



COUNTY of CUMBERLAND
JOB VACANCY ANNOUNCEMENT

POSTED: MAY 7, 2010

<i>POSITION TITLE</i>	<i>TYPE APPOINTMENT</i>	<i>SALARY</i>	<i>GRADE</i>
LIBRARY PAGE	PART-TIME (16 HRS. WK.)	\$8.272 HR.	50
<i>DEPARTMENT/LOCATION</i>	<i>POSITION NUMBER</i>	<i>CLOSING DATE</i>	
LIBRARY	LIB0255	OPEN RECRUITMENT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Completion of the eighth grade, supplemented by sufficient education to provide some familiarity with a variety of library materials.

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 be able to spell accurately. Background check by law enforcement required. Negative drug test required.

GENERAL POSITION DESCRIPTION AND DUTIES:

An employee in this position is responsible for the orderly maintenance of the library collection and, when required, the performance of circulation duties in order to provide effective and efficient service to library customers. Work is performed according to established procedures under close supervision and is evaluated by observation and inspection of results. Shelves materials accurately, straightens the collection. Shelf-reads the collection, creates and maintains merchandising displays. Straightens and maintains attractiveness in public area for tables and seating, etc. Checks in and checks out library materials at the circulation desk as needed. Performs other related duties as required or assigned.

KNOWLEDGE OF WORK PERFORMANCE INDICATORS:

Basic knowledge of purposes and use of libraries. Ability to work without constant supervision. Working knowledge of services and locations within the library system. Ability to deal tactfully with the public. Ability to orally communicate clearly and effectively. Ability to maintain effective relationships with other employees. Ability to lift and push moderate weight, (e.g. 40 pounds of books or other materials and supplies.) Ability to operate automated circulation system. Ability to perform numerical arrangements. Ability to follow instructions.

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.