

State of Connecticut  
**JOB POSTING**

**WESTERN CONNECTICUT STATE UNIVERSITY  
JOB OPPORTUNITY  
LIBRARY TECHNICIAN**

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

**Open To:** Candidates on current exam list

**Location:** WCSU Library Services  
Danbury, CT – Westside Campus

**Salary:** \$56,932 – \$72,125

**Hours:** Monday – Friday 8:00 a.m. to 4:30 p.m.\*

**Job Posting No:** 056237

**Closing Date:** Tuesday, December 9, 2014

The position will be based out of the WCSU Robert S. Young Library on the Westside campus. Duties include: supervising and managing all student assistants, maintaining communication with and serving the faculty of the Ansell School of Business, maintaining financial and resource records for the Young Library, coordinating adjunct coverage, scheduling joint programming with the Ansell Learning Commons, maintaining collection and library usage statistics and preparing reports as needed, maintaining the library database as directed, coordinating interlibrary lending activities, performing other duties as assigned. \*Occasional weekend and evening hours will be required. Work schedule to be determined at the time of hire.

Candidates **must** be on the current **Library Technician** exam certification list maintained by the Department of Administrative Services. State employees currently classified as Library Technician 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.

The Library Technician is an advanced working level class and is distinguished from the Library Technical Assistant by the level of complexity involved in providing supportive library functions. Examples of the most complex work includes those performing supportive services in cataloging or indexing beyond the routine cataloging process and requiring research and use of judgment to determine the appropriate reference, responsibility for efficient operations of specific areas of the library such as a curriculum or reserve room, archiving support services or sole responsibility of university libraries, including opening and closing of the library during weekend or night shift hours.

**SUPERVISION RECEIVED:** Works under the limited supervision of a Librarian or an employee of higher grade.  
**SUPERVISION EXERCISED:** May supervise library aides, clerks, maintainers, inmates, students and/or volunteers as assigned.

**EXAMPLES OF DUTIES:** Performs most complex supportive duties in a library function; responsible for a library function such as the daily operations of a reserve room or curriculum room, cataloging or indexing of materials that are unique bibliographically and require research and judgment such as town government documents, public hearing or legislative session transcripts or archiving functions such as processing archival materials, preparing historical or biographical descriptions, digitizing and cataloging materials; assists patrons and provides public information; compiles reports and statistics; may be responsible for operations of the library during night or weekend hours; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED:** Knowledge of library science techniques and practices; knowledge of library classification systems; knowledge of automated library systems; interpersonal skills; oral and written communication skills.

**GENERAL EXPERIENCE:** Four (4) years of supportive experience in library work including acquisition, cataloging, circulation, interlibrary loans and reference. **SPECIAL EXPERIENCE:** Two (2) years of the General Experience must have been performing supportive services at the level of Library Technical Assistant. **SUBSTITUTION ALLOWED:** College training in library science 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.

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

**APPLICATION INSTRUCTIONS:** Prospective candidates must apply by emailing a cover letter, which includes the contact information of three (3) current professional references and a resume, as one (1) complete file (PDF or Word format only) and not via multiple attachments to Peggy Boyle, Assistant Director of Human Resources - Recruitment. Materials must be submitted via email to: [hrpositions@wcsu.edu](mailto:hrpositions@wcsu.edu). On subject line of email reference: Your Last Name – Library Technician. Do not submit the state application. Application materials are due no later than **Tuesday, December 9, 2014**. **Late applications or application materials not submitted as specified above will not be accepted.**

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.