### GREENVILLE COUNTY (SC) LIBRARY SYSTEM

**JOB ANNOUNCEMENT, NO. 2025-094**

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| **Posting Date:** Wednesday, June 25, 2025 | **Application Deadline:** Thursday, July 10, 2025 |
| **Position:** Librarian I, Youth Services Collection Development, Youth Services, Hughes Main Library, Works 5 days (flexible schedule) during the week. (See schedule below). | **Pay:** $23.52 per hour  Position works 20 hours per week |
| **Status:** Regular Part-time, Non-Exempt | **Available:** July 2025 |
| **Location:** Hughes Main Library, 25 Heritage Green Place, Greenville, South Carolina | |
| **Schedule:** Mon. – Fri. flexible schedule, any 4 consecutive hours between 9:00a-5:00p | |

## **FUNCTION**

Under the supervision of the Youth Services (YS) Manager, this position:

* Performs professional library work of a specialized nature relating to system-wide collection development.
* May direct, assign and coordinate duties of other staff to ensure quality and timely management of collections.
* Ensures that Library policies and procedures are practiced and that the Library System has a high-quality collection of materials available for its patrons.
* Embodies the Library System’s code of service by creating an atmosphere where customers and coworkers feel invited, informed, impressed, and inspired.
* Performs work in accord with the Library System’s vision and mission, using good judgment in the application of policies and established procedures.

## **MINIMUM TRAINING & EXPERIENCE**

*Required:*

*Must meet one of the categories of training & experience listed below:*

*Category 1:*

* Master’s degree in Library Science from an ALA-accredited university is required.
* One year of experience working with children in a library or formal learning environment.
* One year of experience working with juvenile and Young Adult/teen collections.

*Category 2:*

Applicants who are working towards a Master in Library & Information Science (MLIS) degree may be considered as a Librarian Trainee for a Librarian position that is classified in pay grade 17 or 18. To be considered, the following requirements must be met:

* Currently enrolled in an ALA accredited university working towards the MLIS degree,
* Completed at least 12 credit hours for the MLIS degree,
* Able to complete the MLIS degree within two years of the date of hire or promotion to a Trainee position, and

Have three years of experience working in a public library or two years of experience working with GCLS.

* Have two years of experience working with children in a library or formal learning environment.

Transcripts or other acceptable documentation from an ALA accredited university must be provided to support the above requirements. Librarian Trainees will be hired at 5% below the starting minimum of pay grade 17 or 18, as applicable.

*Preferred:*

* Bachelor’s degree in Early Childhood or Elementary Education or related field.

## **PHYSICAL REQUIREMENTS**

Must have the ability to:

1. concentrate for long periods of time
2. speak clearly and distinctly
3. hear and/or comprehend verbal communication
4. see and interpret all job-related materials
5. operate library equipment as assigned
6. lift up to 40 pounds for a distance of 300 feet
7. push carts weighing over 100 pounds
8. move, setup, fold, and stack tables and chairs
9. sit for long periods of time
10. stand for long periods of time
11. walk, bend and stoop
12. reach, grasp and use hands to touch, handle, or feel
13. type on an ongoing basis for long periods of time, using both hands
14. tolerate low levels of dust and mold associated with working around books and other library materials

## **ADDITIONAL REQUIREMENTS**

* Use of personal vehicle with mileage reimbursement
* Valid S.C. driver’s license
* Perform collection duties at any Library location in the Greenville County Library System as requested

## **EXAMPLES OF WORK PERFORMED**

*These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. Essential job functions designated with (E).*

**Assists Customers**

* Provides readers’ advisory and reference services to children, teens, and adults serving children. (E)
* Assists patrons in locating materials and information using the library’s catalog, online databases, and other online resources. (E)

**Circulation**

* Works the public service desk in the Children’s Area as assigned/needed. (E)
* Provides general circulation services, including registering new borrowers, updating patron records, placing holds, etc. (E)
* Uses the Library’s integrated library system to process discharges, fill or clear holds, place or receive items in transit, and maintain accurate status of items. Includes creating and processing of system-generated reports. (E)

**Collection Development**

* Evaluates and selects materials for the juvenile and teen collections. (E)
* Creates and distributes weeding lists for the juvenile and teen collections, following the pre-determined schedule. (E)
* Creates fiction and nonfiction materials lists for selectors to choose from. (E)
* Assists with juvenile and teen collection management at Main and branch locations, including shifting and/or weeding. (E)
* Maintains and follows documentation for established procedures related to collection development and maintenance. (E)
* Assists in future planning for change and improvement in collection development, including revisions to the formulation of goals and objectives. (E)

**Duties**

* Participates in the YS Collection Development Committee and other committees as needed. (E)
* Assists in the evaluation of materials that are juvenile or teen patron requests for addition to the collection, requests for reconsideration or that otherwise require reevaluation. (E)
* Instructs and demonstrates use of library equipment and online resources as needed. (E)
* Manages assignments and responsibilities effectively in a busy environment. (E)
* Answers questions on library operations, policies and procedures and handles problems and complaints.
* Prepares monthly reports, timesheets, statistical information, acquisition requests, collection statistics, cataloging corrections forms, reports, and other documents for administrative use. (E)
* Proofs information carefully and by the stated deadline. (E)
* Acts as a Team Leader, i.e. serves as the responsible party for the unit’s operation as designated. (E)
* Communicates and enforces the Library’s *Code of Conduct* and other policies, procedures and rules to customers. (E)
* Follows safe work methods to prevent injury. (E)
* Participates in YS meetings and special projects. (E)
* Provides training for staff in the area of collection maintenance. (E)
* Demonstrates knowledge of computer applications as appropriate for collection development. (E)
* Reviews professional literature to keep abreast of developments in library and information science, with an emphasis on developments in collection management. (E)
* Attends library association meetings, training programs, workshops, and conferences as appropriate.
* Maintains regular and reliable attendance and remains compliant with the Library System’s *Attendance Guidelines*. (E)
* Performs other related duties as requested by supervisor.

## **REQUIRED KNOWLEDGE, SKILLS/ABILITIES & CHARACTERISTICS**

*(Testing of computer skills will be part of the interview process for this position.)*

Knowledge:

* Knowledge of the functions of collection development and maintenance, including general knowledge of the major fields of learning.
* Knowledge of children’s and young adult/teen literature.
* General knowledge of publisher and vendor practices and methods and of reader interest levels.
* Knowledge of business English, spelling and arithmetic.
* Good personal computing skills, including effective use of word processing and spreadsheet programs, various internet browsers, and email.

Skills/Abilities:

* Ability to develop and maintain effective working relationships with the general public and Library System staff.
* Ability to provide adequate instruction and directions to others.
* Ability to work under frequently stressful conditions and meet required deadlines.
* Ability to perform routine tasks efficiently and without difficulty.
* Ability to follow established procedures and to perform work requiring considerable detail including recognizing and correcting errors.
* Ability to learn, implement, and maintain complex filing systems, including the Dewey Decimal System, with a high level of accuracy.
* Ability to communicate concepts, general information, and task-related information in oral, written and electronic forms.
* Ability to operate and care for computers and their peripheral equipment, e.g. RFID pads, barcode readers, printers, etc.
* Ability to learn the Library System’s integrated system software, i.e. an automation system used to manage library processes.
* Ability to learn and demonstrate the use of current mobile device technology to assist customers in downloading and/or accessing the Library System’s online digital materials such as eBooks.
* Ability to maintain confidentiality of customer records, security related incidents and other identifiable customer uses of Library System resources and services.
* Ability to resolve conflicts, problems, and complaints with tact and diplomacy.
* Preferred: Bilingual – English/Spanish skills.

Characteristics:

* Works well in a team environment.
* Enjoys working with children and families, and possesses a strong commitment to customer service.
* Establishes rapport with others in person and on the telephone, and maintains effective working relationships with customers and coworkers.
* Works calmly and effectively in stressful situations and in a sometimes noisy and chaotic environment.
* Follows established procedures and instructions received from supervisor.
* Possesses strong organizational skills and is detail oriented.
* Performs routine tasks efficiently and without difficulty.
* Uses good judgment and discretion in carrying out duties and responsibilities.
* Receptive to feedback, willing to learn and embraces continuous improvement.
* Takes ownership of work, does what is needed without being asked, and follows through until task is completed.
* Punctual, works hours as scheduled, and maintains a good attendance record.

Greenville County Library System may change assigned work location and schedule

of any position depending upon the needs of the system.

**Visit the Job Openings page on our website at** [**www.greenvillelibrary.org**](http://www.greenvillelibrary.org) **to submit an online employment application**

**and/or for additional information about our application process. Inquiries may be directed to**

**Cindy Quinn at (864) 527-9232 or** [**cquinn@greenvillelibrary.org**](mailto:cquinn@greenvillelibrary.org)**.**

**Current employees must also complete and submit an**

***Internal Job Application Acknowledgement Form*, which may be downloaded from StaffWeb.**

**GCLS is an Equal Opportunity Employer. GCLS participates in E-Verify.**