

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

POSTED: MAY 22, 2017
REMOVAL DATE: JUNE 23, 2017

POSITION: SUPERVISING LIBRARIAN (M-5493) (NOT TESTED)
Assignment focuses on Reference and Adult Learning
(corrected posting)

DEPARTMENT: NEW HAVEN FREE PUBLIC LIBRARY

SALARY: (RANGE 9) MIN.: \$56,692 ANNUALIZED

HOURS: 37.50 HOURS PER WEEK

FUNDING: GENERAL FUNDS

NATURE OF WORK:

This is professional library work in the supervision of a major library activity, a major branch library, or in the development and supervision of a major specialized subject area such as literacy, computers, audio-visual resources and service, and information service for businesses. Work is performed with latitude for professional judgment under the general supervision of the Director, a Librarian V or Librarian IV, and is reviewed through conferences and observation of results.

This particular assignment serves as Reference and Adult Learning Manager with oversight for coordination of digital inclusion and technology training, provision of social service assistance, workforce development, strategic adult programming and other priorities of the City of New Haven, as such will be required to have knowledge and experience with computer applications in public libraries, literacy service, and business information service. Develops services and programs to support lifelong learning in collaboration with other NHFPL librarians and managers across the library system.

MINIMUM REQUIREMENTS:

A Master's degree in Library Science and at least three to five years' experience in professional library work, including at least six months of supervisory experience; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills, including but not limited to: Considerable knowledge in the required area of expertise such as: Considerable knowledge of the objectives of library service to the community. Ability to apply library science principles and techniques to operating and supervising problems. Ability to plan and supervise operations of a library unit. Competency in Spanish is a plus. 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., 1ST 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.**

<p>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.</p>
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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.