



COUNTY of CUMBERLAND
JOB VACANCY ANNOUNCEMENT

POSTED: AUGUST 23, 2010

<i>POSITION TITLE</i>	<i>TYPE APPOINTMENT</i>	<i>SALARY</i>	<i>GRADE</i>
LIBRARY ASSOCIATE II (MOTHEREAD/FATHEREAD)	PART-TIME TEMPORARY (19 HRS WK.)	\$14.810 HR	63
<i>DEPARTMENT/LOCATION</i>	<i>POSITION NUMBER</i>		
LIBRARY	LIB0182	OPEN RECRUITMENT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

High school graduation or equivalency, supplemented by a four year degree from an accredited college or university with at least 18 hours in library Science and one year of public library or other relevant experience; or high school graduation with six years directly related public library experience or six years working with groups of adults and/or children in a social service, teaching, or similar capacity; or any combination of equivalent education and experience.

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 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 to assist the Administrative Officer in meeting the educational, information, and leisure time needs of adults and children enrolled in the "MotheRead/FatheRead" program. Independent judgment is required. Work is performed under general supervision; however a professional librarian is available to answer questions regarding unusual problems. Performance is evaluated through periodic reviews of work and in conferences. Develops and conducts MotheRead/FatheRead programs in assigned communities for parents and their preschool children. Schedules MotheRead/FatheRead sessions in consultation with community advisors, participants, co-workers and Administrative Officer. Meets with Administrative Officer and co-workers to review program plans, materials, etc. Discusses with supervisor work methods, plans, problems and programs on a regular basis; submits a monthly report of all activities. Performs other related duties as required or assigned.

KNOWLEDGE OF WORK PERFORMANCE INDICATORS:

Working knowledge of library procedures, library system and sources. Knowledge of children's reading interest levels. Ability to communicate effectively with children, co-workers and general public. Ability to develop and present children's programs, using a variety of literature sharing techniques. Ability to use initiative and resourcefulness in dealing with MotheRead/FatheRead participants and utilizing the materials in the collection. Ability to use computers, has standard keyboarding skills and ability to spell accurately. Ability to operate audiovisual equipment. Ability to express ideas effectively orally and in writing. Extensive knowledge of children's collection. Ability to lift and push moderate weight (e.g. 40 pounds of books and other materials and supplies).

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

AN EQUAL OPPORTUNITY EMPLOYER.