



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

**VACANCY ANNOUNCEMENT**

**POSITION:** Circulation Assistant Team Leader

**SALARY RANGE:** \$8.74 – \$12.27 per hour

**HOURS:** 16 hours per week

**LOCATION:** Randallstown

**NATURE OF WORK:** Under the direction of the Circulation Assistant IV or designated staff member, works with internal and external customers of diverse backgrounds. Serves as Team Leader for part-time Circulation Assistants. Assists in interviewing applicants for part-time openings. Schedules, trains and assists in evaluating job performance of part-time staff. Sorts and shelves library materials; maintains materials in an orderly fashion on the shelves. Assists customers at public service desks; maintains thorough knowledge of circulation policies, procedures and software applications. Will be responsible for opening and closing procedures and serving as the circulation staff member in charge. Performs other duties as assigned.

**ESSENTIAL REQUIREMENTS OF THE JOB:**

Ability to communicate effectively with customers and staff; proficient in oral and written skills. Commitment to customer service and the ability to work with people of diverse backgrounds. Good organizational skills. Ability to work quickly and accurately. Ability to remember and follow through on multiple details. Good judgement. Flexibility. Dependability. Ability to work independently and as a member of a team. Physical ability to stand at public service desks for lengthy periods of time and to bend, lift up to 25 lbs. and push up to 50 lbs. Willingness to accept a wide range of duties. Regular job attendance and punctuality.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or high school equivalency preferred. General circulation experience desired. Customer service skills normally acquired through four months of work experience.

**CONDITIONS OF EMPLOYMENT:**

Will be required to work days, evenings and weekends. Must be able to travel throughout the system to attend meetings. Must pass a pre-employment drug screen.

**HOW TO APPLY:**

Applications and resumes should be submitted in writing to Matthew Kiefer at the Randallstown Library, 8604 Liberty Road, Randallstown Md 21133. This position will be open until filled. For further information call Matthew Keifer at 410-887-0770.

**DATE ISSUED:** October 27, 2008  
#2009-014

*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.