



BALTIMORE COUNTY PUBLIC LIBRARY  
320 York Road  
Towson, Maryland 21204  
410-887-6177  
www.bcpl.jobs

VACANCY ANNOUNCEMENT

POSITION: Part-Time Technical Services Assistant –  
Circulation Assistant I

HOURS: 28 hours per week to be worked between the hours of  
8:30 am and 5:00 pm, Mon-Fri. (With possible extra hours as  
projects require)

SALARY RANGE: \$6.72 - \$9.42 per hour (pay rate based on experience)

LOCATION: Technical Services Department – Administrative Offices, Towson,  
MD

NATURE OF WORK: Under the general direction of the Processing and Assistant  
Processing Supervisors, performs a wide variety of processing  
functions including but not limited to processing incoming  
materials, applying bar codes, unpacking and sorting materials.  
Performs related duties as assigned.

ESSENTIAL REQUIREMENTS  
OF THE JOB: Ability to work effectively with co-workers. Ability to follow  
written and verbal instructions. Ability to arrange materials  
alphabetically and numerically. Ability to remember multiple  
details. Flexibility. Ability to communicate by phone. Basic PC  
keyboarding helpful. Physical ability to bend, lift up to 25 lbs. and  
push/pull up to 50 lbs. Regular job attendance and punctuality.

MINIMUM QUALIFICATIONS: Graduation from High School or High School Equivalency.

CONDITION OF EMPLOYMENT: Employment offer contingent on the successful completion of a  
pre-employment drug screening.

HOW TO APPLY: Applications and resumes should be submitted in writing to Diane  
Kleinman at the Baltimore County Public Library, Technical  
Services Department, 320 York Road, Towson, MD, 21204. **This  
position will remain open until filled.** For further information  
call **Diane Kleinman 410-887-6129.**

DATE ISSUED: June 11, 2008  
2008-051

BALTIMORE COUNTY PUBLIC LIBRARY  
IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. IF YOU NEED ASSISTANCE WITH ANY  
ASPECT OF THE APPLICATION PROCESS, PLEASE CALL THE HUMAN RESOURCES DEPARTMENT 410-887-  
6177 OR TDD - 410-821-5705. U.S. LAW REQUIRES ALL APPLICANTS TO SHOW PROOF OF IDENTITY AND  
RIGHT TO WORK IN U.S.