

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

200005-1

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

**POSITION: LIBRARIAN, PART TIME (M-1090) (NOT TESTED)**  
**Assignment in Teen Center**  
**DEPARTMENT: NEW HAVEN FREE PUBLIC LIBRARY**  
**SALARY: up to \$19.14 PER HOUR**  
**HOURS: PART-TIME (UP TO 19 HOURS PER WEEK),**  
**varied schedule to include evenings and Saturdays**  
**FUNDING: GENERAL FUNDS**

**NATURE OF WORK:**

This is part-time (up to 19 hours) professional work at the entry level, involving the use of all library techniques and materials in positions such as reference, branch, children's, technical services, etc. Work is performed under the general supervision of a higher level librarian, and is reviewed through frequent conferences and observation of performance. Schedule will include evenings and rotating Saturdays, at the Main Library or at a Branch. The current vacancy supports the Ives Teen Center programming, and serves a diverse population, including a substantial Spanish speaking community.

**MINIMUM REQUIREMENTS:**

A Master's Degree in Library Science from a graduate program accredited by the American Library Association, or its foreign equivalent and other knowledge, abilities and skills as stated in the job description, including but not limited to: Knowledge of the principles and practices of library science, procedures and techniques; Knowledge of sources and procedures used in reference and bibliographic research, and of software programs designed for libraries. Must be computer literate through formal training in the searching of on-line bibliographic databases.

Employment is contingent upon the successful completion of: (1) a background check, (2) a physical examination, including drug screening.

Part Time Position: A person in this Part Time Position is not eligible to receive medical benefits, vacation pay, sick pay, holiday pay, union membership or union contractual benefits. The period of part time employment will not be construed in any way to mean probationary employment.

**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 I**

### **NATURE OF WORK**

This is professional work at the entry level, involving the use of all library techniques and materials in positions such as information or adult services, branch, children and youth, technical services, etc. Work is performed under the general supervision of a higher level librarian, and is reviewed through frequent conferences and observation of performance.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Provides guidance to parents, teachers and patrons of all ages concerning appropriate and desirable reading material.

Catalogs books, periodicals, public documents, pamphlets, AV materials, etc. using automated system and bibliographic utilities; performs original and copy cataloging; assigns subject headings; reviews preprocessed items for accuracy; supervises the processing of materials.

Selects or aids in selecting print and non-print materials subject to review by a higher level librarian.

Performs research for and instructs patrons in the use of reference tools and databases, prepares bibliographies.

Instructs patrons in the use of the library and its facilities; assists patrons in the use of computers and their applications, including the Internet; conducts library tours for school and civic groups.

Conducts programs such as book talks, story hours, and specialized information presentations.

Develops and maintains relationships with schools and other organizations to promote library services.

Supervises the work of support personnel. May supervise branch or department in absence of regular supervisor.

Performs related work as required.

### **REQUIREMENTS OF WORK**

A Masters Degree in Library Science from a graduate program accredited by the American Library Association; any equivalent combination of training and experience which provides the following knowledge, abilities and skills:

Knowledge of the principles and practices of library science and its application to the community.

Knowledge of library procedures and techniques.

Knowledge of sources and procedures used in reference and bibliographic research.

Knowledge of software programs designed for libraries; ability to effectively search online bibliographic databases.

Knowledge of computer applications, such as PowerPoint, spreadsheets and word processing and use of the Internet for information retrieval.

Ability to troubleshoot problems with computers and other equipment.

Ability to apply library science principles and techniques to specific operating problems.

Ability to communicate clearly and work harmoniously with library users and staff.

Ability to communicate effectively both orally and in writing using the English language.

Ability to plan and implement library programs.

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Minor changes made 10/04 by Library and HR; no CSB approval needed.

Revised Per Stip., 3-1-88