

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #1961

OPEN COMPETITIVE EXAMINATION FOR:

LIBRARIAN IV

Salary: \$ 58,267.52 ~ \$ 75,747.78 per yr.

FRINGE BENEFITS: Choose from three available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan; Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained at the Civil Service Office, or by visiting our website at www.waterburyct.org will be accepted at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 by 4:50 p.m. on:

June 21, 2011

IMPORTANT:

1. Veterans - Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. Residents - Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF DUTIES:

Serves as head of one of the four major divisions in the library (Circulation Technical Services, Adult Services or Youth Services) and branches. This position involves responsibility for professional work in supervising the activities of a division of the library. Work is performed under the direction and supervision of the Library Director. Supervision is exercised over the professional, paraprofessional and clerical staff. Working closely with the heads of all library divisions, organizes and develops overall plans for providing library services to library users; directly or indirectly supervises all personnel in a division; develops training programs for subordinates instructs them and evaluates their performance; conducts staff meetings; maintains current collections in various formats; directly or indirectly supervises the selection of library materials as well as the selection and installation of on-line computerized services; keeps informed of current and new developments in the library profession and on materials published; recommends purchases; keeps necessary statistics and makes monthly, quarterly and annual reports; attends professional library meetings and serves as library representative within formalized library groups; directs short-term and ongoing special projects as assigned (e.g. public programming, outreach, public relations, grant writing, etc.); handles employee relations. Does related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Comprehensive knowledge of all aspects of library services (techniques; philosophy, procedures); knowledge of library administration practices and techniques; ability to design and implement procedures; computer literacy for system and personal computers; ability to train and supervise staff; ability to speak and write effectively; good judgment.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

Five years of professional library work, two years of which were in a responsible and administrative capacity, and a master's degree in Library Science.

- This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrators Association Union. The Parts and Weights for this examination will be determined prior to conducting the exam.
- Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

- APPEAL PROCESS: An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

5-20-11 RL

E.O.E. M/F/H/V