



JOB ANNOUNCEMENT

POSITION: Library Assistant II - Children and Youth Services

LOCATION: Stanly County Library
133 East Main Street
Albemarle, NC 28001

SALARY: \$23, 925

HOURS: 37.5 hours per week - some nights & weekends

SPECIFICATION: Reports to Children and Youth Service's Librarian. General duties include completing various forms or reports, checking materials in and out, assist with materials selection and processing, assist patrons locating books and information, file, issue library cards, collect fines, mend and shelve books. Specific duties include providing story-time and other programming, summer reading program, assisting computer users, and customer service.

DESIRABLE EDUCATION AND EXPERIENCE: High school graduate, excellent computer skills and Internet experience, knowledge of books and authors, and experience working with the public. Ability to deal tactfully and courteously with the public of all ages, working knowledge of library practices. Enthusiasm and creativity a plus.

SPECIAL REQUIREMENTS: Child development experience or training and knowledge of library practices and procedures preferred.

RECRUITMENT PERIOD: September 30, 2016 through 5:00 p.m. October 14, 2016.

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 Stanly County NC Works Career Center, 944 North First Street, Albemarle, NC 28001. (704) 982-2183 All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment

Stanly County is an Equal Opportunity Employer

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www.stanlycountync.gov

Human Resources

1000 N. First Street, Suite 10A, Albemarle, NC 28001