

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: March 28, 2022

JOB TITLE: Assistant Director of Projects and Outreach, Grade 24

LOCATION: Headquarters Library

DATE AVAILABLE: July 1, 2022

SALARY: \$43,375 yearly

HOURS: 40 hour per week

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

EDUCATION: Master's Degree or equivalent experience in Library Science from an accredited ALA library school with knowledge of outreach services for all ages and 1 year of supervisory experience. **Must complete pre-employment testing.**

ESSENTIAL FUNCTIONS:

- Supports the supervisory directives of the Projects & Outreach Department including support of daily functions of the department, communicating changes, questions, issues, assisting with staff scheduling, coordinating programs and special events, and serving as acting supervisor in the absence of the Director
- Develops relationships with the Black, Indigenous, and People of Color (BIPOC) Communities within Spartanburg County and stays informed of community needs
- Meets regularly with assistants in the Department to coordinate their training, guide, and supervise their work, and evaluate performance
- Supports the director in overseeing department meetings and planning processes and participates in committees as needed
- Advocates for the Spartanburg BIPOC community among SCPL staff, departments, and committees
- Sets standards for the department to provide superior customer services when assisting patrons of all ages
- Attends regular trainings related to Projects & Outreach along with connecting to local services for all ages outside of the library
- Maintains Department Statistics and monthly reports
- Stays current on literature for outreach, keeping up with trends, websites, and literature to ensure creative and innovative approaches to outreach in the BIPOC community
- Represents SCPL at conferences and events related to Projects & Outreach including night a weekend event.

KNOWLEDGE & SKILLS:

- Master's Degree or equivalent experience in Library Science from an accredited ALA library school with knowledge of outreach services for all ages and 1 year of supervisory experience.
- Comprehensive knowledge of outreach programming, project management, and best practices
- Thorough knowledge of professional library principles, procedures, materials, and practices with 1 year of public library experience and 1 year of supervisory experience
- Forward-thinking with the drive to set and accomplish long-term goals for Outreach regarding the BIPOC communities in Spartanburg County.
- Excellent written and verbal communication skills
- Comfortable and proficient with technology and the ability to work with a variety of devices and audio-visual equipment
- Ability to establish deadlines, monitor progress, develop reports, and facilitate communication among teams
- Strong work ethic, 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, organized, and flexible with the ability to exercise initiative and independent judgment
- Valid Driver's license with the ability to drive to other libraries or community outreach 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.