



NEW JERSEY STATE LIBRARY  
Affiliated with  
THOMAS EDISON STATE UNIVERSITY

**Notice of Vacancy**  
**Issue Date: June 8, 2022**

**Job Title:** Librarian 1  
**Salary Range:** P18  
**Department:** The New Jersey State Library – State Library Information Center  
**Location:** 185 West State Street Trenton, NJ 08618

The New Jersey State Library, affiliated with Thomas Edison State University, connects people with information and resources through its service to NJ libraries, the state legislature and government employees, Thomas Edison State University staff and students, and registered borrowers. Thomas Edison State University provides distinctive undergraduate and graduate education for self-directed adults through flexible, high-quality, collegiate learning and assessment opportunities. One of New Jersey's senior public institutions of higher education, the University offers associate, bachelor's, master's and doctoral degrees in more than 100 areas of study. At Thomas Edison State University and the New Jersey State Library we embrace a diverse and dynamic workforce that drives innovation, learner success and organizational growth. We welcome you to apply to be a part of our team.

#### **Summary:**

The New Jersey State Library seeks an innovative librarian to serve in the role of Cataloging Librarian and provide original and complex cataloging and record maintenance for all formats of materials using current and appropriate descriptive and encoding standards. Working collaboratively, the person in this position will ensure prompt access to existing and newly acquired resources with an emphasis on discoverability, interoperability, and usability. They will also provide leadership and direction for cataloging and metadata projects that advance the strategic direction of the library. This is a full time, 35 hour per week position; the schedule is Monday to Friday, 8:30 to 4:30.

#### **Definition:**

Under the supervision of a Librarian 3 or other supervisory official in the Technical Services Unit of the New Jersey State Library, provides cataloging and metadata services; may take the lead and coordinate work assignments; does other related duties as required.

#### **Requirements:**

**Education:** A 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.

**Experience:** One (1) year of experience providing professional library services.

**License:** Possession or eligibility for a valid New Jersey certification as a Professional Librarian. Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**NOTE:** As a condition of employment, you are required to provide proof of full COVID-19 vaccination. If you are unable to be vaccinated against COVID-19 for medical or religious reasons, you will be required to submit a waiver request.

### **Knowledge and Abilities:**

- Knowledge of the general principles, procedures, methods, standards, tools, and techniques of modern library science and its application.
- Knowledge of library methods, techniques, equipment, and standards involving technical services including: selecting, ordering, purchasing, digitizing, classifying, cataloging, and applying metadata to print and digital collections.
- Knowledge of the problems, resources, processes and methods used in providing library services.
- Ability to evaluate and select library resources in a wide variety of subjects and formats.
- Ability to acquire, process, and organize resources into useable collections, to recognize resources by bibliographic methods, to locate information in specific sources, and to assemble ideas from scattered sources.
- Ability to provide guidance and instruction to paraprofessional and clerical employees.
- Ability to participate in meetings, conferences, workshops, or consultative meetings with professional and other groups interested in or concerned with library services.
- Ability to provide needed information to state departments, state government officials, schools, and the public.
- Ability to perform routine library assignments through the use of various library software, discovery services, and integrated library system modules.
- Ability to prepare detailed correspondence.
- Ability to prepare clear, technically sound, accurate, and informative financial, statistical, and other related reports containing findings, conclusions, and recommendations.
- Ability to maintain essential records, reports, and files.
- Ability to learn how to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.
- Persons with mental or physical disabilities are eligible if they can perform the essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

### **Examples of Work:**

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

- Perform original and copy cataloging of physical and electronic materials for various New Jersey State Library collections, as well as metadata export between the Horizon ILS, and OCLC's WorldCat;
- Catalog and load metadata for single title ebooks, streaming media, and other digital objects into the Horizon ILS and other discovery services;



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- Participates in the selection of library print and electronic resources appropriate to the particular section, and may have responsibility for a particular subject area or types of library resources;
- Participates in meetings, conferences, workshops, or consultative meetings with professional and lay groups;
- Performs routine library assignments using various library software, discovery services and integrated library system modules;
- Maintains essential records, reports, and files;
- Will be required to learn how to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units;
- Contribute to maintenance of authority control for the library catalog;
- Maintain knowledge of current and emerging national and international standards for cataloging and metadata, including RDA, LCSH, LC Classification, BIBFRAME, linked data, and other appropriate standards;
- Maintain knowledge of non-MARC metadata and evolving standards and best practices associated with critical cataloging.

**Physical Demands:**

The ability to push or pull book carts weighing 40 pounds, retrieve and return library materials to shelves, and hold and carry library materials.

**POSTING WILL EXPIRE 10 DAYS FROM DATE OF POSTING.**

Pursuant to N.J.S.A. 52: 14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the College/New Jersey State Library on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. Employees hired prior to September 1, 2011, who transfer from within the University/New Jersey State Library, or from another State of New Jersey appointing authority without a break in service greater than 7 days but who reside outside of the State of New Jersey, are not required to change their principal residence to New Jersey in order to comply with the Act.

**How to Apply:**

Resumes and applications for this position will only be accepted online through ADP Workforce Now at: [https://workforcenow.adp.com/jobs/apply/posting.html?client=TESU&cclid=19000101\\_000001&type=MP&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=TESU&cclid=19000101_000001&type=MP&lang=en_US)

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