

REPOSTED

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Exam Number: 2007-2008 17

Date Issued: March 21, 2008

**THE TOWN OF GREENWICH
ANNOUNCES
OPEN COMPETITIVE EXAMINATION
FOR THE POSITION OF**

**Library Manager
Greenwich Library**

SALARY RANGE: \$69,389 - \$89,533

CLOSING DATE FOR FILING APPLICATIONS: April 11, 2008

Applications must be received or postmarked by the closing date.

Your application is a critical component of the examination process. The “Revised 7/06” application must be fully completed and signed and should contain all the information to show that you meet the minimum qualifications as stated on the job description.

DUTIES: Performs professional library work involving responsibility for the leadership, direction, management and administration of a major library team with multiple functions. Work involves the application of advanced professional library knowledge, personnel management skills, and technology skills to guide clerical, technical, and professional staff to work together towards goals and objectives. Works under the general review of the Library Director and the Deputy Director.

MINIMUM QUALIFICATIONS: Master’s degree in Library Science or Information Science from an ALA accredited college or university plus 6 years post master’s experience in professional library work including 3 years of library experience managing and directing librarians and professional library staff or an equivalent combination of education and experience.

SPECIAL NECESSARY REQUIREMENTS: Some assignments may require a motor vehicle license valid in the State of Connecticut.

EXAMINATION: 100% Training & Experience Assessment

All positions may be subject to an interview process.

The examination to determine a candidate’s eligibility for the position will be a Training and Experience Assessment. This type of examination requires that you completely fill out the application, adding pages for additional relevant information where needed, and attaching any documentation of certificates, degrees, other significant documents, etc. A candidate’s eligibility to be interviewed will be based solely on material submitted at the time of application. Once the Eligibility List is prepared no further information may be submitted and no adjustments will be made.

Candidates who are invited to test must pass each portion of the exam process in order to be certified to the eligibility list.

Applicants who meet the qualifications for this position will be notified in writing of the time and place of the examination.

The Town reserves the right to limit the number of qualified candidates who will be invited to participate in the examination, or any part thereof.

The eligible list containing the names of successful examination candidates will be in force for a minimum period of six (6) months, and will allow candidates to be considered for appointment to this position and any others in the same class, which may become available during that timeframe.

All outside candidates will be required to undertake and successfully pass a pre-employment medical examination, which includes a substance abuse test, given at the Town's expense prior to employment.

Certain categories of Town employees (Police, Fire, Nurses, etc.) are at special risk of Hepatitis B and will be offered a protective vaccination beginning the first day of employment. New, regular full time employees will be required to demonstrate their vaccination status against Hepatitis B.

The Town of Greenwich has implemented a policy of background investigations for management/professional positions prior to hiring as part of the reference checking procedures for outside candidates. The investigation will only be conducted as the last step prior to an offer. Refusal to sign the release form will terminate the candidate's further consideration.

If claiming veteran's preference, proof (DD-214) must be submitted at the time of application.

APPLICATION FORMS AVAILABLE:

Human Resources Department
Town of Greenwich
101 Field Point Road
Greenwich, CT 06830
Telephone: (203) 622-7734

TITLE: Library Manager

Department:	Greenwich Library	Job Code:	7970
Division:	Various	Date Created:	March 1992
Bargaining Status:	LIUNA	Last Amended:	September 2007
Salary Range:	L-B		
FLSA Status:	Exempt		
Class:	Classified		

GENERAL STATEMENT OF DUTIES:

Performs professional library work involving responsibility for the leadership, direction, management and administration of a major library team with multiple functions. Work involves the application of advanced professional library knowledge, personnel management skills, and technology skills to guide clerical, technical, and professional staff to work together towards goals and objectives. Works under the general review of the Library Director and the Deputy Director.

ESSENTIAL FEATURES:

Manages multidisciplinary programs for Resources Management, Lending Services or Information Services in a manner that is consistent with library goals and objectives. Works closely with administration, managers and team members and serves on trustee committees as assigned. May be responsible for library operations in the absence of the Library Director and Deputy Director.

Responsible for directing staff activities to achieve team programs and goals. Assigns and prioritizes job duties, oversees orientation, monitors work, coaches and evaluates staff. Promotes and ensures training and development of staff within the framework of the team's goals and objectives.

Evaluates operations, sets benchmarks and implements efficiencies which can be applied to staffing, collections, materials handling or use of automated equipment or software.

Prepares and presents reports and statistical analyses on progress toward goals and objectives using benchmarks and statistics. Actively involved with the preparation of long-term goals and library plans.

Prepares operational and personnel budget requests for the team and is responsible for implementing and monitoring the appropriate funds throughout the year. Negotiates and works with vendors. Becomes involved, as necessary, in plans and activities to secure funding for operations, special projects and personnel.

Manages selection, acquisition, cataloging, processing and deacquisition of Library materials; manages the circulation, distribution and shelving of the collection; manages reference services, readers advisory and public programming

Supervises activities of support staff who work in branch libraries or in outreach services as they relate to team responsibilities

Maintains active membership in professional organizations and attends conferences and meetings. Attends Library Board meetings, Friends of the Library meetings and serves on committees as required. Keeps current with professional publications, participates in professional dialogues, and constantly updates self knowledge of information resources, operational and personnel management trends and library-related technology developments. Remains current and aware of trends in the profession.

Serves as a group leader in carrying out functions within the team's charge; evaluate team's performance individually or as a group; and work collaboratively as part of the library team.

May perform the duties of the lower level Librarian titles as needed.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of existing resources, procedures and practices of library operations and personnel management and administration. Stays current and makes specific efforts to learn new developments in library and information sciences.

Thorough knowledge of reference materials print, non-print and electronic formats and ability to evaluate the accuracy of facts presented in different formats.

Skilled in the successful leadership and supervision of staff at different levels with a wide variety of responsibilities.

Skilled in the use of technology applications, automated library systems and electronic information resources.

Skilled in effective communication and presentations, both written and oral.

Skilled in the use of a personal computer, with standard and industry-specific software programs and general office equipment.

Considerable ability to analyze and evaluate library programs and services; create cost effective solutions within a team setting; set realistic goals and priorities within budgetary constraints.

Ability to effectively interpret and explain library policies, goals and objectives to staff, community groups, and the general public and to establish and foster excellent relations among staff and with the public.

Ability to deal tactfully, courteously and positively with diverse constituencies.

Ability to establish and maintain effective working relationships with superiors, peers, subordinates, boards, committees, and library patrons.

Ability to perform the physical aspects of the position, including moving and shelving books, setting up and troubleshooting computer equipment.

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