



Office of the Town Manager
114. N Raiford Street
Selma, North Carolina 27576
Phone (919) 965-9841
www.selma-nc.com

LIBRARY SUPERVISOR

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and administrative work supervising the operation of the public library and archives; does related work as required. Work is performed under general supervision of the Parks and Recreation Director. Supervision is exercised over all library personnel.

This is light work requiring the exertion of up to 30 pounds of force occasionally, up to 10 pounds of force frequently and a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Overseeing and supervising library operations; assisting patrons with library services and maintaining records and files; preparing reports, payroll records, and deposits;
- Assists patrons in researching data or events in periodicals, reference guides, or other sources;
- Resolves unusual or difficult questions;
- Instructs patrons in the use of library equipment;
- Receives and files updates to periodicals, books and materials;
- Provides reader's advisory services; helps patrons select materials; prepares reading lists;
- Assists patrons with reference questions; helps patrons locate research resources;
- Uses on-line databases, CD-ROM products and internet sources for reference and research questions;
- Operates circulation desk; catalogues materials;
- Maintains library equipment, including computers, circulation terminals and printers;
- Develops collection; reviews books and materials; purges collection; purchases additions to collection; purchases equipment and supplies; prepares library budget;
- Opens and closes library as scheduled; ensures library building is clean and maintained;
- Coordinates and communicates with Library Board, meeting quarterly maintaining agendas/minutes;
- Plans, develops and administers educational, informational, and community oriented programs;
- Regularly reviews and recommends updates and changes to library policy and procedure;
- Maintains accurate records of donations, honorariums, and memorial gifts, acknowledging both the donor and recipient through written letters, as well as updating and maintaining memorial database;
- Develops and maintains historical archives for the Town of Selma;
- Communicates with county library representatives in order to effectively maintain county-wide service arrangements;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, methods and practices of modern library science; thorough knowledge of reference source material; thorough knowledge of equipment and materials utilized in library operations and as a service to patrons; thorough knowledge of educational programs for citizens participation in the use of library facilities; thorough knowledge of arranging displays of an educational or cultural nature; ability to apply modern principles and practices of library science; ability to use reference materials; ability to demonstrate the use of library equipment; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with library patrons and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in library science or related field and/or extensive library experience.

The hiring salary for this position is \$47,032-\$49,383, which is a Grade 16. Position is open until filled.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf>. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application.* It is preferred that all completed and signed Employment Applications be submitted via email to lblanton@selma-nc.com. Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, HR Director, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.