



# COUNTY of CUMBERLAND

## JOB VACANCY ANNOUNCEMENT

POSTED: JULY 23, 2010

POSITION TITLE	TYPE APPOINTMENT	SALARY	GRADE
<b>LIBRARY ASSOCIATE II</b> (CIRCULATION SUPERVISOR)	<b>FULL-TIME</b>	<b>\$30,805</b>	<b>63</b>
DEPARTMENT/LOCATION	POSITION NUMBER		
<b>LIBRARY</b>	<b>LIB0193</b>	<b>OPEN RECRUITMENT</b>	

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

Four year degree from an accredited college or university with at least 18 hours in Library Science plus one year of library experience; or a four year degree from an accredited college or university plus two years of library experience or three years of customer service work; or an Associate's degree from a community college plus five years of library experience or six years of customer service work; or high school graduation or equivalency with eight years library experience or nine years customer service work.

### **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 be able to spell accurately and possess keyboarding skills. 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 will be primarily assigned to the circulation department. Supervisory responsibilities and overseeing the day to day operations of the circulation department may be required. An employee in this position may be responsible for performing intermediate services at information and/or youth services desk. Independent judgment is necessary in assisting customers, supervision of subordinate staff and collection maintenance. Work is performed under general supervision. May act as the Person in Charge (PIC). Performance is evaluated in conferences and through periodic reviews of completed work. Performs all circulation functions including, but not limited to, check-out, check-in, request functions, registrations, fine and fee collection, processing incoming and outgoing materials and answering directional questions. Compiles statistics into reports as needed. Supervises, trains, evaluates and schedules assigned subordinate staff in the circulation department. Oversees the work of subordinate staff in the circulation department in the absence of the manager in a regional branch setting. Assists customers (of all ages) in person and by phone at various public service desks where information and readers advisory service is required as needed by location. Serves as a working member of a council(s) as assigned. Reads library related journals for program ideas and trends. Submits purchase recommendations for the print, audiovisual and electronic collections used at the various service desks where assigned. Examples of other possible duties and responsibilities: Assumes responsibility for keys to the facility. Assists in the planning, evaluation, and setting of departmental priorities. Develops displays and other promotional material. Assists in the compilation of resource materials. Assists in compilation and reporting of statistics. Assists in collection weeding, under the direction of the manager. Supervises volunteers. Assists in processing of interlibrary loans. Performs other related duties as required or assigned.

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

Ability to train, evaluate and discipline subordinates. Working knowledge of library procedures, collection maintenance, library system and services. Knowledge of readers advisory methods and sources. Ability to communicate effectively with co-workers, subordinates and general public. Ability to express ideas effectively orally and in writing. Ability and knowledge to provide basic library information services and other customer assistance. Ability to use computers, competently manipulate keyboard and spell accurately. Ability to operate audiovisual equipment, online public computer catalogs (OPAC's), and navigate the Internet and specialized library databases to find information. Ability to initiate basic troubleshooting procedures on a variety of computers, printers, copiers and fax machines. Ability to organize work and coordinate activities. Ability to deal tactfully and courteously with the public. Ability to lift and push moderate weight (e.g. 40 pounds of materials, supplies, etc).

**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.**