

Wilkes County Public Library

215 Tenth Street, North Wilkesboro, NC, 28659

PART-TIME ADULT SERVICES POSITION: Open until filled

DATE LISTED: July 15, 2024

LIBRARY: Wilkes County Public Library

CITY: North Wilkesboro, NC

HOURS & STARTING SALARY (Depending on qualifications)

- SPECIALIST: \$12.77 an hour
- ASSISTANT: \$11.15 an hour

ADULT SERVICES SPECIALIST

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. Duties assigned may include adult programming, publicity, exhibits, computer training of library users, and collection development.

EXPERIENCE, EDUCATION, AND TRAINING

Two years of college and three years of experience in a related field required; college degree preferred.

EXAMPLES OF WORK

1. Provides reference and readers' advisory services
2. Plans, develops, and implements special projects for the Adult Services Department as assigned
3. Schedules, plans, promotes, and implements programs for the Adult Services Department as assigned
4. Performs circulation functions as needed
5. Teaches computer classes and/or conducts one-on-one technology training.

ADULT SERVICES ASSISTANT

An employee in this position assists the Adult Services Manager with the library's services for adults in the county. The primary function of this position is to provide a first point of service to patrons visiting or calling the library. Duties involve assisting patrons in the computer lab, circulating materials, helping patrons navigate the catalog, and other tasks as assigned.

EXPERIENCE, EDUCATION, AND TRAINING

Graduation from high school, preferably supplemented by two years of college and two years of applicable experience.

EXAMPLES OF WORK

1. Provides assistance in the use of computers in the library's lab
2. Provides ready reference and readers' advisory services to adults
3. Performs circulation functions
4. Assists the Adult Services Manager with special projects as assigned

Return a Cover Letter and Resume via email to:

Mara Lynn Tugman

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