PUBLIC JOB POSTING

THIS POSITION WILL BE OPEN UNTIL FILLED

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

POSTING DATE: June 23, 2022

JOB TITLE: Community Connections Assistant, Grade 17

LOCATION: Information Services, Headquarters

DATE AVAILABLE: August 1, 2022

SALARY: $2,305 per month

HOURS: 40 hours per week:
Week 1: Monday 9:00-6:00; Tuesday 9:00-6:00; Wednesday 9:00-6:00; Thursday 12:45-9:15; Saturday 8:45-6:15
Week 2: Sunday 12:55-6:15, Monday off; Tuesday 9:00-6:00; Wednesday 9:00-6:00; Thursday 12:15-9:15; Friday 9:00-6:00
Week 3: Monday 9:00-6:00; Tuesday 9:00-6:00; Wednesday 9:00-6:00; Thursday 12:15-9:15; Friday 9:00-6:00
Week 4: Monday 9:00-6:00; Tuesday 9:00-6:00; Wednesday 9:00-6:00; Thursday 12:15-9:15; Friday 9:00-6:00

Friday – one Friday evening every 4-6 weeks from 12:15-9:15. Subject to change as time goes by

EDUCATION: Bachelor’s degree or equivalent education and experience required. Must complete pre-employment testing.

ESSENTIAL FUNCTIONS:

- Provides superior customer service with information requests, reader’s advisory questions, computers, digital devices, maker-based materials, and library equipment
- Collaborates with community partners, patrons, and staff to provide relevant, innovative assistance and programs for patrons at the Information Desk and in the Spark Space
- Assists with processing, shifting, and weeding of the collection when needed; reads shelves to make sure items are in the correct order on the shelf; assists with library book displays; shelves materials when necessary
- Handles financial transactions and assists in preparing bank deposits; may submit purchase order requests.
- Remains aware of safety and security issues and takes appropriate action as needed; roves the department to maintain awareness of patron needs and security.

KNOWLEDGE AND SKILLS:

- Bachelor’s Degree preferred or equivalent combination of education and experience
- Experience and proficiency with current library technology, including the internet, research databases, productivity software, and communications applications
- Excellent interpersonal and customer service skills that display a positive attitude, cultural sensitivity, a sense of humor, with the ability to interface with people from all backgrounds and age groups
- Exceptional written and oral communication skills
- Creative, flexible and organized with good time management skills and attention to detail
- Ability to take direction and work independently or in a team environment
- Strong work ethic with a willingness to take initiative
- Proven experience in collaborating with others to provide appropriate service and programs for the public
- Experience in planning and executing programs for makers of all kinds preferred
- Driver’s license valid in the State of South Carolina with the ability to drive to other libraries

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.