

CITY OF NEW HAVEN
DEPARTMENT OF HUMAN RESOURCES
200 ORANGE STREET, NEW HAVEN, CT 06510
www.cityofnewhaven.com

POSTED: APRIL 10, 2017
REMOVAL DATE: APRIL 24, 2017

POSITION: LIBRARIAN II (M-6397) (NOT TESTED)
Assignment in Young Minds & Family Learning
DEPARTMENT: NEW HAVEN FREE PUBLIC LIBRARY
SALARY: (RANGE 7:) MIN.: \$44,623
HOURS: 37.50 HOURS PER WEEK
FUNDING: GENERAL FUNDS

NATURE OF WORK:

This is professional library work beyond entry level. Incumbents are expected to have acquired the basic knowledge, skills and abilities necessary to perform the full range of tasks required at a fully capable level of competence. The current vacant assignment entails developing and delivering programs for children age 0-12 with an emphasis on early childhood programming, strong knowledge of children's literature and providing a variety of information services for parents and children. Duties are performed within the framework of established library policy under the general supervision and review of a higher level librarian.

MINIMUM REQUIREMENTS:

Masters degree in Library Science from an American Library Association accredited library school. Minimum of two years experience as a professional librarian and the necessary knowledge, abilities and skills, in addition to those from Librarian I, as stated in the job description, including but not limited to: Ability to organize and maintain a specialized library collection or service within a department; experience with a variety of on-line databases and the ability to apply this knowledge in planning and implementation of research or catalog work; Ability to evaluate and advise on the disposition of reference questions, or on matters of cataloging practice; Ability to instruct and train Librarian I and support staff. Please submit cover letter and resume with application.

Employment is contingent upon the successful completion of: (1) a background check, (2) a physical examination, including drug screening, and (3) a 90-day probationary period.

This position is included in a collective bargaining agreement with Local 3144, American Federation of State, County and Municipal Employees. As a condition of continued employment, a person appointed to a Local 3144 bargaining unit position will be required to obtain union membership at the completion of 90 working days.

Applications and job description may be picked up at the Department of Human Resources at 200 Orange St., 1ST Floor, Monday through Friday, 9 A.M. to 5 P.M. Applications and/or resumes must be received by the Department of Human Resources, **No Later Than 5 P.M. on REMOVAL DATE.**

Please note that our preferred method of communication with applicants is by email. In the application process, please provide us with a valid email address, and ensure that you monitor your email for correspondence from our department.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

Immigration Reform and Control Act of 1986 require the hiring of only American Citizens and aliens who are authorized to work in the United States. Please post this announcement in a conspicuous area on the Department Bulletin Board.