

Wilkes County Public Library

215 Tenth Street, North Wilkesboro, NC, 28659

PART-TIME ADULT SERVICES POSITION: Open until filled

DATE LISTED: August 13, 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:

Suzanne Manners

hr@arlibrary.org