



Town of Mooresville

Recruitment Announcement

August 10, 2010

Position: **Librarian – Head of Youth Services**

Department: **Library**

Salary Range: **\$39,650-\$41,632**

Application Deadline: **August 24, 2009**

Description: Employee in this position supervises performs supervisory and professional library work in planning, organizing, promoting, and directing a program of services for children in the library. This employee administers routine personnel matters affecting subordinates, including interviewing applicants, evaluation, discipline, and scheduling of employees; preparation of reports and records as required; provides reference assistance for children, parents, teachers, and other patrons; review journals and catalogs to select library materials appropriate for pre-school and school-age children such as book, periodicals, audio and video recordings or other audio-visual materials; and other duties as assigned.

Minimum Requirements: Masters Degree in Library Science Degree.
Two to four years of experience in a public library setting, preferably in youth services; or an equivalent combination of education and experience.

Possession of or ability to obtain the Public Librarian Certificate as administered by the Department of Cultural Resources, State Library of North Carolina.

Hours: Work will involve some evening and weekend work.

How to Apply: Applications will be accepted at the Human Resources Department, 413 N. Main Street. Applications can also be downloaded from the website: www.ci.mooresville.nc.us. Resumes will NOT be accepted in lieu of a Town of Mooresville application and applications will NOT be accepted after the closing date.

Benefits: Paid Leave; 11-12 paid holidays; excellent medical, dental and vision insurance; local government retirement; 401(k); life insurance; flexible spending accounts; direct deposit.

An Equal Opportunity Employer