



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

VACANCY ANNOUNCEMENT

- POSITION: Assistant Library Manager II  
Grade 70
- SALARY RANGE: \$45,725-\$70,905
- LOCATION: Branch Library to be determined
- NATURE OF WORK: Under the direction of the Library Manager, assists in managing the delivery of information, programming and circulation services. Directs the work of librarian staff in information and resource management. Fosters and maintains good communication with staff, public, and administration. Identifies staff training needs, monitors training and promotes continuous learning. Fosters collaboration with other agencies and departments. Assists in developing services in response to community needs and interests within the framework of system priorities. Evaluates and documents staff performance. Engages in direct public service and addresses concerns.
- MINIMUM QUALIFICATIONS: MLS from an ALA accredited school. **Will consider candidates that will complete MLS program within three months from date of application.** Comprehensive knowledge of library operations normally acquired through four years of progressively increasing responsibility and work experience in a public library.
- ESSENTIAL REQUIREMENTS OF THE JOB: Ability to plan and coordinate the work of others. Good communication skills, both orally and in written form. Commitment to diversity. Dependability. Flexibility. Ability to remain calm under pressure. Initiative. Good judgment. Ability to work on a public Information Desk for long periods of time, move throughout the building, use a telephone, fax machine, and a computer keyboard. Regular job attendance and punctuality.
- CONDITIONS OF EMPLOYMENT: Schedule includes days, evenings and weekends. Must be able to travel throughout the system and outside the system to attend meetings. Must be a member of both ALA and MLA. Must apply for membership in the Maryland State Teachers' Pension System contributory retirement plan. The State of Maryland mandates credits earned through continuing education for maintaining required certification. Position is subject to systemwide transfer. **This position requires a post-offer physical and drug test.**
- HOW TO APPLY: Applications and resumes should be submitted in writing to the Human Resources Department at 320 York Road, Towson, MD 21204 **no later than 5:00 p.m. on December 12, 2008.** Fax: 410-887-3025; E-mail: human\_resources@bcpl.net (MS Word attachments only). Applications may be submitted online at www.bcpl.jobs.
- DATE ISSUED: November 14, 2008  
#2009-023

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 THE  
HUMAN RESOURCES DEPARTMENT – 410-887-6177 OR TTY-410-821-5705.

U.S. LAW REQUIRES ALL APPLICANTS TO SHOW PROOF OF  
IDENTITY AND RIGHT TO WORK IN U.S.