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: October 19, 2021

Job Title: Children’s Assistant Grade 19

Location: Landrum Library

Date Available: December 1, 2021

Salary: $2,223 monthly (Includes generous benefits package)

Hours: 35 hours per week

Week 1&2: Monday 8:45am-8:00pm; Tuesday 8:45am-6:00pm; Wednesday 8:45am-6:00 pm; Thursday 8:45am-6:00pm; Friday OFF; Saturday OFF

Week 3: Monday 8:45am-8:00pm; Tuesday 10:00am-2:00pm; Wednesday 8:45am-5:00pm; Thursday 8:45am-6:00pm; Friday OFF; Saturday 8:45am-2:00pm

Note: Must be flexible to accommodate schedule changes (may be asked to work other times as needed).

Education: Bachelor’s Degree or equivalent combination of education and experience is required. Must complete pre-employment testing.

Essential Functions:

- Plans, promotes and presents creative and innovative programs that meet the needs of children, birth through age twelve, including story times, homeschool programs, and other special events and summer reading activities
- Incorporates the Every Child Ready to Read concepts into programs and environments for children ages 0-5
- Prepares deposits and program contracts, requests purchase orders and tracks and submits program statistics
- Actively engages the public during community outreach programs in the local area schools, day cares or special events
- Responsible for maintaining an attractive children’s area in the library including collections, displays, signage and bulletin boards
- Performs circulation duties including check out, check in, and processing of new materials
- Participates in regular children’s services committee meetings, online discussions, and book reviews
- Provides superior customer service when assisting patrons of all ages with information requests, reader’s advisory questions, computers, digital devices, and other library equipment
- Attends regular training related to children’s services and other library work
- Supports supervisor directives and assumes responsibility of building and staff in supervisor’s absence
- Remains aware of safety and security at all times

Knowledge and Skills:

- Bachelor’s degree or equivalent combination of education and experience
- Comfortable and proficient using technology
- 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 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
- Experience working with children from birth through age 12 with strong knowledge of children’s literature
- Some supervisory experience and ability to provide guidance and direction to patrons and staff
- 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.