

## **Librarian II Recruitment #21-CI7160-01**

**Date Opened** 6/4/2021 3:38:00 PM

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**Filing Deadline** 6/18/2021 11:59:00 PM

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**Jurisdictions** City of Montgomery

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**Salary** \$36,284.00/year

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**Department** Library

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**Job Type** Open Competitive

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**Employment Type** Full-Time

### **Nature Of Work**

The fundamental reason this classification exists is to provide technical support in a specialized area such as reference, cataloging, children/youth services, circulation, and computer education. Work responsibilities include serving patrons and the public, assisting in the management of the facility, supervising or assisting in the supervision of employees, performing circulation duties, performing collection management activities, serving as experts, and performing a variety of library related duties. The Librarian II classification differs from the Librarian I classification in that the IIs function as technical experts in a specialized area. The Librarian II classification differs from the Librarian III classification in that the III is responsible for the management of a branch or system-wide department. The Librarian II classification is typically supervised by a Librarian III or IV.

### **Minimum Qualifications**

Master's degree in librarianship from a program accredited by the American Library Association or a master's degree with a specialty in school library media from an educational unit accredited by the National Council for the Accreditation of Teacher Education and 1 year of professional level library experience.

## Kind Of Examination

Applications are being accepted to fill two (2) vacancies and any vacancies that may occur during the life of the register. The current vacancy is with the **Montgomery City-County Public Library**. Applicants will be screened and qualified based upon education and experience as shown on the application and supplemental questionnaire. For this reason, applicants are urged to fill in the application form and supplemental questionnaire completely providing detailed information concerning the kinds of jobs they have held, the dates they held them, where and exactly what their duties were. If more than six (6) qualified applications are received, a selection procedure will be administered to rank applicants on the register. Tied scores will not be broken. If there are six (6) or less qualified applicants, they will be considered equally qualified and placed on the register in alphabetical order.

Complete an online application by visiting <http://www.jobaps.com/MGM> (<http://www.jobaps.com/MGM>) Montgomery City-County Personnel's Online Employment Center. Paper applications are no longer accepted. Completed applications will be accepted online until 5:00 p.m. on the closing date. If there is no closing date, the announcement may be closed at any time without prior notice.

## Additional Information

**BENEFITS:** Employees are offered a competitive benefits package which includes health, dental, and life insurance, paid annual and sick leave, paid holidays, and a retirement program.

**DRUG TEST:** Employment is conditional upon the potential employee passing a preemployment drug test. (The drug test may require the submission of a sample of hair, finger nails, and/or urine that will verify illegal drug use).

**EQUAL EMPLOYMENT OPPORTUNITY:** Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations or because of race, national origin, or any other non merit factors is prohibited. Discrimination on the basis of age, sex, or physical disability is prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration.

**REQUEST FOR ACCOMMODATION:** Under the Americans with Disabilities Act, it is the responsibility of the applicant with a disability to request accommodation which he/she requires in order to participate in the application or examination process. The Personnel Department reserves the right to require documentation of the need for accommodation under the ADA. In order to request accommodation in the application or testing process, contact the Personnel Director at (334) 625-2675.

**I9:** Prior to your employment, you will be required to provide to your employer documentation of your identity and employment eligibility in order to comply with the Immigration Reform and Control Act of 1986.

**UPDATE OF CONTACT INFORMATION:** It is your responsibility to update your contact information (address, phone, email) so that we can contact you about jobs. Please visit the Update Contact Information (<http://www.jobaps.com/MGM/NewRegPages/IDPassfind.asp?from=UpdateEmail>) page to log in and update to your contact information at any time.