



JOB POSTING #09-26

Title: Librarian 4, Adult Services Coordinator
Location: Burlington County Library System, Westampton

Salary: \$72,694
Open Until Filled

ABOUT BCLS

The Burlington County Library System (BCLS) consists of 15 locations and both a Mobile Library and a Mobile Learning Lab that travel to dozens of community touchpoints throughout the largest county in the state. In addition, a Library by Mail service expands our reach in new and unique ways. We are an organization committed to staff growth and continuing education to help our team keep up with the ever-changing library field. Our Inclusion, Diversity, Equity and Accessibility (IDEA) committee works continually toward inclusion goals and new and evolving work group projects ensure there are system-wide opportunities for employees to tackle large initiatives. Other highlights include a StoryWalk® on our adjacent County Parks grounds, a 250-seat auditorium hosting concerts, performers and events for all ages and an annual Book Festival celebrating all things reading! Flip through our [2025 Annual Report](#) for more about our recent initiatives!

DESCRIPTION

The Burlington County Library System seeks a visionary, self-motivated, and effective manager to lead the Adult and Teen Services department. Under direction of the Chief Librarian of Public Services, the Adult Services Coordinator will be a key contributor to policies, procedures, and strategic initiatives related to programs and services for teens and adults. This role will help identify, implement, manage, and integrate initiatives into system-wide library services. This position will be responsible for supervising the Teen and Adult Services team at the County Library in Westampton in addition to providing leadership and direction to teams throughout BCLS. Our preferred candidate will fulfill the following:

SYSTEM-WIDE ROLE

- Develop system-wide services and programs in response to identified community needs. This includes conceptualizing, prototyping, and bringing those services to scale.
- Develop short and long-range goals and plans in line with the library's mission.
- Lead, coach, and mentor a dynamic team of librarians that provide excellent customer service in all areas of literacy, life-long learning, reader's advisory, outreach, and engaging programs centered on learning.
- Work cooperatively with other departments and Adult and Teen Services teams system-wide to plan and coordinate workflow and projects.
- Build partnerships with area businesses, organizations, elected officials, and stakeholders to strengthen the library's relationship with the community-at-large.
- Review library policies, procedures, and best practices regularly and present recommendations for approval.
- Seek grant opportunities and work with leadership to implement resulting projects.

BURLINGTON COUNTY LIBRARY ROLE

- Oversee daily operations of the BCL Adult and Teen Services department, including supervising, mentoring, and developing reference staff.
- Manage the public desk schedule.
- Oversee day-to-day delivery of public services.

The mission of the Burlington County Library System is to enrich lives by providing opportunities for learning, growth, and personal development.



- Work at the reference desk; receive and respond to customer or staff inquiries related to library facilities, collections, services, technology, and programs.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Exceptional oral and written English communication skills, including the ability to present effectively and speak before groups, organizations, and the public.
- Knowledge of trends in library services, including technology, customer service, reference services, etc., and pursuit of ongoing professional development opportunities to maintain necessary skills.
- Skilled in collaborating and establishing effective working relationships with employees, volunteers, organizations, and the public.
- Effective organizational, time management, project management, and problem-solving skills.

REQUIREMENTS

A master's degree in library or information science in a library program accredited by the American Library Association or from a New Jersey Master's program in Library Science that has been deemed acceptable by Thomas Edison State College. Obtain a valid NJ license as a Professional Librarian within six (6) months of appointment. Three (3) years of experience as a librarian is required, with preference given for at least three (3) additional years of demonstrated supervisory and progressively increasing management responsibilities.

SCHEDULE

Full-time at 37.5 hours per week, including evenings and weekends. Friday evening rotation September-June; rotating Saturdays; 4 Sundays per year.

WE OFFER

Medical, dental, vision, prescription coverage, retirement program, group life insurance, deferred compensation, credit union, paid time off (sick, vacation, personal, holiday) and more.

Submit cover letter and resume as PDF attachments to jobs@bcls.lib.nj.us. Include **Job #09-26** in subject line.

**** Qualifying New Jersey Civil Service intergovernmental transfers are encouraged to apply. ****