



SPARTANBURG COUNTY
PUBLIC LIBRARIES
www.spartanburglibraries.org

PUBLIC JOB POSTING

THIS POSITION IS OPEN UNTIL FILLED.

POSTING DATE: October 6th, 2022

JOB TITLE: Library Page, Grade 3

LOCATION: Inman Library

DATE AVAILABLE: November 1st, 2022

SALARY: \$9.44 per hour

HOURS: 15 hours per week

Mondays 9:00 - 1:00, Tuesdays 11:00 - 3:00, Wednesdays 12:00 - 3:00, and Thursdays 11:00 - 3:00

(Note: These hours are flexible to accommodate other schedules).

EDUCATION: Must have completed 10th grade and be at least 16 years of age. **Must complete pre-employment testing.**

ESSENTIAL FUNCTIONS:

- Arranges materials in alphabetical and numerical order on carts
- Shelves new items and returned materials and empties book drop
- Searches for items on daily hold requests lists and for lost or missing library materials
- Performs shelf reading for accuracy, straightening and dusting shelves as needed
- Communicates and listens to other staff to perform job duties and assists staff as needed
- Performs minimal clerical and computer tasks
- Responsible for email communication and checking the Intranet regularly for announcements
- Responsible for closing tasks which include re-shelving materials left on tables or carts, straightening chairs, taking items to lost and found
- Provides general and directional assistance to patrons
- Assists with shifting the collection as needed
- Remains aware of safety and security issues, taking appropriate action as needed

KNOWLEDGE AND SKILLS:

- Combination of education and experience equivalent to completion of tenth grade. Must be at least 16 years old.
- General knowledge of the procedures, practices and equipment of a public library with basic computer skills
- Ability to work independently, quickly and accurately with attention to detail
- Ability to understand and follow instructions verbally and written
- Ability to adapt to new tasks with skill and ease
- Ability to interact with patrons in a positive, courteous manner and direct patrons to library staff
- Familiar with Dewey Decimal system and able to alphabetize and arrange items numerically.
- Observant and security minded.
- Ability to exert 20 lbs. of pressure to push carts loaded with books
- Ability to stoop, kneel, crouch, and reach to shelve library materials

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.