PUBLIC JOB POSTING

THIS POSITION IS OPEN UNTIL FILLED.

POSTING DATE: June 2, 2022
JOB TITLE: Library Clerk, Grade 12
LOCATION: Cyril Westside Library
DATE AVAILABLE: July 1, 2022
SALARY: $1,806 per month (Includes a generous benefit package)

HOURS: 40 hours per week
Week A: Sunday 12:40-6:00; Monday 9:00-6:00; Tuesday 12:00-9:00; Thursday 9:00-6:00; Friday 9:00-6:00
Week B: Monday 9:00-6:00; Tuesday 12:00-9:00; Wednesday 9:00-6:00; Thursday 9:00-6:00; Saturday 9:00-6:00
Week C: Sunday; 12:40-6:00; Monday 9:00-6:00; Tuesday 12:00-9:00; Thursday 9:00-6:00; Friday 9:00-6:00
Week D: Monday 9:00-6:00; Tuesday 12:00-9:00; Wednesday 9:00-6:00; Thursday 9:00-6:00; Saturday 9:00-6:00
(Note: Must be flexible to accommodate schedule changes may be asked to work other times)

EDUCATION/EXPERIENCE: Any combination of education and experience equivalent to graduation from high school and some clerical or public service experience. Must complete pre-employment testing.

ESSENTIAL FUNCTIONS:
• Provides exceptional customer service to all age groups while assisting patrons with questions in person and over the phone
• Assists with all circulation duties, library card registration, patron account services and collection maintenance
• Evaluates returned materials for damage, missing pieces and overall condition
• Performs basic readers’ advisory, information, and computer assistance, material retrieval and places hold requests
• Works with a variety of software and library automation programs
• Provide assistance with the use of photocopy machines, payment kiosks, and self-check machines
• Assists in programs as needed
• Communicates ideas and concerns to the supervisor
• Contributes to branch meetings and branch workflow by making suggestions and sharing ideas
• Regularly checks email, Intranet and library website for new information
• Remains aware of security and safety concerns taking appropriate action as needed
• Responsible for special branch projects as assigned

KNOWLEDGE & SKILLS:
• High School Diploma or GED required
• Must enjoy working with the public of all ages
• Creative, flexible and organized with good time management skills, attention to detail, and strong work ethic
• General knowledge of the procedures, practices and equipment of a public library
• Comfortable and proficient using technology including experience with PCs, Internet, and Microsoft Office and mobile devices
• Knowledge of popular books, pop culture and current events
• Ability to alphabetize and arrange items numerically
• Excellent interpersonal and customer service skills that display a positive attitude, cultural sensitivity, a sense of humor, and the ability to interface with people from all backgrounds and age groups
• Exceptional written and verbal communication skills
• Ability to prioritize tasks, take direction and work independently or in a team environment

The library accepts applications and cover letter 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.