



*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>LIBRARIAN IV</b>	<b>FULL-TIME</b>	<b>\$44,353</b>	<b>71</b>
<i>DEPARTMENT/LOCATION</i>	<i>POSITION NUMBER</i>	<i>CLOSING DATE</i>	
<b>LIBRARY</b>	<b>LIB0237</b>	<b>OPEN RECRUITMENT</b>	

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

Master's degree in Library Science (MLS) required. Must have 4 ½ years experience as a MLS professional librarian in a public library and two years supervisory experience in a library.

**Trainee candidates** must have at least 4 years experience as a MLS professional librarian in a public library and 1 ½ years of library supervisory 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 for performing complex professional library work and administering a Regional Branch Library. Considerable independent judgment and initiative as well as interpersonal skills are needed to coordinate work of others. Tact and courtesy are required. Responsible for the supervision of subordinate staff. Work is performed under general supervision and is evaluated in conferences and by review of reports and work plans. Supervises, trains, evaluates, and schedules branch staff to ensure policies and procedures are followed, customers are given efficient, prompt, and competent assistance, and pleasant working conditions are maintained. Participates in budget preparation process by submitting recommendations for equipment, personnel and supplies. Maintains a well-organized, current materials collection by making recommendations for new and retrospective materials to the Division Manager for Collection Development & Public Services and by purging the collection of obsolete and/or worn materials. Discusses with supervisor work methods, problems, and short and long-range developments and/or plans. Compiles, prepares and maintains essential reports, records and statistics. Submits a monthly report of section activities to the Division Manager for Collection Development & Public Services. Monitors building and grounds needs in order to maintain an attractive facility inside and out. Identifies characteristics of the branch service area in order to recommend materials and to plan and present needed programs and services. Communicates branch activities to Public Information Coordinator for purposes of generating publicity. Conducts branch operations in accordance with the Policy and Procedures Manual. Plans and conducts programs and community outreach activities; supervises and helps with programs by other staff. Supervises, trains and evaluates the Community Branch Manager in the service area. Maintains a cooperative relationship between the regional and community branches. Performs other related duties as required or assigned.

**KNOWLEDGE OF WORK PERFORMANCE INDICATORS:**

Knowledge of the principles and practices of modern library operations and sense of professional ethics and commitments. Ability to use good judgment in analyzing problems and to recommend practical solutions. Ability to organize, direct and evaluate the work of professional, paraprofessional, clerical, and custodial staff in the activities of the library. Ability to exercise communication skills and maintain effective relationships with staff, customers and the community. Ability to train and supervise effectively. Knowledge of collection development as applied to (regional or community) branch. Ability to analyze service area needs and plan services and programs accordingly and under the auspices of the system's five-year plan. Knowledge of library automation system, and other technology applied to library services. Ability to lift and push moderate weight (e.g. 40 pounds of books or 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](http://www.co.cumberland.nc.us)

***AN EQUAL OPPORTUNITY EMPLOYER.***