



BALTIMORE COUNTY PUBLIC LIBRARY

320 York Road
Towson, Maryland 21204
410-887-6177
www.bcpl.jobs

VACANCY ANNOUNCEMENT

- POSITION: Librarian I & II, Grade 66 & 67 – Multiple positions
(Pay range scheduled to increase 2% effective January 1, 2010)
- SALARY RANGE: Librarian I, Grade 66: \$29,667-\$45,725
Librarian II, Grade 67: \$30,931-\$47,992
- LOCATION: To be determined
- NATURE OF WORK: Under the direction of the library manager, performs essential librarian functions as determined by the branch and system needs. Essential functions include but are not limited to the following activities: Assists customers in finding answers to a broad range of questions through the use of print and electronic resources. Provides materials advisory service and guidance to customers in selecting appropriate materials for reading/viewing/listening for personal development and/or enrichment. Develops and maintains a portion of the library's collection. Plans and presents library-related programming and outreach services. Understands and applies skills in the use of technologies to improve personal efficiency, branch efficiency and customer service. Maintains professional growth and development through seminars, workshops, professional affiliations and other means. Serves on teams and committees both within the branch and system wide. Performs other related duties as assigned.
Librarian I: As a librarian in training, actively participates in the Library Associate Training Institute.
Librarian II: As a trained staff librarian, serves as librarian in charge when assigned.
- MINIMUM QUALIFICATIONS: **Librarian I:** Bachelor's degree from an accredited college. Knowledge of library organization and operation normally acquired through regular use of a library or related work experience. Customer service experience desired.
Librarian II: Bachelor's degree from an accredited college and successful completion of the Library Associate Training Institute or MLS from an ALA accredited school. Customer service experience desired.
- ESSENTIAL REQUIREMENTS OF THE JOB: Ability to communicate effectively with internal and external customers; proficient in oral and written skills. Ability to establish and maintain effective working relationships with library customers, and community groups. Demonstrates flexibility, initiative and creativity. Ability to work independently and as a member of a team. Broad reading background and interest in reading. Ability to plan and organize. Good problem solving skills. Must be able to work on a public service desk for long periods of time, move throughout the building, and use standard business equipment. Ability to stay calm under pressure. Knowledge of online information and tools.
- CONDITIONS OF EMPLOYMENT: Schedule includes working days, evenings and weekends. Must be able to travel throughout the system and to outside meetings. Regular job attendance and punctuality. Must apply for membership in the Maryland State Teachers' Pension System contributory retirement plan. Position is subject to system wide transfer. Must become a member of Maryland Library Association. **These positions require a post-offer physical and drug screen.**
- HOW TO APPLY: Interested applicants must submit both application and resume referencing position title to the Human Resources Department, 320 York Road, Towson, MD 21204. **For immediate consideration, please apply by 5:00 p.m. on October 30, 2009.** Applications will be accepted until vacancy is filled. Fax: 410-887-3025. Email: human_resources@bcpl.net (MS Word attachments only). Applications may be submitted online at www.bcpl.jobs.
- DATE ISSUED: October 16, 2009
#2010-015

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 TDD-410-821-5705. U.S. LAW REQUIRES ALL APPLICANTS TO SHOW PROOF OF IDENTITY AND RIGHT TO WORK IN U.S.