

## **Librarian IV Recruitment #21-CI7174-02**

**Date Opened** 6/9/2021 2:21:00 PM

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**Filing Deadline** Continuous

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**Jurisdictions** City of Montgomery

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**Salary** \$56,189.00year

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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 manage the larger branches/departments within the library system. For example, one incumbent may be required to manage the outreach services department which includes several small branches or an incumbent may be required to manage the central library branch with several different divisions or sections including circulation, children/young adult services, and reference services. Librarian IVs spend most of their time involved in managing a branch or branches, supervising two or more employees, reporting statistics, managing a collection, participating in special projects, serving as a system-wide expert, and performing a variety of library related tasks. Librarian IVs are occasionally called upon to develop and implement programs, perform circulation duties, and serve patrons and the public. The Librarian IV classification differs from the Librarian III classification in that the IVs manage the larger branches/departments within the system. The Librarian IV classification is typically supervised by the Assistant Library Director.

### **Minimum Qualifications**

Master's degree in librarianship from a program accredited by the American Library Association and 3 years of responsible and professional experience managing a system-wide department or a library

branch which includes the supervision of employees.

## **Special Requirements**

Must possess a valid driver's license in order to visit library branches.

## **Kind Of Examination**

Applications are being accepted to fill one (1) vacancy 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. For this reason, applicants are urged to fill in the application 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 five 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 five or less qualified applicants, they will be considered equally qualified and placed on the register in alphabetical order.

Complete an online application by visiting Montgomery City-County Personnel's Online Employment Center (<http://www.jobaps.com/MGM>). 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.