

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
Reference Services Assistant for the
Sumter County Library – Wesmark Branch
(Part-time) 25 hours per week
Starting Salary DOQ

Examples of Work Performed: The Reference Services Assistant is responsible for identifying and interpreting user needs; providing reference, readers' advisory, computer, database and referral services to Library patrons; and assisting patrons in using the library's public computers. Provides reference service, which may include daytime, evening and weekend hours. Actively assists patrons using the library's public computers. Must be able to assist patrons with the use of computers and mobile devices. Participates in general collection development. Assists with interlibrary loans and basic computer classes. Assists in the development and preparation of departmental manuals. Re-shelves books as needed. Reports to the Library Director.

Required Knowledge, Skills & Abilities: Has commitment to high quality reference practices and a demonstrated commitment to excellence in customer service. Has the ability to assist patrons in using computers and mobile devices, use of the Internet, and other computer related functions. Has strong oral and written communication skills. Has the ability to work independently and collaboratively in a team environment that promotes continuous assessment and continuous improvement. Demonstrates the ability to manage multiple projects and functions. 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. Must be able to demonstrate a strong commitment to diversity and work with a diverse community clientele. Must be able to lift up to 50 pounds and push book carts weighing over 100 pounds.

Minimum Requirements: Requires a high school diploma or equivalent. At least two years of further training from college, technical school, etc. is preferred.

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 Accommodation: 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 www.sumtercountysc.gov for a pre-employment application

And

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

Or

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

Opening Date: January 12, 2024

Closing Date: Open Until Filled

EEO/AA - DRUGS DON'T WORK