

Wilkes County Public Library

215 Tenth Street, North Wilkesboro, NC, 28659

PART-TIME ADULT SERVICES POSITION: Open until filled

DATE LISTED: November 3, 2025

LIBRARY: Wilkes County Public Library

CITY: North Wilkesboro, NC

HOURS & STARTING SALARY: 18 hours per week / \$19.16 hourly pay

ADULT SERVICES LIBRARIAN

STATEMENT OF DUTIES AND RESPONSIBILITIES

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

1. Provides reference, readers' advisory services, and circulation duties
2. Responsible for collection development of a selected subject or buying area(s) as assigned
3. Plans, develops, and implements programming and special projects for the Adult Services Department as assigned
4. Provides computer instruction in a classroom setting and one-on-one.
5. Represents the library at outside functions.

EXPERIENCE, EDUCATION, AND TRAINING

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

Return a Cover Letter and Resume via email to:

Taylor Hazan

THazan@arlibrary.org

CLOSING DATE: This position is open until filled.

Wilkes County Public Library

215 Tenth Street, North Wilkesboro, NC, 28659

CIRCULATION SHELVER - PART-TIME

DATE LISTED: October 21, 2025

CLASS TITLE / JOB TITLE: LIBRARY ASSISTANT I / Circulation Shelver

LIBRARY: Wilkes County Public Library

CITY: North Wilkesboro, NC

STARTING SALARY/HOURS: \$ 9.10 per hour / 17 hours per week

STATEMENT OF DUTIES AND RESPONSIBILITIES

An employee in this position is responsible for shelving all library materials, searching for items on the shelves, and performing related computer functions.

EXAMPLES OF WORK

1. Sorts and shelves library materials
2. Maintains book stacks in correct order
3. Checks library materials in and out
4. Maintains current periodical section and periodical stacks
5. Prints and pulls the Hold List
6. Assists the public with simple questions in person and on telephone

KNOWLEDGE, SKILLS AND ABILITIES

Ability to deal tactfully, courteously, and effectively with the public and other employees

Working knowledge of spelling, grammar, numbers, and vocabulary

Basic knowledge of NC Cardinal online catalog

Ability to follow library directions and procedures

Ability to recognize when materials need repairing or repackaging

EXPERIENCE, EDUCATION, AND TRAINING

Must have high school diploma or be actively working toward its equivalent; previous work experience preferred.

Return a Cover Letter and Resume via email to:

Jennifer Earp-Johnson

JEarp-Johnson@arlibrary.org

CLOSING DATE: This position is open until filled.