



JOB ANNOUNCEMENT

May 1, 2024

## Reference Assistant

- Status:** The position is full-time (37.5 hours per week).
- Date available:** June 2024
- Location:** Greenwood County Library, 600 S. Main St., Greenwood, SC 29646
- Schedule:** Projected work schedule is between the hours of: Monday – Friday (9:00a-5:30p); at least one evening per week and one weekend a month.
- Salary:** Salary is \$13.00 per hour. Eligible for benefits.

### JOB DESCRIPTION

The Greenwood County Library is seeking qualified applicants for a Reference Assistant. Duties include but are not limited to:

- Greets and directs patrons to various locations and answers the phone.
- Help customers find materials and/or information in the Library.
- Help customers use the Library's online databases and other resources.
- Assists in the Computer Lab at least one shift a week and weekend.
- Maintains reference, circulating non-fiction, magazines, and newspapers in proper order.
- Performs other duties as required.

### QUALIFICATIONS

High school diploma or GED certificate required. Must be able to work one evening a week and one weekend in four. Must be able to read, write, and communicate effectively and pleasantly with staff and patrons. Must be comfortable with basics of technology including computers, Microsoft, and electronic resources. Must be able to walk, bend, stoop, and lift 25 pounds. Basic computer skills required. Must enjoy working with a diverse population. Additional skills as required by job. **Necessary employment screenings and/or background checks will be performed.**

### HOW TO APPLY

The Greenwood County Library System requires that all applicants complete an Employment Application. To apply for a vacancy, candidates must complete a job application available from the Greenwood County Library. Cover letters and resumes may be submitted with application. Employment Applications are available at the Circulation Desk at the Greenwood County Library and at [www.greenwoodcountylibrary.org](http://www.greenwoodcountylibrary.org) under the About Us tab, then GCLS Job Openings.

**Employment Application may be submitted by one of the methods listed below:**

- **Email:** [touzts@greenwoodcountylibrary.org](mailto:touzts@greenwoodcountylibrary.org)
- **Mail:** Greenwood County Library System, Attn: Tracey Ouzts, 600 S. Main St., Greenwood, SC 29646
- **Hand deliver:** Greenwood County Library System, 600 S. Main St. in Uptown Greenwood, Monday-Friday, 9:00 a.m. - 5:30 p.m.

**Greenwood County Library System**

600 South Main Street • Greenwood, SC 29646 • Phone (864)-941-4650 • Fax (864) 941-4651