

LIBRARY ASSOCIATE/TECHNICAL SERVICES

The Town of Southern Pines is a lovely small community with a population of 12,900 who value and support library services. The Town is approximately 1.25 hours drive from Raleigh, 1.5 hours from Greensboro/High Point and 3 hours from Charlotte. The Town seeks an experienced library professional with strong technical, public service, and supervisory skills to work in the Southern Pines Public Library. Duties include evening and weekend supervision of circulation services, cataloging and classification of library materials, and provision of readers' advisory for all ages. Excellent skills in using Windows-based software and the ability to troubleshoot computer hardware and software problems are required. Undergraduate degree and course work in library science and/or work experience in library technical services is required. Previous experience working with the public and supervisory experience is required. Graduate work in Library Science or Information Technology is preferred. Must have a valid North Carolina driver's license with an excellent driving record. The Town offers a highly competitive benefit package: NC Retirement, 401(k), medical and vision insurance, Section 125 plan w/a \$75 biweekly benefit, vacation and holiday package is also included.

All qualified applicants must respond with completed Town application as well as resume to:

**TOWN OF SOUTHERN PINES
PERSONNEL DEPARTMENT
125 SE BROAD STREET
SOUTHERN PINES, NC 28387**

EOE

The Town of Southern Pines is a drug-free workplace.

The Town of Southern Pines does not discriminate on the basis of disability. If you require reasonable accommodations to participate in a job application process, program, or activity, please contact the Human Resources Department at 692-7021 within 36 hours of the scheduled date.