

Librarian (FT) - Programming and Technology  
Margate City Public Library, Margate City, NJ  
www.margatelibrary.org

The Margate City Public Library is looking for a motivated and organized librarian to work with our director and staff to create, manage, and implement existing and new programming ideas. We serve a vibrant small community from September to May. During the summer our population quadruples, leading to exciting opportunities. This is a new position and an ideal candidate will be joining a library that is focused on developing community-driven services. A firm understanding of mobile technology and a willingness to teach will benefit candidates.

**Primary Responsibilities:**

- Support and enhance existing programming.
- Create and implement new programming opportunities. Areas of interest include Internet support/training, group discussions, mobile devices tutoring, eBook help, and more.
- Develop exciting new summer programming including music and juvenile events.
- Work with select community organizations to support educational programs.
- Manage programming events, including staffing, organizing set-up and clean-up, introductions of acts, and all related activities.
- Support and grow existing book discussion groups.
- Implement a Summer Reading program.
- Market and advertise programming via Social Media, print, and email.
- Update CMS driven website as needed to support programming efforts.
- Prepare and run staff training to update them on new technologies implemented.

**Requirements:**

- Positive, pro-active attitude and strong communications skills
- Understanding of Windows, MS Office, and mobile technology platforms
- MLIS or equivalent from an ALA accredited institution and NJ Public Library Certification
- Experience with Juvenile and YA programming preferred
- Willingness to work flexible hours - weekend and evening hours required
- Familiarity with technology, social media, and the ability to adapt to changes in technology
- Speak, write and communicate in English effectively
- Knowledge of Innovative/Sierra a plus

**Salary:** Starting Salary for a Librarian is \$50,000. Medical and pension benefits included.

Please email resume with job application and cover letter to Charles Featherer, Supervising Library Assistant, at [charles@margatelibrary.org](mailto:charles@margatelibrary.org).

**Job deadline:** Resumes must be received by February, 15th, 2020. The application can be picked up at the library's Circulation Desk or downloaded from our website. Margate City Public Library is an Equal Opportunity Employer.

**MLS or Library School Required:** Yes

# Margate City Public Library

## Employment Application

8100 Atlantic Ave, Margate, NJ 08402

For your application to be evaluated properly, you must answer each of the following questions carefully and completely. The Margate City Public Library (hereafter 'Margate Library') is an equal opportunity employer and considers all applications for employment without regard to the person's protected class status or association with a member of a protected class. A list of protected classes is attached to the back of this application for your review. No question on this application is intended to secure information to be used for a discriminatory purpose. All job applicants and employees will be provided equal employment opportunity in all terms and conditions of employment, recruitment, selection, placement, training, layoff, and termination decisions. Please add any additional information which will help us evaluate your qualifications. The Margate Library recognizes its obligation to provide reasonable accommodation for qualified individuals with disabilities in all aspects of the application process. If you are an individual with a disability who requires reasonable accommodation to participate in the application process, please notify Jim Cahill, Library Director, or Charles Featherer, Supervisor, at 609-822-4700.

**Please note that job applications are only considered in connection with the position actually applied for.**

**Applications remain active for six (6) months and are not considered after that time.** Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time and submit a new application.

**NOTE:** If you have retired from an NJ local, county, or state government position within the last 180 days, employment by the Margate Library will negatively impact your pension and pension rights.

**Please print in ink or type all information.**

Name (last, first)

Cell Phone #

Business Phone #

E-mail Address:

Address:

City

State

Zip Code

Positions Applying for:

Have you previously worked for the Margate Library?

If yes, year and department:

Indicate the type of position(s) desired:

Full Time

Temporary

If Seasonal, dates available:

Part Time

Seasonal

From \_\_\_\_\_ To \_\_\_\_\_

Proof of Birth, Education, Military Status and Employment Eligibility, etc., will be required upon employment offer.

Do you possess a driver's license that is valid in New Jersey? (if applicable to the position)

Yes

No

CDL

Endorsement: \_\_\_\_\_

NAME: (Last, First) \_\_\_\_\_

Have you established Veterans Preference with the New Jersey Civil Service Commission after 4/1/1980?

Yes No

Are you 18 or older? Yes No

Are you 16 or older? Yes No

(If you are under 18, you will be required to submit working papers if offered employment)

Are you responding to an advertisement? Yes No

If no, please indicate referral source:

Have you taken any exams, or do you hold any Certifications issued by the New Jersey Civil Service Commission?

Yes No

If yes, please indicate title(s):

Is any member of your family an employee of the Margate Library?

If yes, please indicate name(s) and relationship(s):

Given the diverse nature of individuals who visit Margate during its peak season, the Margate Library is interested in knowing of any foreign language fluency. Please indicate any foreign language(s) you can speak and/or write:

	Fluent	Good	Fair
Speak			
Read			
Write			

List all Vocational, Technical, Correspondence Schools, Colleges and Universities you have attended:

Name and Address, Of School	Did you Graduate?	Credit Hours Earned	Major Subject	# Credits in Major	Degree Received
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High School  
(Last Attended)

College or  
University

Graduate School

Other Formal Training  
(include Military)

List relevant skills, training, licenses or experiences that have provided you with the required knowledge and abilities for the position:

NAME: (Last, First) \_\_\_\_\_

**LIST ALL EMPLOYMENT, STARTING WITH PRESENT OR LAST POSITION FIRST, INCLUDE MILITARY EXPERIENCE. Account for any gaps in your employment.**

Job Title Start Date End Date

Employer Phone#

Employer Address

Direct Supervisor Reason for Leaving

May we contact? Yes No

Description of Duties

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Job Title Start Date End Date

Employer Phone#

Employer Address

Direct Supervisor Reason for Leaving

May we contact? Yes No

Description of Duties

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Job Title Start Date End Date

Employer Phone#

Employer Address

Direct Supervisor Reason for Leaving

May we contact? Yes No

Description of Duties

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Job Title Start Date End Date

Employer Phone#

Employer Address

Direct Supervisor Reason for Leaving

May we contact? Yes No

Description of Duties

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**Please use additional sheet(s) to provide information about previous employment.**

NAME: (Last, First) \_\_\_\_\_

Provide the name, address and telephone number of three (3) references who are not related to you and who are not previous employers.

Name	Address	Phone#
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Name	Address	Phone#
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Name	Address	Phone#
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**IMPORTANT NOTICE: PLEASE READ CAREFULLY**

**AUTHORITY TO WORK IN THE UNITED STATES:** In compliance with the Immigration Reform and Control Act of 1986, all employees hired after November 6, 1986, are required to provide proof of identity and employment eligibility at the time employee is extended.

My signature indicates that I assert all information given in this document is true and complete. I understand that false (misrepresentation or omission of information), misleading or incomplete information may be the basis for disqualification or termination of employment. I authorize investigation of all statements contained within this document and any statements I have made at any point during the application or interview process. I understand that background checks (not criminal history checks) may be administered at any time after the submission of the application. Criminal history checks may be administered after the initial interview. I understand that investigations pertaining to the general background check (not the criminal history check) may involve contact with my family, current and former employers, business associates, employees and neighbors, as well as others with whom I am acquainted and public authorities. The information requested may include inquiries regarding my work habits, other related activities, abilities, character, and the cause of my separation(s) of employment.

I also authorize the employers and/or references listed (exceptions noted under Employment History) to give the Margate Library any and all information concerning my previous employment and any pertinent information they may have and hereby release all parties from any liability including liability for damages, equitable relief or attorney's fees, as a result of furnishing, requesting, verifying, checking, obtaining or using any of the foregoing information, attachments or other submissions.

If I attached additional sheets of paper in response or to supplement any other section of my application, I agree that the representations, agreements and releases contained at the end of this application apply to the attachments or other submissions as well.

If employed, I understand and agree to submit to an alcohol or drug screening: (1) when reasonable suspicion of use or abuse arises; (2) when testing is required by law (e.g. the periodic testing of drivers with commercial driver's licenses).

I understand and agree that in consideration of my employment, and in the event that I am hired, I will comply with the policies, rules, regulations and procedures of the Margate Library. I understand that the Margate Library's policies and procedures, which are not limited to those stated in the Employee Handbook/Policy and Procedure Manual, are not binding on the Margate Library and do not constitute a contract of employment or a promise of job security.

I understand that any offer of employment will be contingent upon completion of the Margate Library post job offer screening process including passing an alcohol and drug screening test provided at the expense of the Margate Library at a laboratory designated by the Margate Library, and a physical examination.

In addition to the above, I authorize the release of the following information to the Personnel Officer (or designated representative) of the Margate Library:

- From my institutions or academic records, the dates of attendance, title of degree received, number of credit hours successfully completed and major field of study. A complete transcript may be requested.
- From my employers or employment records, the position title, job duties, dates of employment, salary or any form of compensation, conduct, job performance, eligibility for employment, the cause of my separation(s) of employment, work habits, and any other information pertinent to my prior or present employment or future employment by the Margate Library.
- From any other institutions and agencies without exception or records maintained by those entities, that information which would be documentary or pertaining to me and be pertinent to determining my eligibility for employment as determined by the Margate Library.

I understand that I must execute this application and any other requested releases related to the above information in order to be considered for employment.

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Signature of Applicant

last 4 digits of your SSN

Date

## Protected Class Status

The following represents the protected classes recognized under Federal and State Law:

Age

Affectional and sexual orientation

Ancestry

Atypical heredity, cellular or blood trait

Citizenship

Civil Union, marital and domestic partnership status

Color

Creed

Disability (physical or mental)

Domestic Partnership status

Gender Identity or expression

Genetic information

Liability for service in the United States Armed Forces

National origin

Pregnancy (including recovery from child birth)

Race

Religion

Sex

# Applicant Data Record

The information you provide below will be used only for statistical purposes. It will be kept separate from your Application for Employment during the entire hiring process. Failure to provide this information will have no effect on your employment with the Margate Library.

Date of Birth:	Month	Date	Year
Gender:	Male	Female	Non-Binary
Ethnicity:	Hispanic or Latino	Not Hispanic or Latino	
Race:	American Indian or Alaskan Native	Native Hawaiian/Pacific Islander	
	Asian	White	
	Black or African American	Two or more races	



## **AUTHORIZATION FOR BACKGROUND CHECK & RELEASE FROM LIABILITY.**

In the interest of maintaining the safety and security of our patrons, volunteers and employees, the Margate Library will obtain consumer reports and/or investigative consumer reports, except for a criminal history (collectively referred to as a background check report), regarding you in connection with your application to become a Margate Library volunteer or employee. Morpho Trust, another consumer reporting agency and/or governmental authorities will provide the reports.

This part of the background check focuses on all items regarding your background except a criminal history report. It will include background information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include but are not limited to: social security number verification; public, educational and, as appropriate, driving record check; verification of prior employment; reference checks; credit reports; and licensing and certification checks. The information will be obtained from private and public record sources including, as appropriate, personal interviews with your associates, references, friends and neighbors. You may request more information about the nature and scope of any background check reports by contacting: Charles Featherer at 609-822-4700.

### **By signing this form:**

- You authorize Margate Library to obtain background check reports on you. You understand that if you become an employee or volunteer of the Margate Library, the Margate Library is entitled to use this authorization form to obtain additional background check reports during and throughout your tenure with the Margate Library without asking for your authorization again, and you consent to such use by the Margate Library.
- You authorize the following entities to disclose to a consumer reporting agency and its agents all information about or concerning you, including but not limited to information regarding or from: all federal, state or local agencies; past or present employers, learning institutions; all branches of the United States Armed Forces or state Militia; motor vehicle records agencies; all other public and private repositories of information; and any other person, organization, or agency and its agents, including but not limited to information pertaining to your employment, earnings history, education, credentials, military service, motor vehicle history, and all other requested information.
- You hereby release the provider of any of the foregoing information, including but not limited to credit reporting agencies, or other sources from any and all liability for damages arising from furnishing any information requested by Margate Library.

A copy of this release shall act as an original.

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Signature

Name of Applicant (Print): \_\_\_\_\_ Date: \_\_\_\_\_