



# COUNTY of CUMBERLAND

## JOB VACANCY ANNOUNCEMENT

POSTED: JULY 20, 2011

<u>POSITION TITLE</u>	<u>TYPE APPOINTMENT</u>	<u>SALARY</u>	<u>GRADE</u>
<b>LIBRARIAN I (INFORMATION SERVICES)</b>	<b>FULL-TIME</b>	<b>\$33,753</b>	<b>65</b>
<u>DEPARTMENT/LOCATION</u>	<u>POSITION NUMBER</u>	<u>CLOSING DATE</u>	
<b>LIBRARY / CLIFFDALE BRANCH</b>	<b>LIB0060</b>	<b>AUGUST 2, 2011</b>	

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

Masters degree in Library Science (MLS) required.

**Trainee:** Applicants must have completed at least 75% of required course work towards a MLS and submit a letter from the dean of the library school that states the number of credit hours already obtained and that the candidate can complete all masters degree requirements within twelve months.

### **HOW TO APPLY:**

Applications are available at the Cumberland County Courthouse, Human Resources, Room 25; or you may download an application at [www.co.cumberland.nc.us/downloads.aspx](http://www.co.cumberland.nc.us/downloads.aspx). Resumes will not be accepted in lieu of a completed county application. Please sign and date your application and submit to Cumberland County Human Resources, PO Box 1829, Fayetteville, NC 28302-1829; or submit to Cumberland County Courthouse, Human Resources, Room 25.

### **CONDITIONS OF EMPLOYMENT:**

Selected applicant must have or obtain, and maintain a valid North Carolina driver's license with an acceptable driving record; must have access to transportation; background check with local law enforcement agency required; and must submit to a drug-screening test and receive a negative result for the use of drugs specified in the county policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

### **GENERAL POSITION DESCRIPTION AND DUTIES:**

This position's assignments include creating and maintaining branch's displays as well as planning and presenting a significant portion of the branch's adult programming. Completes collection development and weeding projects as requested by the Branch Manager. Is responsible for providing advanced library services to customers at the information desk. Independent judgment is required in answering reference questions and assisting customers with the selection of material. Tact and courtesy are needed. Work is performed under general supervision; however, a supervisor is available to answer questions regarding unusual technical or administrative problems. Performance is evaluated through conferences and periodic reviews of completed work. May act as Person-in-Charge (PIC) on a regular basis in the absence of the manager. Supervises subordinate staff as assigned and may assume supervisory and managerial responsibility for the branch or department in the absence of the manager. Assists customers in obtaining general, detailed and research information from a variety of print and electronic resources in person and by telephone. Orients and instructs the public in the use of print and electronic resources to find needed information. Assists the public in the use of the library's online public access catalog (OPAC), hardware and software, and other computer equipment to search on-line databases via Internet. Orients and instructs the public and staff in developing search strategies to find needed information. Trains the public and staff in the use of computer search strategies, including keyword, browsing and Boolean searching. Provides in-depth reader's advisory services to the public. Serves as working member of a council(s) as assigned. Maintains a working knowledge of circulation policies and procedures. Assists in staff training and development. Participates in the selection of printed, audiovisual and electronic materials as well as electronic information services in assigned subject areas. Prepares and develops bibliographic and database indexes and brochures to encourage and help the public find needed information in print and electronic formats. Plans, coordinates and conducts programs for adults on various general topics of public interest inside and outside the library, reflecting the resources and services of the library. May conduct programming and collection development for teens. Supervises, trains, evaluates and schedules assigned subordinate staff. Provides input on performance evaluations of subordinate staff not directly supervised. Works in collaborative efforts with other community agencies. Performs other related duties as required or assigned.

### **KNOWLEDGE OF WORK PERFORMANCE INDICATORS:**

Knowledge of principles and practices of modern library operations as applied in a public library. Knowledge of current materials, technology and developments in periodicals, newspapers and electronic services. Ability to train and supervise others. Ability to demonstrate use of on-line public access catalog and computers to the public. Working knowledge of basic reference sources and good research techniques. Ability to assist readers in selection and interpretation of electronic print and electronic resources. Ability to use and instruct the public in the use of computer applications, such as word processing, database management and electronic services. Ability to initiate basic troubleshooting procedures on a variety of computers, printers, and OPAC. Ability to organize work and coordinate activities. Ability to use good judgment and effective communication skills with customers to provide appropriate service. Ability to deal tactfully and courteously with the public. Ability to express ideas effectively, orally, and in writing. Ability to maintain effective working relationships and secure the cooperation of other employees. Thorough knowledge of informational and recreational reading interests. Ability to lift and push moderate weight (e.g. 40 lbs. of books, 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](http://www.co.cumberland.nc.us)  
**AN EQUAL OPPORTUNITY EMPLOYER.**