PUBLIC JOB POSTING

POSTING DATE: June 24, 2022
JOB TITLE: Assistant County Librarian of Administration and Operations, Grade 34
LOCATION: System-wide position located at the Headquarters Library
DATE AVAILABLE: September 1, 2022
ANNUAL SALARY: $70,490 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 and extensive progressively responsible experience working in a public library. At least 5 years of proven supervisory experience. **Pre-employment testing is required.**

ESSENTIAL FUNCTIONS:

- Oversees Administrative Services departments, which include Human Resources, Finance, Facilities, Security, and Systems; serving as the Purchasing Agent and Risk Manager; assisting with policy development and administration; maintaining records and files; preparing reports.
- Oversees human resources functions, including working closely with the Human Resources Director on policies and procedures, all benefits, compliance with employment law, etc.
- Oversees financial functions, including working closely with the Finance Director, ensuring that adequate internal controls are in place and that laws, policies, accounting practices, and regulations relating to business operations are followed.
- Oversees maintenance of buildings, grounds, and vehicles; working closely with the Facilities Director in supervision of maintenance personnel, approval of capital projects and maintenance contracts, and ensuring safety and security of staff, property and our public; being on call for building emergencies.
- Oversees Systems operations and projects working closely with the Director of Systems to research products and approve contracts; planning for network security; developing and implementing technology plans for the library; assessing staff and patron needs and determining efficient use of technology.
- Oversees security functions for the library system working closely with the Director of Security to develop policies and procedures; respond to law enforcement requests; ensure adequate recordkeeping of incidents.
- Acts as Purchasing Officer; prepares and evaluates Requests for Proposals or Bids; contacts sales representatives and contractors; reviews and selects vendors; approves purchase orders; maintains inventories of fixed assets; maintains adequate insurance on buildings, building contents and vehicles, as well as tort insurance and workers compensation insurance; handles related insurance claims.
- Acts as the Risk Manager for the library system overseeing and developing policies and procedures that ensure the safety and security of staff and patrons.
- Oversees the annual audit process working with external auditors to develop comprehensive financial statements.
- Assists County Librarian in preparation of annual budget.
- Attends monthly staff and department head meetings; attends monthly Board of Trustees meetings.
- Researches and recommends policies and procedures related to human resources, finances, purchasing, security, IT, and facilities operations; interprets policies to staff.
- In the absence of the County Librarian, oversees all Library operations and represents the library at outside functions.

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
- Strong technology skills; ability to exercise initiative and independent judgment
- Excellent leadership and communication skills with the ability to align people, process and technology
- Ability to prepare a variety of financial and statistical reports
- Easily takes direction or adjusts focus to address pressing organizational needs
- 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, organized and flexible with proven leadership, team building, and project management skills

The library accepts applications 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.

151 South Church Street, Spartanburg, South Carolina 29306-3241, (864)596-3507 www.spartanburglibraries.org
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