



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

LIBRARY TECHNICIAN II - MOORE COUNTY LIBRARY SYSTEM

This Position is Full Time with Benefits

Vacancy Number
16-1078

Hiring Range
\$25,499 – \$28,815

Opening Date
July 8, 2016

Closing Date
Open Until Filled

**Submit your completed
County of Moore
Application To:**
Moore County
Human Resources
P.O. Box 905
Carthage, NC 28327
Phone: (910) 947-6362
Fax: (910) 947-2792
www.moorecountync.gov

**Resumes are optional.
Incomplete, unsigned, or
any application other than a
County of Moore application
will not be forwarded to the
hiring authority.**

**Applications received after
the closeout date/time
indicated will not be eligible
for consideration.**

**Moore County Human
Resources Office is not
responsible for failure to
receive faxed applications.**

**Please take a moment to
ensure your transmission
was received.**

ESSENTIAL JOB DUTIES:

Performs programming and outreach work; operates circulation desk; catalogues books and other materials; does related work as required. Must be able to work a flexible schedule not to exceed 40 hours per week; Library hours are Monday – Friday, 9:00 a.m. – 6:00 p.m., and rotating Saturdays, 10:00 a.m. – 4:00 p.m. May be scheduled to work at various locations, including Carthage, Aberdeen, Pinebluff, Robbins, Vass, and the Bookmobile.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Thorough knowledge of library principles, methods, materials and practices;
- Thorough knowledge of reader interest levels and of books and authors.
- Considerable knowledge of computers; general knowledge of office terminology, procedures and equipment;
- Significant knowledge of library routine and procedures;
- Ability to establish and maintain effective working relationships with clients, co-workers and the general public.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Graduation from High School or equivalent **and** six (6) years library experience;
- **OR**, an Associate’s Degree **and** four (4) years library experience;
- **OR**, a Bachelor’s Degree in a related field **and** two (2) years library experience.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid North Carolina Driver’s License.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of up to 35 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

BENEFITS

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts;
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.;
- **Holiday, Annual and Sick Leave** for eligible employees;

*The County of Moore is a drug-free workplace and
Equal Opportunity employer.*

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a background check, pre-employment drug test, and post offer physical.

Moore County is an E-Verify Participant