

**WESTERN CONNECTICUT STATE UNIVERSITY
DANBURY, CONNECTICUT
EMPLOYMENT OPPORTUNITY**

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

POSITION: Library Technical Assistant (40 Hour Work Week) **OPEN TO:** State Employees & LTA Certification List

DEPARTMENT: Library Services

DATE POSITION AVAILABLE: ASAP

SALARY: \$21.15 - \$27.20 hourly

WORK HOURS: Monday – Thursday 2:45 p.m. – 11:15 p.m. & Sunday 1:45 p.m. – 10:15 p.m.

DATE POSTED: October 24, 2011

CLOSING DATE: November 8, 2011

JOB POSTING #: 056314

LOCATION: Danbury, Connecticut

ELIGIBILITY REQUIREMENTS:

Candidates **must** be on the current **Library Technical Assistant certification list** promulgated by the Department of Administrative Services. State employees currently classified as **Library Technical Assistant** and having permanent status in the job class or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on SEBAC/Re-employment lists are given first consideration. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

This full time position is responsible for a full range of library support services. Duties will include: Circulating books and other library materials using manual and/or automated systems; performing catalog maintenance activities such as filing, transferring, updating, revising and withdrawing cards/files; retrieving bibliographic information from OCLC and other automated library systems for circulation, interlibrary loan or copy cataloging purposes; receiving and possessing orders for print and non-print materials; performing and/or supervising performance of stack maintenance activities including sorting, shelving and shifting of material; assisting patrons in locating and using library materials and equipment; compiling statistics on particular function of library; pulling and organizing library materials for binding; may enter bibliographic information onto automated library systems; may process interlibrary loan requests by filling those received from other libraries and/or searching for and requesting materials from other libraries; may instruct and supervise students and others in performance of library activities; may check in books and other library materials; may process invoices; may be responsible for monitoring student hours and payroll for those assigned; may correspond with vendors, publishers and library patrons as required; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

Basic knowledge of library science techniques and practices; basic knowledge of library classification systems; knowledge of recordkeeping procedures; ability to operate automated library systems; interpersonal skills; oral and written communication skills.

GENERAL EXPERIENCE: Two (2) years' experience in library work.

SUBSTITUTION ALLOWED: Two (2) years of college training equaling 60 semester hours with at least 12 semester hours in library science may be substituted for the General Experience.

APPLICATION INSTRUCTIONS:

Prospective candidates should submit a cover letter, resume and the names, titles and phone numbers of three current professional references to:

**Ms. Peggy Boyle, Associate in Human Resources, WCSU, 181 White Street, Danbury, CT 06810
or electronically to: hpositions@wcsu.edu. Applications must be received no later than **November 8, 2011**.**

In accordance with CSU System policy, all candidates for employment at Western Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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