PUBLIC JOB POSTING

THIS POSITION IS OPEN UNTIL FILLED.

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

POSTING DATE: October 15, 2021
JOB TITLE: Assistant Director of Circulation, Grade 24
LOCATION: Headquarters Library
DATE AVAILABLE: December 1, 2021
SALARY: $43,375 yearly

HOURS: 40 hours per week, Monday - Friday 8:45am -5:45pm, plus one evening, occasional weekends

EDUCATION: Master’s Degree in Library Science from an accredited ALA library school (or bachelor’s degree with equivalent years of public library experience including supervisory responsibilities) Must complete pre-employment testing.

ESSENTIAL FUNCTIONS:

- Supervises the daily workflow of staff of the Circulation Department, including scheduling, assisting with all circulation duties and maintaining organization and neatness
- Keeps current with library events, SCPL Intranet Announcements, calendar and meeting room reservations
- Supervises and regularly meets with assistants, clerks and pages to coordinate training, guide their work, and evaluate their performance
- Communicates ideas, concerns and solutions to the supervisor that affect staff, workflow, patron services, circulation policies and procedures
- Plans and assists with programs to promote library card sign up and community outreach
- Sets standards for the department to provide superior customer service when assisting patrons of all ages with patron account services, photocopy machines, payment kiosks, self-check machines, or other library equipment
- Communicates collection changes as it relates to shelving and collection maintenance
- Handles patron complaints related to fines and circulation policies
- May assist with bookmobile schedules and substitute assistants as well as ILL requests and materials processing
- Remains aware of security and safety concerns taking appropriate action as needed

KNOWLEDGE AND SKILLS:

- Master’s Degree in Library Science from an accredited ALA library school (or bachelor’s degree with equivalent years of public library experience including supervisory responsibilities)
- Thorough knowledge of the procedures, practices and equipment of a public library, specifically circulation services
- Excellent written and verbal communication skills
- Ability to prioritize tasks, meet deadlines, and pay attention to detail
- Strong technology skills and ability to work with a variety of devices, software and audio-visual equipment
- Experience with MS Office
- Strong work ethic and interpersonal and customer service skills that display a positive attitude, cultural sensitivity, and a sense of humor with the ability to interface with people from all backgrounds and age groups
- Creative and organized with the ability to build teams and exercise initiative, independent judgment, and flexibility
- Valid driver’s license with the ability to drive to branch locations

The Library accepts applications with cover letter and resume when a job position is available. Applications are available at all checkout desks. Contact the Job Line at (864) 285-9190 for job opportunities. 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.