



## North Carolina Library Association

Pay Study - 2007



Partners

[<< Back](#)

## Public Library Jobs

#	Job ID	Job Name	Job Description
1.	PL01	Library Director	Chief administrative officer of the library. Plans and directs all aspects of the library, including long-range planning for services, facilities, staffing, and technology; develops, oversees, and manages the annual budget. <i>Requires MLS and 8 years experience in library operations with at least 4 years in an management or leadership capacity.</i>
2.	PL02	Library Division Manager	Manages major library function such as children's, adult, outreach, technical services, collection development, etc. <i>Requires MLS plus 5 years library experience with 2 years experience specific to the function.</i>
3.	PL03	Library Branch Manager	Manages operations of a branch library including programming, collection development, facility maintenance, outreach, external relations, and public and reference services. Supervises, schedules, and evaluates the work of staff and volunteers. <i>Requires MLS plus 5 years library experience.</i>
4.	PL04	Senior Librarian	Locates information for library users, answers reference questions. Responsible for selection, maintenance, and periodic weeding of a portion of the collection; may have programming, project management or other responsibilities. <i>Requires MLS plus 3 or more years library experience.</i>
5.	PL05	Librarian	Locates information for library users, answers reference questions, and gives instructions about the use of the library. Develops and presents programs; responsible for selection, maintenance, and periodic weeding of a portion of the collection; may provide specialized services to children, young adults, or adults or conduct programming, technical services, or cataloging functions. <i>Requires MLS and no experience.</i>
6.	PL06	Circulation Supervisor	Supervises circulation at the library, including a staff of full and part-time circulation clerks and pages. Assigns and schedules work and compiles and records statistics as needed. <i>Requires GED or high school diploma and 4 years library or supervisory experience.</i>
7.	PL07	Library Associate	Assists librarian in providing reader's advisory and basic reference services to the public. May plan and implement programs or be responsible for special projects. <i>Requires Bachelors degree. Some experience desirable.</i>
8.	PL08	Bookmobile Driver	Drives bookmobile daily to a variety of scheduled stops, including nursing homes, daycare centers, and public stops. <i>Requires GED or high school diploma, 2 years library experience, and valid license.</i>
9.	PL09	Circulation Clerk	Performs a variety of functions related to public service at the circulation desk; uses automated library system to check books in and out and enter/retrieve; communicates with library users about circulation policies; may process holds, inter-library loans, and direct loans; handles monies for fines and fees. <i>Requires GED or high school diploma and 6 months of retail/public service experience.</i>
10.	PL10	Technical Processing Clerk	Prepares books and other material for distribution to the main library and branches; applies labels, covers, and security strips. Gathers statistics. Assists in database and file maintenance. <i>Requires GED or high school diploma and some library experience.</i>
11.	PL11	Systems Administrator	Operates, maintains and supports local or wide-area system including one or more servers and connected PCs. <i>Requires a Bachelors degree plus 3 or more years experience.</i>
12.	PL12	PC Technician	Provides user support, installation, troubleshooting and repairs for PC hardware and software. <i>Requires GED or high school diploma</i>

			<i>plus two or more years of experience.</i>
13.	PL13	Web Master	Responsible for development and maintenance of the web site and creation and management of site content. Also responsible for selection and implementation of web tools and resolution of performance issues such as speed of access. Monitors web site use and trends. <i>Requires a Bachelors degree plus 3 or more years experience.</i>

[<< Back](#)

Municipal Government Jobs			
#	Job ID	Job Name	Job Description
1.	PG01	Finance Director	
2.	PG02	Public Health Director	
3.	PG03	Systems Administrator	Operates, maintains and supports local or wide-area system including one or more servers and connected PCs. <i>Requires a Bachelors degree plus 3 or more years experience.</i>
4.	PG04	PC Technician	Provides user support, installation, troubleshooting and repairs for PC hardware and software.
5.	PG05	GIS Technician	Updates and maintains data and generates maps and other products from GIS database in response to customer requests.
6.	PG06	County Engineer	Performs design and construction management of buildings, utility systems and other public works; requires PE.
7.	PG07	Civil Engineer	Assists with design and construction management; requires EIT.
8.	PG08	Planner	Professional level position requiring college degree.
9.	PG09	Senior Planner	Professional staff position requiring considerable experience.
10.	PG10	Recreation Program Supervisor	Professional position requiring college degree.
11.	PG11	Zoning Code Enforcement Officer	Enforces zoning codes regarding overgrown lots, signs, unlawful disposal of trash, dilapidated vehicles, etc.
12.	PG12	Tax Clerk	Provides customer service and information about billing and valuation; provides copies of plats; takes payments and assists with listings.
13.	PG13	Solid Waste Truck Driver	Operates large solid waste collection vehicles requiring CDL.
14.	PG14	Building Maintenance Worker	Performs routine indoor maintenance and outdoor mowing, trimming and cleaning of grounds.
15.	PG15	Office Assistant	Performs fully proficient level administrative support work including database, word processing, spreadsheet, office management.
16.	PG16	Web Master	Responsible for development and maintenance of the web site and creation and management of site content. Also responsible for selection and implementation of web tools and resolution of performance issues such as speed of access. Monitors web site use and trends. <i>Requires a Bachelors degree plus 3 or more years experience.</i>
17.	PG17	Information Technology Director	Establishes, plans, and administers the overall policies and goals for the information technology department. Analyzes the needs of departments and establishes priorities for feasibility studies, systems design and implementation to develop new and/or modify the organization's information processing systems. <i>Requires a Bachelors degree plus 8 or more years experience.</i>

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