



Yancey County Public Library: Assistant Librarian Job Opening

This position is for a fulltime service-oriented professional working at the library location at Yancey County Public Library. An employee in this position performs circulation and reference work assisting library users in the use of the library and library resources. Work involves providing assistance at the circulation desk, shelving returned books, collecting fines, and significant shelf and file maintenance. Work may include supervision of other library part-time assistants in the absence of the Head Librarian. Tact and courtesy are required due to constant contact with all ages of the public. Independent judgment must be exercised in advising library users on books and other library materials. Work is performed under supervision of the Head Librarian and is evaluated through observation, discussion, and reaction of library users.

Other duties:

- Assist library users in selection of books, materials, and media.
- Become proficient using the TLC library automation system in completing the above tasks.
- Answer telephone and emails in a professional and courteous manner.
- Develop a welcoming presence for all users of the library, whether that be developing new programming, collaborating with other agencies and organizations on projects, or simply creating inviting book displays.
- Provide occasional research assistance, with the guidance and supervision of the Head Librarian, by using electronic and print resources.
- Update social media platforms and participate in marketing/publicity on a regular basis, with guidance from the Head Librarian.
- Assist Head Librarian in library operations.

Knowledge, Skills, and Abilities:

- Need a simple/basic knowledge base of practices and techniques associated with modern library procedures. If no knowledge base, then a willingness and desire to learn.
- Ability to help maintain consistent and orderly records and statistics.
- Demonstrate competence in the technological competencies for libraries in the state of North Carolina.
- Establish and maintain good, working relationships with all library staff and volunteers, learning to delegate tasks when appropriate.
- Treat all patrons with respect and understanding.
- Have a general willingness to learn the patron base and how to engage the public in library activities and events.
- Good ability in written and oral communication.
- Due to the rural nature of the library location, candidate should be willing to stretch comfort level to reach out to population base.
- Displays empathy and tolerance to diverse viewpoints.

Education Requirements: Would prefer a candidate with a Bachelor's degree in library science or Bachelor's degree in social sciences, humanities, or related field or a candidate with some professional training in library work. High School diploma required.

Submit (1) cover letter, (2) brief resume, (3) names of at least three references from either former employers, teachers, and/or organizations you have volunteered for. Incomplete applications will not be considered. Send as application as an attachment to ycpl@amyregionallibrary.org

Applications will be accepted until June 1, 2017.