NOTICE OF PROMOTIONAL EXAM

Pursuant to Article VII of the City’s Merit System, there will be a promotional examination for current City of Shelton applicants who apply for the position before the closing date and who meet the prescribed minimum qualifications as stated in the job description for the Library Technical Assistant position for the Shelton Public Libraries.

GENERAL DESCRIPTION:
This is a responsible [technical] position relating to technical support services in the library. Work involves cataloging, editing of records and processing of materials. The work requires that the employee have a considerable knowledge, skill and ability in every phase of library technical support functions.

SUPERVISION RECEIVED:
Works under the direction of the Library Director (main library) and both the Branch Librarian and Branch Children’s Librarian (branch library).

SUPERVISION EXERCISED:
May supervise or oversee library and staff in the absence of the Director or other superior.

EXAMPLE OF DUTIES:
Assigns cataloging numbers, finds, creates, or requests bibliographic Online Computer Library Catalog (OCLC) records, and enters all new items into an automated system database. Searches for records, edits records as needed, adds items, copies or volumes to records. May attend meetings, conferences, and workshops to broaden knowledge of library technology. Deletes bibliographic records of materials which are withdrawn from the collection. Will unpack shipments, verify contents, prepare materials for cataloging and send invoices to supervisor. Will process materials according standard library practices including but not limited to books, media, exhibition materials and documents for incorporation into library collections. Performs circulation desk duties as needed. Must be able to work alone or with co-workers, supervisors, other staff and members of the public, and groups of various sizes. Will be required to oversee library in the absence of a supervisor and ensure that tasks are addressed, managed and completed in accordance with library standard operating procedures. Other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:
Considerable knowledge of basic library methods, techniques and procedures, along with Anglo-American Cataloguing Rules (AACR 2) and RDA cataloging rules and procedures. Must have good knowledge of standard library technology, integrated library systems (experience with Bibliomation is preferred). Must have good computer literacy and experience with Windows Office programs and Google Documents as well as experience with standard office machines such as printers, copiers, scanners and other technology.
CITY OF SHELTON JOB POSTING 03102022

SHELTON PUBLIC LIBRARY

TITLE: LIBRARY TECHNICAL ASSISTANT

WAGE RANGE: $32,637 - $55,112

Must be able to understand and follow written and oral instructions, follow library procedures and maintain records. Flexibility and ability to learn and grown with the job is a necessity. Considerable ability to perform tasks accurately, efficiently, and both collaboratively with other staff and independently. Considerable ability to maintain good working relationships with the public, library staff, and representatives from other organizations. Must be able to stand for some prolonged periods of time and be able to bend, stretch, twist, and lift and move objects of varied sizes and weights (up to 30 lbs.).

EDUCATION, EXPERIENCE AND TRAINING: An Associate’s degree plus three (3) years of experience in library work, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis. A practical working knowledge of Microsoft Office products such as Word, Excel, Outlook and PowerPoint is necessary.

CLASSIFICATION: This position is subject to the terms and conditions of the City of Shelton Merit System Job Classification on salary schedule for fiscal year 2021-2022. Classification “11” based on education and experience as described in the job description. Wage range is $32,637 - $55,112 for this position.

HOW TO APPLY: Applicants must 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. Pursuant to Article VII of the Merit System, the qualified candidates will be invited to participate in an oral panel test. A score of the oral test 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 promote.

PROBATIONARY PERIOD: The successful candidate shall be considered probationary for six (6) months following the first day of work in this role for the City of Shelton.

APPLICATION CLOSING DATE: Applications will be accepted through 5:30 p.m. on Friday March 25, 2022 at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484. All applications must be submitted to Human Resources before the closing date.

The 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