



CITY OF PAWTUCKET
 CITY HALL
 137 ROOSEVELT AVENUE
 PAWTUCKET, RHODE ISLAND 02860

DIVISION OF HUMAN RESOURCES

DONALD R. GREBIEN
 MAYOR

INTERNAL/EXTERNAL POSTING

The City of Pawtucket is posting the following vacancy in Local 1012 AFSCME:

	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Library	Library	Librarian II	R49- \$59,199.14 - \$64,678.61

Hours: Flexible 35 hours per week schedule, including two evenings and weekends.

Copy of the following is required upon application:

Minimum Requirements: Master’s degree in library science from an ALA accredited school, with previous library experience in a supervisory position and course work in area of specialization. Employee must have knowledge of library resources and procedures. Employee must also have knowledge of current technological applications for information access and ability to utilize these resources with a high degree of accuracy and proficiency.

Candidates must meet minimum qualifications as stated in job description

To Apply: Internal Applicants must fill out a Local 1012 transfer request form and return to HR along with a copy of your Master’s Degree

External Applicants must apply on Indeed.com

Internal Candidates: Application Period: September 1, 2021- September 8, 2021

External Candidates: Application Period: September 1, 2021- Until filled

The City of Pawtucket is an Equal Opportunity Employer and fully complies with the Americans with Disabilities Act.



CITY OF PAWTUCKET

Job Description

Job Title: LIBRARIAN II
Department: LIBRARY
Reports To: IMMEDIATE SUPERVISOR
Pay Grade: R 49
Prepared By: AG/sr
Prepared Date: JULY 2002
Approved By: SR
Approved Date: Reflects changes awarded by arbitrator on June 28, 2002

SUMMARY

Performs advanced professional and supervisory library work directing the activities of a major department of the library

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

- Preparing schedules, overseeing timesheets and assigning duties
- Planning, overseeing and participating in the work of the department so as to achieve maximum efficiency
- Gathering data, researching and reporting on issues that effect the department
- Writing grant application
- Training department staff
- Scheduling and assigning duties and monitoring performance of department personnel
- Preparing budget requests and recommendations for the department
- Monitoring the department's expenditures
- Representing the library to the community and at professional meetings
- Keeping up to date with new technology and new developments in his/her area of library science including the Internet, computer software and library databases.
- Attending department head meetings
- Participating in planning for the library as a whole
- May work in other departments in the library if needed.

- Maintaining work area in good order

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Master's degree in library science from an ALA accredited school, with previous library experience in a supervisory position and course work in area of specialization. Employee must have knowledge of library resources and procedures. Employee must also have knowledge of current technological applications for information access and ability to utilize these resources with a high degree of accuracy and proficiency.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations. Ability to respond tactfully to common inquiries or complaints from library users. Ability to write reports, business correspondence and procedure manuals. Ability to write speeches and articles for publication that conform to a prescribed style and format. Ability to effectively present information to library users, top management, public groups, library board of trustees and library employees.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as discount, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry. Ability to interpret bar graphs and charts.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to function as a members of a team of achieve library goals and objectives.

CERTIFICATES, LICENSES, REGISTRATIONS

None required

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel; climb or balance; and stoop, kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Must be able to use a computer keyboard.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, numerous people talking at normal levels.

CITY OF PAWTUCKET
Division of Personnel

Local 1012
EMPLOYEE REQUEST FOR POSITION TRANSFER

*****Form MUST be filled out completely*****

Name:

Address:

City, State & Zip Code:

Tel. #: DOH:

Present Job Title and Division:

If you are applying for more than one position, please note your preference in box below; i.e., 1st, 2nd, 3rd, etc.

Position I wish to be transferred to:

Job Title:	Division:
	Preference:

Copies of any licenses, certificates, degrees, etc. required for this position MUST be attached at time of application.

I have reviewed the Job Description and understand the requirements for this position, furthermore, I understand that I may be required to successfully pass a competitive examination and/or Oral Board prior to a permanent transfer.

DATE: _____ **SIGNATURE:** _____