



TOWN OF MANCHESTER



POSITION AVAILABLE

LIBRARY TECHNICIAN I

Part-time with benefits

\$28.09/HR - 26 hours per week

CLOSING DATE: Monday, October 21, 2024

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

SUMMARY OF POSITION: Performs technical and other work such as cataloguing new acquisitions, the maintenance and use of the library collection and assisting customers in their search for materials and information. Traditional and computer dependent cataloguing, collection maintenance and search methods are used. The position may be assigned a regular schedule of varied days, nights and weekends as required to fulfill the operating hours of the library and all other library facilities. A Technician I works under the supervision of the Assistant Library Director, other section head and periodically a Technician II.

JOB REQUIREMENTS: A candidate for this position must have graduated from high school, have three years of library or related experience and prior computer training and experience. An Associates degree in liberal arts or library technical services with one or more years of library experience is preferred. Must have a valid State of Connecticut motor vehicle operator’s license.

EXAMINATION WILL CONSIST OF:

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	70%

Applications and job descriptions are available on visit 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 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.