Manager.

Bernardsville Public Library

Position Description

Executive Director

Approved July 20, 2004

Introduction: This is a responsible administrative position involving responsibility for all library functions. The work requires carrying out library policy as determined by the Library Board of Trustees ("Board"), and supervision of all library personnel. The director is expected to assess strengths, weaknesses, opportunities and challenges for the library and develop strategies for dealing with them to present to the board, and to deal with most day-to-day issues independently within the scope of his/her authority and library policy.

Qualifications:

- An ALA accredited degree or a Professional Librarian's Certificate issued by the New Jersey Department of Education
- Education kept current in the areas of current library services and technology.
- Relevant experience applicable.

Responsibilities include:

Board

- Formulates and recommends policies to the Board; implements and reviews policies, procedures and practices.
- Formulates and submits an annual budget to the Board, in conjunction with its Finance Committee; directs and supervises expenditures of library funds.
- Assists the Board in developing a long-range plan and yearly goals and objectives based on the plan.
- Prepares for, attends and participates in Board and committee meetings.
- Monitors legislation related to libraries and keeps Board and library staff informed.

Users and Community

- Interprets policies to staff and general public.
- Communicates the value of library and information services and intellectual freedom to the public and decision-makers.
- Evaluates the effectiveness of library services in relation to changing needs of the community and plans, organizes and directs a balanced program of library services.
- Establishes and maintains effective working relationships with the Board, borough officials, Friends of the Library, community organizations, school groups and the public.
- Represents the library and its objectives and activities to community groups and represents the library in professional meetings.

Library Personnel

- Recruits, hires, trains, supervises and evaluates professional and support library staff.
- Plans and conducts regularly scheduled staff meetings.
- Provides in-service programs for staff training and development.

- Participates as necessary in staff grievance and disciplinary procedures.
- Develops and administers an appropriate program for volunteers to assist in providing library services.

Technical Areas

- Recommends and administers collection development, including materials selection, uniform and appropriate cataloging, de-acquisitioning criteria, and conservation and security of materials.
- Serves as chief information resource on changing technology and media.
- Works with the Borough's Public Works Committee to address library maintenance.
- Develops and administers a public relations program.
- With the Board's approval, investigates and seeks out additional sources of library funding, including grant applications, other support groups (direct contributors, Friends of the Library, other community organizations), combining with other libraries (shared grants, group discounts).

Bernardsville Public Library
Position Description

Facilities Manager
Revised July 6, 2004

Responsible for day-to-day facilities management under supervision of the Library Director.

ESSENTIAL FUNCTIONS OF THE JOB:

Responsible for facilities management including maintenance contract negotiations, building repairs, and acts as liaison with town on building issues when required.

- Oversees day-to-day operations of the library facility, including cleaning.
- Manages resolution of emergency facility problems.
- Contacts Borough personnel as appropriate.
- Available on call for emergency calls from staff.
- Police and fire department contact for library.
- Assists in disaster recovery planning and serves as Team Leader.
- Responsible for day-to-day supervision of Handyman.
- Makes long-term recommendations for library maintenance.
- Vendor contract fulfillment and renewal.
- Obtains quotes as directed.
- Oversees use and maintenance of business equipment, including microfilm and microfiche reader/printers, photocopiers and fax machines.
- Works on special projects as assigned by the Director.

EXPERIENCE AND TRAINING:

- Previous facility management experience desirable.
- Organizational skills and ability to follow-up.
- Negotiating skills.

Bernardsville Public Library

Position Description

Handyperson

Revised December 2002

Library Handyperson assists with various ongoing tasks and projects pertaining to the building and grounds under supervision of the Facilities Manager.

JOB RESPONSIBILITIES AND QUALIFICATIONS:

1. Make simple miscellaneous plumbing repairs, such as unclog toilets, tighten loose seats, etc.
2. Change light bulbs in areas that do not require a ladder higher than 10 feet.
3. Make simple repairs to shelving units, storage cabinets, doors, etc.
4. Provide minor grounds keeping. Pick up trash and debris from front and sides of building. Clean and remove trash as requested.
5. Bundle and remove recycling to designated area.
6. Assist in the setup up of chairs and tables for programs.
7. Make repairs to building or property as required.
8. Assemble new furniture, shelves, etc.
9. Prepare supply orders for items needed to carry out repairs.
10. Run errands as requested.
11. Must be able to perform heavy physical labor, walk, bend, push and stand; have the ability to lift a minimum of 60 pounds.
12. Must have good interpersonal skills and the ability to take directions.
13. Must have own form of transportation.
14. Must have own tools.
15. Perform all other duties as assigned.

The Library Handyperson must be able to work at least 5 hours/week and have the ability to perform all the required duties with minimal supervision and direction.

Bernardsville Public Library

Position Description

Librarian Intern

Approved October 19, 2004

Duties: A combination of librarian duties (Reference Librarian, Youth Services Librarian, and/or Technical Services Librarian) and Readers' Services Assistant and/or Youth Services Assistant duties. Specific duties and area(s) of concentration will be assigned on a case-by-case basis.

Requirements: Must be currently enrolled in an American Librarian Association (ALA) Master's degree program. Must provide a letter from the dean or registrar or official transcripts indicating acceptance into graduate school.

No one may hold a Librarian Intern position for more than three years. Any intern not receiving a master's degree in library science within this time period will revert back to the former position held and former anniversary date and will lose any merit increases received. Extensions may be permitted by the Director.

Specific requirements depend on the area(s) of concentration.

Bernardsville Public Library
Position Description

Library Assistant / Shelver
Revised August 9, 2004

Performs responsible clerical and paraprofessional circulation duties supervised by the Reader's Services Manager.

ESSENTIAL FUNCTIONS OF THE JOB

May include any or all of the following:

- Charges and discharges library materials, collects fines, registers new patrons and issues library cards.
- Assists the public in use of library resources and equipment.
- Answers patron questions or directs patron to another staff member.
- Checks and maintains shelves to ensure correct order.
- Accepts reserves for library materials, handles interlibrary loan requests and notifies patrons when items are available.
- Runs reports, locates and processes reserves.
- Technology maintenance duties as requested.
- Prepares books and other library materials for the collection including labeling, marking, pocketing, mending and reinforcing.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

- Thorough knowledge of library and clerical terminology, library procedures, use of computers and other equipment.
- Ability to deal tactfully and courteously with the general public and to maintain effective working relationships with other library staff.
- Ability to maintain established library records and files.
- Knowledge of books and background in literature helpful.
- Strong organizational ability.
- Ability to comprehend, analyze and interpret regulations, policies and procedures of the library.

QUALIFICATIONS

- High school graduate or equivalent.
- Previous library experience or some college or library courses.
- Familiarity with computers.

Bernardsville Public Library
Position Description

Local History Committee Liaison
March 25, 2004

1. Ensure Local History Committee needs are addressed when they fall outside the scope of the group's resources:
 - a. Recommend solutions for Committee and Director approval
 - b. Meet with Committee regularly
 - c. Meet with Committee Chair and Director periodically
2. Assist Local History Committee to develop and propose standards and procedures for new projects (such as digitization).
3. Coordinate with Local History Committee to institute quality control processes for Volunteer projects as necessary.
4. Long-Range Issues
 - a. Familiarize Library staff with Local History materials – serve as the staff's primary local history resource (2004-2005).
 - b. Expedite patron access when Local History Committee members are not available (targeting 2005-2006).
 - c. Assist Director with long-range planning needs (targeting 2005-2006).

Bernardsville Public Library
Position Description

Public Relations Manager
Revised June 15, 2011

Under supervision of the Director, has responsibility for all public relations activities for the library.

ESSENTIAL FUNCTIONS OF THE JOB:

Handles library publicity including developing, designing and/or writing bi-monthly newsletter, monthly calendar of events for newspapers, press releases, flyers, brochures, displays, website, signage and advertisements.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Acts as liaison to selected community groups.
- Participates in marketing plan functions.
- Participates as Department Head on a variety of issues to coordinate provision of library services.
- Attends staff meetings and continuing education as scheduled. Increases professional skills and knowledge through professional reading and workshops.
- Projects as assigned by Director.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possesses creative and technical writing skills.
- Ability to organize and prioritize among multiple simultaneous projects.
- Strong analytical, problem-solving and troubleshooting skills.

EXPERIENCE AND TRAINING:

- Bachelor's degree.
- Writing and publicity experience.
- Public relations experience.

Bernardsville Public Library
Position Description

Readers' Services Assistant

Revised September 1, 2004

Responsible for proper functioning of circulation services and designated patron services under supervision of the Readers' Services Manager.

ESSENTIAL FUNCTIONS OF THE JOB

- Performs circulation desk duties: Charges and discharges materials, issues library cards, reserves items, reviews interlibrary loan requests, responds to patron account questions, empties book drop and shelves books and other materials.
- Assists patrons in finding information and resources.
- Provides reader's advisory services by developing knowledge of the library's holdings, and locating and recommending books for patrons.
- Explains and interprets library policy to members of the public and to other libraries as needed.
- Understands how to use the online catalog and Internet resources. Provides instruction in their use to patrons, staff and volunteers.
- Accepts reserves for library materials, handles interlibrary loan requests and notifies patrons when items are available.
- Opens and closes library as scheduled.
- Monitors and observes public use of the library and makes suggestions for improvements.
- Straightens books on shelves and performs or coordinates general shelf-reading duties as assigned.
- Attends staff meetings and training as requested.
- Works on projects as assigned by the Readers' Services Manager or Director.
- Participates in assigned responsibilities that may include:
 - Acquisitions
 - Book discussion leading
 - Book displays
 - Cash deposits
 - Catalog and process periodicals
 - Collection development/management
 - Computer records management
 - Computer training workshops leading
 - Disabled services development/implementation
 - Forms creation and stocking
 - Interlibrary loan management
 - Online book reviews
 - Overdue notices and bills
 - Periodicals retention
 - Reference Services
 - Technology maintenance duties

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to deal tactfully and courteously with the general public and to maintain effective working relationships with other library staff.

- Knowledge of and familiarity with reference tools needed for basic research, including Internet resources.
- Thorough knowledge of library and clerical terminology, library procedures, use of computers and other equipment.
- Ability to maintain established library records and files.
- Knowledge of books -- background in literature helpful.
- Strong organizational ability.
- Ability to comprehend, analyze and interpret regulations, policies and procedures of the library.
- Proactive customer service orientation.

QUALIFICATIONS

- Previous library experience, college degree and/or library course work preferred.
- Customer service experience.
- Education and training in the areas of technology and other library-related areas.
- Familiarity with computers.

Bernardsville Public Library
Position Description

Readers' Services Manager
Revised June 15, 2011

Responsible for proper functioning of circulation services and designated patron services under supervision of the Library Director.

Duties, Functions, Responsibilities:

Interlibrary Loan Responsibilities

1. Borrows materials from other libraries for this library's customers and lends Bernardsville Public Library material to other libraries. Requires Internet searching as well as dealing with the public and accurate record keeping.
2. Monitors the flow of ILL services work. Advises Director of unmet needs or additional hours of work required for training or other purposes. Organizes workflow to reflect patron priorities.
3. Trains and supervises the activities of staff and volunteers performing ILL services tasks.
4. Drafts revised written policies and procedures for ILL Services for Director's review as required.
5. Responsible for library use and utility maintenance of the Statewide Interlibrary Loan System and NJ Access Center. Orders foreign language material on bulk loan. Liaises with and reports to region regarding delivery services.

Circulation Duties

1. Serves as the circulation system expert -- be able to handle all aspects of the system completely and competently. Train new staff and volunteers in circulation functions and is able to answer staff questions on the system as needed.
2. Performs and supervises Circulation Desk duties, including opening and closing the Library, preparing desk and cash register for daily business and checking in and out of library material.
3. Works at the circulation desk as needed, including but are not limited to:
 - Charge and discharge materials, issue library cards, reserve items, review interlibrary loan requests, respond to patron account questions, empty book drop and shelve books and other materials.
 - Explain and interpret library policy to members of the public and to other libraries as needed.
 - Understand how to use the online catalog and Internet resources. Provide instruction in their use to patrons, staff and volunteers.
 - Monitor and observe public use of the library and make suggestions for improvements.
 - Straighten books on shelves.
 - Perform or coordinate general shelf-reading duties as assigned.
 - Other duties as needed.
4. Oversees in-house preparation of overdue notices and bills.
5. Prepares cash deposits and does banking on a regular basis.

6. Monitors the flow of Circulation Services work. Advises Director of unmet needs or additional hours of work required for self or others for training or other purposes. Organizes workflow to reflect patron priorities.
7. Maintains current written policies and procedures for Circulation Services and Circulation Training for Director's review.
8. Coordinates projects among Reader's Services staff as needed, including shelf-reading, book displays, weeding, and patron computer records management.
9. Assists in hiring of circulation staff.
10. Responsible for daily scheduling of the Circulation desk including approval of time off and schedule changes.
11. Approves and schedules continuing education classes and workshops for Reader's Services staff.

Reference Services

1. Answers in-house and telephone queries or refers to a Reference Librarian when one is available.
2. Provides reader's advisory services by developing knowledge of the library's holdings, and locating and recommending books for patrons.
3. Increases professional skills and knowledge through professional reading and workshops.

Other Functions

1. Provides monthly statistics prior to Board meeting on circulation, interlibrary loan activity, attendance at programs, number of people entering the library and other as needed.
2. Coordinates and hosts events at the Library as required.
3. Attends staff meetings and training as requested.
4. Works on special projects as assigned by the Director.
5. Responsible for ordering and processing magazines and newspapers.
6. Acts as backup for Local History as needed for correspondence and related matters.

Required Knowledge and Skills:

1. Ability to meet the public pleasantly to create an atmosphere of helpfulness.
2. Ability to interact with staff and public in a tactful and pleasant manner.
3. A general knowledge of books, current reading trends and general literature helpful.
4. Ability to stimulate interest and encourage participation in reading and other library activities.
5. Knowledge of and familiarity with reference tools needed for basic research, including Internet resources.
6. Organizational ability.

Required Experience and Training:

1. Previous library experience, college degree and/or library course work preferred.
2. Supervisory training and experience.
3. Continuing education and training in the areas of technology and other library trends.

Bernardsville Public Library
Position Description

System Analyst

Revised September 14, 2009

Maintains, monitors and troubleshoots all computer equipment and networks to ensure optimum performance. Reports to the Technical Services Manager.

Duties:

1. Configures and installs computer, peripheral and network equipment.
2. Maintains security of systems by running anti-virus software, deleting unused files, securing equipment to its location, maintaining the firewall and by other appropriate means.
3. Troubleshoots computer hardware and software problems.
4. Maintains hardware and software service, inventory and license records.
5. Makes backups and performs recovery of equipment and system failures.
6. Provides technical support to staff in the use of computer systems.
7. Assists staff in understanding operation of computer (pcs, laptops, tablets), peripheral, and network equipment.
8. Recommends hardware and software upgrades.
9. Installs and updates all software and CD-ROM products.
10. Monitors and updates webpage as needed.
11. Attend staff meetings and training as requested.
12. Work on special projects as assigned by the director.

Knowledge, Skills and Abilities:

1. Knowledge of current computing practices, standards and equipment.
2. Expertise with computer networks, Windows 2000, Windows XP, Windows 2003 server, Active Directory and DOS.
3. Must be able to work evenings and weekends if necessary and to be available on short notice to resolve problems.
4. Ability to operate personal computers, laptops, tablets, servers and other networking equipment, printers and barcode readers.
5. Ability to prepare accurate reports and to provide quick and innovative solutions to computing problems.
6. Knowledge of software diagnostic tools and their use.
7. Ability to remove and reinstall hardware components.
8. Ability to establish and maintain helpful and friendly atmosphere for computer and network support.
9. Ability to establish and maintain an effective working relationship with staff.
10. Good employee training, organization and time management skills.
11. Good communication skills and ability to work with frequent interruptions.
12. Must support wireless networks
13. Knowledge of ISPs including DSL, cable and FiOS.
14. Knowledge of web filtering, ideally Surf Control.

Experience and Training:

Training in computer technical support and networking. Required certifications include:

- A+
- Server+
- Network+
- Security+ preferred
- Desktop+
- MCSE 2003/2000

Bernardsville Public Library

Position Description

Technical Services Assistant

Revised September 26, 2007

Performs technical services duties pertaining to resource management, including acquiring, cataloging, processing, accessing, and maintaining holdings of library resources, under the supervision of the Technical Services Manager. Provides direct patron services as scheduled.

ESSENTIAL FUNCTIONS OF THE JOB

- Catalog new materials.
- Process new materials or supervise designated volunteers.
- Order new books and media, and maintain the request and backorder file.
- Order replacement audio CDs and cassettes as needed.
- Evaluate materials for replacement, repair or discard.
- Assist in collection improvement projects, including correcting or changing cataloging of existing materials.
- Manage the book sale as directed.
- Train and supervise volunteers as needed.
- Attend staff meetings and training as requested.
- Perform Readers' Services Assistant duties as needed or as scheduled, including:
 - Charge and discharge materials, issue library cards, reserve items, review interlibrary loan requests, respond to patron account questions, empty book drop and shelve books and other materials.
 - Assist patrons in finding information and resources and provide readers' advisory services.
 - Explain and interpret library policy to members of the public and to other libraries as needed.
 - Understand how to use the online catalog and Internet resources. Provide instruction in their use to patrons, staff and volunteers.
 - Assist patrons with photocopy machines and microfilm/microfiche reader.
 - Accept reserves for library materials, handle interlibrary loan requests and notify patrons when items are available.
 - Open and close library as scheduled.
 - Monitor and observe public use of the library and makes suggestions for improvements.
 - Straighten books on shelves and perform or coordinate general shelf-reading duties as assigned.
 - Work on projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be detail-oriented, accurate and organized.
- Must be an accurate typist and excellent speller.
- Must have basic familiarity with Word, Excel and email applications.

- Knowledge of basic cataloging and classification rules preferred.
- Ability to remain flexible throughout the workday, as the demands of the job and library staffing change.
- Ability to meet people pleasantly, to create an atmosphere of helpfulness, and to deal tactfully and courteously with the general public.
- Ability to maintain effective working relationships with other employees.
- Ability to handle disputes that may arise over fines, missing items etc.

QUALIFICATIONS

- Previous library experience, college degree and/or library course work preferred.
- Work experience demonstrating a comfort level performing repetitive tasks requiring accuracy.

Bernardsville Public Library
Position Description

Technical Services Manager
Revised June 15, 2011

Responsible for all Technical Services Department and computer network functions, ensuring timely acquisition, processing and maintenance of library materials, computer systems administration, and provision of patron and staff technical support under supervision of the Executive Director.

Technical Services Department duties include but are not limited to:

Technical Services and Collection Maintenance

- Supervises and trains staff and volunteers assigned to the Technical Services Department.
- Monitors the flow of Technical Services work. Advises Director of unmet needs or additional hours of work required. Organizes workflow to reflect patron priorities.
- Catalogs and processes all library materials.
- Evaluates and identifies materials for discard from the collection. Withdraws items from computer database.
- Initiates projects to update and improve data and access to data of library holdings, including moving, updating or weeding collections; cataloging of previously uncataloged materials or anything to provide easier access to the collection for staff and patrons.
- Performs repairs to materials as needed.
- Assists in the hiring of Technical Services staff, and recruiting of volunteers.
- Maintains written Technical Services policies and procedures.

System Administration

Ensures the smooth functioning of the library's automation services and networks, including:

- Maintains the ILS server and database.
- Supervises the Systems Analyst in administration of the network.
- Monitors staff performing web maintenance and customization of the display of the public access catalog.
- Troubleshoots technology problems as required.
- Provides technical support and training to staff in the use of computer systems.
- Performs regular backup of patron and bibliographic data.
- Installs client software on staff workstations.
- Coordinates technical support and upgrading for all hardware and software.
- Act as liaison between the library staff and technology vendors.
- Creates and generates statistical reports for use by the Director and other department heads.

Acquisitions

- Orders materials as approved by the Director; verifies correct vendor billing, returns items when necessary.
- Evaluates donated materials for possible inclusion into the collection.
- Supervises selection of rental books as determined by popularity and/or reserve requests.
- Maintains profile of materials on standing order.
- Maintain statistics on acquisitions and de-accessions and prepares reports.

Book Sale

- Supervises volunteers maintaining the book sale.
- Monitors donations for possible additions to the collection or swaps.
- Arranges for the shipment of unsold books to other non-profit agencies.

Other Duties

- Assists at circulation desk or reference as needed or as scheduled.
- Participates as Department Head on a variety of issues to coordinate provision of library services.
- Attends staff meetings and continuing education as scheduled. Increases professional skills and knowledge through professional reading and workshops.

Knowledge, skills and abilities:

- Ability to supervise a staff of various skill levels, including network and web administrators, cataloging assistants and volunteers.
- Ability to understand and interpret MARC cataloging, as well as classification rules and procedures.
- Ability to exercise judgment and initiative in cataloging decisions.
- Understanding of technology needed for effective running of the automation system.
- Strong analytical, problem-solving and troubleshooting skills.
- Ability to communicate technology issues to individuals with varying degrees of technical knowledge.
- Ability to organize and prioritize multiple simultaneous projects.

Experience and training:

- Master's degree in Library Science or Library and Information Science from an American Library Association-accredited university.
- Experience administering an integrated library system or computer network.
- Coursework in cataloging and collection management.
- Technical competency in multiple areas, including application software, computer troubleshooting, and awareness of evolving technology.

Bernardsville Public Library

Position Description

Youth Services Assistant

July 21, 2008

Performs duties in the Youth Services Department under the supervision of the Youth Services Manager.

ESSENTIAL FUNCTIONS OF THE JOB:

- Assists Youth Services staff with program planning and preparation.
- Plans and conducts Nursery Time, Tot Time and Story Time under direction of Youth Services Librarian, and in the absence of the Youth Services Librarian, will fill in and cover those programs as well.
- Plans and conducts special programs for children throughout the year.
- Assists children and parents in selecting appropriate materials.
- Shelves books and making sure the shelves are in order.
- Covers Circulation as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of children, parents and children's literature.
- Ability to create a pleasant, helpful environment.
- Ability to work well with other staff members.
- Ability to exercise initiative and to stimulate interest and encourage participation in reading and other library activities.
- Knowledge and familiarity with reference tools such as CD-ROM and online computer databases.

QUALIFICATIONS:

- College degree and/or library course work preferred.
- Experience working with children.
- Previous library experience.
- Familiarity with computers.

Bernardsville Public Library

Position Description

Youth Services Manager

March 15, 2011

This is a responsible administrative position involving responsibility for all Youth Services Department functions under the supervision of the Library Executive Director. The Youth Service Librarian is expected to assess strengths, weaknesses, opportunities and challenges for the Youth Services Department and develop strategies for dealing with them to present to the Library Executive Director, and to deal with most day-to-day issues independently within the scope of his/her authority and library policy.

ESSENTIAL FUNCTIONS OF THE JOB

- Selects and orders books and other materials for infants through high-school level within prescribed budget. Keeps the collection current and attractive.
- Supervises Youth Services Assistants and Volunteers.
- Assists children and parents in selecting appropriate materials through reference help, reader's advisory, and programs where appropriate.
- Provides bibliographic instruction to patrons and assists in use of computers and microfilm.
- Plans an ongoing series of children's programs, to be offered on weekends, evenings, and/or during school vacations, and works to attract young adults to the Library by offering services and programs with teen appeal.
- Plans and conducts or supervises story hours and purchases appropriate program materials.
- Plans reading clubs that stimulate interest in books, to be held throughout the year and orders accompanying materials.
- Plans and implements program budget donated by the Bernardsville Library Association.
- Develops relationships with the local schools through class visits, displays of school art, and programs for classes.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Prepares age-appropriate reading lists.
- Takes responsibility for the appearance of the Children's Room and of the Young Adult Area, including the condition of shelves, displays, and general atmosphere of the rooms.
- Writes press releases to announce programs, story hours, and reading clubs, and prepares the children's pages for the Library's newsletter and website.
- Conducts technology workshops for children, parents, and teachers.
- Evaluates library services and makes recommendations for change.
- Works cooperatively with Technical Services Department to provide direction for cataloging of children's materials.
- Conducts outreach services to local nursery schools, public and private schools.
- Develops partnerships with local businesses.
- Assists with circulation duties and adult reference when needed.

- Supervises alternative delivery of Children's programs, such as TOTS-LINE.
- Works on projects as assigned by the Director.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of children, parents, children's literature and popular reading trends.
- Ability to plan, coordinate and direct work.
- Ability to create a pleasant, helpful environment.
- Ability to relate tactfully and courteously with the public and to maintain effective working relationships with other employees.
- Ability to exercise initiative, and to stimulate interest and encourage participation in reading and other library activities.
- Ability to find and implement alternative sources of funding such as grants.

QUALIFICATIONS

- Master's Degree in Library Science and Information Science from an American Library Association accredited college or university.
- Professional Librarian's Certificate issued by the NJ Department of Education.
- Continuing education in areas of youth services and library technology.

Bernardsville Public Library
Position Description

Youth Services / Reference Librarian
Adopted April 18, 2006

DEFINITION: Performs professional duties in the Youth Services Department under the supervision of the Youth Services Manager.

ESSENTIAL FUNCTIONS OF THE JOB

- Assists children and parents in selecting appropriate materials through reference help, reader's advisory, and programs where appropriate.
- Assists patrons, especially children and teens, in using computers. Provides bibliographic instruction to patrons using Online Public Access Computers and other databases.
- Works to attract preteen and young adults to the Library by offering services and programs with teen appeal.
- Plans and conducts story hours, and develops appropriate program materials as directed by the Youth Services Manager.
- Assists in the development of reading clubs that stimulate interest in books, to be held throughout the year and orders accompanying materials.
- Conducts school visits as necessary to promote programs.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Prepares age-appropriate reading lists; webliographs.
- Takes responsibility for the appearance of the Children's Room and of the Young Adult Area, including the condition of shelves, displays, and general atmosphere of the rooms.
- Conducts technology workshops for children, parents, and teachers.
- Evaluates library services and makes recommendations for change.
- Conducts out-reach services to local nursery schools, public and private schools.
- Assists with circulation duties and adult reference when needed.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of children, parents, children's literature and popular reading trends.
- Ability to plan, coordinate and direct work.
- Ability to create a pleasant, helpful environment.
- Ability to relate tactfully and courteously with the public and to maintain effective working relationships with other employees.
- Ability to exercise initiative, and to stimulate interest and encourage participation in reading and other library activities.

QUALIFICATIONS

- Master's Degree in Library Science and Information Science from an American Library Association accredited college or university.
- Professional Librarian's Certificate issued by the NJ Department of Education.
- Continuing education in areas of youth services and library technology.

Bernardsville Public Library
Position Description

Youth Services Shelver
Approved December 14, 2010

Performs responsible clerical and paraprofessional circulation duties supervised by Youth Services staff members.

ESSENTIAL FUNCTIONS OF THE JOB

May include any or all of the following:

- Charges and discharges library materials, collects fines, registers new patrons and issues library cards.
- Assists the public in Youth Services programs, including Summer Reading Program prize dissemination.
- Assists the public in use of library resources and equipment.
- Answers patron questions or directs patron to another staff member.
- Checks and maintains shelves to ensure correct order.
- Accepts reserves for library materials, handles interlibrary loan requests and notifies patrons when items are available.
- Prepares books and other library materials for the collection including labeling, marking, pocketing, mending and reinforcing.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

- Thorough knowledge of library and clerical terminology, library procedures, use of computers and other equipment.
- Ability to deal tactfully and courteously with the general public and to maintain effective working relationships with other library staff.
- Ability to maintain established library records and files.
- Knowledge of books and background in literature helpful.
- Strong organizational ability.
- Ability to comprehend, analyze and interpret regulations, policies and procedures of the library.

QUALIFICATIONS

- High school graduate or equivalent.
- Previous library experience or some college or library courses.
- Familiarity with computers.