

## LEE COUNTY POSITION ANNOUNCEMENT

**POSITION: LIBRARIAN II**

**SALARY RANGE AND GRADE: \$37,966 - \$60,366 GRADE 66**

### **DESCRIPTION OF WORK:**

**Lee County Library is seeking qualified applicants for the position of Librarian II.**

**Essential job functions:** Collaborate with the local community, organizations, and school district; cultivates and maintains good relationships; ensures that community groups are kept informed of library programs and services; Speaks to civic organizations as spokesperson for the library. Broad knowledge of library policies and procedures. Manages the library department's budget workflow for purchases of large print, audiovisuals, Children's, Young Adult materials in MUNIS preparing purchase orders and related paperwork.

### **MINIMUM TRAINING AND EXPERIENCE:**

Master's degree from a school of library or information science program accredited by the American Library Association in library science, or related field and extensive experience working in a professional library position, or equivalent combination of education and experience. Advanced experience with computers, web based Content Management System (CMS), programming skills for adult and young adult audiences, and ability to teach online genealogy classes.

### **APPLICATION PROCESS:**

Submit a cover letter, resume and a Lee County application to Lee County Human Resources, PO Box 1968, Sanford N.C. 27331- 1968 no later than **5PM on Monday, April 3, 2017.**

**Females and minorities are encouraged to apply. Lee County does not discriminate on the basis of race, color, national origin, sex, religion, age or disabling condition in employment opportunities. Pre-employment drug testing is required.**