



COUNTY of CUMBERLAND
JOB VACANCY ANNOUNCEMENT

POSTED: FEBRUARY 26, 2010

<i>POSITION TITLE</i>	<i>TYPE APPOINTMENT</i>	<i>SALARY</i>	<i>GRADE</i>
LIBRARIAN II (YOUTH SERVICES MANAGER)	FULL-TIME	\$37,025	67
<i>DEPARTMENT/LOCATION</i>	<i>POSITION NUMBER</i>	OPEN RECRUITMENT	
LIBRARY	LIB0046		

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Masters degree in Library Science (MLS) with 18 months experience as a MLS professional librarian in a public library and six months supervisory experience preferred. Masters degree in related field and four years experience in a K-12 educational institution or public library youth services department accepted; or Bachelor of Arts or Bachelor of Science followed by six years experience in a K-12 educational institution or public library youth services department.

HOW TO APPLY:

Applications may be picked up and turned in to County Human Resources, Cumberland County Courthouse, Room 14, P.O. Box 1829, Fayetteville, NC 28302-1829. Applications must be received in this office by 5:00 pm on the application closing date. Open recruitment positions may be closed at any time without notice. Resumes may be attached to applications; however, resumes **will not** be accepted in lieu of a completed application.

CONDITIONS OF EMPLOYMENT:

Must have access to transportation and maintain a valid N. C. Driver's License with an acceptable driving record, or obtain and present a valid N. C. Driver's License to the Library's Personnel Administrative Assistant for verification within 30 days of employment. Background check by law enforcement required. Negative drug test required.

GENERAL POSITION DESCRIPTION AND DUTIES:

An employee in this position is responsible for the supervision, training and scheduling of youth services staff within a library youth services department. The employee is required to exercise independent judgment in answering reference questions and readers advisory in children's and young adult literature. Develops and presents age-appropriate programs for youth, birth through young adult. Tact and courtesy are required. Work is performed under general supervision of the branch or facility manager and under library and county policies and procedures and in consultation with the Youth Services Coordinator. Performance is evaluated through conferences and periodic reviews of completed work. May act as supervisor in charge on a regular basis in the absence of the manager. Supervises, trains, evaluates and schedules staff within a regional branch or Headquarters Youth Services department to ensure policies and procedures are followed, customers are given efficient, prompt, and competent assistance, and pleasant working conditions are maintained. Develops and conducts age-appropriate programs for infants through young adults both within the library and through outreach. Develops plans for youth programming that ensures an adequate number of programs for children and their caregivers in the service area throughout the year. Effectively promotes those programs using system resources. Assists in system training of youth serving staff, under the direction of the Youth Services Coordinator, in the areas of children's literature, puppetry, storytelling, book talking, programming skills, readers advisory and reference to youth. Participates in system-wide planning of Summer Reading Club, Children's Book Week, Teen Read Week, and other special events. Oversees collection development for youth in the department that includes print and non-print materials. Under the direction of the Youth Services Coordinator, contributes to system wide collection development in assigned areas. As assigned, supervises facility staff and operations in the absence of the manager. Discusses with supervisor work methods, problems, short and long range developments and/or plans. Maintains an attractive and inviting department for children and their caregivers. Participates in appropriate councils and committees, making recommendations for system-wide programming policy and procedures. Works in collaborative efforts with other community agencies serving youth. Compiles, prepares and maintains reports, records, statistics and budget information for the assigned department. Performs other related duties as required or assigned.

KNOWLEDGE OF WORK PERFORMANCE INDICATORS:

Knowledge of the principles and practices of modern Library operations. Knowledge of literature for youth. Considerable knowledge of current materials, literature and trends, technology and developments and electronic services in assigned area. Ability to train and supervise work of others. Ability to plan and schedule the work flow of professionals, paraprofessionals and clerical staff. Ability to plan effective services and programs for youth. Ability to analyze problems and to recommend practical solutions. Ability to establish and maintain effective relationships with staff, customers and the community. Ability to perform library functions via automated public catalog and circulation system and implement back-up procedures when necessary. Ability to use good judgment in the daily supervision of services. Ability to express ideas effectively orally and in writing. Ability to communicate effectively with customers. Ability to lift and push moderate weight (e.g. 40 pounds of books or other materials and supplies).

THE COUNTY OF CUMBERLAND HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.

CURRENT VACANCIES ARE ALSO LISTED ON OUR 24-HOUR JOB SERVICE LINE AT 678-7657 AND ON OUR WEBSITE – www.co.cumberland.nc.us

AN EQUAL OPPORTUNITY EMPLOYER.