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: Collection Development Librarian - Fiction, Grade 23
Location: Headquarters Library
Date Available: December 1, 2021
Salary: $41,310 yearly

Hours: 40 hours per week, Monday - Friday 9:00am - 6:00pm
Note: Must be flexible to accommodate schedule changes (may be asked to work other times as needed).

Education: Master’s Degree in Library Science from an accredited ALA library school. Must complete pre-employment testing.

Essential Functions:

• Responsible for curation and maintenance of collections according to the SCPL Materials Selection Policy
• Identify materials for purchase based on professional reviews, collection analysis and library trends
• Analyze and maintain balanced and attractive collection through holds lists, circulation data and community demographics
• Coordinate weeding with department heads and branch staff
• Collaborate with cataloging librarians to maintain and improve accessibility of materials in the online catalog
• Manage collection-related funds carefully and evenly over the fiscal year

Knowledge & Skills:

• Master’s Degree in Library Science from an accredited ALA library school
• Thorough knowledge of professional library principals with collection experience related to literary and genre fiction
• Experience maintaining large budgets
• Excellent technology skills and experience with MS Office
• Ability to build teams and exercise initiative, independent judgment, and flexibility
• Strong interpersonal skills that display a positive attitude
• Understanding of the role of equity, diversity, and inclusion in library collections
• Awareness of cultural and literary trends and knowledge of publishing industry
• 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.