



CITY OF ANSONIA

253 MAIN ST
ANSONIA, CT 06401

July 25, 2025

TO: John P. Marini, Corporation Counsel

FROM: Recruitment Sources

SUBJECT: EMPLOYMENT OPPORTUNITIES

PLEASE POST

THE CITY OF ANSONIA
ANNOUNCES EMPLOYMENT OPPORTUNITIES

ANSONIA LIBRARY

LIBRARY DIRECTOR

SALARY RANGE IS \$72,490.34 Salary

TO BE CONSIDERED, APPLICATIONS MUST BE FILLED BY:

NOON, FRIDAY, August 8, 2025

APPLICATIONS AVAILABLE BY

CONTACTING:

Cristina Molina
City Hall
253 Main Street
Ansonia, CT 06401
cmolina@ansoniac.org

SPECIAL INSTRUCTIONS: To request an application and job description by mail, please send a self-addressed stamped envelope.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F/H/V

PLEASE REMOVE: Friday, August 8, 2025

POSITION DESCRIPTION

CLASS/TITLE: LIBRARY DIRECTOR **REVISION DATE:** 07/28/16
DATE: 9/29/97 **REVISION LTR:**
DEPARTMENT: LIBRARY
SALARY RANGE: (\$A7)

GENERAL PURPOSE

Responsible administrative work in planning, organizing and directing the library system. Keeps informed of developments and participate in activities of professional and community organizations. Maintains liaison with organizations.

SUPERVISION RECEIVED

Works under the general administrative direction of the Board of Library Directors, Supervises and coordinates the personnel of the public library system.

DUTIES AND RESPONSIBILITIES

Administers personnel policy; analyzes and coordinates budget proposals and controls expenditures to administer approved budget; assists when necessary in public service areas; implements policy decisions as established by Board of Directors, and acquaints the Board with library activities and special problems; makes the final decisions regarding purchases within the system's materials selection policy; plans and administers the program of services in the library system; prepares and presents special reports; submits recommendations on library policies, services, and budget to the Board; supervises maintenance of building and grounds; supervises public relations and serves as professional advisor to local public library building committees when required.

PERIPHERAL DUTIES

None

DESIRED MINIMUM QUALIFICATIONS

A master's degree in library science from an American Library Association accredited school, plus at least two years of professional and supervisory experience; OR an equivalent combination of training and experience.

Broad knowledge of library materials and methods maintenance and building problems; ability to communicate effectively; ability to interpret community interests and needs and to plan library service; ability to meet public and maintain their confidence; knowledge of budgeting and public library finance; knowledge of current management practices; and ability to deal cooperatively, effectively, and courteously with the general public and other employees.

SPECIAL REQUIREMENTS

Must be willing to work some evenings and Saturdays

TOOLS AND EQUIPMENT USED

Operates such office equipment as calculators, computers and copiers.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects; and reach with hand or arms. The employee is occasionally required to walk.

The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet.

SELECTION CRITERION

Formal application, rating of education and experience; oral interview and reference check; oral job related tests may be required.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER - M / F / V / H