

CITY OF NEW HAVEN  
DEPARTMENT OF HUMAN RESOURCES  
200 ORANGE STREET, NEW HAVEN, CT 06510  
www.newhavenct.gov

200001-1

POSTED: JANUARY 13, 2020  
REMOVAL DATE: FEBRUARY 7, 2020

**POSITION: LIBRARIAN II (M-5537) (NOT TESTED)**  
**DEPARTMENT: NEW HAVEN FREE PUBLIC LIBRARY**  
**SALARY: (RANGE 7:) MINIMUM: \$51,648 ANNUALIZED**  
**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. Duties are performed within the framework of established library policy under the general supervision and review of a higher level librarian. This position serves a diverse population, including a substantial Spanish-speaking community.

**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.

**TO APPLY**

- 1) Go to <https://newhavenct.munisselfservice.com/>
- 2) Click on Employment Opportunities and follow all instructions provided. You will need a valid, working email address to apply.
- 3) Submit cover letter and resume with online application.

*APPLICATIONS FOR THIS POSITION ONLY ACCEPTED ON-LINE at <https://newhavenct.munisselfservice.com/>  
Internet access is available to applicants without computers or internet service at the following location **Dept. of Human Resources 200 Orange St. Room #102 New Haven, CT 06510 Mon- Fri 9:00 am - 4:30 pm and at all branches of the New Haven Free Public Libraries.***

**Please note that our 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.**

## **LIBRARIAN II**

### **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. Duties are performed within the framework of established library policy under the general supervision and review of a higher level librarian. In addition, this position involves responsibility for the organization and maintenance of a special library collection or service.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Formulates and executes on-line data base searches via on-line information retrieval systems such as Dialog.

Conducts in-service training workshops and prepares instructional material on the use of general information services. Assists in the training of entry level librarians and support staff.

Reviews and revises the work of other catalogers.

Has responsibility of operation of a special collection and/or service such as Job Information, Health, or Audio-Visual; selects materials, develops procedures, plans informational materials, works with community groups, and participates in related statewide activities.

Includes all duties of a Librarian I.

Performs related work as required.

### **REQUIREMENTS OF WORK**

Masters degree in Library Science from an American Library Association accredited library school. Minimum of two years experience as a professional librarian and the following knowledge, abilities and skills, in addition to those for Librarian I:

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.