



Union County Carnegie Library Job Posting

Position: Community Engagement Librarian

FLSA : Non-Exempt Salaried (37.5 hrs/wk)

Status: Full Time Regular

Starting Pay Range: \$38,000 - \$42,000

General Summary:

The Union County Carnegie Library opened in 1905 as the first Carnegie library in South Carolina and represents an important part of both South Carolina's and Union County's history. Located in a rural county, it is the only public library facility serving a diverse population of approximately 28,000. Union is a unique locality featuring many historic homes and has a tight-knit community invested in revitalizing the county. The Union Library is committed to supporting these efforts and fostering strong partnerships with a wide range of community organizations in order to improve the quality of life for residents in Union County. The Library recognizes its ability to empower and be a positive change agent for its residents by creating a joyful, welcoming and engaging community space for learning and collaborating.

The Community Engagement Librarian position is a leadership position that plays an important role in executing the Library's vision and strategic priorities. This employee works under the supervision of and consults with the Library Director. They have broad decision making responsibilities for routine operational matters and some decision making responsibilities for non-routine matters, including applying library policy to problems as necessary. The Community Engagement Librarian acts as Director for the Library when the Director is out of the office.

Primary Responsibilities:

- Serves as a representative and liaison of the library while at work and out in the community
- Coordinates and executes community outreach efforts for programs and services, including providing programs for teens and adults
- Maintains and grows satellite library locations and services across the county
- Drives library vehicle as necessary for outreach events and programs
- Develops and implements a marketing strategy for the library; manages library's social media and website
- Provides technology and marketing training for local organizations, including local government, with the goal of improving communication across the county
- Supervises the Library Specialist and oversees volunteer workforce and handles training, scheduling and evaluation of volunteers
- Assists in budget preparation, negotiation of expenditures, and grant writing
- Helps with staff training and development
- Assists in planning, implementing and evaluating library services; coordinates selection of library materials for specified collection areas
- Attends professional meetings, workshops, and classes

Important Qualifications:

- Two – five years customer service experience
- One year of supervisory experience



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- Masters in Library Science preferred; must have a minimum of 18 credit hours completed in the Masters in Library Science program
- Proficient with a range of technology, including computers and Microsoft Office Suite
- Familiarity with graphic design and common marketing practices, including use of social media and experience with website management and development
- Prior experience providing programs or instruction preferred
- Previous grant writing experience preferred
- Must possess and maintain a valid driver's license

Union County Carnegie Library provides health benefits, paid leave, and retirement to all full time regular employees. Additional benefits, such as a relocation stipend, may be available.

Applications are available at <http://www.unionlibrary.org/pages/employment.asp>. Interested applicants must submit a resume, cover letter, 3 references, a sample program flyer, and a Union County Carnegie Library Employment Application to jobs@unionlibrary.org. Position is open until filled.

UCCL is an equal opportunity employer.