

PLAINFIELD PUBLIC LIBRARY

Joseph Hugh Da Rold, Director
Mary Ellen Rogan, Assistant Director
www.plfdpl.info

800 Park Avenue
Plainfield NJ 07060

908 / 757-2305
Fax 908/754-0063

POSITION AVAILABLE

HEAD OF PUBLIC SERVICES

Open until filled

Salary: \$55,000/year
Benefits: 10 days vacation; 3 personal days; 13 holidays; 15 days sick leave;
State Health benefits package
Workweek: 37 hours/week, nights and Saturdays as needed. Library is open Monday through Saturday.

GENERAL DUTIES

- **Reports to Assistant Director**
- Supervises Information Services Department staff of 2 f/t and 5 p/t professionals
- Develops adult programming and outreach to meet community needs
- Liaises with Adult Literacy Services
- Promotes library services through written and electronic communications
- Evaluates print and electronic reference tools
- Creates and conducts in-service training for staff

- **Reports to the Chief Technology Officer on web and computer-based projects**
- Maintains and updates design of existing website
- Conducts ongoing computer classes for the public and develops new courseware
- Conducts training for staff on Microsoft Office programs and website navigation

REQUIREMENTS

- MLS and NJ Professional Librarian Certificate.
- Minimum of five years professional librarian experience and three years of supervisory experience.
- Intermediate-Advanced knowledge of Dreamweaver 8.0 and above.
- Knowledge of current adult and information services standards and practices; strong customer service and communication skills

Submit résumé with a cover letter addressing significant achievements in career. Include a writing sample (e.g. press release) and example of web-page development. For further information call Mary Ellen Rogan at 908-757-1111 ext. 132. Mail to SEARCH at address/ fax above or e-mail with attachments to me.rogan@plfdpl.info.