

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

200003-1

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

POSITION: LIBRARIAN V (M-5264) (NOT TESTED)
DEPARTMENT: NEW HAVEN FREE PUBLIC LIBRARY
SALARY: (RANGE 12:) MINIMUM: \$79,159 ANNUALIZED
HOURS: 37.50 HOURS PER WEEK
FUNDING: GENERAL FUNDS

NATURE OF WORK:

This is responsible professional and administrative work directing the activities of a major division of the library system and assisting the City Librarian in the formation of policy, rules, and procedures. The current vacant assignment entails managing the core operations of the Library with the senior management team and overseeing strategic initiatives. Represents the NHFPL as a vibrant urban public library both locally and nationally. General objectives are received in conference with the City Librarian, but employee performs professional and administrative functions with wide latitude in the exercise of administrative and professional judgement.

MINIMUM REQUIREMENTS:

A Master's Degree in Library Science; and 5 to 10 years of experience in professional library work, including three years in a supervisory or administrative capacity; and 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. Extensive knowledge of principles and practices of library services. Considerable knowledge of library personnel administration. Considerable knowledge of library and city fiscal and budgetary procedures. Ability to supervise, direct and instruct library personnel in administrative and procedural aspects of the library system. Ability to speak effectively in public.

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.

*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 V

NATURE OF WORK

This is responsible professional and administrative work directing the activities of a major division of the library system and assisting the head of the library in formation of policy, rules, and procedures.

Work involves the responsibility for the functioning of library services through assisting and directing the various units and division of the library. General objectives are received in conference with the city librarian but employee performs professional and administrative functions with wide latitude in the exercise of administrative and professional judgement.

ILLUSTRATIVE SAMPLES OF WORK

Assists the city librarian in the preparation of the annual budget, overall plans, and library policy.

Assists in the formulation of policy on book selection, library programs, and public relations.

Assists the city librarian in the interviewing and selection of library personnel.

REQUIREMENTS OF WORK

A Master's Degree in Library Science; and 5 to 10 years of experience in professional library work, including three years in a supervisory or administrative capacity; or any equivalent combination of training and experience which provides the following knowledge, abilities and skills:

Extensive knowledge of the principles and techniques of library organization and management.

Extensive knowledge of principles and practices of library services.

Considerable knowledge of library personnel administration.

Considerable knowledge of library and city fiscal and budgetary procedures.

Ability to supervise, direct and instruct library personnel in administrative and procedural aspects of the library system.

Ability to speak effectively in public.

Skill in the evaluation and interviewing of prospective employees.

GF
BU 3144/R 12
Retyped in HR 11/01
6/78 – PAS