Position: Branch Library Assistant – Part time

Location: Fort Mill Public Library

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, SC, 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 provide resources to bridge the digital divide in York County.

Starting Salary, Hours, & Benefits:

- Beginning salary is $14.59 per hour for 20 hours per week.
- The weekly work schedule will include evenings and weekends.
- The benefits package for the Branch Library Assistant includes participation in the South Carolina Retirement System, vacation and sick leave, 11 paid holidays, and 3 optional days/floating holidays.

Essential Duties & Responsibilities:

- The Branch Library Assistant is responsible for providing excellent customer service to patrons of all ages in a busy setting.
- 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 be assigned by the hiring manager.

Required Training & Experience:

- Requires a bachelor's degree or an equivalent of education, training, and/or experience.
- Commitment to a high level of public service to library customers and staff.
- Must be able to work evenings and weekends.

Preferred Training & Experience:

- Customer service and problem-solving skills.
- Experience with computers and digital technology.

Physical Demands:

- Performs light to medium work that involves walking or standing most of the time and involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office machines within moderate tolerances or limits of accuracy.

Application Process

- Applications are available at any York County Library or online at www.yclibrary.org. Incomplete applications will not be considered.
- Resumes are required, and must accompany the York County Library employment application.
- The completed application along with the accompanying resume may be hand delivered, mailed, or emailed to Tom Holloway (tom.holloway@yclibrary.org), Branch Manager, Fort Mill Public Library, 1818 2nd Baxter Crossing, Fort Mill, SC 29708.
- 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 November 21, 2026.

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.