

Special Collections Manager, Hoboken Public Library

Hoboken Public Library (HPL) connects people with information, ideas, and opportunities to support lifelong learning, personal growth, and community development. We believe a library's most important resource in this pursuit is a talented, quality staff and strive to achieve a more meaningful role in our patron's daily lives through the development and support of its staff implementing new and innovative approaches to providing library service.

HPL seeks a Special Collections Manager to supervise the Hoboken history collection and special collections. This person will work to conserve, develop, manage, and promote the Library's Hoboken History Room and special collections to the local and regional community of archivists, genealogists, historians and Hoboken enthusiasts.

Position Title: Special Collections Manager, Librarian 3

Schedule: Salaried full-time position (35 hours) including days, evenings and weekend hours as needed.

About the Position:

The Special Collections Manager coordinates and leads access, services, engagement, programs, exhibits and activities for researchers and learners. This person will integrate technologies, processes, resources, and people to sustain in-person and digital access to rare books and special collections for all types of research, exhibits and community use. They will provide location-based services and support system-wide interest, engagement and learning for staff and customers. This position directly supervises one librarian and is expected to develop relationships within the local, regional and state communities designed to foster current and future interest and care of the collection.

The Special Collections Manager will oversee existing and on-going access, arrangement, cataloging, digitization, discoverability, and exhibition of historic collections, both physical and electronic (including social media) with assistance from other library personnel and departments. The candidate is expected to exercise independent judgment in conducting and responding to research and analysis in support of requests for historical information and of a diverse user population working with the Hoboken history collection and special collections.

The candidate will curate, expand and grow the collection to cover the full breadth of historical events that have impacted Hoboken over the course of its entire history, from prehistory to the present, inclusive of aberrant environmental events (Superstorm Sandy, Covid-19 Pandemic, etc.). The candidate will expand the collection to represent the lived (and historic) experiences of all residents of Hoboken. The candidate will expand the oral history efforts of Hoboken Library in collaboration with colleagues inside and partners outside of the institution. The successful candidate will display a familiarity with historic research, writing and publication.

The successful candidate should possess strong service orientation, professional boundaries and ethics, calm demeanor; excellent communication skills; have supervisory experience; an understanding of the role of libraries and librarians in expanding community access to resources and collections and the ability to perform both independently and as a team member. They will bring a strong equity lens to the development and delivery of collections and services.

The position would serve the residents at all library branches and throughout the community and will require flexibility in terms of placement and assignments. Traveling to multiple locations throughout the city will be required.

Essential Job Functions

- Guides the identification, cataloging, appraisal, maintenance, acquisition, and storage for all materials of lasting value for the Hoboken Library History Collection and the local community;
- Creates documentation about the content of, and procedures relating to, special collections;
- Performs condition assessments of library materials and coordinates priorities for conservation, digitization, and/or reformatting of historically important, heritage items or collections in conjunction with the Information Services Manager;
- Recommends and develops policies for collections care, and preservation that define the process of description, handling, access methods, and security based on sound special collections management principles;
- Develops, coordinates and manages volunteer relationships to support community-driven programs, services, and enhancements to visitor experiences;
- Builds and maintains relationships within the local, state, and national institutions and rare book communities; establishes liaisons, facilitates relationships with other libraries, agencies, and volunteer groups to build community partnerships for effective service;
- Guides and follows policy in the selection and accessioning or deaccessioning of materials that may have continuing legal, historical, or monetary value to the Library;
- Ensures adherence to national, state, and internal practices and standards for special collection policies and procedures that govern intellectual access and control;
- Applies equity principles and practices to the development and delivery of collections and services in order to broaden access, representation, understanding and awareness.

QUALIFICATIONS

Education:

Master's degree in Library or Information Science from an ALA accredited institution and New Jersey State Certification as a Librarian. Additional academic study in history or closely related fields is highly desirable. Record of publications or conference participation that foregrounds candidate's professional experience in special collections research preferred.

Professional Knowledge and Experience:

Minimum five (5) years of reference and historical research experience in either a public, special or academic library where the emphasis is on making the collections accessible to all researchers. Minimum three (3) years experience in managing projects, supervising staff, interns and volunteers. Minimum two (2) years experience planning and administering a budget. Knowledge of Hoboken and Hudson County history and local and regional cultural institutions preferred. Knowledge of genealogy resources and research techniques preferred.

Essential Abilities/Skills:

Ability to keep informed of current theories, objectives, principles, and techniques of librarianship: and an enthusiasm for adapting new technologies, library trends and innovations.

Ability to identify, customize, create and present innovative programs and services and integrate new technologies into library service.

Ability to provide instruction and technical expertise to professional, paraprofessional and nonprofessional staff.

Experience with program development and implementation, and public speaking

Sufficient physical stamina and general health to perform tasks as required for the position.

Preferred Skills:

Experience in community engagement and outreach.

Experience working in a fast-paced urban environment.

The above job description is not a comprehensive listing of activities, duties or responsibilities that are required for the employee for this job.

The Library seeks those who share our passion for serving the patrons of the Library to grow with us. We strive to support and reflect our community through our dedication to equity, diversity, and inclusion. We strongly urge people of color, people who identify as LGBTQ+, people of all ages, and people with disabilities to apply. We are an Equal Opportunity Employer.

Salary: Meets or exceeds NJLA salary recommendations

Please send your resume & cover letter to the attention of the Information Services Manager, Aimee Harris at aimee.harris@hoboken.bccls.org.

Please note that this position is subject to the NJ First Act, requiring public employees to establish residency in the State of New Jersey. See N.J.S.A. 52:14-7 (L. 2011, Chapter 70) for further information.

This is a Civil Service Job and you must eventually pass and qualify for the applicable Civil Service title.

Applications close: June 24, 2022