

**Job Title:** Director, Library Development  
**Salary Range:** D30  
**Department:** New Jersey State Library  
**Location:** 185 West State Street Trenton, NJ 08608

The New Jersey State Library, affiliated with Thomas Edison State University, connects people with information and resources through its service to New Jersey libraries, the state legislature and government employees, Thomas Edison State University staff and students, and registered borrowers. Thomas Edison State University provides distinctive undergraduate and graduate education for self-directed adults through flexible, high-quality, collegiate learning and assessment opportunities. One of New Jersey's senior public institutions of higher education, the University offers associate, bachelor's, master's, and doctoral degrees in more than 100 areas of study. At Thomas Edison State University and the New Jersey State Library we embrace a diverse and dynamic workforce that drives innovation, learner success and organizational growth. We welcome you to apply to be a part of our team.

#### **Position Summary:**

Reporting to the State Librarian, the Library Development Director provides internal and external leadership to library staff and libraries across New Jersey as a member of the State Library's management team. The Library Development Director, as the head of the State Library's Library Development Bureau, leads and directs the planning, development, improvement, strengthening, and management of statewide libraries and library services.

#### **Duties and Responsibilities:**

- Manage the daily operations of the Library Development Bureau including statewide services, interlibrary loan, youth services, library law and regulations, trustee and director training, digital equity, and special projects.
- Direct the development of program policies, goals, regulations, standards, and guidelines for public libraries.
- Manage the provision of consultative services relative to library improvement and expansion throughout the state.
- Work collaboratively with State Library managers to ensure the efficient and effective operation of the New Jersey State Library.
- Provide direct supervision of and act as a mentor to five FTE professional staff members.
- Oversee the statewide per capita aid program for public libraries.
- Direct the collection, analysis, publishing, and dissemination of library statistics.
- Encourage inter-library cooperation and resource sharing among all types of libraries.
- Direct the monitoring and assessment of public libraries to ensure compliance with state laws, regulations, and guidelines.
- Manage departmental budget; work with Business Office to ensure budgets are appropriate and sufficient for the work to be performed each fiscal year.

#### **Knowledge, Skills and Abilities:**

- Knowledge of library principles, practices, organizations and library services.
- Knowledge of New Jersey library statutes, regulations and norms.
- Ability to maximize the use of limited resources to attain outcomes.
- Collaborative approach to project planning, design and implementation.
- Demonstrates high degree of emotional intelligence.
- Ability to generate feasible solutions to complex problems.

- Skill in navigating complex programmatic and organizational situations.
- Excellent written and oral communication skills.
- Tactful, direct communicator that fosters trust and transparency while building strong relationships.
- Knowledge of project/program measurement and assessment approaches and tools.
- Appreciation for the role of data in designing and executing library activities.
- Experienced in the use of Microsoft Office products.

**Required Education and Experience:**

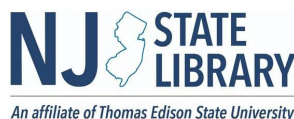
- Ten years of professional library experience including a minimum of four years of personnel management.
- Master's degree in library science or library and information science from a school accredited by the American Library Association and eligible for certification as a New Jersey Librarian.

**How to Apply:**

Resumes and applications for this position will only be accepted online through ADP Workforce Now at

[https://workforcenow.adp.com/jobs/apply/posting.html?client=TESU&cclid=19000101\\_000001&type=M&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=TESU&cclid=19000101_000001&type=M&lang=en_US)

*The New Jersey State Library, an affiliate of Thomas Edison State University, is an Equal Opportunity/Affirmative Action Employer.*



185 W State Street | Trenton, NJ 08618

[www.njstatelib.org](http://www.njstatelib.org)