



# TOWN OF MANCHESTER



## POSITION AVAILABLE

**LIBRARIAN I**  
**(Current vacancy in Teen and Reference Services)**  
**37.50 hours/week**  
**\$58,285.73 - \$69,524.64**

**CLOSING DATE: Monday, July, 16, 2018**

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

**SUMMARY OF POSITION:** Responsible for assisting in the administration and operation of a major section of the library such as reference, circulation and teen’s services and performing specialized professional work. A person in this position also administers the entire library in the absence of a librarian in a more responsible position. Responsibilities include helping develop, coordinate and implement programs to improve service availability and quality consistent with library policies and management guidelines. Other routine 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, attending meetings and workshops and communicating with customers, co-workers and other agencies. Regularly scheduled night and weekend work is expected.

### **JOB REQUIREMENTS:**

Education: Master’s Degree in Library Science from an accredited institution, plus;

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

### **EXAMINATION WILL CONSIST OF:**

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	80%

The examination will consist of an evaluation of training and experience as indicated on the application. Based on these ratings, a maximum of the ten most qualified applicants will be invited to participate in an oral examination. All parts of the examination including ratings and tests will be related to the requirements and duties of the position. Applications and job descriptions 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 must be received in the Human Resources Department by 4:30 p.m. on Monday, July 16, 2018 or must be postmarked by Monday, July 16, 2018. **No faxed or e-mailed 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.