

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

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LIBRARIAN III

(Announcement Number R-058-14)

Salary Grade 20

Starting Salary: \$52,311.19 – plus comprehensive benefits package

Exempt

Work schedule includes periodic nights and weekends

THE JOB: The principal function of an employee in this class is to plan and supervise library circulation services to the public. The work is performed under the supervision and direction of the Library Director. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with community groups, other library employees, other city employees, Library Trustees, Library Foundation Board members and the general public.

Performance of the above duties will include the following:

- Management of patron registration records and adherence to all privacy laws;
- Collection management, programming and outreach;
- Circulation desk and reference/information desk coverage;
- Participating in City-wide and consortium meetings representing the Library;
- Assisting with the oversight of the Library in the absence of the Deputy Director and Director.

MINIMUM

QUALIFICATIONS:

Graduation from an accredited college or university with a Masters of Library Science Degree required; and 4-6 years experience within the classification of Librarian I or II; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests.

APPLICATION

PROCEDURE:

Candidates must complete a city of Manchester Employment Application available at City of Manchester website www.manchesternh.gov/jobs or in person at HR Dept. City Hall Annex. Submission of a resume is optional.

OPENING DATE: Thursday, November 20, 2014

CLOSING DATE: Open until filled.

OFFICE HOURS: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST