



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: June 21, 2017
RE: **Part-Time Library Assistant – Circulation** (Benefit-Eligible)
Henderson County Public Library, Main Branch, Hendersonville

Duties and Responsibilities: This position will be responsible for clerical work requiring the application of basic library work practices for the County Public Library system. Assists patrons in checking library materials in and out of the Library; registers patrons for a borrower's card; answers basic reference questions; collects overdue fines; maintains records and tabulations; shelves books and other materials and performs related work as required. Work is performed under regular supervision. Reports to Librarian I - Circulation Manager and Librarian IV – Marketing & Digital Strategies. Position is regularly scheduled for 19.5 hours per week; schedule includes one night per week and a regular Saturday rotation.

Qualifications: Some knowledge of library techniques, systems, working tools, and procedures; ability to explain and use library tools and facilities; ability to keyboard and maintain records and reports; ability to communicate effectively orally; ability to attend work regularly; excellent interpersonal skills. Any combination of education and experience equivalent to graduation from high school.

Pre-employment drug test and background checks required of finalist applicants.

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.org/hrd.

The deadline for application is: **July 6, 2017**

Starting rate: \$12.68 hourly
Grade: 62A Non-exempt

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