

LIBRARY DIRECTOR - PART TIME

The Hopewell Public Library seeks a part-time Library Director. The Hopewell Public Library serves the residents of Hopewell Valley in northern Mercer County. The library is a rural "small town library" in a historic red brick building located at 13 E. Broad Street in Hopewell Borough (population 2,035). Library holdings are approximately 15,000 items including a large children's collection. The library is open 45 hours per week and offers many programs for children and adults.

The Director will supervise staff and volunteers and report to a 9 member Board of Trustees. The Board seeks an enthusiastic, hard-working person eager to preserve the viability and relevance of a rural community library in the 21st century. The successful applicant will be able to continue the library's unique warm, friendly, and personal interaction with patrons of all ages. The Board expects staff to know library patrons by name, to make them feel welcome and talk with them. The Board expects the Director, who is the "public face" of the library, to be willing to invest in the community, and to implement a collaborative team approach when working with the staff and the Board. We want a Director who has an interest in updating and expanding all the children's, youth and adult programming and all these collections as well as the skills to handle the daily administrative, business, legal, and financial needs of the library.

Candidates must have a college degree and prior employment in a public or school library. Experience with major fundraising campaigns, grant-writing and an MLS degree will be considered favorably.

The successful candidate will possess strong written and oral communications skills, good planning and supervisory abilities, knowledge of library administration, library ILS technology, and a keen interest in advocating the goals and programs of the library within the community. If not already knowledgeable in the areas of NJ state library law, budgeting, purchasing and intergovernmental relations, you will be expected to attend training in these fields.

This part-time salaried, managerial position requires a minimum of 25 hours per week in the library, plus attendance at monthly Board of Trustee meetings and Friends of the Library meetings. Salary range is \$26,000 to \$30,000 per year. A public employment benefits package (excluding health insurance) is offered.

Interested persons should send a letter of interest and a resume including references addressed to Director Search by e-mail to: redlibrary.hopewell@gmail.com or to: Director Search, 8 Center Street, Hopewell, NJ 08525. No telephone or fax applications accepted.

The position will be available on or around June 1, 2010. Applications will be accepted until April 30, 2010.