



Position: Reference Librarian

Location: Main Library @ Rock Hill

About Us:

- The mission of the York County Library (YCL) is to enrich and sustain the lives of the citizens of York County by providing library services that meet their informational, recreational, and lifelong learning needs.
- Serving York County, S.C., YCL is headquartered in Rock Hill, with branches in Clover, Fort Mill, Lake Wylie, and York. In addition, YCL has a bookmobile and a specialized wheelchair-accessible Sprinter van to provide outreach services.
- Continuing its commitment to learning for education and entertainment, YCL offers a variety of free programs for adults, teenagers, and children. From author visits to theatre performances, everyone can find something to meet their interests. YCL also provides classes for learning to use computers and the Internet.
- Along with its collection of physical and electronic/downloadable library materials, YCL has a robust Virtual Library collection that provides 24/7 access to resources of interest to the student, hobbyist, business owner, health enthusiast, and more. All branches have computers for visitors to use for Internet access and printing, and that children can use for educational games. Wi-Fi service is also available at each branch. In addition, York County residents can check out Hotspots. YCL is committed to helping support digital access and providing resources to bridge the digital divide in York County.

Starting Salary, Hours, & Benefits:

- Beginning salary is \$44,844.80 for 40 hours per week; the weekly work schedule will include evenings and weekends.
- The benefits package for the Reference Librarian includes participation in the South Carolina Retirement System, comprehensive medical benefits including dental and vision, vacation and sick leave, 11 paid holidays, and 3 optional days/floating holidays.

Essential Duties & Responsibilities:

- The Reference Librarian is responsible for providing excellent customer service to patrons of all ages with a focus on services for adults.
- The position will take the lead on system-wide collection development and maintenance in adult nonfiction as part of a team.
- Duties also include planning and presenting creative and effective library programs for adults.
- Other primary duties include reference assistance, homework help, reader's advisory, technology support, and opening and closing procedures.
- This position also serves as Manager-on-Duty on a rotating basis.
- Additional duties, such as background tasks, may be assigned by the hiring manager.

Required Training & Experience:

- Completion of ALA-accredited MLS/MLIS degree.
- At least two years of experience in a public library setting.
- Ability to work a schedule that includes evenings and weekends.

Preferred Training & Experience:

- Experience working with a variety of library vendors such as Brodart, Baker & Taylor, and Ingram.
- Knowledge of adult fiction and non-fiction publishing trends.
- Experience working with a variety of electronic resources and databases such as hoopla, Libby/OverDrive, EBSCO, Gale Cengage, and others.
- Skilled with computers and digital technology, including handheld devices and cell phones of all varieties.
- Customer service, self-motivation, and problem-solving skills.

Special Certifications and Licenses:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Professional Public Librarian Certificate.

Physical Demands:

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Application Process:

- Applications are available at any York County Library or online at 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 considered.
- The completed application along with the accompanying resume may be mailed, emailed, or hand delivered to Donna Andrews (donna.andrews@yclibrary.org), Reference Department Manager, Main Library @ Rock Hill, 138 East Black Street, Rock Hill, SC, 29730.
- Eligible candidates will be called to arrange an interview after the closing date listed on the posting.
- Due to the high volume of applications received, acknowledgment of their receipt will not be sent to applicants.

Posting closes June 21, 2025.

York County Library is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. York County Library seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires York County Library to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.