Job Title:	**Systems Administrator Project Specialist**
Salary Range:	**D29**
Department:	**New Jersey State Library- Research 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 NJ 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.

Description:

The New Jersey State Library seeks a dynamic, innovative, and collaborative leader to help lead its Research Library. Under the direction of the Director of the Research Library, the Associate Director organizes, plans and directs key library services and programs in the unit. The successful candidate will work collaboratively with library staff to increase visibility and promote the value of the library to state government officials and to Thomas Edison State University (TESU) staff and students. With a staff of about 35, the Research Library team curates and seeks to expand the library's print and digital collections used by all researchers. Major special collections managed in the Research Library include Law, New Jersey Documents, U.S. Documents, Jerseyana, and Genealogy, as well as branch and affiliated libraries within other state agencies.

Examples of Work:

- Manages various elements of the Research Library's dynamic environment by leading teams and initiatives and streamlining workflows to improve services. Develops staff roles and performance expectations that help staff at every level to excel. Conducts meaningful performance evaluations. Initiates and follows through on personnel decisions.
- Partners with the Research Library Director to structure workload distribution, that is appropriate for staff based on Civil Service titles and abilities. Develops helpful collection and service policies that staff can comprehend and implement.
- Oversees library collections by leading deep-dive assessments along with subject matter experts, identifying emerging trends and user needs, and developing weeding priorities. Manages fiscal resources across collections, projects, and programs.
- Cultivates a collaborative culture that promotes partnerships beyond the Research Library.
- Leads projects and initiatives that support the Research Library's initiatives and goals, benefiting the entire State Library organization.
- Builds meaningful external partnerships with state government agencies by promoting and showcasing library capabilities and positioning the Research Library as a partner in their success.
- Navigates complex interagency relationships, overseeing agreements with other agencies in which the Research Library manages their branch libraries or service functions of their own agency libraries.
- Serves as trusted advisor to the Research Library Director and leads all library operations in the Director's absence
- Represents the Research Library and the State Library at key meetings and high-profile events, serving as an ambassador for library services and expertise.
- Actively participates in committees and task forces that shape the future of library services.

- Ensures knowledge preservation by maintaining essential records and documents that represent the Research Library's institutional history.

Knowledge, Skills, & Abilities:

- Sound knowledge and understanding of contemporary library operations, professional standards, and innovations that lead to excellence.
- Experience in forging strategic partnerships with government agencies and research institutions to advance collaborative initiatives.
- Leadership skills that inspire, develop, and empower teams and promote positive relationships across all organizational levels.
- Strategic management expertise that will lead people to succeed through goal-setting, innovative planning, and policy development.
- Analytical problem-solver who evaluates situations to develop creative, workable solutions.
- Experienced project leader who can manage complex initiatives from start to finish.
- Advocate for exceptional customer service.
- Versatile professional who can thrive either as a solo contributor or a collaborative team player.
- Ambassador who can engage diverse communities including state employees, students, researchers, and public stakeholders.
- Strong communicator with excellent presentation skills and well-developed writing abilities.
- Tech savvy professional ready to embrace emerging library and information technologies in order to lead a unique research library in the 21st century.

Requirements:

Education: Master's Level degree in Library and Information Studies, or equivalent.

Experience: Four (4) years of increasingly responsible professional library experience including management of staff and responsibility and oversight for major library collections, programs and services.

License: Possession of, or eligible for, a New Jersey State Professional Librarian Certificate issued by Thomas Edison State University.
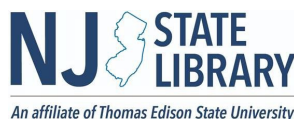
How to Apply:

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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&ccId=19000101_000001&type= MP&lang=en_US**

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