PUBLIC JOB POSTING

POSTED UNTIL FILLED

To be considered for this position, applicants must submit a cover letter, application, and resume. Please be prepared to present a program for adult ages.

POSTING DATE: June 7, 2022
JOB TITLE: Adult Assistant, Grade 19
LOCATION: Inman Library
DATE AVAILABLE: August 1, 2022
SALARY: $2,540 per month (includes generous benefits package)

HOURS: 40 hours per week
Week A: Monday 9:00am-6:00pm; Tuesday, 11:00am-8:00pm; Wednesday, 10:00am-7:00pm; Thursday 9:00am-6:00pm; Friday OFF; Saturday 9:00am-6:00pm
Week B: Monday 9:00am-6:00pm; Tuesday 11:00am-8:00pm; Wednesday 10:00am-7:00pm; Thursday 9:00am-6:00pm; Friday 9:00am-6:00pm; Saturday OFF

EDUCATION/EXPERIENCE: Bachelor’s degree or equivalent combination of education and experience. Must complete pre-employment testing.

ESSENTIAL FUNCTIONS:

• Provides superior customer service at all points of service, assisting patrons of all ages with information requests, reader’s advisory questions, computer and digital device help, and assistance using other library equipment.
• Performs circulation duties including check out, check in, and processing of new materials.
• Plans, promotes and presents creative programs for adults, including special events and summer reading activities.
• Prepares deposits and program contracts, requests purchase orders and tracks program statistics.
• Actively engages the public during community outreach at special events.
• Responsible for maintaining attractive and functional spaces for adults throughout the building.
• Participates in regular Adult Services Committee meetings and online discussions.
• Attends regular training related to adult services and other library work.
• Supports supervisor directives and assumes responsibility of building and staff in supervisor’s absence.

KNOWLEDGE & SKILLS:

• Bachelor’s degree or equivalent combination of education and experience.
• Comfortable and proficient using technology, including digital devices.
• Excellent interpersonal and customer service skills.
• Strong written and verbal communication skills.
• Creative, flexible and organized with good time management skills and attention to detail.
• Ability to prioritize tasks, take direction and work independently or in a team environment.
• Experience working with library programming with strong knowledge of reading materials for adults.
• Knowledge of popular books, movies & television, pop culture and current events.
• Valid driver’s license with the ability to drive to other libraries or community outreach.

The library accepts applications, cover letters, and resumes 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.