

**Human Resources Department  
1000 North First Street, Suite 10A  
Albemarle, NC 28001  
704-986-3605/3606**

**JOB ANNOUNCEMENT**

**POSITION:** Circulation Manager

**LOCATION OF POSITION:** Library, 133 East Main Street, Albemarle, NC

**SALARY:** Entry: \$30,921 or DOQ

**HOURS:** 37.50 hours per week. Monday through Friday,  
works one Saturday per  
Month, occasional evening required.

**SPECIFICATIONS:** Work in this classification includes the daily management and operations of the library circulation function. Employees at the circulation desk assist patrons of all ages by phone and in person with recreational reading and in obtaining needed information on any subject from simple spelling to complex research. Work includes being responsible for locating information that is available through interlibrary loan. Work includes performing necessary administrative and technical duties in support of various functions. Supervision is given to other employees by assigning and review work, enforcing standards, and solving ordinary problems encountered in the work. Polaris computer system, photocopiers, microfilm, printer, reader, scanner, and books are examples of the tools and materials used in the job. Employee receives overall objectives and resources available and together with supervisor develops deadlines and work to be done. Employee plans work, interprets policy on own initiative, resolves problems, and keeps the supervisor informed on progress.

All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.

**MINIMUM QUALIFICATIONS:** Graduation from a four year accredited college or university with experience in customer service and supervision.

**RECRUITMENT PERIOD:** September 3, 2010 until September 24, 2010  
at 5:00pm.

**APPLICATION PROCESS:** Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at the Employment Security Commission, 2215 US Hwy 52 North, Albemarle, NC 28001. (704)982-2183

Stanly County is an Equal Opportunity Employer

**PLEASE POST WHERE EMPLOYEES CAN BE ADVISED OF JOB VACANCY**