

Rutherford County has a Branch Librarian position available. Position manages and participates in daily service and support operations within branch library; ensures the building and grounds are properly maintained; positively represents the Library in the community; performs high-level circulation duties using ILS system; prepares monthly statistics and submits them to the Director; shelves library materials and completes shelf-reading; creates and maintains displays; supervises a branch assistant; assigns job tasks to assistant; provides reader's advisory service; operates a variety of standard office and library machines; provides patron computer assistance; and handles routine complaints. Thorough knowledge of public library procedures; knowledge of various types of library materials; ability to work effectively with other employees; ability to learn automated circulation system; ability to create a welcoming environment for patrons of all ages; ability to take directions and work under limited supervision; ability to communicate clearly and appropriately. Hours Mon, Tue, Thurs-9:00 am-5:00 pm, Wed 9:00 am-2:00 pm, Fri 12:00pm-8:00 pm with rotating Saturday work 10:00 am-3:00 pm. Four-year degree is required with 2 years library or management experience. A MLS or MLIS and library experience preferred or combination of education/experience. \$30,941 plus benefits. Apply www.rutherfordcountync.gov or 289 North Main Street, Rutherfordton NC. Drug and Background test, open until filled. EOE.