Memo

To: All Interested Candidates
From: Karen Ensley, Human Resources Director
Date: August 13, 2020
RE: JOB POSTING - Auxiliary Library Courier

Henderson County Public Library
(Less than 1,000 hrs/12 months, not benefit-eligible)

Duties and Responsibilities: Performs responsible unskilled tasks to support the regular and accurate circulation of books and other library media throughout the Henderson County library branch system; sorts and delivers books and other library materials to and from member libraries for the County Public Library System. Complies with regular schedule of deliveries and follows basic assignments. Performs related work as required. Work is performed under regular supervision. Reports to Librarian III – Branch Coordinator.

Qualifications: Requires some knowledge of library techniques, systems, working tools, and procedures; Ability to work independently with little or no supervision; ability to sort books and library materials based on established location codes; ability to frequently lift tubs of books and other library materials; ability to drive daily on established routes and follow established laws and safe driving procedures and practices; ability to evaluate weather conditions and recommend canceling of delivery service; ability to assume responsibility for entering and securing unattended delivery sites; ability to communicate effectively orally; ability to attend work regularly; excellent interpersonal skills.

Any combination of education and experience equivalent to graduation from high school.

Valid North Carolina driver’s license required.

Pre-employment drug test and background checks required of finalist applicants.

Applications must be obtained, fully completed, and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.gov/hr. Refer to the Additional Applicant Information section for more detailed instructions. 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: Open until filled

Starting rate: $12.75 hourly
Grade: 61A

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www.hendersoncountync.gov/hr
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