

# CIVIL SERVICE COMMISSION WATERBURY, CONNECTICUT

**OPEN COMPETITIVE EXAM # 2563**

## **OPEN COMPETITIVE EXAMINATION FOR: LIBRARIAN II**

**SALARY: \$25.63 - \$32.02 /Hour \*37.5 hours/week\* (NOTE: NEW HIRES START AT THE BEGINNING OF RANGE)**

**FRINGE BENEFITS:** Choose from 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; paid Personal Days.

### **LAST DAY FOR FILING APPLICATIONS**

**APPLICATIONS:** May be obtained by visiting our website at [www.waterburyct.org](http://www.waterburyct.org) or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & **must be on file by 4:30 p.m. on:**

**UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED**

### **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** – Five (5) 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 WORK:** (Illustrative only)

Helps patrons in the selection of books and other related materials; conducts research required to answer questions in the various subject areas; Organizes, maintains, and stays informed about assigned collection areas; Prepares booklists, bibliographies, reports, or public relations information as needed; Assists with updating or preparing information for online presence and in-house publications; Participates in community outreach and other library programs; Provide instruction for library patrons in the use of computer-based services and programs; Reads and checks current book reviews, general and specialized, to be fully informed about currently published books and materials; Supervises the work of subordinates; Takes inventories; Keeps various statistics; Attends professional meetings and keeps informed of current trends and professional techniques; Does related work as required.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of professional library science techniques and administration; Good knowledge of methods of researching various subject areas; Good knowledge of classification and the Dewey Decimal system; Ability to keep informed about currently published books and materials in one's assigned area for purposes of ordering and collection development; Ability to provide welcoming and effective customer service; Ability to establish and maintain effective working relationships with individuals and groups, including co-workers and various diverse populations in an urban community; Good oral and written communication; Ability to teach subordinate staff and the public all aspects of current library technologies; Good working knowledge of all MS Office suite software.

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

Graduation from an accredited college or university with a Master's Degree in Library Science with course work specifically related to public librarianship, children's services, or young adult services. One-year experience in public librarianship, child services or young adult services may substitute for course work.

**COPIES OF APPLICABLE DOCUMENTS MUST BE SUBMITTED AT TIME OF APPLICATION - COLLEGE DEGREE, TRANSCRIPTS, & CERTIFICATES ETC.**

This position is covered under the written agreement between the City of Waterbury and the Waterbury City Employees' 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 notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on 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

E.O.E. M/F/D/V

EEOP Utilization Report available upon request

## WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

### Physical Requirements: Librarian II

Employees certified to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an "X" in each box that is appropriate to your job.**

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C			
<b>Physical Demands</b>					Depth Perception		x					
Standing		x			Color Distinction			x				
Walking		x			Peripheral Vision		x					
Sitting			x		Driving		x					
Lifting		x			<b>Physical Strength:</b>							
Carrying		x			Little Physical Effort (-10 lbs.)				x			
Pushing		x			Light Work (-20 lbs.)			x				
Pulling		x			Medium Work (20-50 lbs.)			x				
Climbing	x				Heavy Work (50-100 lbs.)	x						
Balancing	x				Very Heavy Work (100+ lbs.)	x						
Stooping		x			<b>Environmental Conditions</b>							
Kneeling		x			Cold (50 degrees F or less)	x						
Crouching		x			Heat (90 degrees F or more)	x						
Crawling	x				Temperature Changes		x					
Reaching		x			Wetness	x						
Handling		x			Humidity	x						
Grasping		x			Extreme Noise or Vibration	x						
Twisting		x			Exposure to Chemicals	x						
Feeling		x			Exposure to Gases and Fumes	x						
Talking			x		Exposure to Unpleasant Odors		x					
Hearing				x	Exposure to bodily fluids	x						
Repetitive Motion		x			Exposure to dampness		x					
Hand/Eye/Foot Coordination		x			Confinement to Small or Restricting Area		x					
Visual Acuity/Near		x			Mechanical Hazards		x					
Visual Acuity/Far		x			Physical danger or abuse		x					

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.