

CONNECTICUT DEPARTMENT OF CORRECTION JOB OPPORTUNITY

LIBRARIAN

Please follow the specific application filing instructions at the bottom of this page!

Open To: The Public
Location: MacDougall/Walker: Suffield, Ct.
Hours: Split Shift: Monday 12:30pm-9:00pm , Tuesday-Friday 7:00am – 3:30pm
Salary: \$62,411.00 (Annually)
Closing Date: November 19, 2013

Minimum qualifications required: Knowledge, Skill, Ability

Knowledge of principles and practices of library science including classification systems, reference sources and techniques, acquisition, cataloging and filing; knowledge of library administration principles and practices; considerable oral and written communication skills; interpersonal skills; some supervisory ability.

Examples of duties:

Performs a full range of professional library duties including acquisition, classifying, reference and programming; responsible for daily operation of a library; evaluates and selects library material for acquisition and discard; plans and conducts workshops and special programs; writes grant proposals and solicits donations; assigns, trains and supervises staff; compiles statistics and writes reports; performs related duties as required.

General Experience:

Six (6) years of experience in library work including acquisition, cataloging, circulation, interlibrary loans and reference.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in library science from an ALA accredited program may be substituted for the General Experience.

Special Requirement:

Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (G.E.D.) certification by the time of permanent appointment.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

Qualified candidates who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf . Please submit your information to:

Diane Lester, Human Resources Specialist
Department of Correction
Recruitment Office
24 Wolcott Hill Road
Wethersfield, CT 06109
Fax: (860) 692-6864

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.