

Southern Connecticut State University

Buley Library

LIBRARY TECHNICAL ASSISTANT

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

Open To: Public

Closing Date: December 23, 2011

Job Title: Library Technical Assistant – Full Time

Location: Buley Library

Work Schedule: Sunday – Thursday; 2:30 p.m. – 11:00 p.m.; Position includes a variable schedule during intersession and summer months depending on the library's operating needs

Salary Range: \$44,141.00 - \$56,783.00 FTE

Search Number: C11-004

ELIGIBILITY REQUIREMENTS: Candidates must have applied for and passed the Library Technical Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for a lateral transfer.

EXAMPLES OF DUTIES: Circulates books and other library materials using manual and/or automated systems; performs catalog maintenance activities such as filing, transferring, updating, revising and withdrawing cards/files; retrieves bibliographic information from OCLC and other automated library systems for circulation, interlibrary loan or copy cataloging purposes; receives and processes orders for print and non-print materials; performs and/or supervises performance of stack maintenance activities including sorting, shelving and shifting of material; assist patrons in locating and using library materials and equipment; compiles statistics on particular function of library; pulls and organizes 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 - KNOWLEDGE, SKILL AND ABILITY: 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.

EXPERIENCE AND TRAINING: General Experience: Two (2) years of experience in library work.

Substitution Allowed: Two (2) years of college training equalling sixty (60) semester hours with at least twelve (12) semester hours in library science may be substituted for the General Experience.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above requirements should submit a cover letter, State of Connecticut Application for Examination or Employment Form (CT-HR-12). The CT-HR-12 form can be downloaded from the DAS website at www.das.state.ct.us. State employees attach copies of your last two performance appraisals. Non-state employees please attach three letters of reference. Reference the search number on your application.

All application materials must be received by close of business on the closing date indicated above.

Submit Letters to:

Attention: Ms. Darnelle Perry, Assistant in Human Resources
Southern Connecticut State University
Office of Human Resources
501 Crescent Street
New Haven, CT 06515
Fax (203) 392-5571

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Southern CT State University is an Affirmative Action/Equal Opportunity Employer. The University seeks to enhance the diversity of its faculty and staff. Persons of color, women and persons with disabilities are strongly encouraged to apply.