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 1, 2021
JOB TITLE: Assistant Branch Librarian, Grade 24
LOCATION: Cyril Westside
DATE AVAILABLE: February 1, 2021
SALARY: $42,525 yearly

HOURS: 40hrs per week
Week A: Mon, Tues, Wed 8-5, Thurs 12-9, Fri 8-5
Week B: Mon, Tues, Wed. 8-5, Thurs 12-9, Fri Off, Sat 9-6
Week C: Sun. 12:40-6, Mon off, Tues & Wed 8-5, Thurs 12-9, Fri 8-5
Week D: Mon, Tues, Wed 8-5, Thurs 12-9, Fri 8-5

EDUCATION: ALA/MLS with a minimum of three years’ experience in a public library preferred and a minimum of two years proven supervisory experience

ESSENTIAL FUNCTIONS:
• Supports the supervisory directives of the Branch Librarian, communicating major changes, questions, and issues, assisting with staff scheduling, and serving as acting supervisor in the absence of the Branch Librarian.
• Stays informed of the needs and interests of all ages through library patron interactions and reading of current journals, websites, and literature to ensure creative and innovative programs
• Plans, organizes, promotes and presents a variety of programming, occasionally seeking grants for local programming
• Meets regularly with pages to coordinate their training, guide and supervise their work, and evaluate their performance
• Assists the Branch Librarian in maintaining the programming budget for the branch including the maintenance of the Petty Cash box, Friends of the Library budget, and deposits of revenue earned from Friends of the Library sales.
• Collects and analyzes program statistics and reports findings to supervisor
• Assists the branch librarian in setting standards for the branch 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
• Assists in overseeing branch building operations including keeping an open line of communication with the facilities department regarding maintenance, janitorial cleaning and grounds keeping
• Regularly roves the library to maintain awareness of patron needs and security
• Serves as a liaison with the local Friends of the Library and other community agencies as well as fostering new partnerships in the community.

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 public library and supervisory experience
• Comprehensive knowledge of adult literature and movies and music for all ages
• Excellent written and verbal communication skills
• Ability to prioritize tasks, meet deadlines, and pay attention to detail
• Comfortable and proficient with technology
• 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 other libraries or community outreach
• Must complete pre-employment testing

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.