

PUBLIC JOB POSTING

THIS 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: Floating Library Assistant, Grade 20

LOCATION: Circulation Department, Headquarters Library

DATE AVAILABLE: December 1st, 2022

SALARY: \$2,669 per month (Includes generous benefits package)

HOURS: 40 hours per week

Monday through Friday, 9am until 6pm

(Note: Must be flexible to accommodate schedule changes may be asked to work other times)

EDUCATION/EXPERIENCE: Bachelor's degree or equivalent combination of education and experience and some supervisory or leadership experience. **Must complete pre-employment testing.**

ESSENTIAL FUNCTIONS:

- Travels to all library locations as assigned to substitute for staff absences
- Provides superior customer service when assisting patrons of all ages at all locations
- Assists with all circulation duties, including but not limited to library card registration, patron account services, and collection maintenance
- Provides patron assistance as it relates to information and reader's advisory questions, material retrieval, computer navigation, digital devices, and other library equipment
- Works with a variety of software and library automation programs
- Assists in programs to promote library card sign up and community outreach
- Contributes to departmental meetings and departmental workflow by making suggestions and sharing ideas
- Regularly checks email, Intranet and library website for new information
- Remains aware of security and safety concerns taking appropriate action as needed
- Responsible for opening and closing procedures at all branches and departments including cash register and deposit tasks
- Oversees the department or branch in absence of the supervisor, handling staff and patron inquiries

KNOWLEDGE & SKILLS:

- Bachelor's degree or equivalent combination of education and experience and some supervisory or leadership experience
- Knowledge of popular books, pop culture and current events
- Strong technology skills and ability to work with a variety of devices, software, and audio-visual equipment
- Excellent interpersonal and customer service skills that display a positive attitude, cultural sensitivity, a sense of humor, with the ability to interface with people from all backgrounds and age groups
- Creative, flexible, and organized with good time management skills and attention to detail
- General knowledge of the procedures, practices, and equipment of a public library with the ability to alphabetize and arrange items numerically
- Ability to take direction and work independently or in a team environment
- Strong work ethic with a willingness to take initiative and ability to direct the tasks of coworkers
- May need to use personal vehicle for travel; Driver's license valid in the State of South Carolina with the ability to drive to other libraries or community outreach events

The library accepts applications with cover letter and resume when a job position is available. Applications are available 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.