

Assistant Director (Full-Time), Marie Fleche Memorial Library

The Marie Fleche Memorial Library is seeking a tech-savvy, detail-oriented and innovative professional with a strong commitment to customer service to oversee our technology initiatives as we grow to serve a more digitally-connected community. This individual will assist the Director with the library's daily operations.

Essential Job Functions:

Technology:

- Maintain computer, printer, internet/WiFi availability
- Knowledgeable with regards to Comcast ethernet/network configuration
- Manage library domains. Add or modify areas to ensure external programs run accurately within DNS.
- Update and manage the library's Wordpress website and social media accounts
- Manage security cameras and people counter
- Ability to troubleshoot technology issues
- Research emerging technology to advise Director on current trends and make suggestions for improvements
- Provide one-on-one technology instruction and guidance on reference resources or E-book systems; schedules appointments as needed to support patron learning
- Experience with Atrium/BookSystems a plus
- Assist with technology and database training for coworkers
- Coordinate with vendors regarding equipment (hardware and software) installation and maintenance

Library:

- Assist patrons with information and reference questions presented in person and by phone, including searching the library catalog to locate library materials or accessing databases/other reference materials and demonstrating their use to patrons
- Strong knowledge of Microsoft Office programs (Word, Excel, Publisher and PowerPoint)
- Provides assistance at the circulation desk, as needed

Requirements:

- Bachelor's Degree or equivalent/Technology certification
- Strong technology experience with a minimum of 5 years' experience
- Excellent communication, customer service and teamwork skills
- Ability to multi-task and lead technology initiatives
- Management experience is required; library experience is strongly preferred

Compensation & Benefits:

- This is a full-time position with an annual salary of \$45,500
- Hours are 9:30 a.m. – 4:30 p.m. Monday to Friday, or as required
- Benefits include paid holidays, paid vacation, paid sick leave, and optional medical, prescription and vision coverage for **employee only**, as well as membership in the NJ Public Employee Retirement System (PERS)

To Apply:

Interested applicants should submit a cover letter and resume to MFMLTrustees@gmail.com by November 21, 2025.

The Marie Fleche Memorial Library is located in Berlin Borough in Camden County, NJ.