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

POSTED: NOVEMBER 23, 2020
REMOVAL DATE: DECEMBER 18, 2020

POSITION: SUPERVISING LIBRARIAN (M-5493)  (NOT TESTED)
DEPARTMENT: NEW HAVEN FREE PUBLIC LIBRARY
SALARY:  (RANGE 9:) MINIMUM: $59,408 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 assignment focuses on Adult Services, with possible supervisory
work in Innovation and Maker Space Technology. This particular assignment serves in the Adult Services department,
with oversight for innovation and maker space technology, entrepreneurship, and business partnerships.

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.

TO APPLY
In order to be considered for this title, you must apply via the online application portal.
1) Go to https://newhavenct.munisselfservice.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.munisselfservice.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.
SUPERVISING LIBRARIAN

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 involves, depending upon the job within the class, responsibility for a major subject area, responsibility for the supervision of a major department or a major branch library. Work is performed with latitude for professional judgment under the general supervision of a Librarian V or Librarian IV, and is reviewed through conferences and observation of results.

ILLUSTRATIVE EXAMPLES OF WORK
- Directs and carries through library policies and programs of the agency.
- Supervises all personnel and activities of the agency.
- Advises adult and juvenile users as to library materials for specialized interests and needs and also for recreational reading.
- Selects books and other library materials for the agency.
- Works with community groups and organizations to promote the use of the library.
- Determines the information needs of the business community, selects business materials and promotes their use.
- Plans for and supervises computer-based information systems, develops in-house computer programs, makes recommendations for new computer applications.
- Supervises audio-visual service, selects audio tapes, video tapes, compact discs, and coordinates their selection with the other resources of the library.

REQUIREMENTS OF WORK
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:
- Considerable knowledge of the principles and practices of library science.
- Considerable knowledge of library procedures and techniques.
- Considerable knowledge in the required area of expertise, such as reference and bibliographic research, computer applications in public libraries, literacy service, and business information service.
- 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.
- Ability to schedule and supervise the work of professional, sub-professional and clerical assistant.
- Ability to establish and maintain effective working relationships with employees and the public.