PUBLIC JOB POSTING

POSITION IS OPEN UNTIL FILLED.

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

POSTING DATE: December 13, 2022
JOB TITLE: Assistant Director of Information Services, Grade 24
LOCATION: Information Services Department, Headquarters
DATE AVAILABLE: February 1, 2022
ANNUAL SALARY: $43,375 per year (generous benefits package)

HOURS: Monday 9:00 am – 6:00 pm; Tuesday 9:00 am – 6:00 pm; Wednesday 12:15 pm – 9:15 pm; Thursday 9:00 am – 6:00 pm; Friday. Every fourth weekend Saturday 8:45 am – 6:15 pm; Sunday 12:55 pm – 6:15 pm. (Note: Must be flexible to accommodate schedule changes; may be asked to work other times as needed).

EDUCATION/EXPERIENCE: Master’s Degree in Library Science from an accredited ALA library school with extensive knowledge of Information Services in public libraries and 1 year of supervisory experience. Must complete pre-employment testing.

ESSENTIAL FUNCTIONS:
- Oversees daily functions of the Information Services department including scheduling staff, coordinating programs, planning and implementing outreach activities, and other special events
- Stays informed of the needs and interests of adults through library patron interactions and reading of current journals, websites and literature to ensure creative and innovative programs that meet the needs of adults
- Meets regularly with assistants working in the Information Services department to coordinate their training, guide and supervise their work, and evaluate their performance
- Oversees department meetings and planning processes and participates on committees as needed
- Establishes and maintains standards for the department to provide superior customer service when assisting patrons of all ages with information requests, reader’s advisory questions, computers, digital devices, and other library equipment
- Attends regular training related to information services and other library work
- Maintains department statistics and monthly reports
- Responsible for maintaining an attractive area for Information Services at the Headquarters
- Represents SCPL at conferences and events related to adults
- Serves as Librarian-in-Charge when assigned.

KNOWLEDGE & SKILLS:
- Master’s Degree in Library Science from an accredited ALA library school with extensive knowledge of Information Services in public libraries and 1 year of supervisory experience
- Thorough knowledge of professional library principles, procedures, materials and practices with public library experience and supervisory experience
- Comprehensive knowledge of electronic and print information resources
- 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
- 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
- Must complete pre-employment testing

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.

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