

Job Opportunity Announcement

TEMPORARY PT LIBRARY ASSOCIATE I Job #506-1

Open Until Filled

Located in the heart of North Carolina's Piedmont, Rowan County is attractively and conveniently nestled between the state's largest city and its Capitol. Rowan County is made up of more than 20 departments and nearly 1,250 employees that are committed to providing a wealth of services to County residents and businesses.

Rowan County is currently seeking multiple applicants for Temporary Library Associate I (part-time and Grant-funded) positions to assist with the Salisbury Post Morgue Preservation Project; including but not limited to: digitization of materials - preparing and scanning historic photographs, negatives, documents, brochures and other archival objects and identifying, organizing and indexing digital files. Schedule will consist of 2-4 hour shifts, 8-16 hours per week through December 31, 2022. **Work hours will not exceed 999 hours in the calendar year.** Evening and weekend shifts may be required. **Worksite will change between all 4 library branches.**

Requires intermediate knowledge of computers, standard software programs and flatbed scanners used to produce accurate, high quality digital files; ability to alphabetize and type with accuracy; and the ability to follow precise directions and remain attentive while performing highly detailed and repetitive tasks.

Minimum qualifications include an Associate's Degree in related field or one year of experience working in a special collection, museum or archival setting, or equivalent combination of education and experience. Knowledge of Rowan County history preferred. Experience working on large volume digitization projects preferred. Degree/Coursework must be from an appropriately accredited institution.

Pay Rate: \$15.63 - \$17.19 per hour (commensurate with experience).

Apply online at www.rowancountync.gov/jobs. Individuals with disabilities may request application accommodations by calling HR at (704) 216-8101. The County administers pre-employment drug tests and criminal background checks for all positions. Some positions may require a physical exam, credit check, and/or a driving history check depending upon the position.

