

Employment Opportunity

County of Cumberland
www.cumberlandcountynj.gov
December 24, 2024

Department Head (Unclassified) – Cumberland County Library

Salary Range: Commensurate with Experience
Open until filled

Definition:

Under the direction of the County Administrator, manages and directs the operations of the Cumberland County Library. Tasks are administrative, professional, and managerial in nature, requiring the exercise of considerable judgment and initiative to achieve policy objectives set forth by the County Commissioners and the Library Commission.

Duties:

- Manage library services programs to achieve maximum efficiency and proper utilization of available funds, personnel, equipment, materials, and supplies.
- Analyze, comprehend, and utilize approved public library standards, methods, techniques, budgeting systems, and classification plans.
- Oversee the development and maintenance of the library's collection.
- Development and planning of the library budget, funding, and expenditures control.
- Hire and train new employees, establish work schedules, and manage work quality and quantity.
- Prepare and oversee the preparation of clear, accurate and informative narrative and statistical reports.
- Oversee the establishment and maintenance of essential records and files.

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.

Requirements:

- Graduation from an accredited college or university with a bachelor's degree. 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 is preferred.
- Six (6) years of experience in program management which shall have involved setting organizational goals and objectives, establishing or determining need for and planning organizational changes, and developing operational and procedural guidelines and supervision of staff.
- Possession of a valid New Jersey Driver's

Hours:

40+ hours per week. The Cumberland County Library is open to the public six days a week with varied hours. Therefore, this position requires availability beyond a typical shift. Evening hours are required for emergent situations, Commissioner meetings, and other relevant events.

Applicants should submit a cover letter, resume to:
Cumberland County Department of Personnel
HR@CumberlandCountyNJ.gov

OR submit an online application and upload documents at:
Cumberlandcountynj.gov/jobs

Offers of employment are contingent upon successful completion of physical fitness testing that includes drug screening. The County of Cumberland is an equal employment opportunity employer. We are committed to recruit and hire qualified individuals without discrimination and regardless of race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, breastfeeding, gender identity or expression, disability, liability for military service, affectional or sexual orientation, atypical cellular or blood trait and genetic information (including the refusal to submit to genetic testing). Cumberland County employment is governed by the rules and regulations of the NJ Civil Service Commission.