

LEE COUNTY JOB ANNOUNCEMENT INSIDE/OUTSIDE

POSITION: LIBRARIAN III

ANNUAL SALARY RANGE: \$41,538 - \$66,045

GRADE: 68

DESCRIPTION OF WORK

The Lee County Library is seeking qualified applicants for the fulltime position of Librarian III. Performs complex professional and administrative work coordinating with library systems throughout the state. Administering and supporting library technology for public and staff. Performs skilled administrative work preparing required and requested reports and schedules for distribution, assisting with various events or programs at the library, creating budget paperwork, and maintaining various written publications and reports, and related work as apparent or assigned. Researches, implements, and maintains technologies in the library system. Broad knowledge of library policies and procedures. Manages the library department's budget workflow in MUNIS preparing purchase orders and budget amendments. Departmental supervision is exercised over all personnel within the department in the absence of the Director of the Library. Assumes responsibility of oversight of library staff, volunteers and interns in the absence of the Library Director. Researches and implements new technologies for the library system. Handles any technology issues with OPACS, ILS Evergreen, PC Reservation station, Print Stations, digital microfilm reader/scanner, Videophone, FaxScan24 equipment. Manages the North Carolina e-book consortium commitments and e-book ordering. Liaison to NC Cardinal's Resource Sharing/Circulation Committee. Answers staff or patron technology questions directly or over the phone and provides 1-1 tutoring. Teaches beginner computer classes using the mobile laptop lab and Smart Board. Orders office supplies or materials, assists with organizing library materials. Maintains website content and calendar. Oversees the library's web and social media presence. Performs basic maintenance on library printers and reader printers. Generates various records and reports related to grants, purchase orders, invoicing, or specially requested reports from library stakeholders. Prepares and enters initial budget documentation into financial system. Responsible for ordering DVD materials. Performs online library resource administration. Maintains student loan and tax information materials for the public. Generates new library forms, flyers and publications and assists with various library events or programs. Suggests selections of materials or equipment for patrons and weeds/deselects materials as needed due to condition. Assists patrons with using the internet and library technology teaching basic computer classes. Represents the library on various county committees. Serves as backup for library technician cataloging periodicals. Provides backup for resource sharing outreach assistant as needed. Thorough knowledge of basic library procedures, methods and techniques; thorough knowledge of the library circulation functions; thorough knowledge of office procedures and records maintenance techniques; general skill in the use of library equipment, materials and resources; ability to exercise initiative and independent judgment; ability to establish and maintain effective working relationships with library patrons and associates; ability to offer quality customer service to a diverse population. Knowledge requirement include: advanced and current knowledge of design, configuration, administration, management, operation, and documentation of Integrated Library Systems and computers; knowledge of bibliographic/MARC record structure as well as expertise in configuring, administering, and supporting library functions of circulation, cataloging, acquisitions, and public-facing library resource products

MINIMUM EDUCATION AND EXPERIENCE

Master degree from a school of library or information science program accredited by the American Library Association in library science, or related field and extensive experience working in a professional library position, or equivalent combination of education and experience. Advanced experience with computers, web based Content Management System (CMS) and social websites, social media, and ability to teach computer classes preferred.

SPECIAL REQUIREMENTS

North Carolina Public librarian certification within six (6) months. Valid driver's license in the State of North Carolina.

APPLICATION PROCESS

Submit a cover letter, resume and a Lee County application to Lee County Human Resources, PO Box 1968, Sanford N.C. 27331-1968 no later than **5PM on Friday, June 2, 2017**. Females and minorities are encouraged to apply. Lee County does not discriminate on the basis of race, color, national origin, sex, religion, age or disabling condition in employment opportunities. **Pre-employment drug testing is required.** www.leecountync.gov