



# HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST  
HENDERSONVILLE, NC 28792

## Memo

**To:** All Interested Candidates  
**From:** Jan Prichard, Human Resources Director  
**Date:** **August 17, 2017**  
**RE:** **Job Posting – Full-Time Library Technician I**  
*Henderson County Public Library*

**Duties and Responsibilities:** Performs responsible clerical library work to provide services to youth in the Youth Services Division of the County Public Library system; plans, schedules, and presents programs to youth throughout Henderson County libraries as needed or requested. Assists and instructs library patrons in the use of reference materials and equipment; answers routine reference questions and requests; performs related work as required. Work is performed under regular supervision. Reports to the Librarian III – Youth Services Coordinator.

**Qualifications:** General knowledge of library techniques, systems, working tools, and procedures; general knowledge of reference sources and materials; ability to explain and use library tools and facilities; ability to operate common office machines and computer required by the position; ability to communicate effectively orally; ability to safely and efficiently operate a motor vehicle; ability to attend work regularly; excellent interpersonal skills.

Any combination of education and experience equivalent to graduation from high school and some experience in library work. Experience working with children.

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](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: **August 31, 2017**

Starting rate: \$13.72 hourly  
Grade: 64A

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