

**CITY OF NEW HAVEN**  
**DEPARTMENT OF HUMAN RESOURCES**  
**200 ORANGE STREET, NEW HAVEN, CT 06510**  
www.cityofnewhaven.com

**POSTED: NOVEMBER 25, 2016**  
**REMOVAL DATE: JANUARY 6, 2017**

**POSITION: LIBRARIAN V (M-5264) (NOT TESTED)**  
**DEPARTMENT: NEW HAVEN FREE PUBLIC LIBRARY**  
**SALARY: (RANGE 12:) \$83,374 - \$87,809 ANNUALIZED**  
**HOURS: 37.50 HOURS PER WEEK**  
**FUNDING: GENERAL FUNDS**

**NATURE OF WORK:**

This is responsible professional and administrative work directing the activities of a major division of the library system and assisting the City Librarian in the formation of policy, rules, and procedures. The current vacant assignment entails managing the core operations of the Library with the senior management team and overseeing strategic initiatives. Represents the NHFPL as a vibrant urban public library both locally and nationally. General objectives are received in conference with the city librarian but employee performs professional and administrative functions with wide latitude in the exercise of administrative and professional judgement.

**MINIMUM REQUIREMENTS:**

A Master's Degree in Library Science; and 5 to 10 years of experience in professional library work, including three years in a supervisory or administrative capacity; and the necessary knowledge, abilities and skills as stated in the job description, including but not limited to: Extensive knowledge of the principles and techniques of library organization and management. Extensive knowledge of principles and practices of library services. Considerable knowledge of library personnel administration. Considerable knowledge of library and city fiscal and budgetary procedures. Ability to supervise, direct and instruct library personnel in administrative and procedural aspects of the library system. Ability to speak effectively in public.

Employment is contingent upon the successful completion of: (1) a background check, (2) a physical examination, including drug screening, and (3) a 90-day probationary period.

This position is included in a collective bargaining agreement with Local 3144, American Federation of State, County and Municipal Employees. As a condition of continued employment, a person appointed to a Local 3144 bargaining unit position will be required to obtain union membership at the completion of 90 working days.

Applications and job description may be picked up at the Department of Human Resources at 200 Orange St., 1<sup>ST</sup> Floor, Monday through Friday, 9 A.M. to 5 P.M. Applications and/or resumes must be received by the Department of Human Resources, **No Later Than 5 P.M. on REMOVAL DATE.**

Please note that our preferred method of communication with applicants is by email. In the application process, please provide us with a valid email address, and ensure that you monitor your email for correspondence from our department.

**AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

Immigration Reform and Control Act of 1986 require the hiring of only American Citizens and aliens who are authorized to work in the United States. Please post this announcement in a conspicuous area on the Department Bulletin Board.