

PUBLIC JOB POSTING

POSTED UNTIL FILLED

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

POSTING DATE: August 26, 2022

JOB TITLE: Adult Service Assistant, Grade 19

LOCATION: Landrum Library

DATE AVAILABLE: October 1, 2022

SALARY: \$1,270 per month

HOURS: 20 hours per week

Week 1: Monday OFF; Tuesday 4:00pm-8:00pm; Wednesday OFF; Thursday 2:00pm-8:00pm; Friday 1:45pm-6:00pm; Saturday 8:45am-2:00pm

Week 2: Monday OFF; Tuesday 2:00pm-8:00pm; Wednesday 2:00pm-6:00pm; Thursday 2:00pm-8:00pm; Friday 1:30pm-6:00pm; Saturday OFF

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

EDUCATION: Bachelor's Degree or equivalent combination of education and experience is required. **Must complete pre-employment testing.**

ESSENTIAL FUNCTIONS:

- Plans, promotes and presents creative and innovative programs for adults, including special events and summer reading activities
- Prepares deposits and program contracts, requests purchase orders and tracks and submits program statistics
- Actively engages the public during community outreach at special events
- Responsible for maintaining an attractive adult area in the library including collections, displays, signage and bulletin boards
- Performs circulation duties including check out, check in, and processing of new materials
- Participates in regular adult services committee meetings, online discussions, book reviews, and social media posts
- Provides superior customer service when assisting patrons of all ages with information requests, reader's advisory questions, computers, digital devices, and other library equipment
- Attends regular training related to adult services and other library work
- Supports supervisor directives and assumes responsibility of building and staff in supervisor's absence
- Remains aware of safety and security at all times

KNOWLEDGE & SKILLS:

- Bachelor's degree or equivalent combination of education and experience
- Comfortable and proficient using technology
- 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
- Creative, flexible and organized with good time management skills, attention to detail, and strong work ethic
- Ability to prioritize tasks, take direction and work independently or in a team environment
- Experience working with library programming with strong knowledge of adult literature
- Knowledge of popular books, pop culture and current events
- Some supervisory experience and ability to provide guidance and direction to patrons and staff
- Valid driver's license with the ability to drive to other libraries or community outreach

The library accepts applications with cover letter and resume when a job position is available. Applications are available at all checkout desks. Contact the Job Line at (864) 285-9190 for job opportunities. 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.