



## LIBRARY DIRECTOR | GILL MEMORIAL LIBRARY

**Work Type:** Part Time, approximately 20-29 hours/week

**Salary Range:** \$22-35/hour depending on qualifications and skills

**Reports to:** Gill Memorial Library Board of Trustees

**Supervises:** All Library Assistants and/or Library Aides

**Benefits:** Earned PTO (paid time off) and 12 paid holidays annually. No other benefits offered.

**Schedule:** Primarily in person on site at the library (75%), limited remote is possible (up to 25%) once onboarding is complete. Flexible hours, but the majority (80%+) should be during regular business hours when the library is open to the public.

**Location:** Paulsboro, NJ (this is a role that must be performed on-site)

**Application Deadline:** Open until filled

### **About Gill Memorial Library and the Community of Paulsboro:**

Paulsboro is rich in history and cultural significance: Originally the home of the Lenni Lenape Native Americans, settled by Europeans in the early 1600s, named in honor of Philip Paul (one of the 250 colonists who came to America from England in 1685 and settled along the Mantua Creek), and site of Fort Billingsport, the first federal land purchase made on July 5, 1776.

The history of the Gill Memorial Library building extends over 200 years: originally built in 1806, the original stone structure was a family home and store, has served as a doctor's office and antique shop before becoming the Paulsboro Free Library in 1901 (before Paulsboro was incorporate in 1904). A contemporary new addition completed in 2015 is a perfect complement to the charm and warmth of the original building, all coming together as a landmark and gathering place for the community.

Paulsboro is a tight-knit community that includes 6,000 residents with a diverse citizenry. The public school system serves approximately 1,200 students, and the high school in particular is known for developing talent in athletics and arts. As of 2017, about 80% of Paulsboro students were eligible for free and reduced lunch. Affordable housing and low taxes attracts young families to Paulsboro, and Gill Memorial Library welcomes these community members as patrons along with long-time residents, senior citizens, and members of the local public school system.

Library services to support our patrons includes books, audiobooks on CD, DVD movies, notary public, nine patron computers with Internet access, free WiFi, children programs, and 2 study rooms. The Library established a museum in 1963 with memorabilia of Paulsboro. The collection includes high school yearbooks, senior class trip photos, photos of people and places,

postcards, maps, genealogy, a local database and history books of N.J. Our Museum motto: "Help Us Preserve Paulsboro's Past for the Future." The Gill Memorial Library is a member of LOGIN and our patrons can use their library card to check out materials in over 20 different libraries in Gloucester, Salem and Cumberland counties.

### **Position Summary for Library Director of Gill Memorial Library:**

The Library Director administers, directs and conducts the programs and services of small community library subject to the policies, goals and objectives of the library board of trustees.

Duties include managing daily operations of the library, managing staff so that patrons enjoy friendly and efficient service, enhancing the importance and value of the library to the community to ensure relevance in alignment with contemporary services, and assisting the board with strategic planning, and policy development, and management of initiatives.

### **Illustrative Responsibilities Include:**

Oversee daily operations of the library

- Maintain library budget and track expenditures, submitting bills to Borough and/or Trustees for payment
- Coordinate logistics for collection management, e.g., check materials in and out for patrons, track inter-library loans, maintain book drop, manage notifications of overdue materials, etc.
- Keep records of circulation, statistics and materials
- Negotiate contracts for Library services, materials, and equipment

Manage staff for a collaborative work environment with friendly and efficient service

- Interview, recommend for hire, evaluate, and supervise staff members
- Train employees in Library procedures, e.g., SIRCI circulation program and EnvisionWare
- Direct and delegate duties of staff, create schedules, submit hours to Borough for payroll
- Oversee their work in supporting the acquisitions, access, storage, and control of collections

Enhance the importance and value of the library to the community

- Manage collection for determining new materials and supplies and removing outdated items
- Support patrons in using email, databases, printing, job searches, research, and digital signatures
- Develop and deliver programs, e.g., literacy workshops, summer reading, story time, crafts, and holiday programs; host girl and boy scout and other local community group activities

- Participate in community activities such as Paulsboro Day, 4<sup>th</sup> of July Parade, National Night Out
- Create “Welcome Packages” for each new resident to showcase the many educational, cultural, and community activities offered and supported by the Gill Memorial Library
- Pursue professional development to remain current in Library Science, e.g., attend library conferences and meetings and activities of LOGICAL and LOGIN consortium
- Interface with School District administration and teachers to support educational initiatives and complement or extend Pre-K through 12 facilities during periodic rehabilitation and refreshing of public school buildings

#### Support the Board of Trustees

- Help recommend, draft, and refine short- and long-term plans; support implementation
- Complete and submit New Jersey State Aid report
- Monitor and inform Board of Trustees of needed repairs and maintenance of building
- Generate/deliver agenda and director’s report for the Board of Trustees monthly meetings, actively participate in all Board of Trustee meetings

#### Qualifications:

- Superior interpersonal, verbal, and written communication skills
- Adept in motivating and managing direct reports and support staff
- Experience in financial and budget management
- Knowledge of state, local and federal laws which affect the Library
- Technical and computer skills including Google Workspace, MS Office, and social media
- Strength in collaborating to set and attain library and community goals, e.g., Board of Trustees, administrators and teachers in public PreK-12 schools, and Township staff.
- Three years’ experience of administrative management of a public or school library (preferred)
- Bachelor of Arts or Bachelor of Science in relevant field (minimum)

#### Application Process

To apply, please send a cover letter, resume, and three references addressed to the Gill Memorial Library Board of Trustees at [GillLibraryPaulsboro@gmail.com](mailto:GillLibraryPaulsboro@gmail.com).