



JOB ANNOUNCEMENT

January 2, 2024

## Library Assistant

- Status:** The position is part-time (25.0 hours per week).
- Date available:** January 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.

### JOB DESCRIPTION

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

- Provides service in the Children’s Room including assisting library patrons in finding and using library materials effectively; uses automated library system to assist customers in finding materials; assists with preparation and implementation of programs including summer programs, activities and events; assists with shelving books and general maintenance of the Children’s Room; basic circulation such as checking materials in and out; greets and directs patrons to various locations; and answers phone.
- Provides assistance with computers and printing.
- Performs other duties as needed, assigned, or 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 able to walk, bend, stoop, and lift 10 pounds. Basic computer skills required. 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