Memo

To: All Interested Candidates
From: Karen Ensley, Human Resources Director
Date: September 4, 2020
RE: JOB POSTING - One (1) position – Librarian I - Circulation
Henderson County Public Library

Duties and Responsibilities: Performs difficult paraprofessional and supervisory work for the County Public Library system; supervises subordinates and volunteers assigned to circulation services program; plans, schedules, and oversees operations of the library’s circulation desk; provides technical and reference assistance; performs related work as required. Work is performed under general supervision. Exercises limited supervision of subordinates and volunteers. Reports to the Librarian III – Marketing and Digital Strategies.

Qualifications: Thorough knowledge of library and technical techniques, procedures, and working tools; general knowledge of the principles and practices of library science; general knowledge of reference sources and materials; general knowledge of current literature, trends, and developments in the field of library science appropriate to the area assigned; ability to plan, coordinate, and supervise the work of others; ability to use standard library methods and principles in bibliography, cataloging, classification, circulation, and reference services; ability to promote interest in library services; ability to implement library programming; ability to communicate effectively orally and in writing; ability to attend work regularly; excellent interpersonal skills. Bilingual English/Spanish communication skills are desirable.

Any combination of education and experience equivalent to Bachelor’s degree in English, library science, or another liberal arts field, and considerable progressively responsible experience in a public library setting.

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: $19.64 hourly
Grade: 72A

Phone: (828) 697-4669 • Fax: (828) 698-6184
hrd@hendersoncountync.gov
www.hendersoncountync.gov/hr
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