

STATE OF CONNECTICUT
Connecticut State Library

Librarian 1 - Public Records Archivist

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

Open To: Public (no exam necessary)
Position No.: 86873
Location: 231 Capitol Ave, Hartford CT
Schedule: Full Time – Monday through Friday
Hours: 8 hour days; 40 hour workweek
Salary: \$57,849 new state employees (AR22)
Closing Date: September 16, 2012

The preferred candidate will have knowledge of professional principles and practices of records management including records creation, use, handling, control, maintenance and disposition; paper and electronic records management systems; classification systems, reference sources and techniques; database creation and maintenance, preferably using Microsoft Access; interpersonal skills; oral and written communication skills; and the ability to analyze and solve problems relating to records management methods and procedures.

A CRM (Certified Records Manager) designation is preferred but not required.

EXAMPLES OF DUTIES: Performs professional records management duties in any of the following areas: records appraisal and analysis, records scheduling and disposition, storage, file and database management, policy development, and reference; assists in the development of records retention schedules for state agencies and local governments; assists state agency records management liaison officers and local officials with records retention issues; assists in development and revision of records management policies, procedures, manuals, general letters and regulations governing public records; assists with site-visits and facilities inspections as required; assists in identifying records management training needs and developing and presenting training to state agency records management liaison officers and municipal officials; oversees the operation of the State Records Center; and performs related duties as required.

The official job specification of Librarian 1 may be viewed at: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=743>

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.