



Jersey City Free Public Library
Department of Personnel



472 Jersey Avenue | Jersey City, NJ 07302
P: 201.547.4500 | F: 201.209.9593

Notice of Vacancy

Job Title: Librarian I - Adult Services (1 Vacancy)

Department: Library Services

Location: Earl Morgan Branch

Full-Time/Part-Time: Full-Time

Posting Date: April 26, 2022

**Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the employee for this job. Duties, responsibilities and activities, may change at any time with or without notice.*

Job Duties:

- Assist patrons in finding desired information or resources and furnishes information on library activities, facilities and services.
- Research and assist with the implementation of best practices for Adult Services for the library branch.
- Determine Adult Services content and arrangement of library material for displays, exhibits, and special library programs.
- Establishes and maintains effective working relationships with community organizations, school groups, library associates and the general public.

Required Experience:

- Master's degree in Library or Information Sciences in a library program accredited by the American Library Association or from a New Jersey College Master's program in Library Science that has been deemed acceptable by Thomas Edison State University.
- Possession of a valid certification as a Professional Librarian issued by Thomas Edison State University.



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Essential Skills:

- Ability to keep informed of current theories, objectives, principles, and techniques of librarianship: and adapt to modern technology, library trends and innovations.
- Ability to identify, customize, create and present innovative programs and services and integrate new technologies into library service.

Preferred Skills:

- Ability to read, write, speak, or communicate in a second language other than English.
- Experience in Urban Libraries highly desired.
- Record of involvement in professional association. (ALA, NJLA, etc.)

Position is subject to the NJ First Residency requirement. This is a Civil Service job and you must eventually qualify and pass for the applicable Civil Service title.

To submit your interest for this position, please email and note the position applying for in the subject line to HR@jclibrary.org.