



Notice of Vacancy
Issue Date: May 10, 2023

Job Title: Project Specialist, Law Library, Branch Manager
Salary Range: X98
Department: The New Jersey State Library
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.

Job Summary:

Under general direction, Project Specialist – Law Library, Branch Manager has charge of the work programs and staff of a branch law library that provides specialized legal reference service, print and digital collections management, project management, and lending; does related work as required. Oversees reference services and collections pertaining to law and government documents within a branch library; manages budget for the branch. Designs and conducts training classes, or coordinates training sessions to be led by other library professionals, to meet the targeted research needs of the library audience.

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.

Examples of Work:

- Supervises or performs work involved in confidential reference services, collection management, and project management in a specialized library serving attorneys, paralegals, investigators and other administrative staff
- Acts as consultant and technical advisor to other staff in matters relating to the assigned service
- Supervises and administers programs, or administers a primary segment of the work in the unit
- Participates in making plans and developing policies/procedures/priorities within the assigned area
- Selects library resources (print and electronic), keeping within the allocated library budget
- Supervises and gives instructions/training to subordinate employees in the unit or section
- Participates in meetings, conferences, and workshops concerning the branch library
- Develops information/materials to be included in reports, memoranda, charts, or other media
- Plans, organizes, and assigns work of the organizational unit and evaluates employee performance and conduct
- Prepares correspondence in connection with the work of the section or unit
- Plans the branch library budget and participates in planning for meeting needs and responsibilities of the unit

- Prepares accurate and comprehensive narrative, statistical, subject, and other reports containing findings, conclusions, and recommendations
- Supervises the maintenance of records and files within the unit
- Develops expertise in various subject specific databases and integrated library system modules as relates to the unit

Knowledge, Skills, and Abilities:

- Knowledge of the professional theories, objectives, principles and techniques of library management
- Knowledge of the methods and procedures of library service
- Knowledge of administrative principles and techniques, including budgeting and staff development
- Ability to organize assigned technical and supervisory work, analyze library service programs, and develop effective work methods
- Ability to provide assignments and instructions to staff and supervise the performance of their work
- Ability to select, organize, and evaluate library materials
- Ability to establish and maintain cooperative working relationships with coworkers and other interested parties
- Ability to prepare reports
- Ability to develop and conduct outreach sessions
- Ability to supervise the maintenance of records and files
- Ability to learn to utilize various types of electronic/information systems used by the agency, office, or related units
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication
- Persons with mental or physical disabilities are eligible as long as they can perform 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.

License:

- Possession of or eligibility for a valid New Jersey license as a Professional Librarian.
- Appointee 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.

Requirements:

Education:

- Master's degree in Library and Information Science.

Experience:

- Minimum one year experience in legal research within a library setting.



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-Minimum one year supervisory experience.

NOTE: As a condition of employment, the candidate is required to provide proof of full COVID-19 vaccination. If a candidate is unable to be vaccinated against COVID-19 for medical or religious reasons, he/she will be required to submit a waiver request.

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

The New Jersey State Library, an affiliate of Thomas Edison State University, is an Equal Opportunity/Affirmative Action Employer.



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