

Job Posting: Library Director, Flemington Free Public Library

Due to the upcoming retirement of a treasured director after more than 20 years of service to the community, the Board of Trustees of the Flemington Free Public Library (FFPL) is seeking resumes for consideration for the position of full time Library Director.

The Flemington Free Public Library – known to patrons as “the community’s living room” – is a municipal library supported by the taxpayers of the Borough of Flemington, the 1.08 square mile county seat of Hunterdon, New Jersey. The iconic library, built in the renaissance revival architectural style, was dedicated in March 1911, expanded in 1938 and again in 1968, and completed an extensive first floor renovation in 2020. The additions and renovation, entirely consistent with the original structure, house a reading area with a fireplace, the circulation desk, the children’s room and a mezzanine area above for books, study areas, and displays.

FFPL directly serves Flemington Borough’s population of just under 5,000 residents as well as the greater Hunterdon community through a longstanding reciprocal borrowing agreement with the Hunterdon County Library System. It provides interlibrary loan, electronic resources via 3M CloudLibrary and hoopla, book clubs, game and movie nights, and a host of children’s programming. The library maintains a physical catalog of over 45,000 materials.

The director candidate will demonstrate strong managerial, organizational, and planning skills, and preferably, will have experience with new and emerging technologies and with implementing information and literacy initiatives.

The Library Director is responsible for:

- Scheduling, directing and managing the day-to-day activities of 2 full-time staff and 7 part-time staff and evaluating their performance annually.
- Supervising staff by guiding, instructing and assigning tasks per their job description duties.
- Planning and supervising library services and programs, as needed, in collaboration with other community organizations.
- Tracking library income and expenses for board reports; paying bills in consultation with the Library Treasurer.
- Developing the annual library budget in consultation with the Library Treasurer, and presenting it to borough council.
- Tracking staff hours and submitting library payroll data on bi-weekly basis. Tracking staff vacation, personal days and medical leave.
- Attending Friends of the Library meetings or arranging for a board liaison.
- Maintaining all FFPL technology functions, or engaging outsourced support on an as-needed basis, including maintaining library public access computers and copiers and closed circuit security cameras. Evaluating and maintaining site software, including public access security software, word processing and spreadsheet software, and staff computer antivirus protection.
- Evaluating the library website and preparing recommendations for ongoing improvements.
- Evaluating library social media capabilities and preparing recommendations for ongoing improvements.
- Identifying the need for library staff technology training and making recommendations to the Board.

- Preparing agenda and all reports needed for Library Board meetings.
- Publicizing library events and programs through website and social media.

Knowledge, Skills and Abilities

- Excellent written and oral communication skills.
- Knowledge of library principles, practices, organizations and library services.
- Knowledge of New Jersey library statutes, regulations and norms.
- Knowledge of facilities management.

Hours: 35 hours a week, Monday through Friday.

Qualifications: A master of library science degree (MLS, MLIS) from an ALA-accredited graduate library or information program, and four or more years of professional library experience, preferably with experience in a management capacity at a small library or a division of a larger library or library system.

Please email resumes to trustees@flemingtonlibrary.org