POSITION: LIBRARIAN III (M-5263) (NOT TESTED)
DEPARTMENT: NEW HAVEN FREE PUBLIC LIBRARY
SALARY: (RANGE 8:) MINIMUM: $54,158 ANNUALIZED
HOURS: 37.50 HOURS PER WEEK
FUNDING: GENERAL FUNDS

NATURE OF WORK:
This is advanced level professional library work involving the planning and implementation of complex informational and/or technical services for the library system. Requires the application of specialized knowledge, initiative and independent judgment. Work is performed under general supervision of senior supervisory or administrative staff.

MINIMUM REQUIREMENTS:
A Master’s Degree in Library Science; and a minimum of 6 years of experience in professional library work; and the necessary knowledge, abilities and skills as stated in the job description, including but not limited to: Extensive working knowledge of computer information services, networks and consortia, sufficient to evaluate their application to specific library needs. Thorough knowledge of the organization and methods of research, and the means of communicating results in a subject area. Thorough knowledge of current computer developments in library services, systems and equipment. Knowledge of the principles and practices of library science. Knowledge of sources and procedures used in reference and bibliographic research. Knowledge of objectives of library service to the community.

TO APPLY
In order to be considered for this title, you must apply via the online application portal.
1) Go to https://newhavenct.munissselfservice.com/
2) Click on the “Employment Opportunities” link in the right margin (or found under “Expand Menu” if on a handheld device) and follow all instructions provided on that page. You will need a valid, working email address to apply.
3) Submit cover letter and resume with online application.

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

Applications for this position ONLY accepted online at https://newhavenct.munissselfservice.com/ Internet access is available to applicants without computers or internet service at the following locations: 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.

Location access may be limited due to COVID-19.

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 III

NATURE OF WORK
This is advanced level professional library work involving the planning and implementation of complex informational and/or technical services for the library system. Requires the application of specialized knowledge, initiative and independent judgment. Work is performed under general supervision of senior supervisory or administrative staff.

ILLUSTRATIVE EXAMPLES OF WORK
Receives assignments of a broad nature from administrative staff which may involve the planning and implementation of new programs or new technologies, e.g., book conservation, public access automated catalog.

Conducts feasibility studies, prepares proposals, including development and operating costs.

Evaluates informational resources and equipment.

Has major responsibility for collection development, with special attention to reference materials, including on-line and CD databases and their application.

Instructs and trains staff in information retrieval in subject specialties such as business, medicine and law.

Maintains awareness of advanced techniques, newest procedures and latest equipment for delivering information services and performing technical processing functions.

Performs related work as required.

REQUIREMENTS OF WORK
Master’s degree in Library Science from an American Library Association accredited library school (or its foreign equivalent); and a minimum of 6 years experience in professional library work; or any equivalent combination of training and experience which provides the following knowledge, abilities and skills:

Extensive working knowledge of computer information services, networks and consortia, sufficient to evaluate their application to specific library needs.

Thorough knowledge of the organization and methods of research, and the means of communicating results in a subject area.

Thorough knowledge of current computer developments in library services, systems and equipment.

Knowledge of the principles and practices of library science.

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

Knowledge of 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 the operations of a library unit.

Ability to perform complex work assignments with minimum direction.

Ability to schedule and supervise the work of professional, sub-professional and clerical assistants.

Ability to establish and maintain effective working relationships with employees and the public.

Ability to communicate at an above-average level in the English language both orally and in writing.