

**BOARD OF COMMISSIONERS**  
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**COUNTY MANAGER**  
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101 South Broad Street  
Brevard, NC 28712

March 15, 2018

POSTION VACANCY

CLASSIFICATION: LIBRARY ASSISTANT  
GRADE 10  
SALARY 29,003 – 36,291 – 43,550  
DEPARTMENT LIBRARY

**DUTIES AND RESPONSIBILITIES:** Responsible for meeting room and event set-up of tables, chairs, staging, sound equipment, and projection system at the public library. Provides computer and audiovisual assistance to users of the facilities. Maintains statistics on facilities usage. Monitors housekeeping and maintenance of the meeting spaces. Attends events to assist users. Assists in scheduling Rogow Room, Amphitheater, and other library facilities. Explains and interprets library policies and procedures to the public in a tactful and courteous manner. Assists with publicity and promotion of Library events. Performs related tasks as required. May assist staff in other areas of the library. Must work nights, weekends and a widely varying schedule.

**SKILLS AND QUALIFICATIONS:** Minimum graduation from a two year college or technical school and some related experience. Must be able to perform frequent heavy lifting. Must be able to work frequent evenings and weekends. Experience in facilities management preferred. Excellent computer and audiovisual skills. Excellent customer service skills. Excellent verbal and written communication skills.

**DEADLINE:** April 13, 2018

**APPLY:** Submit a North Carolina State Application (PD107) prior to closing date to the NC Works/JobLink Career Center located on the Campus of Blue Ridge Community College, 45 Oak Park Drive, Brevard, NC. Must include resume. Internal applicants submit an Internal Application and resume to Transylvania County Human Resources.