



# TOWN OF MANCHESTER



## POSITION VACANCY

### LIBRARIAN I

**PART-TIME - \$22.25/hour**

**Monday Evenings 5 p.m. – 9 p.m. along with other hours as needed**

**Plus Sundays 1 p.m. – 5 p.m. - October to early April**

**No benefits**

**CLOSING DATE: Applications will be accepted until the position is filled**

(Applications must be received in the Human Resources Department by 4:30 p.m.)

**SUMMARY OF POSITION:** This professional position is responsible for assisting in the administration and operation of a major section of the library such as reference, circulation and children's and performing specialized professional work. Work involves keeping current of new technologies and methods, directing, reviewing and evaluating the work of less senior staff, providing for the overall care and maintenance of the collections, communicating with customers, co-workers and other agencies. Sunday hours 1:00 to 5:00 p.m.

### **JOB REQUIREMENTS:**

**Education:** A Master of Library Science degree.

**Experience:** One (1) year of library experience and a strong knowledge of automated library systems.

Applications and job description are available in the Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045-0191 or visit our website at: <http://hrd1.townofmanchester.org/index.cfm/employment-opportunities/>. Applications will be accepted until the position is filled. **No faxed or e-mail copies of resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans and the disabled.

*The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.*