

COUNTY OF STANLY
HUMAN RESOURCE OFFICE
1000 NORTH FIRST STREET, SUITE 10A
ALBEMARLE, NORTH CAROLINA
28001



JOB ANNOUNCEMENT

POSITION: Librarian (Technical Services)

LOCATION: Stanly County Library
133 E Main St, Albemarle
Albemarle, NC 28001

SALARY: \$38,280

HOURS: 37.50 hours per week

JOB SPECIFICATIONS: Seeking a highly motivated Technical Services Librarian with strong management, problem solving skills and the ability to work collaboratively with other Library departments. This position, which reports to the Library Director, will analyze, plan, direct, and lead the cataloging, processing, classification, and receiving of library materials, both print and electronic; statistics; reports for staff; some training; managing the database, the budget, e-rate, supplies; working with the vendors, tracking POs and invoices; project management; and phone support for staff

MINIMUM QUALIFICATIONS: Master's degree in Library and Information Science and project management experience, some IT experience helpful. Must also have knowledge of cataloging theory; contemporary bibliographic-maintenance standards and practice, including AACR2, RDA, Dewey Decimal System, OCLC/MARC records, metadata; and library automation. Valid NC driver's license.

SPECIAL REQUIREMENTS: Knowledge of principles and practices of supervision and leadership management; ability to manage detail, set priorities, and meet deadlines; outstanding written and oral communication skills; and ability to maintain confidentiality. Experience in a Polaris environment a plus.

RECRUITMENT PERIOD: **January 8th, 2015 thru January 22nd, 2015**

APPLICATION PROCESS: Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other 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