

VACANCY NOTICE

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Library Program Specialist III</u> CLASSIFICATION CODE: <u>02713700</u> SALARY RANGE: <u>\$55,614.00 - \$62,955.00</u> REFERENCE POSITION NO.: <u>2476-10000-12</u> Department or Agency Name: <u>Administration</u> APPLICATION PERIOD: <u>June 23, 2007 - June 29, 2007</u> Division/Section/Unit: <u>Library Services</u> Assignment(s) / Comments: _____ Shift and Days: <u>Monday - Friday (8:30 am-4:30 pm)</u> Job Location: <u>One Capitol Hill, Providence, RI</u> Restrictions/Limitations: _____ Position Covered By Collective Bargaining Union Agreement: Yes <input checked="" type="checkbox"/> No _____ Name of Bargaining Unit Union: <u>RIASSE-Local 580</u> There is _____ is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.	
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> • <i>The title of the position for which you are applying</i> • <i>Name of department where you are currently employed</i> • <i>Title of your present position and date you entered it</i> • <i>Your business telephone number</i> • <i>Date you entered State service</i> • <i>Present Union Affiliations</i> *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	DUTIES / RESPONSIBILITIES: To perform highly responsible professional work in planning, developing, implementing and supervising one or more areas of library, information and consultant services on a statewide basis; to plan, assign, supervise and review the work of other personnel engaged in such functions; to plan, develop and implement library services policies, procedures and standards; and to do related work as required. Emphasis of the work will be on library automation, online technologies and user-facilitated communication within a multitype library environment.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: possession of a Master's Degree in Library Science from a graduate school accredited by the American Library Association: and Experience: Such as may have been gained through: at least five years of professional library experience in a governmental, educational, public or private library. Coursework and/or direct experience with automated library networks, web-based interactive services, web accessibility , relational database development and database-to-web integration; interlibrary loan technologies in a multitype library environment; a minimum of 3 year's experience with Dreamweaver and php; Familiarity and experience with federal E-rate and Web 2.0/Library 2.0 functionality preferred.	
Where to Apply	Cindy Flores Department of Administration General Government Service Center One Captitol Hill, 3rd Floor Providence, RI 02908 Telephone #: <u>(401) 222-2291</u> Fax #: <u>(401) 222-6375</u> Email: <u>CFlores@hr.ri.gov</u> TTY/TDD #: <u>7 1 1</u> (Telecommunication Device for the Deaf)	



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