



Position: Reference Librarian

Location: Main Library @ Rock Hill

Starting Salary, Benefits, & Hours

Beginning salary is \$40,872.00 for 40 hours per week; the weekly work schedule will include nights and weekends. The benefits package for the Reference Librarian includes health and dental insurance, state retirement, vacation and sick leave.

General Statement of Job:

The Reference Librarian is responsible for providing excellent customer service to patrons of all ages with a focus on programs and services for adults. Primary duties include collection development and maintenance, 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. Other duties, such as background tasks, may be assigned by the hiring manager.

Minimum Training and Experience

- Completion of ALA-accredited MLS/MLIS degree
- At least two years of experience in a library setting; public service experience preferred
- Experience with computers and digital technology is important
- Customer service and problem solving skills are essential
- Ability to work a schedule that includes nights and weekends

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, acknowledgement of their receipt will not be sent to applicants.

This posting will close on Friday, September 30, 2022.

York County Library is an Equal Opportunity Employer