



**Position:** Part-Time Library Assistant

**Location:** Clover Library

**Starting Salary, Benefits, & Hours**

Beginning salary is \$14,258.40 for 20 hours per week; the weekly work schedule will include nights and weekends. The Part-Time Library Assistant is eligible to join the South Carolina retirement benefit plan.

**General Statement of Job**

The Part-Time Library Assistant is responsible for providing excellent customer service to patrons of all ages. Primary duties include checking in and checking out of materials, library card management, processing holds, assisting with collection maintenance, reference assistance, homework help, reader's advisory, technology support and opening and closing procedures. Other duties, such as background tasks, may also be assigned by the hiring manager.

**Minimum Training and Experience**

Requires a bachelor's degree or an equivalent of education, training, and/or experience. Experience with computers and digital technology is important. Customer service skills and problem solving skills are essential.

**Application Process**

- Applications are available at any York County Library or online at [www.yclibrary.org](http://www.yclibrary.org).
- Resumes are required, and will not be accepted in lieu of a York County Library employment application.
- Incomplete applications will not be accepted.
- The completed application along with the accompanying resume may be hand delivered or mailed to: Terry Cobb, Branch Manager, Clover Library, 107 Knox Street, Clover, SC 29710.
- Eligible candidates will be called for an interview after the closing date listed on the posting.
- Due to the high volume of applications received, acknowledgement of their receipt will not be sent to applicants.

Posting closes August 26, 2019

York County Library is an Equal Opportunity Employer