Memo

To: All Interested Candidates  
From: Karen Ensley, Human Resources Director  
Date: September 15, 2020  
RE: JOB POSTING - One (1) position – Librarian I – Graphic and Web Design  
Henderson County Public Library

Duties and Responsibilities: Performs intermediate paraprofessional library work to provide reference and technology-related services for the County Public Library; maintains library website; designs promotional and web-based graphics; assists in installing and troubleshooting hardware and software; provides technical and reference assistance to staff and patrons; performs related work as required. Work is performed under general supervision. Exercises limited supervision of subordinates and volunteers. Reports to the Librarian III – Technology Specialist.

Qualifications: General knowledge of graphic and web design; general knowledge of maintenance of personal computers and related equipment; general knowledge of operation and capabilities of hardware and software applications; general knowledge of library and technical techniques, procedures, working tools; general knowledge of reference sources and materials; ability to use standard library methods and principles in reference services; ability to promote interest in library services; ability to provide limited supervision of the work of others; ability to explain and use library tools and facilities; ability to communicate effectively orally and in writing; ability to attend work regularly; excellent interpersonal skills.

Any combination of education and experience equivalent to Bachelor’s degree in library science, graphic arts, or related field and some experience in a public library setting.

Possession of a valid North Carolina driver’s license.

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