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 within the library system, as apparent or assigned. Departmental supervision is exercised over all personnel within the department in the absence of the Director of Library Services. Work is performed under the direction of the Director of Library Services.

Essential Functions:
Researches, implements, and maintains technologies in the library system.
Plan and facilitate technology training, workshops and classes for staff and patrons. Well versed in the various online library resources and able to train staff and patrons in their use.
Addresses technology issues with library equipment including, but not limited to: OPACS, ILS Evergreen, MFDs, PC Reservation station, Print Stations, digital microfilm reader/scanner, etc.
Troubleshoots minor computer and related peripheral issues.
Maintains website content and calendar. Assists with the library's web and social media presence.
Responsible for the effective development, promotion, implementation and assessment of a variety of programs relating to adult services.
Ability to offer quality customer service with a positive upbeat attitude and sensitivity to diverse populations with varying needs.
Assists with development of policies and procedures of library service throughout the system.
Assists with personnel functions including training, managing and evaluating staff.
Able to perform skilled administrative work preparing required and requested reports and schedules for distribution, working with budget documents/systems, and related work as apparent or assigned.
Assists with the preparation of annual operating budget and monitors and controls approved budgetary expenditures; prepares a variety of reports.
Assigns or conducts library tours as needed.
Manages collection development in assigned areas including digital materials.
Provides support to the library cataloger and with the consortia’s resource sharing process.
Willingness to serve on various library, county and state committees as well as participate in training and projects as they arise.
Establishes, maintains and represents the library on various civic and community groups and with the general public.
Provides general library services at circulation desk; registers patrons; checks in and out books and other materials; empties book drop, reshelves books and materials; shelf reads and straightens shelves, etc.

Knowledge, Skills and Abilities:
Comprehensive knowledge of the principles, methods and practices of modern library science, the organization, and department; of reference source material; and of equipment and materials utilized in library operations and as a service to patrons. Thorough knowledge of books and authors, periodicals, reference media and library media; thorough knowledge of cataloging procedures and problems; ability to analyze library service problems and participate effectively in solving them; ability to plan and supervise the work of staff; ability to establish and maintain effective working relationships with library patrons, associates and the general public.

MINIMUM EDUCATION AND EXPERIENCE
Master's Degree in Library Science from a college/university accredited by the American Library Association, minimum of 3 years of experience working in a public library, or equivalent combination of education and experience. 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. Position will remain open until filled. 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