



JOB ANNOUNCEMENT

July 22, 2024

## Library Director

- Status:** The position is full-time (37.5 hours per week).
- Date available:** January 2025
- Location:** Greenwood County Library, 600 S. Main St., Greenwood, SC 29646
- Schedule:** Projected work schedule: Monday – Friday (9:00a-5:30p); at least one evening per week and one weekend a month.
- Salary:** Salary is \$37.05 per hour. Eligible for benefits.

### JOB DESCRIPTION

The Greenwood County Library Director is responsible for planning, directing and coordinating operation of the County library system; developing and administering library policies and procedures; planning for library technology; working with the library board on programs, policies, and financial and facility planning; preparing and presenting required and special reports; maintaining records and files. Work involves extensive public contact with agencies and local and state officials requiring tact, diplomacy and negotiation skills. Duties are performed under the supervision of the Greenwood County Library Board of Trustees and are evaluated through conferences, review of job duties, and feedback from citizens and/or groups served. Duties include but are not limited to:

- Supervising staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- Overseeing the development, implementation, and evaluation of library programs and services; envisioning and interpreting community needs, developing new programs and services for all segments of the community.
- Directing the library's overall budget that includes establishing priorities, reviewing and approving requests, completing grant applications, and reviewing and approving invoices.
- Developing and implementing the library's comprehensive services plan to include establishing service objectives; consulting with the Library Board of Trustees; and monitoring technological resources.
- Directing the library's collections and services by allocating collection responsibilities and managing vendor negotiations.

**Greenwood County Library System**

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- Developing and implementing the library's operations policies by consulting with the Library Board of Trustees and examining standards throughout the library community.
- Serving as liaison for development opportunities relating to the library in both the public and private sectors and plays a major role in publicizing and expanding awareness and use of the library's services, resources, and programs to the community.
- Overseeing library facilities, furnishings, and equipment and interacts with the appropriate County staff for the maintenance of the library buildings.
- Performing other duties as required.
- Performing work during emergency/disaster situations.

## **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. Minimum of six (6) years professional library experience with at least three (3) years in progressive management and supervisory experience. Must be eligible or possess a SC Public Librarian Certification. The successful candidate must be willing to live and reside in Greenwood County.

**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. A detailed job description is available by emailing [jobs@greenwoodcountylibrary.org](mailto:jobs@greenwoodcountylibrary.org).

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

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