

PUBLIC JOB POSTING

THIS POSITION IS OPEN UNTIL FILLED.

To be considered for this position, applicants must submit a cover letter and resume.

POSTING DATE: October 6th, 2022

JOB TITLE: Library Clerk, Grade 12

LOCATION: Circulation Department, Headquarters Library

DATE AVAILABLE: November 1st, 2022

SALARY: \$903 per month (Includes some benefits)

HOURS: 20 hours per week

Weeks A & C: Sunday 1:15-6:15; Monday off; Tuesday 5:00-9:15; Wednesday off; Thursday 5:00-9:15; Friday 5:15-9:15; Saturday off

Week B & D: Sunday off; Monday off; Tuesday, Wednesday, Thursday 5:00-9:15; Friday off; Saturday 8:45-5:00

(Note: Must be flexible to accommodate schedule changes may be asked to work other times)

EDUCATION/EXPERIENCE: Any combination of education and experience equivalent to graduation from high school and some clerical or public service experience. **Must complete pre-employment testing.**

ESSENTIAL FUNCTIONS:

- Provides exceptional customer service to all age groups while assisting patrons with questions in person and over the phone
- Assists with all circulation duties, library card registration, patron account services and collection maintenance
- Evaluates returned materials for damage, missing pieces, and overall condition
- Performs basic readers' advisory, information, and computer assistance, material retrieval and places hold requests
- Works with a variety of software and library automation programs
- Provides assistance with the use of photocopy machines, payment kiosks, and self-check machines
- Responsible for special department projects and training as assigned
- Communicates ideas and concerns to the supervisor
- Contributes to department meetings by offering suggestions and sharing ideas
- Regularly checks email, Intranet, and library website for new information
- Remains aware of security and safety concerns taking appropriate action as needed
- Assists in programs to promote library card sign up and community outreach

KNOWLEDGE & SKILLS:

- High School Diploma or GED required
- Must enjoy working with the public of all ages
- Creative, flexible, and organized with good time management skills, attention to detail, and strong work ethic
- General knowledge of the procedures, practices, and equipment of a public library
- Comfortable and proficient using technology including experience with PCs, Internet, and Microsoft Office and mobile devices
- Knowledge of popular books, pop culture and current events
- Ability to alphabetize and arrange items numerically
- Excellent interpersonal and customer service skills that display a positive attitude, cultural sensitivity, a sense of humor, and the ability to interface with people from all backgrounds and age groups
- Exceptional written and verbal communication skills
- Ability to prioritize tasks, take direction and work independently or in a team environment

The library accepts applications with cover letter and resume when a job position is available. Applications are available at all checkout desks. Drug Testing is a part of the library's hiring process. If you require any accommodations in applying for any position, please do not hesitate to ask. The Spartanburg County Public Library is proud to be tobacco free.