



## **Lee County Position Announcement**

### **Library Outreach Specialist**

#### **Description of Work:**

Lee County is seeking qualified applicants as a temporary Library Outreach Specialist. Employee will work a flexible weekly schedule and on Saturdays as needed, approximately 12 hours a week. Work involves responsibility for routine circulation, shelf maintenance and clerical functions using automated circulation system. Duties include checking books in and out, shelving library materials, data inputting, processing library materials and telephone answering. The work requires that the employee have some knowledge, skill and ability in library clerical functions.

#### **Minimum Education and Experience:**

Requires graduation from high school, with experience using personal computers and internet; or an equivalent combination of experience and training. Rate of pay is \$13.65 per hour. Applications should be obtained from and returned to Lee County Human Resources Department, PO Box 1968/408 Summit Drive, Sanford, NC no later than 5PM on Thursday, June 1, 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.**