

# WAKE COUNTY PUBLIC LIBRARIES

## Wake County Government



Consistently rated as one of the best places to live and work.



Libraries are part of **Community Services** with over **400** employees.

### Competitive Benefits Package:

- Health/Dental (pro-rated for part time employees)
- Retirement and 401(k)
- Accrued vacation and sick leave
- Major holidays off
- Paid parental and family illness leave

### County Core Values:

- Act with respect, dignity and integrity
- Be accountable
- Foster diversity, equity and inclusivity
- Work together
- Strive for excellence
- Nurture health and well-being
- Serve with passion and empathy

## The Library System



Our mission is to instill the love of reading and to foster the pursuit of knowledge for the residents of Wake County.

### Organizational Structure



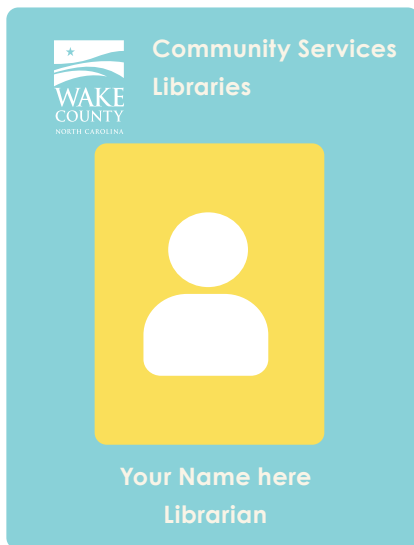
### The Library System By the Numbers

- **8** Regional Libraries
- **13** Community Libraries
- **2** Specialty Libraries
  
- Visits **3,400,000+**
- Circulation **12,000,000+**
- Programs **9,000+**

Wake County  
**Public Libraries**

# POSITION: ADULT SERVICES LIBRARIAN

## What do adult services librarians do?



### Hiring Range



**\$21.33-\$28.80**

**Hiring range**

*Salary offer depends upon experience.*

### Schedules

**20 or 40 hours per week**

- Day shift schedule with a regular night shift, part time may work more night shifts
- Rotating weekend schedule
- Additional weekend and evening shifts as needed for programs or special events

### Responsibilities

- Plan, promote and lead adult programs and professional services
- Serve as Manager on Duty in the absence of a manager
- Work directly with the public on a service desk providing excellent customer service
- Collaborate with peers and managers to develop, present, and promote programs and/or professional services
- Facilitate book discussions (regional libraries)
- Provide reference and readers' advisory services
- Assist the public with basic technology and online searching

### Program Areas

- New Adult
- Career/Family
- Retired/Seniors

### A Successful Adult Services Librarian

- Enjoys working with people and excels at providing customer service
- Is skilled at working with adults individually and in a group setting
- Is energetic, motivated, detail-oriented and flexible
- Has great technology skills
- Has excellent communication skills
- Demonstrates leadership on a local and system level
- Maintains a knowledge of library trends in Adult Services
- Builds and maintains positive and productive relationships in team environments

**LEARN MORE: [WAKEGOV.COM/LIBRARIES](http://WAKEGOV.COM/LIBRARIES)**