



Position: Page

Location: Clover 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, 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 print material, audiobooks, downloadable material and more, YCL also offers numerous electronic resources through its website and Virtual Library, most of which can be accessed around the clock from any computer. With computer terminals featuring Internet access, educational software, and more at all locations, YCL is well-equipped to meet the needs of the community in this digital age.

Starting Salary, Hours, & Benefits:

- Beginning salary is \$12.60 an hour for 15 hours per week.
- The weekly work schedule will include nights and weekends.
- The benefits package includes state retirement.

Essential Duties & Responsibilities:

- The Page position is responsible for sorting and shelving of library materials; maintaining the orderly appearance of the collection; re-shelving of materials used in-house; and assisting with collection maintenance.
- Additional duties may include checking in and checking out of materials, library card management, processing holds, and opening and closing procedures.
- Other duties, such as helping with opening and closing procedures, may also be assigned by the hiring manager.

Required Training & Experience:

- Requires a high school diploma or an equivalent combination of education, training and experience.
- High school students may also apply.

Preferred Training & Experience:

- Customer service, self-motivation, and problem-solving skills.

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 Amanda Antonacci (amanda.antonacci@yclibrary.org), Branch Manager, Clover Public Library, 107 Knox Street, Clover, SC 29710.
- Eligible candidates will be contacted 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.

This posting will close on May 4, 2024.

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.