### GREENVILLE COUNTY (SC) LIBRARY SYSTEM

**JOB ANNOUNCEMENT, NO. 2023-065**

**Re-Opened: Friday, April 14, 2023**

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| **Posting Date:** Tuesday, March 21, 2023 | **Application Deadline:** Open until filled |
| **Position:** Library Assistant IV, Teen Librarian Assistant, Youth Services, Hughes Main Library, Works 1 weekday morning (changes to afternoon in summer), 2 (3 during summer) weekday afternoons, 1 full weekday, and 1 to 2 Sat. afternoons per month. (See schedule below). | **Pay:** $16.40 per hour Position works 20 hours per week |
| **Status:** Regular Part-time, Non-Exempt | **Available:** April 2023 |
| **Location:** Hughes Main Library, 25 Heritage Green Place, Greenville, South Carolina |
| **Schedule:** Tues. 1:00p-6:00p; Wed. 9:00a-1:00p (2:00p-6:00p during summer); Thurs. 9:00a-5:00p; and  Fri. 2:00p-6:00p. One to two times per month, employee works on Sat. 1:30p-3:30p. (Off another weekday when working on Sat.). Schedule may vary due to event times. |

## **FUNCTION**

Under direct supervision, this position performs a variety of specialized duties for youth and their families, both inside Library System facilities and at non-Library locations. May direct, assign and coordinate duties of other staff to ensure efficient operation of Youth Services. Conducts educational age appropriate programs, and provides presentations to outside organizations.

**MINIMUM TRAINING & EXPERIENCE**

Required:

* Bachelor’s degree from an accredited four-year college or university
* Two years’ experience working with tweens/teens in a library or formal learning environment.
* Other combinations of experience, education and training that meet the minimum requirements may be substituted as long as the applicant has completed:
	+ a minimum of 60 college credit hours through an accredited college or university, or
	+ the Library Support Staff Certification through the American Library Association.

Preferred:

* Bachelor’s degree in Education or related field, from an accredited four-year college or university.

**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 and carry up to 40 pounds for a distance of 300 feet
7. push book carts weighing over 100 pounds
8. sit for long periods of time
9. stand for long periods of time
10. walk, bend and stoop
11. reach, grasp and use hands to touch, handle, or feel

**ADDITIONAL REQUIREMENTS**

Use of personal vehicle with mileage reimbursement required. Valid S.C. driver’s license required.

## **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).*

* Interacts with a diverse tween/teen population. (E)
* Manages assignments and responsibilities effectively in a busy environment. (E)
* Plans, develops, and presents tween/teen programming throughout the System in consultation with the Teen Librarian. (E)
* Assists or acts as substitute for Teen Librarian. (E)
* Gathers supplies needed for programs/events and transports them to/from event locations. (E)
* Sets up/breaks down program spaces as needed. (E)
* Monitors program activity. (E)
* Evaluates program success. (E)
* Collects program statistics. (E)
* Reports statistics and successes/problems to the Teen Librarian and Youth Services Manager. (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)
* Understands Library System policies and Code of Conduct and equitably enforces them. (E)
* Performs additional duties and special projects, as directed. (E)
* Assists patrons with locating materials, using the Library System catalog, and using online databases. (E)
* Reads and becomes familiar with children’s and young adult materials. (E)
* Conducts library tours. (E)
* Represents the Library System at non-Library events. (E)
* Promotes library use and services to youth. (E)
* Creates library displays.
* Instructs and demonstrates use of library equipment and online resources as needed. (E)
* Performs preliminary acquisition and bibliographic searching.
* Checks arrangement of materials on shelves to assure they are in proper order. (E)
* Answers questions on Library System operations, policies and procedures, and reports problems and complaints. (E)
* Assists in keeping Library System facilities clean and neat.
* Follows safe work methods to prevent injury. (E)
* Performs tasks in accord with Library vision, mission and code of service. (E)
* Performs other related duties as required.

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

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

Ability to develop and maintain effective working relationships with the general public and library staff. Ability to work collaboratively in a team environment. Ability to interact with a diverse tween/teen population. Strong conflict resolution and problem solving skills. Ability to use the Dewey Decimal System. Knowledge of business arithmetic. Ability to work under frequently stressful conditions and meet required deadlines. Ability to recognize and correct errors. Ability to perform routine tasks efficiently and without difficulty. Ability to follow established procedures and to perform work requiring considerable detail. Ability to work calmly and effectively in a sometimes noisy and chaotic environment.

Good personal computing skills, including effective use of word processing and spreadsheet programs, various internet browsers and email. Ability to learn on-line computer functions. Customer service oriented. Ability to communicate concepts, general information, and task-oriented information in oral, written, and electronic forms.

Knowledge of children’s and young adult literature and child development. Ability to plan and execute engaging, age appropriate youth programs. Bilingual – English/Spanish a plus, unless specifically required as noted on the job announcement.

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.**