

The Passaic Public Library has an opportunity available for a MLS graduate from an ALA-accredited institution to join our staff as full-time **Librarian I** (35 hours/week, including evening and weekend rotation).

The Passaic Public Library serves the popular interest, entertainment and information needs of the approximately 70,000 residents of the City of Passaic in northern New Jersey. The Passaic Public Library has two locations: the Forstmann Main Library and the Reid Memorial Branch.

Responsibilities include (but are not limited to):

- Responding to the needs of patrons of all ages in an efficient, thorough and courteous manner.
- Identifying, budgeting, implementing, promoting and representing the Library at programs designed for juvenile, young adult and adult patron interests. This includes researching and applying for external grant opportunities.
- Cataloging/indexing and properly maintaining an area of the Library's special collections.
- Maintaining the Library's social media presence across multiple platforms. This includes creating original content, as well as repurposing existing content.

Candidate requirements include:

- New Jersey State Professional Librarian Certificate (current or pending).
- Demonstrable proficiency with the Microsoft Office Suite, as well as social media platforms, including Facebook, Twitter, YouTube and Flickr. Preference will be given to candidates with experience using Workflows and Envisionware.
- Flexibility in scheduling. The Librarian is expected to be available to work during all Library scheduled hours, including evening and weekend hours as needed, at either Library location.
- Excellent customer service skills.
- Ability to work independently and/or collaboratively and manage multiple responsibilities.
- Familiarity with Spanish or Gujarat is preferred.

This is a wonderful opportunity for a librarian to grow in a multicultural environment.

Salary is commensurate with experience, education, and background. A full benefits package is provided, including State Health Benefits, vacation, sick, personal days, and a pension plan.

Interested applicants may submit a letter of interest, resume and list of professional references to: searchcommittee@passaicpubliclibrary.org. **No phone calls or faxes will be accepted.**

The search process will remain open until the position is filled.