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: November 15, 2021
Job title: Cyril Westside Branch Librarian, Grade 28
Location: Cyril Westside Library
Date available: January 1, 2022
Salary: $55,358 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 in Library Science from an accredited ALA library school, with knowledge of branch services in public libraries. Must complete pre-employment testing.

Essential Functions:
• Oversees daily functions of the library including scheduling, building needs, patron interactions, and procedures.
• Builds relationships within the community, attending meetings and connecting to local services.
• Sets standards for the branch to provide superior customer service when assisting all patrons.
• Participates in the interview and selection process for all branch staff.
• Regularly meets with branch staff to coordinate their training, supervise their work, and evaluate their performance.
• Oversees the branch programming budget, extra hours budget, and funds from the local Friends of the Library.
• Collaborates with the directors who oversee system-wide programming, collections, and services.
• Oversees branch building operations, including keeping an open line of communication with the facilities, systems, and security departments.
• Stays informed of the needs and interests of all ages through library patron interactions and reading of current literature.

Knowledge & Skills:
• Master’s Degree in Library Science from an accredited ALA library school, with knowledge of branch services in public libraries
• Thorough knowledge of professional library principles and practices, with three years of library experience and some supervisory experience
• Forward-thinking, with the drive to set and accomplish long-term goals for the branch
• Excellent written and verbal communication skills
• Comfortable and proficient with technology
• Ability to establish deadlines, monitor progress develop reports, and work well with a team
• Strong work ethic, interpersonal skills, and customer service skills
• 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
• 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.