



Position: Branch Library Assistant

Location: Fort Mill Public Library

About Us:

- The mission of the York County Library (YCL) is to enrich and sustain the lives of the citizens of York County by providing library services that meet their informational, recreational, and lifelong learning needs.
- Serving York County, SC, YCL is headquartered in Rock Hill, with branches in Clover, Fort Mill, Lake Wylie, and York. In addition, YCL has a bookmobile and a specialized wheelchair-accessible sprinter van to provide outreach services.
- Continuing its commitment to learning for education and entertainment, YCL offers a variety of free programs for adults, teenagers, and children. From author visits to theatre performances, everyone can find something to meet their interests. YCL also provides classes for learning to use computers and the Internet.
- Along with its collection of print material, audiobooks, downloadable material, and more, YCL also offers numerous electronic resources through its website and Virtual Library, most of which can be accessed around the clock from any device. With computer terminals featuring Internet access, educational software, and more at all locations, YCL is well-equipped to meet the needs of the community in this digital age.

Starting Salary, Hours, & Benefits:

- Beginning salary is \$30,347.20 per year for 40 hours per week.
- The weekly work schedule will include some evenings and weekends.
- The benefits package includes participation in the South Carolina Retirement System, comprehensive medical benefits including dental and vision, vacation and sick leave, 11 paid holidays, and 3 optional days/floating holidays.

Essential Duties & Responsibilities:

- The Branch Library Assistant is responsible for providing excellent customer service to patrons of all ages, including reference assistance, homework help, reader's advisory, daily work assisting patrons on computers and with devices, and collection maintenance.

- Primary duties include checking in and checking out of materials, library card management, processing holds, and opening and closing procedures.
- This position may include other responsibilities, such as background tasks, assigned by the hiring manager.

Required Training & Experience:

- Requires a bachelor's degree or an equivalent of education, training, and/or experience.
- Experience with populations of all ages is essential.
- Outstanding interpersonal skills including strong verbal and written communication are necessary.
- Must be able to work a schedule that includes evenings and weekends.

Preferred Training & Experience:

- Skilled with computers and digital technology.
- Customer service, self-motivation, and problem-solving skills are essential.
- Comfortable working in a team-centric environment.

Application Process

- Applications are available at any York County Library or online at www.yclibrary.org. Incomplete applications will not be considered.
- Resumes are required, and must accompany the York County Library employment application.
- The completed application along with the accompanying resume may be hand-delivered, mailed, or emailed to Tom Holloway (tom.holloway@yclibrary.org), Branch Manager, Fort Mill Public Library, 1818 2nd Baxter Crossing, Fort Mill, SC 29708.
- Eligible candidates will be called for an interview after the closing date listed on the posting.
- Due to the high volume of applications received, acknowledgment of their receipt will not be sent to applicants.

Posting closes July 19, 2024.

York County Library is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. York County Library seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires York County Library to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.