

BERKELEY COUNTY GOVERNMENT

JOB OPENING – EXTERNAL POSTING

LIBRARIAN 2 (PS101306)

DEPARTMENT: LIBRARY – ST. STEPEHN LIBRARY

JOB SUMMARY/ESSENTIAL FUNCTIONS: The Librarian 2 performs a variety of duties which include managing the day-to-day operations of a small but busy library branch. The librarian will supervise, train and evaluate the staff, create a cohesive team that provides excellent customer service, and coordinate the services of circulation, reference, and readers' advisory. The librarian is responsible for collection development and evaluation, planning and implementing adult and family programs, and provides timely and telling narrative and statistical reports to the administration. The Librarian is responsible for reporting maintenance or building repair problems or needs. The librarian will serve as a community liaison with the schools, residents and civic clubs and organizations in and around the surrounding areas. He/she will serve as a member of the library system's Leadership team. He/she may represent the library system at professional conferences. Performs other duties as assigned.

QUALIFICATIONS:

Master's degree in Library and/or Information Science from an ALA accredited program and four (4) years related library experience. Supervisory experience preferred.

A demonstrated commitment to providing excellent customer service. Personal computer experience including Microsoft Office applications, especially Word and Excel. Must be knowledgeable of technology trends and understand the role it plays in providing library services and resources. Automated library systems software and Internet experience a must.

Valid driver's license for South Carolina. Must have a safe driving record.

Departmental testing may be administered during interview.

Completed degree(s) not required but 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 (less than 3 years old) 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 and push or pull a fully loaded book cart. 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 and ensures that subordinate staff meets these same safety requirements which may include taking corrective action.

HOURS OF WORK:

This position is normally classified as exempt and reports directly to the Berkeley County Library System Director. The normal work schedule is thirty-seven and one half (37.5) hours per week. Must occasionally attend evening meetings. 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 to apply online.

Librarian 2 - Grade C30
Entry Level Bi-Weekly Pay Range: \$1363.08 – 1567.54

Date of Posting: 04/19/2016
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.