

City of Meriden, Connecticut

Department of Human Resources



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Director of Human Resources

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VACANCY ANNOUNCEMENT

VACANCY:

Librarian III

Full Time 40 hours – Weekends and Evenings

SALARY:

\$33.24 – \$41.80 per hour

NATURE OF WORK:

Please read the complete attached job description.

QUALIFICATIONS:

Considerable professional experience in library work including some supervisory experience; and graduation from a recognized college or university, supplemented by graduate level study leading to the Masters of Library Science Degree or the Masters of Library Information Sciences Degree.

HOW TO APPLY:

Apply on line at <https://tinyurl.com/meridencareers> or you can e-mail your application/transfer form to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Please call to make an appointment.

LAST DATE TO APPLY: Open until filled

E.O.E.

Librarian III

Nature of Work

This is supervisory library work involving the management of a major library activity. Work involves responsibility for the direction of reference, circulation, program, community, children's and technical services. Employees are expected to solve most technical and administrative problems independently within the framework of established library policy. Supervision is exercised over professional and clerical personnel engaged in a variety of library work. Work is performed under the general direction of the Director of Library Services and the Assistant Librarian who review it through reports, conferences and observation of results.

Example of Work

Supervises a major department of the library, such as reference, circulation, program, community, technical or children's services; plans and assigns the work of subordinates; develops work procedures and schedules, and reviews work done in assigned department.

Plans and supervises all activities of the reference department; develops and installs reference procedures and selects materials; answers reference questions.

Plans and supervise all aspects of the library's children's program including pre-school and elementary ages; supervises the selection of appropriate reading materials for various age groups.

Plans and supervises all technical services and ordering procedures and solves cataloging problems; recommends purchase of bibliographic tools and supplies.

Plans and supervises all activities of the circulation department; develops circulation procedures; trains staff; maintains records and circulation control.

Plans and directs programs and community services.

Recommends books and other materials for purchase and maintains the library collections.

Provides guidance to parents, teachers and patrons of all ages concerning appropriate and desirable materials for reading and other purposes.

Prepares newspaper articles and assists in other library publicity; gives book talks, instructs students in use of the library; attends conferences and meetings to stimulate interest in and use of the library and to acquire additional professional knowledge.

Familiarizes self in use and operation of computerized systems.

Develops long range plans and objectives for area of responsibility to be presented to the Director of Library Services.

Librarian III (cont)

Reads professional publications and book reviews to keep informed on new publications.

Performs related work as required.

Desirable Knowledge, Abilities, and Skills

Considerable knowledge of professional library principles, methods, practices and material.

Considerable knowledge of library reference and research materials tools and procedures, technical processes and community services.

Considerable knowledge of reader interest levels, books, literature and authors, and familiarity with media.

Ability to analyze professional and administrative problems, make responsive recommendations and take appropriate action.

Ability to plan, organize, and direct the work of a group of professional and clerical subordinates in a manner

Conducive to full performance and high morale.

Ability to express ideas clearly and concisely, orally and in writing to groups and individuals.

Ability to interpret library policies and objectives effectively to groups, and to establish and maintain effective relationships with library patrons and community groups.

Desirable Experience and Training

Considerable professional experience in library work including some supervisory experience; and graduation from a recognized college or university, supplemented by graduate level study leading to a degree in library science from an accredited school of library science.