



Onslow County Position Vacancy Announcement

LIBRARY

POSITION TITLE: LIBRARY BRANCH MANAGER

Position Number

6114-00111

Hiring Range

\$38,213 - \$49,677

Opening Date

January 21, 2011

Closing Date

January 31, 2011

How to apply?

Applications must be submitted by 5 pm on the closing date to:

Onslow County HR

220 Georgetown Road, Suite 100
Jacksonville, NC 28540
910-347-7600 Phone
910-347-2793 Fax

Onslow County provides eligible employees with a competitive benefits package including paid health and dental insurance, paid holidays, and other optional benefits.

Onslow County Human Resources Office is **not** responsible for failure to receive faxed applications. Please take a moment to ensure your transmission was received.

Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Onslow County. This service, if required, will take precedence over duties described in this position vacancy announcement.

ONSHOW COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER
M/F/D/V

Position Responsibilities

This position performs paraprofessional and administrative work supervising activities at the branch library in **Swansboro**. Duties include providing reference services; scheduling staff; assisting patrons; assisting with collection development; maintaining records and preparing reports. Work is performed under the regular supervision of the Assistant Library Director. Supervision is exercised over subordinate staff.

Knowledge, Skills, and Abilities

Knowledge of:

- The principles, practices and techniques of library operation;
- Reader interest levels;
- Library reference, adult services and children's services;
- Library computer applications;
- Library reference materials and research techniques.

Ability to:

- Plan, train and supervise the work of others;
- Maintain accurate records and statistics and complete accurate reports;
- Exercise initiative and independent judgment;
- Establish and maintain effective working relationships with library patrons and associates;
- Communicate ideas effectively both orally and in writing.

Minimum Education and Experience Requirements

Any combination of education and experience equivalent to graduation from a community college or a Bachelor's degree with relevant course work and considerable experience in a public library.

Special Requirements

Must have a valid driver's license and be in compliance with the Onslow County's insurance regulations.