City of Meriden, Connecticut

Department of Human Resources

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Director of Human Resources

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May 30, 2023

VACANCY ANNOUNCEMENT
PROMOTION/TRANSFER

VACANCY: Librarian II – Meriden Public Library
Technical Services/Visitor Services
Full Time – To include Weekends and Evenings

SALARY: 37F $29.82 to $44.37 per hr. (hired before 7/1/03)
$29.82 to $42.65 per hr. (hired after 7/1/03)

NATURE OF WORK: Please read the complete attached job description

QUALIFICATIONS: BA or BS degree from a recognized college or university. Completion of an MLS degree from a graduate program accredited by the ALA. Two years' minimum professional library experience.

HOW TO APPLY: Applications for Promotion/Transfer are available in the Human Resources Department. Office hours are Monday through Friday, 8:00 A.M. to 5:00 P.M.

LAST DATE TO APPLY: June 5, 2023

E.O.E.

Librarian II

Nature of Work

This is professional library work at an advanced level.

Work involves responsibility for the operation of a divisional specialty of the main library. Supervision may be exercised over subordinate professional and clerical employees. Incumbents of these positions are expected to bring to their jobs specific professional competence in the area of a specialization and to be able to conduct day to day affairs of their specialty with a minimum of supervision and direction from professional supervisors. Work us usually performed without immediate supervision but effectiveness of work methods and accomplishments are subject to general review by the Division Heads and the Library Director.

Examples of Work

In a library setting trains professional and clerical staff; plans service programs; recommends library materials for purchase; gives book talks; performs reference work; advises patrons on reading materials; catalogs both print and non-print materials and maintains bibliographic integrity of the computerized catalog; maintains library collection in an up to date condition.

Instructs the public in principles or research and in use of appropriate research sources in general and specialized subject areas.

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

Attends conferences and meetings to stimulate interest in and use of the library and to acquire additional professional knowledge.

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

Evaluates and selects materials in specific bibliographic subject areas.

Performs related work as required.

Desirable Knowledge, Abilities and Skills

In-depth knowledge of professional library science principles, methods and materials.

In-depth knowledge of library reference procedures, research materials and tools.

Desirable Knowledge, Abilities and Skills (cont.)

In-depth knowledge of the library's materials collection, reader interest levels and literature and authors.

In-depth knowledge of national and international standards of cataloging and classification.

Ability to think and act appropriately under pressure.

Ability to plan, organize and perform job assignments with initiative and judgment independently or with minimal supervision.

Ability to work in a team setting demonstrating a willingness to assist and support co-workers, contribute ideas and maintain flexibility.

Proficiency with computers and software applications.

Ability to instruct patrons and staff in use of various print and computerized data sources.

Ability to lay out, assign and supervise the work of a small number of professional and clerical employees in a manner promoting full performance and high morale.

Responsible for interacting with the public and community groups in a manner which is conducive to promoting unimpeded access to all library materials in a safe and congenial atmosphere consistent with all library policies.

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

Desirable Experience and Training

BA or BS degree from a recognized college or university.

Completion of an MLS (master of Library Science) degree from a graduate program accredited by the ALA (American Library Association).

Two years minimum of professional library experience.