<u>**Statewide Service Coordinator**</u>

WHO WE ARE:
The South Carolina State Library (SCSL) serves the people of South Carolina by supporting state government and libraries to provide opportunities for learning in a changing environment. We develop, support, and sustain a thriving statewide community of learners committed to making South Carolina stronger.

Job Opening:

We have a great career opportunity available for a **Statewide Services Coordinator** in our Columbia, South Carolina headquarters.

The South Carolina State Library seeks a creative, detail-oriented person to work as a member of the Library Development department in a role that coordinates program initiatives, community partnerships, and needs-based services with public libraries around the state.

Responsibilities:
- Manage circulating kits related to STEM activities for use by public and school libraries
  - Coordinate delivery and pickup of kits for library staff
  - Maintain kit technology and supplies
  - Recommend new kits as needed
- Assist Library Development team in assessing and responding to needs of public libraries
  - Participate in site visits to libraries to learn about their program and outreach needs (especially in relation to technology)
  - Make connections and develop partnerships to support library efforts toward digital literacy and other patron needs
  - Plan training related to partnership efforts
- With the Library Development team, conduct programs to support prison and institutional libraries

Based on the goals and strategic directions of the State Library as implemented within the Library Development division, Statewide Services Coordinator evaluates public library needs related to technology and programs and assists with creating partnerships and programs to meet those needs. Externally, the Coordinator works directly with public libraries and other agencies to implement some projects, and internally across departments for others. This position reports to the Library Development Director who sets direction and oversees the team's expenditures

Minimum Requirements:
- A high school diploma and relevant program experience.
- Valid driver's license
- Ability to lift 30 pounds

Preferred Qualifications:
- A Bachelor's degree in relevant field

- Two (2) years relevant experience, preferably in library, technology, and/or community outreach.
- Possess a basic level of knowledge about public libraries and their role in local communities.
- Ability to establish and maintain effective working relationships with internal staff, outside organizations, and the general public.
- Ability to evaluate and implement new technology.
- Good writing skills.

Hiring Range: $41,000.00 - $50,000.00

If you are looking for an organization that offers:

- a collaborative and inclusive work environment
- an excellent work culture
- paid professional memberships
- professional development and learning opportunities for staff
- tuition assistance
- an opportunity to work with professionals that are passionate about delivering exceptional results and advancing the mission and vision of their organization

Then South Carolina State Library is the organization for you!

WHAT WE BELIEVE:

We outwardly demonstrate who we are as an organization through our values. Our people are our greatest resource and our values drive our people.

- *Communication:* We believe communication in every direction and through multiple methods is essential to doing our work at the highest level. As an information organization, we use a transparent process for decision making which encourages creativity and fosters collaboration among staff and our community.
- *Flexibility:* An agile organization is one that can change course to provide better services. We define our organization in this way and pride ourselves in being good stewards of all resources.
- *Community Driven:* Our community is the state. Our value is demonstrated in what we are able to give back as public servants. We believe that by remaining open to our community's needs, we can personalize experiences for individuals and groups.
- *Inclusivity:* We strive to expand opportunities to better connect with others and break down barriers. Integrity, respect, and equality guide our performance and we are committed to hiring staff that reflect our community.
- *Professionalism:* Our staff model professionalism by providing a welcoming environment, excellent customer service, valuing diversity, and supporting multiple methods of service delivery. A well-trained and knowledgeable staff is our greatest asset.

Need more reasons to apply?

SCSL is committed to providing our employees with a collaborative and inclusive work environment that provides challenging work, personal and professional growth, and a work/life balance.

In addition to all the great perks we've already shared, we also offer:

- Health, Dental, Vision, Life, Retirement, and more
- 15 days of annual leave per year
- 15 days of sick leave per year
- 13 paid holidays
- Team Building Activities – We believe in growing together

Don't miss this great opportunity to take your career to the next level! Apply today.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, age (over 40), sex, including pregnancy and childbirth (or related medical conditions), sexual orientation, gender identity, national origin, disability, or veteran status.

How to Apply:

All applications must be submitted online at:

https://careers.sc.gov/

Company Info:
South Carolina State Library
1500 Senate Street
Columbia, SC 29201
(803)-734-4612
Website: http://www.statelibrary.sc.gov

Supplemental Questions

1. Do you have a bachelor's degree and relevant experience?
   _____Yes
   _____No

2. Do you have a minimum of 2 years of professional experience in public libraries or related positions?
   ____Yes
   ____No

3. Would you accept a salary within the agency hiring range of $41,000.00 - $50,000.00
   ____Yes
   ____No

4. If you could choose a technology of any kind to provide to public libraries around the state, what technology would it be and how would you roll it out to libraries?