



TOWN OF MANCHESTER



POSITION AVAILABLE

LIBRARIAN I

Vacancy in Teen Services

37.5 hours/week - \$66,790.39/annually

CLOSING DATE: Monday, October 21, 2024

(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 MAY 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 on our website at: <https://www.manchesterct.gov/Employment-Opportunities>. Applications must be received in the Human Resources Department by 4:30 p.m. on Monday, October 21, 2024, or must be postmarked by Monday, October 21, 2024. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate based on 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 people with disabilities.

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.