



*COUNTY of CUMBERLAND*  
**JOB VACANCY ANNOUNCEMENT**

POSTED: MAY 7, 2010

<i>POSITION TITLE</i>	<i>TYPE APPOINTMENT</i>	<i>SALARY</i>	<i>GRADE</i>
<b>LIBRARY ASSOCIATE II</b> (YOUTH SERVICES)	<b>FULL-TIME</b>	<b>\$30,805</b>	<b>63</b>
<i>DEPARTMENT/LOCATION</i>	<i>POSITION NUMBER</i>	<b>OPEN RECRUITMENT</b>	
<b>LIBRARY</b>	<b>LIB0252</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 is responsible for performing intermediate services at information and youth services desks. Independent judgment is necessary in assisting customers with information and materials selection. Work is performed under general supervision; however, a supervisor is available to answer questions regarding technical or administrative problems. Performance is evaluated in conferences and through periodic reviews of completed work. Assist customers (of all ages) in person and by phone at various public service desks where information and readers advisory service is required under the direction of a librarian. Orients and instructs the public in developing search strategies to find needed information. Trains the public in the use of computer search strategies, including keyword, browsing, and Boolean searching. Plans and coordinates youth and adult programs for specific age groups under the direction and supervision of a librarian. 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: 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. Performs other related duties as required or assigned.

**KNOWLEDGE OF WORK PERFORMANCE INDICATORS:**

Working knowledge of library procedures, collection management, library system and services. Knowledge of readers advisory methods and sources. Ability to communicate effectively with co-workers and general public. Ability to develop and present programs for specific age groups as assigned. 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 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.***