

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

219726-1

POSTED: JULY 26, 2021
REMOVAL DATE: SEPTEMBER 24, 2021
(extended)

POSITION: LIBRARIAN, PART TIME (M-1090) (NOT TESTED)
Assignments in Teen Center & Adult Services

SALARY: up to \$19.60 PER HOUR

HOURS: up to 19 HOURS PER WEEK (PART TIME),
varied schedule may include evenings and Saturdays

FUNDING: GENERAL FUNDS

****MULTIPLE VACANCIES****

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 vacancies support the Ives Teen Center programming and/or Adult Learning, and serves a diverse population, including a substantial Spanish speaking community.

MINIMUM REQUIREMENTS include:

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.

TO APPLY

In order to be considered for this title, you must apply during the posting period 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.

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) registration in the New Haven COVID Vaccination/Testing portal and providing proof of full vaccination as per the Mandatory COVID Vaccination/Testing Policy (available to review at www.newhavenct.gov/gov/depts/hr/default.htm). Instructions and information on this pre-employment process are included in Conditional Offer of Employment.

Part Time Position: A person in this Part Time Position is not eligible to receive medical benefits, vacation 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.

Applications for this position only accepted online at <https://newhavenct.munisselfservice.com/> .

If you experience technical difficulties in the online application process, please contact our office at 203-946-8252 or email NHJobs@newhavenct.gov.

Please note that only method of communication with applicants for this position will be by email. You must provide valid, working email address and you will need to monitor your email, including spam/junk folders, for correspondence from the New Haven Human Resources 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.

GF

BU 3144/R 6

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

Revised Per Stip., 3-1-88