### GREENVILLE COUNTY (SC) LIBRARY SYSTEM

**JOB ANNOUNCEMENT, NO. 2023-070**

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| **Posting Date:** Monday, April 17, 2023 | **Application Deadline:** Monday, May 1, 2023 |
| **Position:** Librarian II (MLIS Degree Required), Discovery/Reference, Hughes Main Library | **Pay**: $43,797 per year, plus benefits |
| **Status:** Regular Full-time, Exempt | **Available:** May 2023 |
| **Location:** Hughes Main Library, 25 Heritage Green Place, Greenville, South Carolina | |
| **Schedule:** WK 1: Mon., Tues., Thurs., & Fri. 9:30a-6:00p; and Wed. 12:30p-9:00p  WK 2: Mon., Tues., Wed., Thurs. & Fri. 9:30a-6:00p  Every 7 weeks, the employee works a weekend shift, Sat. 8:30a-6:00p & Sun. 1:30p-6:00p.  (When working the weekend, the employee will be off the Fri. before and the Mon. after) | |

## **FUNCTION**

Employees in this position embody the Library’s *Code of Service* by creating an atmosphere where customers and coworkers feel invited, informed, impressed and inspired. They greet customers and coworkers with a welcoming smile, and they enthusiastically provide knowledgeable and meaningful assistance in the discovery and use of Library resources, services and technology. They also perform professional library work of a specialized nature including collection development, programming, and outreach geared to adults. Work is performed under general supervision, in accord with the Library’s vision and mission, using good judgment in the application of policies and established procedures. As the person in charge in the absence of a supervisor, maintains efficient operations by providing support and guidance to other staff and volunteers.

## **MINIMUM TRAINING & EXPERIENCE**

Required:

* Master’s Degree in Library Science from an ALA accredited college or university.
* Two years of library experience, including experience in library reference, readers’ advisory service, and research.
* Certified or eligible for certification by the South Carolina State Library.
* Other combinations of experience and training, which meet the minimum requirements, may be substituted.

Preferred:

Supervisory or leadership experience.

Experience working in a public library.

## **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. hear audible alarms and notifications
5. see and interpret all job-related materials
6. operate library equipment as assigned
7. lift up to 25 pounds and 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

## **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 do not exclude them from the position if the work is similar, related or a logical assignment to the position. Essential job functions designated with (E).*

* Provides reference service to Library users and staff (E).
* Assists customers with identifying, locating, and using Library materials (E).
* Assists customers with the use of computer equipment, Windows operating system, MS Office, various Internet browsers, email, and the Library’s website, including the online catalog and databases (E).
* Teaches customers and staff effective use of the library system catalog, the Internet, computer software, online databases, etc., through both individual and group instruction (E).
* Provides instruction in the use of library equipment (E).
* Makes appropriate referrals to other Library units, agencies, etc., for information or materials not available at work location (E).
* Plans, organizes, and implements programs for adults, including those that promote Library resources in assigned subject areas (E).
* Establishes relationships with organizations and groups in the community to promote library services and programs, and participates in community events on behalf of the Library upon request (E).
* Reviews and studies professional literature to keep abreast of developments in library and information science, with an emphasis on developments in reference services (E).
* Communicates and enforces the Library’s *Code of Conduct* and other policies, procedures and rules to customers (E).
* Conducts Library tours and orientation for groups, as well as outreach presentations and workshops at venues out of the Library. (E)
* Acts as a Team Leader, i.e. serves as the responsible party for the unit’s operation as designated (E).
* Develops content for web pages and Library publications (E).
* Prepares, processes, and/or transmits, correspondence, acquisitions request forms, time sheets, reference statistics sheets, cataloging corrections forms, reports, etc. (E).
* Attends library association meetings, training programs, workshops, and conferences as appropriate.
* Ensures safe work methods are followed to prevent injury (E).
* Performs other related duties as required, including those of any staff member in the unit.

Reference

* Provides Readers’ Advisory services for adults (E).
* Assists customers with current mobile device technology and assists them in downloading and/or accessing the Library’s online digital materials such as eBooks (E).
* Maintains assigned subject areas of the Main Library Reference collection (E).
* Evaluates and recommends reference and non-fiction materials for the Library’s collection (E).
* Participates in the Collection Development Council and other committees as needed.

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

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

Knowledge:

* Thorough knowledge of modern library principles.
* Thorough knowledge of general and specialized reference sources; of reference practices and techniques, including reference service delivered via telephone, online, and one-on-one appointments.
* Knowledge of technology and mobile devices.
* Knowledge of business English, spelling and arithmetic.
* Preferred: Knowledge of supervisory methods and techniques.

Skills/Abilities:

* Ability to analyze administrative problems and suggest practical solutions.
* Ability to create and work in a team environment and establish and maintain effective working relationships with Library staff and the general public.
* Ability to foster and maintain effective working relationships with community organizations and area business representatives.
* Ability to work under frequently stressful conditions and meet required deadlines.
* Ability to be detail-oriented and recognize and correct errors.
* Ability to learn and enforce the Library’s policies, procedures and regulations.
* Ability to deal with difficult individuals with tact and diplomacy.
* Ability to operate and care for computers and their peripherals, e.g. RFID pads, barcode readers, printers, etc.
* Ability to learn the Library’s integrated system software that manages Library processes.
* Ability to effectively use and demonstrate to customers the use of computer equipment, Windows operating system, MS Office, various Internet browsers, email and the Library’s website; including the online catalog and databases.
* Ability to learn and demonstrate the use of current mobile device technology to assist customers in downloading and/or accessing the Library’s online digital materials such as eBooks.
* Ability to learn emerging technologies and moderately complex computer applications.
* Ability to communicate concepts, general information, and task-oriented information in oral, written, and electronic forms.
* Ability to plan and execute presentations and demonstrations of library resources for various audiences.
* Ability to maintain confidentiality and use good judgment and discretion in carrying out duties and responsibilities.
* Effective reference interview skills.
* Effective public speaking and group presentation skills.
* Preferred: Touch typing skills.
* Preferred: Bilingual – English/Spanish skills.

Characteristics:

* Enjoys interacting with people both individually and in group settings, and possesses a strong commitment to providing an exemplary customer experience.
* Works calmly and effectively in stressful situations.
* Follows established procedures and instructions received from supervisor.
* Possesses strong leadership and organizational skills.
* Values technology as a tool, staying on top of technology trends.
* Recognizes change as an ongoing opportunity for growth.
* Performs routine tasks efficiently and without difficulty.
* Uses good judgment and discretion in carrying out duties and responsibilities.
* Is 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 resolved.
* Arrives on time, 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.**