

Sumter County Office of Human Resources



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Human Resources Assistant
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Sumter County
Administration Building
13 East Canal Street
Sumter, SC 29150

Sumter County is Presently Seeking a Head of Children's Services for the Sumter County Library Salary: DOQ

EXAMPLES OF WORK PERFORMED: Coordinates and directs programs and services to children and young adults and provides support to those working with children; develops and proposes youth services programming, monitors the quality and effectiveness of existing programs and practices. Reports to the Library Director.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES: Has visible aptitude for and successful experience in working with children and dealing effectively with people of all ages. Has comprehensive knowledge of children's literature and services, program development and implementation including materials selection, collection development and public needs. Possess excellent supervisory skills including ability to monitor and evaluate job performance and provide training and development to staff. Must be able to direct all functions related to children's services and have thorough knowledge of principles, theories and concepts of library and information science. Has the ability to work independently and collaboratively in a team environment that promotes continuous assessment and continuous improvement. Must be able to demonstrate a strong commitment to diversity and work with a diverse community clientele. Must be familiar with standard office equipment including personal computers and word processing, spreadsheet, and database software and be able to learn and implement Library specialty software systems and procedures. Provides library services, which may include daytime, evening and weekend hours. Supervises and trains children's services staff and volunteers. Coordinate the operation of the Children's Department throughout the Library system in cooperation with Branch Managers and Branch Children's Librarian. Administers, develops, and proposes departmental programming including collections development, policies and procedures for effectively administering children's services, materials selection, special events, etc. Applies for grants to enhance library services. Prepares related progress reports and submits recommendations for new and revised programming. Organizes and administers the annual Summer Reading Program. This includes identifying sponsors, designing appropriate hand-outs, press releases and advertisements, planning and coordinating activities, and supervising staff. Makes recommendations for purchase, reviews collection for weeding and possible replacements. Provides reference assistant for children, parents, teachers, and patrons, including locating materials, referring to other resources and libraries, and advising patrons concerning choice of books or materials for themselves or for their children. Must have the ability to lift up to 50 pounds and push book carts weighing over 100 pounds.

MINIMUM REQUIREMENTS: An ALA accredited Master's Degree in Library and Information Science is preferred or equivalent combination of education and experience. Must possess a valid South Carolina State Driver's License.

BENEFITS: Sumter County Government participates in the SC State Health Plans and Retirement Plans administered by PEBA (Public Employee Benefit Authority). A complete listing of benefits and eligibility requirements can be found by accessing peba.sc.gov. An overview of benefits and eligibility will be provided in the pre-employment packet and again during the new hire orientation.

REQUEST ASSISTANCE: If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at (803) 774-2824 or emailing khooks@sumtercountysc.gov.

REASONABLE ACCOMODATION: Applicants with disabilities may contact Sumter County Government – Human Resources via telephone at (803) 774-2824, FAX (803) 774-2827 or e-mail khooks@sumtercountysc.gov to request and arrange for accommodations. If you need assistance to accommodate a disability, you may request an accommodation at any time.

Qualified applicants interested in applying should:

Visit our website at sumtercountysc.gov for a pre-employment application

And

E-mail cover letter, résumé and application to khooks@sumtercountysc.gov

Or

Fax cover letter, résumé and application to (803) 774-2827

Opening Date: September 1, 2023

Closing Date: Until Filled

**EEO/AA
DRUGS DON'T WORK**