



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

VACANCY ANNOUNCEMENT

POSITION: Part-Time Librarian

SALARY RANGE: \$16.68 - \$21.89 per hour

HOURS/LOCATION: 12-18 hours, per week, primarily weekends with some weekday and evening hours to be worked at the Towson Branch.

NATURE OF WORK: Under the training and direction of the Part-time Librarian Supervisor, works with internal and external customers of diverse backgrounds. Performs essential librarian job functions, including provision of information services and readers' advisory services, collection maintenance, programming and outreach services. Assists customers with accessing the Internet and other electronic services. May serve on teams and committees both within the branch and system wide. May be the acting librarian in charge. Will assist with basic circulation functions (after training).

MINIMUM QUALIFICATIONS: Master of Library Science preferred; Will consider candidates with a Bachelor's degree and six months of related experience.

ESSENTIAL REQUIREMENTS OF THE JOB: Ability to communicate effectively with internal and external customers both on the telephone and in person. Good reading background. Ability to organize and plan. Must be able to work on a public information desk for long periods of time, move throughout the building, use a telephone and a computer keyboard. Ability to serve people of all ages. Knowledge of online information retrieval helpful. Ability to stay calm under pressure. Knowledge of basic computer skills. Regular job attendance and punctuality. Sense of humor.

CONDITIONS OF EMPLOYMENT: This position involves working 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 Sandy Lombardo at the Towson Library, 320 York Road, Towson, MD 21204 **no later than 5:00 p.m. on January 20, 2009.** For further information, call Sandy Lombardo at 410-887-6166.

DATE ISSUED: December 23, 2008
#2009-024

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.