



**Position:** Reference Assistant, Part-time

**Location:** Main Library @ Rock Hill, Reference Department

**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 \$16.09 per hour for 20 hours per week; the weekly work schedule will include afternoons/evenings and weekends.
- The benefits package for the Reference 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 Reference Assistant is responsible for providing excellent customer service to patrons of all ages with a focus on services for adults.
- Primary duties include reference assistance, homework help, reader's advisory and basic technology assistance.
- 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.
- Ability to work a schedule that includes afternoons/evenings and weekends.

**Preferred Training & Experience:**

- Proficient with computers and digital technology including handheld devices and cell phones of all varieties.
- Customer service, self-motivation, and problem-solving skills.

**Application Process:**

- Applications are available at any York County Library or online at [www.yclibrary.org](http://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](mailto: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 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.*