



SPARTANBURG COUNTY  
PUBLIC LIBRARIES  
www.spartanburglibraries.org

# PUBLIC JOB POSTING

POSITION OPEN UNTIL FILLED

**POSTING DATE:** 12/12/2018

**JOB TITLE:** Community Connections Librarian, Grade 23 (Information Area)

**LOCATION:** Information Services, Headquarters

**DATE AVAILABLE:** February 1, 2019

**SALARY:** \$40,500 minimum yearly

**HOURS:** FLSA exempt position, equivalent to non-exempt 40 hour position.

Hours are generally Mon-Fri including some evening and weekend hours.

One regular night per week, one Friday night every six weeks, and one weekend (Saturday and Sunday) every four weeks

**EDUCATION:** MLS/ALA and experience working in a public library. **PRE-EMPLOYMENT TESTING IS REQUIRED**

## ESSENTIAL FUNCTIONS:

- Collaborates with community partners, patrons, and other staff to plan, organize, promote, and present relevant, innovative assistance and programs for patrons
- Oversees assigned special programs or areas of service for the Information Services Department.
- Tracks and submits program statistics
- Handles financial transactions and assists in preparing bank deposits; may request and complete purchase order requests
- Participates in maintaining an attractive department including maintaining and promoting collections, displays and signage
- Provides superior customer service with information requests, reader's advisory questions, computers, digital devices, and other library equipment
- Serves as Librarian-in-Charge when assigned
- Remains aware of safety and security issues and takes appropriate action as needed; roves the library to maintain awareness of patron needs and security

## KNOWLEDGE & SKILLS:

- Master's degree in Library Science from an accredited ALA Library School.
- Comfortable and proficient with technology
- 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 programs for the public
- Strong desire to work with the citizens of Spartanburg County to create, connect, and change
- Driver's license valid in the State of South Carolina with the ability to drive to other libraries

**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.**