



Town of Mooresville

Recruitment Announcement

June 17, 2008

Position: Library Associate I
Department: Library (Circulation Division)
Salary Range: \$25,747 - \$39,177
Application Deadline: June 24, 2008

Description:

An employee in this position provides customer service at the Circulation Desk and serves as supervisor of the Circulation Division in the absence of the supervisor. Duties include checking materials in and out; collecting fees; operating a cash register; shelving library material; using computers, copiers and fax machines; answering the telephone; and clerical support. Library Associates must exercise judgment in the interpretation and application of library practices, rules, and regulations. Assignments involve considerable public contact; courtesy and tact in dealing with the public as well as other staff members is essential.

Minimum Requirements:

Graduation from high school and several years of related library experience; or an equivalent combination of education and experience.

Hours:

Varied schedule including nights and week-ends

Other Information:

Requires ability to deliver programs and speak before groups. Must possess excellent customer service skills. Ability to develop and maintain working relationships with community leaders, donors, and the public. Must have a working knowledge of basic computer applications, such as Microsoft Office.

How to Apply:

Applications will be accepted at the Human Resources Department, 413 N. Main Street or NC Employment Security Commission, 470-A N. Broad Street, Mooresville, NC. 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