

Ashe County Public Library

Adult Services Librarian – Part Time*

Would you like to work in a small, beautiful library located in the North Carolina mountains? Do you believe in the public library as the people's university, a third space, and a vital resource for all members of a community? We are seeking a candidate possessed of relevant practical experience and a solid foundation in the principles of library science who is passionate about serving our community through the provision of library materials, programs, and services.

DATE LISTED: October 16, 2021

CLASS TITLE/JOB TITLE: Librarian I / Adult Services Librarian – Part Time

LIBRARY: Ashe County Public Library

CITY: West Jefferson, NC

STARTING SALARY: \$16.70 per hour

QUALIFICATIONS

Graduation from an ALA-accredited school of Library and Information Science with a Master's degree in library science and one year of public library experience preferred; or an equivalent combination of relevant education and experience. Must be eligible for North Carolina Public Librarian Certification.

DUTIES: An employee in this position assists the Adult Services Manager in planning, organizing, promoting, and implementing the public library's program of services for adults. This employee provides reference services and computer usage instruction for the public, and assists with collection development, publicity, programming, exhibits, and displays.

EXAMPLES OF WORK: Provides reference, readers' advisory services, and circulation duties; responsible for collection development of a selected subject or buying area(s) as assigned; plans, develops, and implements programming and special projects for the Adult Services Department as assigned; provides computer instruction in a classroom setting and one-on-one; represents the library at outside functions

SELECTED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to deal tactfully, courteously, and effectively with the public and other employees; effective verbal and written communication skills; ability to use computers for both internal and external projects and information; ability to plan own work flow, set priorities, and meet deadlines; knowledge of professional library principles, practices, and techniques; ability to assist patrons with computer/internet issues; ability to conduct a successful reference interview and to assist patrons in meeting their informational and recreational needs; ability to plan, prepare and present informational and/or educational programs for adults; knowledge of and ability to implement basic library marketing practices across all media

TO APPLY: Send cover letter, resume, and references to Elizabeth Payne at hr@arlibrary.org

CLOSING DATE: This position is open until filled.

**We are hiring for either an Adult Services Librarian or Adult Services Specialist (see other listing on website).*