

**COUNTY OF MARLBORO  
JOB POSITION DESCRIPTION**

**JOB TITLE:** Librarian

**DEPARTMENT:** Library

**REPORTS TO:** Library Director                      **FLSA STATUS:** Non-Exempt

**DATE APPROVED:** 02-06-2023              **APPROVED BY:** Library Director

**I. PURPOSE / SUMMARY:**

Under the direction and general supervision of the County Library Director, performs various duties relating to the daily operations of the library system. The Librarian will oversee key components of library services and maintain related documentation. They have broad decision making responsibilities for routine matters and some decision making responsibilities for non-routine matters including applying library policy to problems as necessary.

**II. ESSENTIAL FUNCTIONS:**

- Performs various duties as needed, including assisting patrons in locating and retrieving information, recording statistics, offering reader advisory and reference services to patrons, filing materials, programming for all age groups, and working at the circulation desk.
  - Circulation desk responsibilities include, but are not limited to: assisting patrons with computer use and navigating the Internet, providing assistance for mobile devices, sending faxes, scanning documents to email, operating the microfilm reader, making copies, checking materials in/out, collecting the book drop twice daily, and placing holds on local and consortia-owned materials.
- Assists in collection development by adding titles to monthly book order, cataloging materials, and processing and preparing items for the library's collection.
- Processes library materials, routes requests, prepares materials for courier pickup, and responds to public requests for information using library resources.
- Provide social services to community, including referrals to cooperating agencies.
- Attends meetings and workshops, and completes no less than eight professional development trainings or webinars annually.
- Shelves books and reads shelves to maintain correct order.
- Participates in implementing annual library events, including the Summer Reading Program.
- Accepts responsibility for keeping the library in excellent operating order.
- Creates, writes and updates library publications, such as manuals, guides, bookmarks, and other information literacy/library promotional materials using various software platforms.
- Assists Outreach Coordinator in community outreach efforts as needed.
- Provides facility assistance on night and weekend shifts by reporting any power outages, water leaks, or other facility issues to appropriate emergency personnel. Handles emergency situations using policies and procedures as a guide.
- All other duties as assigned.

**III. SKILLS/EDUCATION/OTHER REQUIREMENTS:**

- Bachelor's Degree or higher; or four years of increasingly responsible experience in a public library, social work, or a customer service-related field. An equal combination of education, training, and experience that demonstrates required knowledge, skills, and abilities may be considered.
- Proven ability to work cooperatively, diplomatically, and effectively with citizens, professional peers, affiliated organizations, and in the community.
- Must be computer literate with experience in Microsoft Office Suite, Google Documents, and other digital media and file sharing software.
- Ability to plan, coordinate, and implement programs for all age groups.
- Excellent oral and written communication skills.
- Excellent planning, time management, and decision-making skills.
- Willingness to work a variable schedule, including rotating evenings and weekends as required.

**IV. CERTIFICATIONS REQUIRED:**

- Valid SC Driver's license and clean driving record

**V. SUPERVISION:**

- Responsible for the oversight of library volunteers as assigned by the Library Director.

**VI. WORKING ENVIRONMENT:**

- The work environment involves everyday risks or discomforts which require normal safety precautions typical of public service offices.

**VII. PHYSICAL REQUIREMENTS**

- While performing this job, the employee is required to stand, walk, reach with hands or arms, climb or balance, stoop, dance, sing, talk, and hear. Must possess the vision required to read printed materials, a computer screen, and to drive. The employee in this position may be required to lift and/or carry items and materials generally not exceeding 40 pounds. Must possess the ability to hear and speak with the public both in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer.

**OTHER COMMENTS:**

Senior designation may be granted for length of service or for increased job responsibilities.

**SPECIAL INSTRUCTIONS:**

Your application packet must include the following to be considered:

- 1) One completed application, signed and dated
- 2) Official transcripts of highest level of education completed
- 3) Your résumé and three professional references

**HOW TO APPLY:**

A Marlboro County Government application must be completed and submitted. Please put the correct title of the position on your application. Résumés may accompany an application, but do not take the place of an application. **Please read the entire job description including any special instructions regarding your application. Incomplete applications will not be considered. This includes unsigned applications. Late applications will not be considered. Please note if the position has a definite closing date. If so, applications are due by 5:00 PM that day unless otherwise stated. Applications received by our office after 5:00pm on the closing date will not be considered.** Applicants not contacted within 30 business days of a position's closing date may consider the position filled. Please do not call the Library or County Office about the status of your application. You may mail or deliver your application in person to: Ms. Bobbie J. Grooms, Director, MWE Public Library, 203 Fayetteville Ave., Bennettsville, SC 29512. All applicants tentatively selected for a position with Marlboro County will be required to submit to a screening for the illegal use of drugs and to a background & credit check prior to appointment. Employment is contingent upon clearing both the drug screening, background investigation and credit check.

**DISCLAIMER**

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.