



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: May 11, 2017
RE: JOB POSTING – Full-time Librarian I (Circulation)
Henderson County Public Library

Duties and Responsibilities: This position will perform difficult paraprofessional and supervisory work for the County Public Library system; Supervises subordinates and volunteers assigned to circulation services program; plans, schedules, and oversees operations of the library's circulation desk; provides technical and reference assistance. Performs related work as required. Work is performed under general supervision. Reports to the Librarian III-Marketing and Digital Strategies.

Qualifications: Thorough knowledge of library and technical techniques, procedures, and working tools; general knowledge of the principles and practices of library science; general knowledge of reference sources and materials; general knowledge of current literature, trends, and developments in the field of library science appropriate to the area assigned; ability to plan, coordinate, and supervise the work of others; ability to use standard library methods and principles in bibliography, cataloging, classification, circulation, and reference services; ability to promote interest in library services; ability to implement library programming; ability to communicate effectively orally and in writing; ability to attend work regularly; excellent interpersonal skills. Bilingual in English/Spanish preferred

Any combination of education and experience equivalent to Bachelor's degree in English, library science, or another liberal arts field, and considerable progressively responsible experience in a public library setting.

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

Applications may be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.org/hrd (Click on the link next to the job for the correct application).

The deadline for application is: **Open until filled**

Starting rate: \$18.48

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184
hrd@hendersoncountync.org
www.hendersoncountync.org/hrd
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