

HIRING OPPORTUNITY: CITY OF WATERTOWN

DEPARTMENT: Flower Memorial Library

POSITION TITLE: Librarian III

SALARY RANGE: \$67,374 - \$84,884

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

PLEASE NOTE: This is a competitive title in the classified civil service. Appointment will be on a **provisional** basis only. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three.

DISTINGUISHING FEATURES OF THE CLASS: This work involves serving as the head of a major functional area of the library such as Adult and/or Reference. The Librarian III has responsibility for coordination, administration and policy implementation for the assigned area to insure efficient operation. Work is performed under the general supervision of the Library Director with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over professional and non-professional staff and volunteer personnel. Serves as the Library Director III in his/her absence. Does related work as required.

MINIMUM QUALIFICATIONS:

A Master's Degree in Library Science from a library school that is accredited by the American Library Association. Five (5) years of professional librarian experience, two (2) of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT:

Eligibility for a New York State Public Librarian's Professional Certificate at time of application. Possession of certificate within six (6) months of appointment.

HOW TO APPLY: Apply through the online portal: <https://watertown-portal.mycivilservice.com/jobopps>

APPLICATION DEADLINE: 08/18/2025

Email civilservice@watertown-ny.gov for a complete job description.