PUBLIC JOB POSTING

THIS POSITION IS OPEN UNTIL FILLED.

POSTING DATE: August 17, 2021
JOB TITLE: Multimedia & Fiction Assistant, Grade 17
LOCATION: Multimedia & Fiction Department, Headquarters
DATE AVAILABLE: October 1, 2021
SALARY: $2,305 per month (Includes benefits package)

HOURS: 40 hours per week
Week A: Mon—12:15-9:15, Tue—8:45-5:45, Wed—8:45-5:45, Thurs—8:45-5:45, Fri—8:45-5:45
Week B: Mon—12:15-9:15, Tue—8:45-5:45, Wed—8:45-5:45, Thurs—8:45-5:45, Fri—8:45-5:45
Week C: Mon—12:15-9:15, Tue—8:45-5:45, Wed—8:45-5:45, Thurs—8:45-5:15, Fri—Off, Sat—8:45-6:15
Week D: Sun—12:55-6:15, Mon—12:15-9:15, Tue—off, Wed—8:45-5:45, Thurs—8:45-5:45, Fri—12:15-9:15
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. Must complete pre-employment testing.

ESSENTIAL FUNCTIONS:
• Plans, promotes and presents creative and innovative programs that meet the needs of adults
• Tracks and submits program statistics
• Responsible for maintaining an attractive space in the Fiction, Movie areas of the Headquarters Library including collections, displays, and signage
• Participates in department meetings, assigned committee meetings, and online discussions
• Creates written reviews, articles and recommendations for library publications and website
• Provides superior customer service with information requests, reader’s advisory questions, multimedia recommendations, digital devices, and other library equipment
• Assists public and staff with audio-visual equipment set-up and troubleshooting
• Attends regular training related to adult services and other library work
• Maintains calendar and requests for AV equipment set-ups
• Remains aware of safety and security at all times

KNOWLEDGE & SKILLS:
• Bachelor’s degree or equivalent combination of education and experience
• Knowledge of adult literature including a variety of genres, film, video games and trends in pop culture and technology
• Strong technology skills and ability to work with a variety of devices, software and audio-visual equipment
• Excellent interpersonal and customer service skills that display a positive attitude, cultural sensitivity, a sense of humor, with the ability to interact with people from all backgrounds and age groups
• Excellent writing skills with a strong grasp of grammar and ability to structure articles and reviews
• 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
• Valid Driver’s license with the ability to drive to other libraries or community outreach
• Must complete pre-employment testing

The Library accepts applications 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.

151 South Church Street, Spartanburg, South Carolina 29306-3241, (864)596-3507 www.spartanburglibraries.org
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