

PROFESSIONAL OPPORTUNITY

LIBRARIAN

The State Education Resource Center (SERC) is seeking candidates for a full-time Librarian position responsible for leading and managing its specialized educational library and resource services, which serve Connecticut's educational community statewide. Established to support educators working with students with disabilities, the Library has expanded its collection to include resources supporting best practices in both general and special education, educational equity, and racial and social justice. The Librarian will provide research assistance and access to relevant, credible, and current resources for educators, school and district personnel, families, students, and community partners. Responsibilities include developing and maintaining collections, providing responsive customer service, and collaborating with SERC staff to promote the Library's resources and integrate its services into the agency's programs and initiatives. This position directly reports to the Director of Program Budgets and Services Administration.

At SERC, our mission is grounded in a deep and unwavering commitment to equity and social justice. We believe every student deserves access to educational opportunities that honor and reflect their unique identities, abilities, and experiences. No matter a student's race, ethnicity, gender, socioeconomic status, or background, we are dedicated to providing programs and services that empower, uplift, and inspire them.

Through our resources, professional development offerings, and centralized library—core components of our legislative responsibility—we work to dismantle systemic barriers and foster environments built on compassion, accountability, and transformative change.

Our team members, in collaboration with the Connecticut State Department of Education (CSDE) and partners in school districts and community organizations, support educators, service providers, and families in strengthening their capacity to meet the diverse needs of all students.

If you are passionate about being part of a team that works to make education more equitable and inclusive—and you value collaboration, innovation, and purpose—we would love to have you join us.

General Summary

The SERC Library serves as a comprehensive Library/Resource Center with an extensive and current collection of research, reference, and instructional materials and resources related to education and social services. Established in 1969 to support educators working with students with disabilities, the Library has expanded its collection to include resources supporting best practices in both general and special education, with a focus on educational equity and excellence and racial and social justice.

The Librarian will provide the leadership and expertise needed to ensure that the Library and its services align with SERC's mission and vision and are an integral part of the agency's programs and initiatives. The Librarian will provide research and resource assistance to education professionals,

college and university students, families, and community members through high-quality customer service and the development, organization, and maintenance of the Library's physical and online collections and resources. The position also involves promoting and advocating for the Library's materials and services.

Essential Job Functions

Applicants must have the ability to perform the following essential job functions:

- Perform circulation desk procedures using an integrated library operating system, including checking materials in and out, registering patrons, and supporting other circulation functions.
- Select, catalog, and maintain relevant resources for the Library's specialized collections to support best practices in education and research. Assist SERC Consultants in aligning resources with the design of high-quality professional development.
- Research, create, and update topic-specific research guides and library resource pages.
- Orient patrons to the Library and assist them in locating and using resources, accessing information, and navigating library technology. Promote Library programs and services.
- Provide bibliographic instruction, information literacy education, and library tours that support SERC's educational programs and initiatives.
- Provide reference and research assistance to patrons and agency colleagues, including assistance with computer applications, library resources, and information needs.
- Coordinate Library services with existing SERC programs and initiate new community-based programs.
- Develop relationships with diverse communities and stakeholders to inform and shape SERC Library outreach services.
- Assess the Library service needs of Connecticut educators and families from diverse racial, cultural, and linguistic backgrounds, as well as individuals with disabilities. Evaluate the Library's capacity to meet those needs and develop an appropriate plan of action.
- Promote the Library's general reference services and coordinate and support reference desk hours, including evenings and Saturdays as needed.
- Support the ongoing development of SERC's Virtual Library, web pages, and online resources.
- Identify and apply relevant technological advances to improve Library processes and services.

Responsibilities

The SERC Librarian will provide high-quality customer service to patrons and agency staff in a specialized educational library. Duties include, but are not limited to:

- Process circulation transactions using the automated library system.
- Process membership applications and renewals, orient new patrons to the Library, and inform them about available resources and services.
- Create, edit, and maintain bibliographic records for library materials, including cataloging, classification, and subject analysis.
- Prepare and, when necessary, repair materials for shelving or withdrawal from the collections; shelve materials as needed.

- Perform all Library opening and closing procedures.
- Maintain supplies of circulation desk reference materials, membership materials, and copier supplies.
- Assist with Library programs and displays.

Knowledge, Skills, and Abilities

Knowledge:

- Working knowledge of library methods, procedures, policies, and practices, including the ability to implement library policies consistently and collaboratively.
- Working knowledge of bibliographic cataloging principles and standards, including MARC records, classification systems, and subject headings.
- Familiarity with state and national standards for information and technology literacy, including those of the International Society for Technology in Education (ISTE) and the American Association of School Librarians (AASL).
- Knowledge of ethical standards and professional conduct.
- Experience evaluating and selecting print and digital resources.
- Experience providing instruction in information and technology literacy skills, including the research process.

Skills:

- Ability to provide high-quality customer service to Library patrons.
- Proficiency with Microsoft Office and workplace technology; experience with emerging technologies and social media is highly desirable.
- Information literacy, technology literacy, and library technology skills, including the ability to create, edit, and maintain MARC bibliographic records.
- Strong written, verbal, and interpersonal communication skills, including decision-making and problem-solving, in person, virtually, and by telephone.

Ability to:

- Demonstrate attention to detail and follow through on multi-step procedures and tasks.
- Set priorities and meet deadlines.
- Apply and advance the agency's mission, beliefs, and values in daily work.
- Work effectively in culturally diverse and inclusive settings.

The ideal candidate demonstrates effectiveness in a collaborative, team-oriented environment while also showing initiative, self-motivation, and the ability to manage multiple priorities independently and work with minimal supervision.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

The full-time Librarian will operate in a small intimate library setting that serves Connecticut's educational community statewide, as well as virtual or digital environments. The Librarian routinely uses computers, audiovisual equipment, copiers, telephones, and other standard office technology, and may work with assistive technology and adaptive equipment that support access to educational resources for students with disabilities. Occasional off-site responsibilities may include representing SERC at schools, workshops, conferences, training sessions, and community events. Early mornings, evenings, and weekends may occasionally be required based on event schedules and travel needs. Smart business attire is expected when representing SERC.

Physical Demands

The physical demands described here are representative of those required to successfully perform the essential functions of this position.

While performing the duties of this position, the employee must be able to communicate effectively; remain mobile; use hands and fingers to operate equipment and handle materials; and reach with hands and arms. The position may require standing for extended periods and occasionally lifting or carrying materials. Access to reliable transportation, or the ability to travel to off-site work locations, is required.

Position Type/Expected Hours of Work

This is a full-time, non-exempt position. Hours will vary by day for a total of 37.5 hours a week, between the hours of 8:30 a.m. to 5:00 p.m. Monday through Friday, *evening and weekend hours may be required as needed.*

Education and Experience

A bachelor's degree in Library Science or a related field, a Master of Library and Information Science (MLIS), or an equivalent combination of education and experience is required. Candidates currently pursuing an MLIS degree who are nearing completion of the program may also be considered. Previous library experience or related professional experience is required.

Salary Range

***\$56,610.00 - \$88,603.00**

****Salary is non-negotiable. All new hires will begin at the minimum of the salary range.***

This position will remain open until filled. To be considered, applicants must submit a current resume, cover letter, and at least three professional references as part of the application package.

Apply online at www.ctserc.org by selecting **Employment** under the About tab.

Disclaimer

SERC reserves the right to accept equivalent years of experience in lieu of formal education, certifications, or degrees, where appropriate. The organization may review or verify materials submitted in support of an applicant's candidacy without additional permission from the applicant. SERC also reserves the right to modify compensation, benefits, minimum qualifications, preferred qualifications, desired skills, job duties, and other terms and conditions of employment at any time. Employment is contingent upon the successful completion of all applicable pre-employment requirements, including, but not limited to, a background check and verification of professional references.

SERC is an Affirmative Action/Equal Opportunity Employer and strongly encourages applications from individuals of all racial, cultural, and linguistic backgrounds, as well as from persons with disabilities.