Position: Technical Services Assistant I

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, 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 $30,659.20 per year for 40 hours per week.
- The benefits package for the Technical Services Assistant I 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 purpose of this position is to catalog, classify and maintain the YCL collection.
- The Technical Services Assistant I assists in maintaining the bibliographic database and various acquisition functions.
- Duties include assisting with cataloging new materials in various formats, special cataloging projects, creating and placing labels and bookplates for items, and processing new materials for shelf-ready distribution to branches.

- Additional duties include tracking all supplies used; receiving, sorting, and routing incoming packages; packing and unpacking boxes; and processing outgoing mail.
- Other duties necessary to help ensure the provision of effective library services and efficient department operations may be assigned by the hiring manager.
- This job involves lifting up to 50 pounds, walking or standing some of the time, and sustained keyboard operations.

Required Training & Experience:

- Requires a bachelor's degree or an equivalent of education, training, and/or experience.
- One to three (1-3) years library experience.

Preferred Training & Experience:

- Experience with cataloging and SIRSI or a similar ILS.
- Problem-solving, communication, and interpersonal skills.

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 accepted.**
- The completed application along with the accompanying resume may be hand delivered, mailed or emailed to Rae Lovvorn (rae.lovvorn@yclibrary.org), York County Library, 138 East Black Street, Rock Hill, SC 29730.
- 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 25, 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.