### GREENVILLE COUNTY (SC) LIBRARY SYSTEM

**JOB ANNOUNCEMENT, NO. 2023-072**

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| **Posting Date:** Thursday, April 20, 2023 | **Application Deadline:** Thursday, May 4, 2023  |
| **Position:** Librarian I (MLIS Degree Required), Simpsonville Branch Library | **Pay**: $41,829 per year, plus benefits |
| **Status:** Regular Full-time, Exempt | **Available:** May 2023 |
| **Location:** Hendricks Branch Library, 626 NE Main Street, Simpsonville, South Carolina |
| **Schedule:** Mon. 8:30a-5:00p; Tues. & Thurs. 9:30a-6:00p; Wed. 2:00p-9:00p; and Fri. 8:30a-6:00p. Works a rotation of every 4th Sat. 8:30a-6:00p (Off the Fri. before) |

## **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. As the person in charge in the absence of the manager, maintains efficient operations by providing support and guidance to paraprofessional staff and volunteers. 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.

## **MINIMUM TRAINING & EXPERIENCE**

Required:

* Master’s degree in Library Science from an A.L.A. accredited college or university
* Coursework or experience emphasizing public library reference, readers’ advisory service and research
* Certified or eligible for certification by the South Carolina State Library
* Experience working with the public in a customer service position
* Experience working in a library or formal learning environment

Preferred:

* Supervisory or leadership experience

**Librarian I (Trainee)**

If a suitable candidate is not found for a vacant Librarian I position, GCLS employees and external applicants who are working towards a Master in Library & Information Science (MLIS) degree may be considered for the position as a Librarian I (Trainee). Interested applicants/employees must meet all of the following requirements:

1. Be currently enrolled in an ALA accredited university working towards the MLIS degree,
2. Have completed at least one half the required credit hours for the MLIS degree (current requirement at USC is 36 semester hours, which is subject to change),
3. Be able to complete the MLIS degree within two years of the date of hire or promotion to a Librarian I (Trainee) position, and

Have one year of full-time paraprofessional experience working in a public library in a team leader or leadership role or two years of full-time paraprofessional experience at any level with the Greenville County (SC) Library System (GCLS).

Transcripts or other acceptable documentation from an ALA-accredited university must be provided to support the above requirements.

## **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 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 reference service to library patrons, staff and others (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)
* Provides general circulation services, including registering new borrowers, updating customer records, placing holds, checking out materials, etc. (E)
* Uses the Library’s integrated library system (ILS) to process discharges, fill or clear holds, place or receive items in transit and maintain accurate status of items. (E)
* Processes ILS reports to identify and retrieve items to fill hold requests and to return expired holds to the collection. (E)
* Uses Library equipment proficiently and instructs and demonstrates use, including self-checkout stations, to customers as needed. (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)
* Communicates and enforces the Library’s *Code of Conduct* and other policies, procedures and rules to customers. (E).
* Opens and closes branch according to established procedures. (E)
* Directs, assigns and coordinates duties of paraprofessional staff and volunteers, and provides coaching and training as needed. (E)
* Reads book reviews and makes acquisition recommendations to supervisor. (E)
* Reviews and studies professional literature to keep abreast of developments in library and information science. (E)
* Assists in preparing work schedules and job assignments of lower level staff members.
* Assists the Branch Manager in planning for changes and improvements in unit operations.
* Attends meetings, training programs, workshops, etc. as requested by supervisor. (E)
* Makes appropriate referrals to other Library units, agencies, etc., for information or materials not available at work location. (E)
* Provides Readers’ Advisory services. (E)
* Assists in various aspects of programming for young adults and/or adults, including planning, organizing, preparing materials, presenting and/or providing instruction. (E)
* Promotes Library programs and assists customers in registering for them. (E)
* Empties materials drops located inside and/or outside the Library. (E)
* Assesses Library materials for needed repair or repackaging and identifies items for discard/replacement review. (E)
* Collects and maintains appropriate records of fines and fees received. (E)
* Accepts meeting space applications in compliance with policy and enters into calendar. If responsible for meeting space reservations, also approves applications and monitors calendar. (E)
* Sorts Library materials and shelves them according to their established arrangement. (E)
* Checks arrangement of shelved materials to assure they are in proper order. (E)
* Assists in conducting inventory of Library collections. (E)
* Moves and arranges Library materials under supervision. (E)
* Assists in keeping the Library clean and neat and the facility and equipment in good repair; submits Helpdesk requests to resolve problems. (E)
* Assists customers in submitting interlibrary loan requests. (E)
* May process 14 day and leased books.
* May conduct presentations, orientation sessions and tours for groups.
* Monitors and stocks brochure display and publicity items.
* Notifies appropriate coworker about low levels of supplies or, if assigned to monitor supplies, coordinates the ordering of supplies as needed. (E)
* Engages customers by creating and maintaining displays that promote Library resources and services.
* Participates in community events on behalf of the Library upon request.
* Follows safe work methods to prevent injury. (E)
* Performs other related duties as required.

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

*(Testing of computer skills may 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.
* Considerable knowledge of the functions of reference and readers’ advisory services, including the major fields of learning.
* Some knowledge of publisher and dealer practices and methods.
* Preferred: Knowledge of supervisory methods and techniques.

Skills/Abilities:

* Ability to operate and care for computers and their peripheral equipment, e.g. RFID pads, barcode readers, printers, etc.
* Ability to learn the Library’s integrated system software, i.e. an automation system used to manage library processes.
* Ability to 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 communicate concepts, general information and task-related information in oral, written and electronic forms.
* Ability to learn, implement and maintain complex filing systems including the Dewey Decimal System with a high level of accuracy.
* Ability to maintain confidentiality of customer records, security related incidents and other identifiable customer uses of Library resources and services.
* Ability to resolve conflicts, problems and complaints with tact and diplomacy.
* Preferred: Bilingual – English/Spanish skills.
* Preferred: Touch typing skills.

Characteristics:

* Works well in a team environment.
* Enjoys working with people and possesses a strong commitment to customer service.
* Enjoys working in a leadership role, providing instructions and directions to subordinates.
* 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.
* 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****.**

**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.**