

Connecticut State Library
Job Opportunity
Librarian 2 - Public Records Analyst

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Position No.: 83409
Unit: Public Records
Location: 231 Capitol Ave., Hartford CT
Schedule: Full Time – Monday through Friday
Hours: 8 hour days; 40 hour workweek
Salary: \$66,213 - \$85,597 annual; \$2,536.90 - \$3,279.58 bi-weekly (AR23)
Closing Date: February 5, 2016

The preferred candidate will have considerable experience providing records management services within a government or other organization; considerable knowledge of professional principles, standards and best practices of records management, including electronic records management; considerable knowledge of specialized areas of records management such as development of records retention schedules and enterprise content management systems; experience providing records management training; excellent interpersonal, oral and written communication skills; demonstrated ability to analyze and solve complex problems relating to records management methods and procedures; and experience with the Microsoft Office suite including Access database creation and maintenance. A Certified Records Manager (CRM) designation is preferred but not required.

EXAMPLE OF DUTIES: Performs complex professional records management duties in any of the following areas: records appraisal and analysis, records scheduling and disposition, records storage, file and database management, policy development, and reference; develops records retention schedules for state agencies and municipalities; develops and revises records management policies, procedures, manuals and regulations governing public records; assists state agency records management liaison officers and municipal officials with records retention and management issues; identifies records management training needs and develops and presents training to state agency and municipal officials; conducts agency site visits and facility inspections; may supervise professional, paraprofessional or support staff; and performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of professional principles and practices of library science including classification systems, reference sources and techniques, acquisitions, cataloging and filing, bibliographic sources of information and library automation; considerable knowledge of specialized functional procedures, areas of subject matter and/or principles of library administration; interpersonal skills; oral and written communication skills; ability to analyze and solve moderately complex problems relating to library methods and procedures; ability to utilize computer software.

EXPERIENCE AND TRAINING: General Experience: A Master's degree in Library Science or Information Science from a library school accredited by the American Library Association or other advanced educational degree equivalent to the MLS degree in the area of records management AND one year of post graduate degree experience in a relevant area of professional records management or library work.

Note: Filling this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above experience and training requirements should submit a **cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment (CT-HR-12)** at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

Deborah Hearl, Human Resources Specialist
Dept. of Administrative Services/SmART
Confidential Fax: (860) 622-2873 – **OR** –
Email to DAS.HR.SMART@ct.gov
Subject line **MUST** include: Lib283409 and your last name.

Please note: due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.