



Montclair Public Library  
the center of the Montclair community

SEEKING ENTHUSIASTIC AND QUALIFIED CANDIDATES FOR

# ASSISTANT DIRECTOR

Applications Accepted through Friday, March 24, 2017.

## About the Library

The Montclair Public Library serves the 38,000 residents of Montclair Township, New Jersey with a dedicated staff of 36 FTE's and a robust budget of \$3.9 million.

Over two-thirds of residents are library card holders and visited the Library over 375,000 times last year. Through the support of the Montclair Public Library Foundation and the Montclair Library Friends, Montclair continues to be at the forefront of Suburban Library services. In 2002 Montclair Public Library was named one of the top five libraries in the nation by *Library Journal*.



## About the Position

The Assistant Director is responsible for the evaluation, training, and discipline of staff. Additionally they oversee the daily operations of the library which includes the Main Library and the Bellevue Avenue Branch. Oversight over collection development, technical services, and information technology will be within their purview.

They will work closely with the Adult School of Montclair, a division of the Library, as well as the heads of adult and youth services to develop and implement programs. They will also work with the Montclair Public Library Foundation whose successful Open Book/Open Mind program has brought many New York Times bestselling authors to visit.

The Assistant Director may also represent the Library on committees within the Bergen County Cooperative Library System (BCCLS).

In the absence of the Library Director, the Assistant Director acts as the person in charge. Occasional evening and weekend hours may be required to fully perform administrative and management duties.

Residency in the State of New Jersey will be required in accordance with New Jersey Revised Statutes § 52:14-7.

## About the Community

Located 20 minutes from New York City, Montclair is a vibrant and diverse community that boasts rich cultural and educational offerings. It is home to Montclair State University, the Montclair Film Festival, the Montclair Literary Festival, the Wellmont Theater, and the Montclair Art Museum.

The Montclair Center Business Improvement District is a Nationally Accredited Main Street Community that partners with businesses, nonprofits, landlords, and government to make Montclair Center a regional shopping, dining and entertainment destination. It represents over 300 retailers and restaurants along Bloomfield Avenue and nearby adjacent streets, many of which are independent, local businesses.

Montclair High School has a graduation rate of 91% and a student body of around 2,000 students (53% of whom are a minority) and a student teacher ratio of 13:1. *U.S News and World Report* ranked it 1,529 nationally and awarded it a silver medal in their 2016 National rankings of best high schools.



## Qualifications

A Master's Degree in Library Science from a program accredited by the American Library Association along with a minimum of five (5) years library experience and a minimum of three (3) years in a supervisory or administrative capacity involving the day-to-day operation of a public library (these may be concurrent) is required for this position.

## Salary and Benefits

Annual salary beginning at \$80,988 depending on qualifications.

Montclair Public Library offers a generous benefits package including Health Insurance, Dental coverage, a 403(b) savings plan, life insurance, and participation in the New Jersey Public Employee Retirement System (PERS). Time off includes paid public holidays, and generous paid vacation and sick time.

## Application and Questions

Apply online at <http://montclair.onerecruit.com>. Applications will be accepted until **Friday, March 24, 2017**. Applicants that best fit the requirements of the position will be interviewed. It is anticipated that the newly selected Assistant Director will join the Montclair Public Library in late April or on a mutually agreeable date (potentially sooner).

Inquiries can be directed to Peter Coyl, Library Director via email [coyl@montclair.bccls.org](mailto:coyl@montclair.bccls.org) or telephone 973-744-0500 x2226.



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

Montclair Public Library 50 South Fullerton Avenue Montclair, NJ 07042	Bellevue Avenue Branch 185 Bellevue Avenue Upper Montclair, NJ 07043
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