



*COUNTY of CUMBERLAND*  
**JOB VACANCY ANNOUNCEMENT**

POSTED: MARCH 3, 2010

<i>POSITION TITLE</i>	<i>TYPE APPOINTMENT</i>	<i>SALARY</i>	<i>GRADE</i>
<b>LIBRARY TECHNICIAN</b>	<b>PART-TIME (19 HRS. WK.)</b>	<b>\$10.304 HR.</b>	<b>55</b>
<i>DEPARTMENT/LOCATION</i>	<i>POSITION NUMBER</i>	<i>CLOSING DATE</i>	
<b>LIBRARY</b>	<b>LIB0224</b>	<b>OPEN RECRUITMENT</b>	

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

High school diploma or equivalency and one year of public contact experience and familiarity with basic library procedures and demonstrated knowledge of computers (PC, mainframe or word processor). Must be able to spell accurately and possess keyboarding skills.

**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 performs a variety of responsible tasks in assisting library customers and carrying out library procedures. Independent judgment and initiative must be used within a framework of departmental policies and established procedures. Tact and courtesy are required in frequent contact with the public and internal library staff. Work is performed under general supervision and is evaluated by observation, through conferences and by public reaction to library services. Serves at the circulation desk checking in and checking out library materials, registering customers, collecting overdue fines, and assisting customers with directional information and simple title, author, and subject searches. Inputs customer information and library materials data into database as needed. Shelves materials and reads shelves. Troubleshoots and assists with computers, copiers and fax machines. Examples of other possible duties and responsibilities: Assists with maintenance of supplies. Maintains magazine and newspaper inventory. Prepares for courier; sorts courier materials. Assists in computer sign-up as needed. Creates and maintains displays to assist in maintaining a neat and orderly collection. Maintain audio and video collection including snags, new cases and updating computer data. Assist with maintenance checks of all equipment (copy machines, electric typewriters, cash registers, calculators, date due stamp machine, etc.) reports maintenance needs not covered by backup checks. Assist with booking, scheduling and supervising use of the activity room and conference room. Distributes mail. Processes damaged books, including sending notices to customers. Mends, repairs and discards hard covers and paperbacks. Maintains hold shelves. Conducts regular inventory of the paperback collection, ensuring collection is kept in good order, up-to-date and in serviceable condition. Makes recommendations for paperback development. Assists with the shelf clearance and claims return reports on a routine basis; clears materials as necessary. Maintains and cleans the sound recording collection. Performs other related duties as required or assigned.

**KNOWLEDGE OF WORK PERFORMANCE INDICATORS:**

Ability to deal tactfully and courteously with the public. Ability to maintain effective working relationships with other employees. Ability to operate the circulation and public catalog library automation system. Working knowledge of the rules and procedures of the library, including the Dewey Decimal System. Working knowledge of collection (circulating and reference). Ability to maintain accurate statistics and prepare routine reports. Ability to use correct procedures for fines and other monies collected. Ability to make simple arithmetic computations. Ability to use computers. Ability to follow instructions. Ability to lift and push moderate weight (e.g. 40 pounds of books or other materials and supplies). Knowledge of operation and use of various items of audiovisual equipment.

**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](http://www.co.cumberland.nc.us)

***AN EQUAL OPPORTUNITY EMPLOYER.***