

Outreach Assistant: Full-time, non-exempt position. Major responsibilities include managing community partnerships with outreach routes and stops, driving and maintaining the bookmobile and materials, assisting in developing programs and services, and supporting programming and circulation staff. A minimum of an Associate's Degree, or the equivalent postsecondary education, is required. Customer service and 3-5 years of library experience preferred. A valid South Carolina driver's license is also required.

Harvin Clarendon County Library
Outreach Assistant
Job Description – 2024

General Position Description

Under the general direction of the Outreach Coordinator, the Outreach Assistant is responsible for supporting the outreach services and programs of the Harvin Clarendon County Library. Major responsibilities include managing community partnerships with outreach routes and stops, driving and maintaining the bookmobile and materials, assisting in developing programs and services, and supporting programming and circulation staff. This position also assists with general circulation duties at the library in Manning. General work hours are 8:30am-5:00pm, Monday-Friday with weekends as needed.

Essential Tasks

The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work, knowledge, skills, and abilities as necessary.

Plan and implement programs, including outreach visits to schools and daycares, bookmobile stops, and summer reading activities, as is applicable.

Develop and maintain contacts/relationships with community partners, programs or facilities in Clarendon County.

Create promotional materials including fliers and booklists.

Assist with the development of the collection including weeding, purchasing, cataloging, and processing.

Maintain all assigned areas of the collection – maintaining a colorful, comfortable, and user-friendly environment.

Perform general circulation duties including, but not limited to, checking items in and out, registering patrons, placing holds, collecting fines and fees, assisting with copier, print, and fax services.

Perform general reference and reader's advisory assistance.

Assists patrons in using various resources and equipment of the Library including card catalog, eBooks, databases, and Internet access computers.

Empties book drop and shelves library materials.

Assists with maintenance of library collection including repair of materials and preparing items to be discarded.

Assists co-workers with duties as required.

Attends continuing education classes, meetings and/or workshops to maintain and enhance job knowledge and skills.

Knowledge, Skills, and Abilities

Must have excellent interpersonal and customer service skills and enjoy working with a diverse population.

Must have the ability to communicate effectively orally.

Must have familiarity with computer programs such as Microsoft Office, Adobe, various Internet browsers/email applications, social media, and some design.

Must have the ability to reach, bend, grasp, stoop, stand for long periods of time, and be able to maneuver up to 40 pounds of library materials.

Must be able to work a fixed schedule that may include some evenings and Saturdays.

Education, Experience, and Training

A minimum of an Associate's Degree in any discipline (or equivalent postsecondary education) is required.

Customer service and 3-5 years of library experience preferred.

Must have a valid South Carolina driver's license and safe driving record.

EOE and ADA Compliance

The Harvin Clarendon County is an Equal Opportunity Employer. ADA requires the Library to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

How to Apply

Applications can be picked up in the Clarendon County Human Resources office, Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m, or downloaded from <https://www.clarendoncountygov.org/human-resources/>.

Applications will be accepted through mail, fax or email countyhr@clarendoncountygov.org