

**Job Advertisement**  
**Tech Services/Demand Management Supervisor**  
**November 12, 2021**

**In a nutshell:**

The Bernardsville Public Library is seeking a Supervisor for the Technical Services/ILL department. This is a paraprofessional, supervisory position that plays a critical role in our library, maintaining our systems and collections from a technical perspective and interfacing with various technical departments in MAIN.

**What will I do with my day?**

- Demand Management and Inter-library Loan, using Polaris LEAP and JerseyCat
- Collection acquisition and maintenance – Ordering, receiving, linking, maintaining, and withdrawing records for library materials
- System support and administration - Acts as primary liaison for technical and system issues with M.A.I.N., troubleshoots hardware and software technology problems, updates library web page as required.

**What makes me a good candidate?**

You're a good candidate if you have:

- Experience in public libraries and experience with library database maintenance.
- Experience with the Polaris ILS and LEAP.
- A mindset that emphasizes service, problem solving, and support for our patrons, our community, and your fellow colleagues in our organization, as well as a willingness for your duties to evolve and change.
- Experience with streaming services (OverDrive, Hoopla, LinkedInLearning, etc.) and resolving technical issues.
- Supervisory experience.
- Interest in learning about and working with computer hardware and software.

**When will I work?** This is a full-time, 35-hour per week position. You will be scheduled for one evening per week and one weekend per month (generally Saturday, possibly Sunday in an emergency), and must be able to attend to occasional, unscheduled, after hours scheduling emergencies that affect out ILS and network.

**Great! When can I start? January 3, 2022**

**And the Salary? \$45,000.00 per year, with benefits as described in the Library's Personnel Manual**

**Anything else?** See job description at <https://bernardsvillelibrary.org/about/#tab-Employment-Opportunities> for more information.

**How do I apply?** Send your resume and a cover letter (yes, both are required!) describing your experience and interest in this position to Alexandria Arnold at [aarnold@bernardsvillelibrary.org](mailto:aarnold@bernardsvillelibrary.org)

with subject line “**Tech Services/Demand Management Supervisor.**” Applications will be reviewed and interviews scheduled as they are received.