



ISSUED BY: SCLSNJ Human Resources Department
SUBMIT APPLICATION MATERIALS TO: jobs@sclibnj.org

ISSUE DATE: March 25, 2025
DEADLINE: April 08, 2025

POSITION DESCRIPTION

JOB INFORMATION

Branch Manager (Job# 2025-10)

Essential Functions of the Job:

Responsibilities include, but are not limited to, supervising, monitoring, and participating in the delivery of daily branch library services to the local community; managing projects and services for local service area; maintaining the facility and planning for the building’s future; engaging in SCLSNJ management process and other professional activities; representing branch and SCLSNJ to the community; performing other work-related responsibilities and duties as assigned by the Manager of Public Services.

Minimum Qualifications:

Master’s degree in Library Science preferred; Five years of full-time progressively responsible experience managing or supervising a library, non-profit, public administration, or retail service area/department, including demonstrated leadership, collaboration, and/or project management skills, and three years experience supervising staff and budget oversight or any equivalent combination of training and experience which provides the necessary knowledge, skills and abilities; must reside in the of the State of New Jersey within one year of employment unless exempted by law; reliable transportation to attend training, meetings, or other work assignments at other branches or off-site locations as required.

Preferred: Bilingual in English/ Spanish.

Physical Demands:

Ability to operate a personal computer and keyboard, projectors, printers, and other office equipment; reading materials and providing verbal assistance to library users in English or other languages as required by the position; manual dexterity to handle books, software, and a variety of media formats; intermittent sitting, standing, and walking; ability to perform the essential functions of this position in areas of the building that are only accessible by using stairs; occasional bending, reaching, and stooping; lift and carry items weighing up to 35 lbs.; pushing or pulling objects weighing up to 100 lbs; distinguishing sounds at various frequencies and volumes; distance vision sufficient to distinguish people or objects under a variety of light conditions; vision sufficient to view computer screens and spine labels under a variety of light conditions.

About SCLSNJ:

Somerset County Library System of New Jersey partners with you to connect, to explore, to share and to discover. Our vision is to work together to enrich lives, expand knowledge and strengthen communities. SCLSNJ is comprised of 9 locations that serve 15 member communities. For more information, visit SCLSNJ.org

Anticipated Start Date:

On or after May 01, 2025

Position Title/Grade:

Branch Manager,
Grade G

Location/Department:

North Plainfield/Branch
Administration

Reports to:

The Manager of Public Services

Job ID:

2025-10

Organization:

Somerset County Library System
of New Jersey

Library Type:

Public

Job Type:

Full-time,
Exempt

Annual Salary:

\$87,263
37.5 hours per week
Paid Time Off
NJ Public Employee Retirement
System (PERS)

Schedule:

Since the library is open on days and evenings, the schedule may vary; including Saturday and Sunday rotation; and some holidays; the schedule is subject to change with notice.

Please note this is not a remote, temporary, or seasonal position.

How to apply: submit a cover letter, resume with the completed SCLSNJ application.
Applications can be found on our employment page:
<https://www.sclsnj.org/about/work-at-sclsnj/>
Email: jobs@sclibnj.org. No calls, please.
We only accept attachments in PDF or Microsoft Word format.
Must include the Job ID 2025-10 on all submitted materials.