



JOB ANNOUNCEMENT

July 20, 2021

## Reference Librarian I

**Status:** The position is part-time (25.0 hours per week).

**Start Date:** August 2021

**Location:** Greenwood County Library, 600 S. Main St., Greenwood, SC 29646

**Schedule:** Projected work schedule: Monday – Friday (5 hours/day); at least one evening per week and one weekend a month.

**Salary:** \$20.52 per hour.

### JOB DESCRIPTION

The Greenwood County Library is seeking qualified applicants for a Reference Librarian I. This is an entry-level librarian position. Duties include but are not limited to:

- Help customers find materials and/or information in the Library including Genealogy.
- Help customers use the Library's online databases and other resources.
- Participate in the selection of reference and circulating nonfiction materials.
- Responsible for shelving non-fiction and Reference materials.
- Participate in the selection of reference databases.
- Teach basic computer skills.

### QUALIFICATIONS

To be eligible for the position, the applicant must have a Master's degree in Library Science from an accredited college or university, excellent communication and technical skills, the ability to perform job functions, and additional skills as required by job.

**Necessary employment screenings and/or background checks will be performed.**

### HOW TO APPLY

The Greenwood County Library System requires that all applicants complete an Employment Application. To apply for a vacancy, candidates must complete a job application available from the Greenwood County Library. Cover letters and resumes may be submitted with application. Employment Applications are available at the Circulation Desk at the Greenwood County Library and at [www.greenwoodcountylibrary.org](http://www.greenwoodcountylibrary.org) under the About Us tab, then GCLS Job Openings.

**Employment Applications may be submitted by one of the methods listed below:**

- **Email:** [touzts@greenwoodcountylibrary.org](mailto:touzts@greenwoodcountylibrary.org)
- **Mail:** Greenwood County Library System, Attn: Tracey Ouzts, 600 S. Main St., Greenwood, SC 29646
- **Hand deliver:** Greenwood County Library System, Attn: Tracey Ouzts, 600 S. Main St. in Uptown Greenwood, Monday-Friday, 9:00 a.m. - 5:30 p.m.

**Greenwood County Library System**

600 South Main Street • Greenwood, SC 29646 • Phone (864)-941-4650 • Fax (864) 941-4651