

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

**POSTED: JULY 3, 2017**  
**REMOVAL DATE: JULY 17, 2017**

**POSITION:** LIBRARIAN IV (M-5265) (NOT TESTED)  
Assignment in Technical Services & Information Technology  
**DEPARTMENT:** LIBRARY SERVICES  
**SALARY:** (Within Range 11:) MINIMUM: \$68,891– MAXIMUM: \$75,936 annualized  
**HOURS:** 37.50 HOURS PER WEEK, various shifts  
**FUNDING:** GENERAL FUNDS

**NATURE OF WORK:**

This is professional administration of a major element of the library system. Work involves, depending upon the job within the class, the responsibility for adult services, children's services, technical services or information technology. Work is performed with considerable latitude for the exercises of administrative judgment and is reviewed by the City Librarian or other staff member as designated through conferences and observation of results. This Librarian IV position will focus on technical services and information technology, overseeing computer networks, network administration, and network installation. Therefore, experience managing data & voice telecommunications, networks and information technology is emphasized.

**MINIMUM REQUIREMENTS:**

A Master's Degree in Library Science from a graduate program accredited by the American Library Association. Five to ten years experience in professional library work, including five years of experience in an administrative or supervisory capacity; or the necessary knowledge, abilities and skills as stated in the job description, including but not limited to: Extensive knowledge of the principles and techniques of library; organization and management; Considerable knowledge of library personnel administration; Considerable knowledge of library and city fiscal and budgetary; procedures; Experience managing data and voice telecommunications, networks and information technology; Extensive knowledge of the principles and practices of library service. **As a required part of the application process, candidates MUST submit a cover letter describing their relevant qualifications, experience and interest; a current resume; and the contact information for three references.**

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., 1<sup>ST</sup> Floor, Monday through Friday, 9 A.M. to 5 P.M., or are available on the city website. **As a required part of the application process, candidates MUST submit a cover letter describing their relevant qualifications, experience and interest; a current resume; and the contact information for three references.** Applications and other required information 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.