



JOB ANNOUNCEMENT

POSITION: Part-Time Library Branch Manager

LOCATION: County of Stanly
Library – Oakboro Branch
214 S Main Street
Oakboro, NC 28129

SALARY: \$19.60 per hour

HOURS: 16 Hours per week
(Mondays and Wednesdays 1:00 – 7:00, Fridays 9:00 - 1:00)

JOB SPECIFICATIONS: Supervisor for daily operations of branch library. Maintains collections, assists patrons, attends to all library circulation matters using automated library system. Assists with use of Internet computers. Responsible for developing programming and serves as liaison with town officials and schools. Works with Albemarle staff on issues involving training needs, along with building and library policy and procedures. Must be able to fill in at other branches as needed. This position is a one person staffed library branch.

MINIMUM QUALIFICATIONS: Any combination of education and experience equivalent to a high school diploma. Supplemented by courses in office practices and working knowledge of library practices. Excellent computer skills and Internet experience. Experience working with and the ability to deal tactfully and courteously with the public.

RECRUITMENT PERIOD: **January 18, 2022 through February 1, 2022**

APPLICATION PROCESS: All applicants must apply through the NEO GOV website at <https://www.governmentjobs.com/careers/StanlyCounty> or the NC Works Career Center, 994 N First Street, Albemarle, NC 28001. (704) 982-2183 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