

Connecticut State Library
Librarian 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THE PAGE!

Open To: The Public
Position No.: 35051
Unit: Access Services
Location: 231 Capitol Ave, Hartford CT
Schedule: Full Time – Monday through Friday with Rotating Saturdays
Hours: 8 hour days; 40 hour workweek
Salary: \$57,849 (AR22)
Closing Date: July 28, 2013

The preferred candidate will have knowledge of Connecticut legal and legislative procedures; knowledge of print and electronic legal research tools; experience utilizing software applications to improve patron services; and experience working with diverse patron groups in a multidisciplinary library environment.

Example of duties: Assisting patrons in locating and obtaining information, in person, on the telephone, through correspondence, email or other electronic platforms; conducting research in response to patron inquiries; providing information on library activities, facilities, rules and services; explaining and assisting in use of library equipment; working effectively and collaboratively with other library staff; may plan and direct or carry out special projects; may create and contribute content to Library web page; may conduct workshops; may serve as liaison to library groups and organizations; may compile reports and statistics; may supervise and/or train paraprofessional, clerical staff or summer work staff; and performing related duties as required.

The official job specification of Librarian 1 may be viewed at:

<http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=5968>

The salary plan is available at: <http://www.das.state.ct.us/HRDocs/CompPlans/AR%206%2018%202010.pdf>

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of professional principles and practices of library science including classification systems, reference sources and techniques, acquisition, cataloging and filing, bibliographic sources of information and library automation; knowledge of library administration principles and techniques; interpersonal skills; oral and written communication skills; ability to analyze and solve problems relating to library methods and procedures.

EXPERIENCE AND TRAINING: General Experience: A Master's degree in Library Science or Information Science from a library school accredited by the American Library Association.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above experience and training requirements should submit *a cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment* (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>) to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team – SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106

Confidential Fax: (860) 622-4921 (preferred method of submission)

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities. Position filled pending clearance of SEBAC/Re-Employment lists.