

CITY OF SHELTON JOB POSTING 11072016
SHELTON PUBLIC LIBRARY
JOB TITLE: LIBRARY DIRECTOR
YEARLY WAGE: \$56,654 - \$105,626

NATURE OF WORK: Highly responsible administrative work involving the direction of a broad range of public library functions. Work involves responsibility for the management of a public library collection and for the provision of library services to patrons and the community.

EDUCATION, EXPERIENCE AND TRAINING: A Master's Degree in library science from an accredited college or university plus five (5) years of progressively responsible library administration experience (at least two (2) years in a supervisory capacity), or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

KNOWLEDGE, SKILLS AND ABILITIES: **Thorough knowledge of:** the principles and practices of public library functions, library administrative principles and practices as applied to a public library. **Thorough ability** to establish and maintain effective working relationships with city officials, superiors, city administration, Board members, coworkers, subordinates, vendors, officials of other governmental agencies, and the general public. **Considerable knowledge of;** library technology, especially automated integrated library system and personal computer hardware and software. **Considerable ability;** to communicate orally and in writing and to lead others in a library function, administer policies and procedures at the function level including goals, objectives, planning, financial management, decision making, and report development and writing, supervise the work of a public library function through subordinate supervisors and employees.

The Library Director Job Description is attached describing the examples of duties, supervision given and a more detailed job description, which terms and conditions will apply to each candidate.

HOW TO APPLY: Applicants may complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

MERIT SYSTEM TESTING: Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. The top (15) candidates who successfully pass the written test will be invited to participate in an oral panel interview. A combined score of the written and oral interview will determine the ranking assigned to each candidate. The top ten (10) candidates will remain on a certified hiring list for at least one year from which the City will hire. All job openings shall be advertised and filled pursuant to the applicable provisions of the City's Merit System Ordinance.

PROBATIONARY PERIOD: The successful applicant shall be subject to a six (6) month probationary period.

STARTING SALARY RANGE: \$56,654 - \$105,626 per the Merit System Non-Union Salary Schedule 2015-2016.

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JOB CLASSIFICATION: This position is subject to the terms and conditions of the City of Shelton Merit System, Ordinance #771 as it may hereafter be amended.

APPLICATION CLOSING DATE: Applications will be accepted through **5:30 pm Friday, December 2, 2016**, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF