### GREENVILLE COUNTY (SC) LIBRARY SYSTEM

**JOB ANNOUNCEMENT, NO. 2023-063**

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| **Posting Date:** Friday, March 17, 2023 | **Application Deadline:** Friday, March 31, 2023 |
| **Position:** Library Assistant IV, Youth Services, Hughes Main Library | **Pay:** $16.40 per hour, plus benefits  Position works 37.5 hours per week  Annual salary: approximately $31,986 |
| **Status:**  Regular Full-time, Non-Exempt | **Available:** April 2023 |
| **Location:** Hughes Main Library, 25 Heritage Green Place, Greenville, South Carolina | |
| **Schedule:** Mon., Wed., Thurs., & Fri. 8:30a-5:00p; and Tues. 1:00p-9:00p. 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 the Fri. before or another day during the week.) | |

## **FUNCTION**

Under direct supervision, this position performs a variety of specialized duties for youth and their families, both in and out of the Children’s Area of the Hughes Main Library, at Branch Library locations, and/or outreach locations. 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. Work is performed 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:

* Bachelor’s degree from an accredited four-year college or university
* Two years of experience working with children 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.

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. hear audible alarms and notifications
5. see and interpret all job-related materials
6. operate Library equipment as assigned
7. lift up to 40 pounds for a distance of 300 feet
8. push book carts weighing over 100 pounds
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

**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

## **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).*

* Provides general circulation services, including registering new borrowers, updating patron records, placing holds, etc. (E)
* Assists patrons with use of print reference resources, with identifying and locating materials, with using the Library System’s online catalog and databases, and with searching the Internet. (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)
* Acts as a Team Leader, i.e. serves as the responsible party for the unit’s operation evenings, weekends, or as designated. (Full-time positions) (E)
* Reads and becomes familiar with children’s materials and reference tools to facilitate tasks. (E)
* Plans, develops, and presents programs as assigned. (E)
* Conducts library tours. (E)
* Represents the library at childcare and parenting fairs, PTA programs, and other outside events. (E)
* Promotes Library System use and services to caregivers and children. (E)
* Assists or acts as substitute for all Youth Services Programmers. (E)
* Assists with data entry, filing, and other related duties. (E)
* Assists with Summer Reading Program organization, materials distribution, records, and statistics. (E)
* Performs collection maintenance tasks and recommends materials for Youth Services collections. (E)
* Creates bulletin boards or displays.
* Instructs and demonstrates use of library equipment as needed. (E)
* Performs preliminary acquisition and bibliographic searching.
* Checks arrangement of materials on shelves to assure they are in proper order. (E)
* Sorts and shelves library materials according to their established filing arrangement.
* Assesses library materials for mending or repair needs or consideration for discard/replacement. (E)
* Communicates and enforces the Library’s *Code of Conduct* and other policies, procedures and rules to customers. (E)
* Assists in maintaining serials using integrated online system.
* Cleans and dusts office/computer equipment, materials and shelves and assists in keeping the library clean and neat.
* Follows safe work methods to prevent injury. (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.)*

Knowledge:

* Knowledge of basic computer, mouse and keyboard use.
* Knowledge of Windows operating system, MS Office, various Internet browsers and email.
* Knowledge of business English, spelling and arithmetic.
* Knowledge of children’s literature and child development.
* Knowledge of Palmetto Basics and STEM concepts.

Skills/Abilities:

* Ability to plan and execute engaging, age appropriate children’s programs and/or tours.
* Ability to lead songs with the public.
* Ability to create and lead art based programs with preschool and school-aged children.
* 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.
* 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 people and possesses a strong commitment to customer service.
* Enjoys working with children and families.
* 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.**