



# HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST  
HENDERSONVILLE, NC 28792

## Memo

**To:** All Interested Candidates  
**From:** Jan Prichard, Human Resources Director  
**Date:** **November 28, 2017**  
**RE:** **Job Posting – Full-Time Librarian II**  
*Henderson County Public Library*

**Duties and Responsibilities:** Performs difficult professional library work to provide services for youth ages 0-18 for the County Public Library system; supervises subordinates and volunteers; plans, schedules, coordinates, and/or presents special programs and services for the youth to meet community needs; reviews, selects and purchases materials for the youth collections; provides reference assistance; performs related work as required. Work is performed under general supervision. Exercises limited supervision of subordinates and volunteers. Reports to the Librarian III – Youth Services Coordinator.

**Qualifications:** Thorough knowledge of the principles and practices of library science; thorough knowledge of library and technical techniques, procedures, and working tools; thorough knowledge of reference sources and materials; thorough knowledge of current literature, trends, and developments in the field of library science appropriate to the area assigned; 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 evaluate books and materials to determine potential value for the library collection; ability to supervise the work of others; ability to communicate effectively orally and in writing; ability to attend work regularly; excellent interpersonal skills.

Any combination of education and experience equivalent to Master's degree in library science from an American Library Association accredited school or from a regionally accredited school of higher education, with some professional library experience preferred.

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, [www.hendersoncountync.org/hrd](http://www.hendersoncountync.org/hrd). Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731

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

Starting salary: \$39,585.00

Grade: 74A

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[www.hendersoncountync.org/hrd](http://www.hendersoncountync.org/hrd)  
*Henderson County is an Equal Opportunity Employer*