City of Meriden, Connecticut

Department of Human Resources

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May 30, 2023

VACANCY ANNOUNCEMENT
PROMOTION/TRANSFER

VACANCY: Librarian I – Community Services
Full time – 40 hour work week

SALARY: 37E - $27.33 to $40.67 per hr. (hired before 7/1/03)
$27.33 to $39.11 per hr. (hired after 7/1/03)

NATURE OF WORK: PLEASE READ ATTACHED JOB DESCRIPTION

QUALIFICATIONS: Masters of Library Science Degree from an accredited college or university, or a Bachelor's Degree from a recognized college or university supplemented by graduate level courses which will lead to the Master of Library Science Degree within two years of employment.

HOW TO APPLY: Apply on line at https://tinyurl.com/meridencareers or you can email your Application/transfer form to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street.

LAST DATE TO APPLY: June 5, 2023

E.O.E.

Librarian I

Nature of Work

This is professional, entry level library work. The position involves the application of professional library techniques and procedures to a variety of library activities. The Librarian I works under the supervision of a Librarian III, who provides direction and evaluation, assignments and responsibilities. Employees are expected to gradually acquire the specific knowledge and responsibilities. Employees may be expected to supervise library pages. Feedback is given through an oral and written review process.

Examples of Work

A Librarian I may assist the Librarian II in a variety of reference and research tasks in connection with the maintenance of the library's materials collection, and in response to public inquiries. The Librarian I may assist readers in the use of the library as to selection of materials and use of online databases. The Librarian I may assist patrons in the use of any of the specialized library collections/automated systems.

A Librarian I may be asked to work under the supervision of the Children's Librarian and select books for children, instruct them in the library's use and organize and execute programs.

A Librarian I may be asked to prepare book orders, bulletin boards and special book displays, posters, bibliographies and exhibits under the direction of a supervising librarian.

A Librarian I will be asked to attend workshops and conferences to stimulate professional knowledge, acquire additional skills, and to represent the library on community committees.

A Librarian I may be required to perform incidental library tasks, and related work as necessary.

Desirable Knowledge, Ability, and Skill

The Librarian I will have:

Some knowledge of standard library principals, methods, practices materials and databases.

Some knowledge of library reference and research tools. Some knowledge of reader interest levels, books, literature and authors.

Ability to perform basic library reference, reader advisory and other professional library work.

Desirable Knowledge, Ability, and Skill (cont.)

Knowledge of automated library databases and of personal computers.

Ability to establish and maintain effective working relationships with library patrons and employees.

Ability to organize work and assign work to library pages.

Desirable experience and Training

A Masters of Library Science Degree from an accredited college or university, or a Bachelor's Degree from a recognized college or university supplemented by graduate level courses which will lead to the Master of Library Science Degree within two years of employment.