

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



JOB ANNOUNCEMENT

POSITION: P/T Library Branch Supervisor

LOCATION: Stanly County Library - Oakboro
214 South Main Street
Oakboro NC 28129

SALARY: \$16.41 per hour

HOURS: 16 hours per week including Saturdays

JOB SPECIFICATIONS: Supervisor for daily operations of branch library; schedules and supervises assistants, if needed, maintains collection, assists patrons, attends to all library circulation matters using automated library system; assists with use of Internet computers, responsible for developing programming; serves as liaison with town officials and schools; works with Albemarle staff on issues involving training needs, building and library policy and procedures. Must be able to fill in at other branches as needed.

MINIMUM QUALIFICATIONS: High school graduate, supplemented by courses in office practices, excellent computer skills and Internet experience and experience working with the public. Ability to deal tactfully and courteously with the public of all ages, working knowledge of library practices.

RECRUITMENT PERIOD: September 4th, 2015 thru September 18th, 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 Stanly County Workforce Center, 2215 US Hwy 52 North, 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