

PUBLIC JOB POSTING

POSITION IS OPEN UNTIL FILLED

To be considered for this position, applicants must submit a cover letter and resume.

POSTING DATE: October 24th, 2022

JOB TITLE: Assistant County Librarian of Access Services, Grade 33

LOCATION: System-wide position located at the Headquarters Library

DATE AVAILABLE: January 1st, 2023

ANNUAL SALARY: \$67,288 per year plus generous benefits package

HOURS: 40 hours per week – Exempt position

EDUCATION/EXPERIENCE: Master's degree in Library Science from an accredited ALA library school. **Pre-employment testing is required.**

ESSENTIAL FUNCTIONS:

- Works directly with the County Librarian and the other Assistant County Librarians as an integral member of the administrative team supporting the library's mission, vision, values, and strategic plan.
- Provides direct supervision, leadership and guidance to the directors of Circulation Services, Collection Management, Local History & Genealogy, Outreach Services, and the Training Department through regular meetings and planning sessions.
- Guides the direction for the acquisition of patron print and digital resources and platforms for using these resources, to ensure equitable access for patrons and a collection that meets the needs of the community.
- Develops objectives and key results for consistent, welcoming access at all SCPL library locations.
- Reviews policy and procedures for Access Services, making recommendations for changes in platforms and collections to keep current with changing formats and resources.
- Evaluates current and future resource needs, making recommendations for changes in the annual budget process.
- Must support the Libraries Board of Trustees by providing regular reports and participating in committee meetings as needed.

KNOWLEDGE & SKILLS:

- Master's Degree in Library Science from an accredited ALA library school
- Thorough knowledge of professional library principles, procedures, materials and practices with five years of public library experience and three years of supervisory experience
- Forward-thinking and aware of changing and dynamic services to keep pace with changes in library use over time for continuous improvement and evolution based on patron needs
- Strong technology skills with good working knowledge of library ILS and RFID systems, PC time management systems and other equipment related to Access Services
- Excellent leadership and communication skills with the ability to align people, process and technology
- Ability to prepare a variety of financial and statistical reports
- Creative, organized and flexible with proven leadership, team building, and project management skills
- Ability to exercise initiative and independent judgment
- Valid driver's license with the ability to drive to other libraries

The Library accepts applications, cover letters, and resumes when a job position is available. Applications are available on our website or at all checkout desks. Drug Testing is a part of the library's hiring process.

If you require any accommodations in applying for any position, please do not hesitate to ask. The Spartanburg County Public Library is proud to be tobacco free.