Location: New Castle, DE

Job Title: Librarian I (PAY GRADE 26) AFSCME LOCAL 3109

Vacancy Number: 16902021

Responsibilities: Performs professional, supervisory, and administrative work within an automated library system; provides services to the general public to access information and learning through materials such as books and paper records as well as technology and electronic databases; uses the latest information and technology to help library patrons who seek assistance; performs research and analysis; classifies and organizes materials; conducts training, instruction and delivers programs at the public library; focuses on patron services and does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class applies professional library techniques and procedures to perform work in all areas of library service. Responsibilities include customer service to the public, planning, organizing, and conducting activities in the major service units including reference and reader advisory services, youth services, adult services, and technical services. Supervision is exercised over full and part time library staff. This employee exercises discretion and judgment in carrying out responsibilities consistent with County and departmental policies and procedures. As experience and knowledge are gained, the employee will be expected to perform tasks of progressively increasing difficulty. The employee works as a member of a team in the library under the general supervision of a library manager or designee and may be called upon to serve as unit manager when necessary. Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service.

Requirements: Thorough knowledge of the principles, practices, techniques, and methods of library science and administration, including such activities as general reference, classification, cataloging, acquisition, children's and young adult service, adult service, and automated systems; ability to use a personal computer and other related equipment; self motivated and able to create and/or appreciate new ideas, approaches to operations and/or organization; ability to communicate courteously and effectively, both verbally and in writing, and to work effectively with other staff and the public; ability to plan, organize and supervise the work of others; ability to work in a team environment to deliver service to the public. MINIMUM QUALIFICATIONS: Possession of a Master's Degree in Library Science from a graduate library school accredited by the American Library Association or other professional accrediting agency. PREFERRED REQUIREMENT: Preference will be given for professional experience in a public library. ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and a background check.

Salary Range: $53,600 - $83,152 Annually

Application Process: Candidates may submit online employment applications using the NEOGOV online application system available at https://www.governmentjobs.com/careers/nccde The closing date is 10/4/21-11:59pm

Special Requests: In accordance with the Merit System Rules and Regulations, an eligible list, which will be valid for a one-year period and which will be used to fill vacancies during that period, is being established for this classification. Applicants on the eligible list will be certified in accordance with the Merit System and appropriate union contracts.