Memo

To: All Interested Candidates
From: Karen Ensley, Human Resources Director
Date: September 4, 2020
RE: Job Posting – Part-Time Library Assistant – Circulation (Benefit-Eligible)

Henderson County Public Library

Duties and Responsibilities: Performs responsible clerical work requiring the application of basic library work practices for the County Public Library system; assists patrons in checking library materials in and out of the Library; registers patrons for a borrower’s card; collects overdue fines; shelves books and other materials; performs related work as required. Work is performed under regular supervision. Reports to Librarian I (Circulation) and Librarian IV (Marketing & Digital Strategies). Position is regularly scheduled for 19.5 hours per week; Schedule includes one night per week and a regular Saturday rotation.

Qualifications: Some knowledge of library techniques, systems, working tools, and procedures; ability to explain and use library tools and facilities; ability to keyboard and maintain records and reports; ability to communicate effectively orally; ability to attend work regularly; excellent interpersonal skills. Bilingual English/Spanish communication skills are desirable.

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

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: 5:00 pm on September 18, 2020

Starting rate: $13.26 hourly
Grade: 62A