### GREENVILLE COUNTY (SC) LIBRARY SYSTEM

**JOB ANNOUNCEMENT, NO. 2026-006**

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| **Posting Date:** Monday, August 4, 2025 | **Application Deadline:** Monday, August 18, 2025  |
| **Position:** Teen Librarian, Youth Services, Hughes Main Library  | **Pay**: $49,977 per year, plus benefits |
| **Status:** Regular Full-time, Exempt | **Available:** September 2025 |
| **Location:** Hughes Main Library, 25 Heritage Green Place, Greenville, SC |
| **Schedule:** Mon.-Fri. 8:30a-5:00p. Some evenings to accommodate late afternoon/evening programs. Every 5-6 weeks, this position works one weekend day, either Sat. 8:30a-6:00p OR Sun. 1:30p-6:00p. (When working a weekend day, the employee is off Friday before or another day during the week) |

## **FUNCTION**

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

* Performs a variety of specialized duties for youth and their families, both inside Library System facilities and at non-Library locations.
* Is responsible for providing quality collection development, programs for youth, reader’s advisory, reference and circulation services throughout the Library System.
* May direct, assign, and coordinate duties of other staff to ensure efficient operation of the department.
* Conducts educational age appropriate programs, and may provide presentations to outside organizations.
* 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.

## **TRAINING & EXPERIENCE**

Required:

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

*Category1:*

* Master’s degree in Library Science from an ALA-accredited university is required.
* Two years of experience working with tweens and teens in a library or formal learning environment.
* Certified or eligible for certification by the South Carolina State Library.

*Category 2:*

Applicants who are working towards a Master in Library & Information Science (MLIS) degree may be considered as a Librarian Trainee for Librarian I and II level positions. 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 the pay grade for Librarian I and II level positions, as applicable.

Preferred:

* Bachelor’s degree in Education or related field.

**ADDITIONAL REQUIREMENTS**

* Use of personal vehicle with mileage reimbursement
* Valid S.C. driver’s license
* Weekend and night work
* Perform duties at any Library location in the Greenville County Library System as requested
* Ability to accommodate frequent and sudden schedule changes and to adjust to changing work environments

## **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. frequently lift up to 40 pounds for a distance of 300 feet
7. frequently push carts weighing over 100 pounds
8. frequently 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

## **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 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 and/or branches as assigned. (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 processing of system-generated reports. (E)

**Collection Development**

* Maintains youth materials collections in assigned locations, including weeding, following the pre-determined schedule and shifting the collections. (E)
* Reviews, evaluates, and selects new books and other youth materials from professional journals and/or online resources. (E)
* Assesses library materials for mending or repair needs or consideration for discard/replacement. (E)
* Assists in evaluation of youth materials that are subject to patron request for reconsideration or that otherwise require reevaluation. (E)
* Keeps abreast of popular titles and series. (E)
* Participates in YS and YS Collection Development meetings. Serves on other Library committees as assigned. (E)

**Duties**

* Assists in the development of booklists, brochures, pamphlets, web pages, and social media pertaining to youth services and programs as assigned. (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. (E)
* Prepares monthly reports, timesheets, statistical information, and other documents for administrative use. (E)
* Keeps abreast of developments in the field by reading current professional literature; attending local and state professional organizations’ meetings; and attending classes, workshops, seminars and programs dealing with youth services. (E)
* Submits programs/events to be featured in print, social media, and/or the library website to the YS Manager in a timely, accurate manner. (E)
* Proofs information carefully and by the stated deadline. (E)
* Collects statistics for, assesses, and evaluates programs presented. (E)
* Reads and becomes familiar with juvenile and Young Adult literature and reference tools to facilitate tasks. (E)
* Assists in training and overseeing the activities of tween/teen volunteers. (E)
* Develops a rapport with tweens/teens in order to assess their informational and recreational needs. (E)
* Follows safe work methods to prevent injury. (E)
* Promotes library use and services to youth. (E)
* Participates in Youth Services meetings. (E)
* Cleans and dusts office/computer equipment, materials and shelves, vacuums floors and cleans tables after programs, and assists in keeping the library clean and neat.
* Provides supervision of Teen Librarian Assistant regarding the scheduling, coordination, planning, and presentation of programs. (E)
* Recommends policy and develops procedures related to tween/teen programming. (E)

Maintains and creates a welcoming Teen Space at the Hughes Main Library. (E)

Collaborates with other library units for use of Teen Space at the Hughes Main Library. (E)

* Communicates and enforces the Library’s *Code of Conduct* and other policies, procedures and rules to customers. (E)
* Acts as a Team Leader, i.e. serves as the responsible party for the unit’s operation evenings, weekends, or as designated. (E)
* Maintains regular and reliable attendance and remains compliant with the Library System’s *Attendance Guidelines*. (E)
* Performs other duties and special projects, as directed.

**Plans and Conducts Programs/Events**

* Plans, develops, and presents tween/teen programs, including virtual programs and kits, that meet the specific needs of assigned branches/audiences. (E)
* Considers program appeal, viability, budget, and safety when planning programs/events. (E)
* Reserves, sets up, and breaks down programs spaces as needed, including washing tables, vacuuming floors, stacking tables and chairs. (E)
* Gathers supplies needed for programs/events and transports them to/from event locations. (E)
* Requests needed supplies in advance. Preps craft materials in advance. (E)
* Presents database overviews and other trainings to school groups in the Training Lab or at schools. (E)
* Conducts library tours. (E)
* Assists or acts as substitute for Teen Librarian Assistant. (E)
* Collaborates with YS and/or branch staff to develop, promote, and facilitate tween/teen programs (E).
* Reviews, evaluates, and responds to program requests from outside sources in conjunction with the Youth Services Manager. (E)

**Outreach**

* Works with Youth Services Manager to develop and maintain collaborative relationships with community groups and cultural organizations that offer programs for youth and/or caregivers. (E)
* Represents the Library System in developing and maintaining partnerships and other collaborative relationships with community groups and cultural organizations that offer programs for tweens/teens. (E)
* Promotes awareness and encourages usage of public library resources and services to schools and other agencies by attending PTA/PTO meetings, career fairs, and other youth-oriented organizations’ meetings and activities. (E)
* Contacts youth-oriented agencies in the vicinity of assigned branches and offers to conduct programs for them. (E)

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

Knowledge:

* Considerable knowledge of the functions of reference and readers’ advisory services, including general knowledge of the major fields of learning.
* Knowledge of children’s and young adult literature and of youth developmental stages.
* 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.
* Knowledge of STEM concepts.

Skills/Abilities:

* Ability to plan and execute engaging, age appropriate youth programs and/or tours.
* Ability to perform setup and breakdown for programs, which includes moving, setting up, folding, and stacking tables and chairs.
* Ability to create and lead art and STEM based programs with school-aged children.
* Ability to interact with a diverse tween/teen population.
* Ability to develop and maintain effective working relationships with the general public and Library System staff.
* Ability to provide adequate instruction and directions to subordinates.
* 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, teens and families, and possesses a strong commitment to customer service.
* Establishes rapport with others 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****.**

**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.**