

## **New Jersey State Librarian Job Description**

**January 18, 2011**

### **Summary/Definition:**

The NJ State Library seeks a dynamic individual with proven leadership qualities to direct and develop the NJ State Library including the State Library Information Center, the Talking Book and Braille Library, the Library Development Bureau and Administration, as well as the NJ Library Network. The State Library is affiliated with Thomas Edison State College and the State Librarian reports to the TESC President and works with the College, the Governor's office, and the Legislature, as well as with libraries and library organizations throughout the state. The position of State Librarian is ideal for a forward-thinking leader, a change agent, who can shape and communicate a compelling vision for NJ libraries, a motivated and engaged professional community. The State Librarian also works with national and regional library organizations, directing an organization known nationally to be an innovative leader. The State Librarian administers state and federal library laws and funding that govern libraries in New Jersey.

### **Requirements:**

N.J.S.A. 18A:73-32. requires that the State Librarian shall have graduated from a school of library service accredited by the American Library Association, and have had at least 4 years of library experience in a responsible administrative capacity. In addition, the successful candidate shall have proven management expertise, planning ability, budgeting skills, knowledge of organizational theory, library technology and best practices and excellent public speaking and interpersonal communication skills.

### **Examples of Work:**

Submits annual budgets and makes presentations to the legislature as required

Establishes policies and procedures at the NJ State Library and statewide for libraries and oversees their implementation

Advocates for library positions on legislative issues; proposes new laws or regulations for libraries when appropriate; ensures library compliance with state and federal laws

Supervises the administration of Public Library State Aid and other grants to libraries

Oversees the establishment of annual goals and objectives for the NJ State Library and monitors achievements; develops strategic planning and evaluates the state library's efforts to provide effective assistance to libraries statewide

Attends regional and national meetings to represent NJSL and NJ libraries

Advises Thomas Edison State College on library issues such as librarian certification as required

Visits and interacts with library staff and trustees, government officials and others

Communicates with the NJ library community, the media and others through appearances, written reports, webinars and use of social media as needed

Implements and promotes programs offered by the NJ State Library and its partners

Ensures that libraries can access up-to-date and effective technologies for their staff and constituents

Promotes innovation and state-of-the art library programs and services

Seeks funding opportunities for new and existing programs from state, federal and other sources

Manages about 100 State Library employees and oversees their work

Manages a budget of \$17 million of which \$5 million is for NJSL operations

**Knowledge, Skills and Abilities:**

Extensive knowledge and understanding of issues, trends and practices of library leadership and management as well as of current technologies related to innovative library programs;

Ability to create a vision to lead and inspire staff and others to achieve goals and objectives;

Ability to establish and maintain collaborative relationships with all types of library and non-library organizations, library constituents, and with local, state and federal officials;

Ability to manage a broad range of funding opportunities, including state and federal grant programs for libraries;

Ability to promote library services for all New Jersey residents at local, state and national levels;

Ability to communicate effectively with legislators and experience speaking in public forums to diverse audiences;

Ability to create and implement strategic plans, library policy, programs, services and budgets;

Ability to lead and work in a team-based environment, as well as with boards and elected officials