



BALTIMORE COUNTY PUBLIC LIBRARY  
320 York Road  
Towson, Maryland 21204  
410-887-6177  
[www.bcpl.jobs](http://www.bcpl.jobs)

VACANCY ANNOUNCEMENT

POSITION: Circulation Assistant II – Public Technology Assistant

HOURS: 12-17 hours per week

SALARY RANGE: \$8.74 - \$11.13 per hour (Pay rate based on experience)

LOCATION: Woodlawn Library

NATURE OF WORK: Under the direction of a full time staff member, the public technology assistant helps customers use computers and other machines in the library and provides support service at the Information Desk. Assists users in learning basic features of library computers, helps with Microsoft Office, troubleshoots and maintains computer equipment, assists with computer sign-up, prepares and presents public demonstrations, provides answers to directional questions and performs other duties as assigned.

MINIMUM QUALIFICATIONS: Graduation from high school or high school equivalency preferred.

ESSENTIAL REQUIREMENTS OF THE JOB: Ability to communicate effectively with both public and staff. Working knowledge of Windows operating systems and Microsoft Office. Ability to follow directions. Flexibility, initiative, and the ability to work under pressure. Ability to work independently and as a member of a team. Ability to lift and carry items weighing up to 50 pounds, use a computer keyboard and a telephone. Regular job attendance and punctuality.

CONDITIONS OF EMPLOYMENT: May be asked to work evenings and weekends. Must be able to travel throughout the system to attend meetings. **This position requires a post-offer drug screen.**

DATE AVAILABLE: Immediately

HOW TO APPLY: Applications should be submitted in writing to Jana Korman, Woodlawn Library, 1811 Woodlawn Drive, Baltimore, MD 21207, **no later than August 7, 2008.** For further information call Jana Korman at (410) 887-1336.

DATE ISSUED: July 10, 2008  
#2008-055

*Baltimore County Public Library is an Equal Opportunity Employer and is committed to diversity in the workplace. The Library's policy is to treat all employees and applications equally and without regard to their race, color, religion, sex, national origin, sexual orientation, disability status as a disabled veteran or veteran of the Vietnam Era. This policy is applicable to all aspects of employment, including recruitment, hiring, training and promotions.*

IF YOU NEED ASSISTANCE WITH ANY ASPECT OF THE APPLICATION PROCESS, PLEASE CALL  
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.