

BERKELEY COUNTY GOVERNMENT

JOB OPENING – EXTERNAL POSTING

ADMINISTRATIVE SPECIALIST 1 (PS101144)

DEPARTMENT: BERKELEY COUNTY LIBRARY - SANGAREE

JOB SUMMARY/ESSENTIAL FUNCTIONS: Under the general direction of the Branch Manager, performs responsible and varied paraprofessional public service library work. Assists the Branch Manager to evaluate the library collection, pulling outdated, unused and damaged items from the collection. Keeps the collection inventory properly organized and recommends collection purchases in specialized areas based on reader interest and reviews. Helps to maintain a high customer service performance standard. Prepares statistical and other reports regarding library operations and use. Performs the full range circulation desks duties including issuing library cards, checking materials in and out, and collecting fines. Works in one or more areas of the library (i.e. children's, reference, or circulation) performing a representative range of duties and responsibilities in each. Trains and occasionally supervises library assistants and volunteers. Oversees branch and other library facility operations when assigned. Acts in the place of branch manager when branch manager is absent from the building. Performs other related duties as assigned.

QUALIFICATIONS:

High school graduate or equivalent and four (4) years related administrative or library experience. The ideal candidate has strong customer service skills and non-retail experience. Candidates with restaurant and/or cashing experience will not meet the desired criteria for this position.

Data Entry/Basic Skills test score of **68** is required for this position. Word score of **40** is required for this position. Excel score of **35** is required for this position.

Skilled in the use of general office equipment.

Departmental testing may be administered during interviews.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as non-exempt and reports to the Berkeley County Library System. Thirty-seven and one half (37.5) hours per week, between the hours of 9:00 a.m. and 7:00 p.m. Monday through Thursday and 9:00 a.m. and 5:00 p.m. Friday and Saturday. Shift assignments are based on need and are made at the discretion of the Branch Manager. Must be able to substitute at any Berkeley County Library where need demands additional staffing. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Administrative Specialist 1- Grade C13
Entry Level Bi-Weekly Rate of Pay Range: \$915.82 - \$1,053.19

Date of Posting: 07/20/2015
Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.