

Human Resources Department
1000 North First Street, Suite 10A
Albemarle, NC 28001
(704)986-3605/3606

JOB ANNOUNCEMENT

POSITION: Librarian

SALARY: \$37,901

HOURS: 37.5 hours per week.

SPECIFICATION: Position responsible for managing core access services (technical services) including integrated library system acquisitions, processing and cataloging, ensuring the integrity of the bibliographic and authority databases, and branch deliveries: oversight of the technology in a public library system with five locations: captures and analyzes transactional and performance statistics; collaborates with library staff to develop solutions, procedures and service improvements that make use of the automation and computer systems to create efficiencies. Share in circulation and reference duties one night per week and one Saturday per month, and at branches.

EDUCATION AND EXPERIENCE: MLS from ALA-accredited school; demonstrate strong interpersonal skills, including the ability to work well with co-workers and the public; supervisory, project management, and budgeting skills; demonstrated competence with current information technologies.

SPECIAL REQUIREMENTS/TRAINING: Skills in using technology in a library setting, knowledge of computers and servers, automated library systems; and Microsoft Office and Google; ability to expand library's outreach through effective use of emerging technologies; may occasionally require installation, configuration and maintenance of the library's technology resources. Must be able to travel to other branches.

RECRUITMENT PERIOD: December 19, 2013 through 5:00pm on January 17, 2014

APPLICATION PROCESS: Applicants must apply at the Employment Security Commission, 2215 US Hwy 52 North, Albemarle, NC 28001. (704)982-2183

Stanly County is an Equal Opportunity Employer