



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

VACANCY ANNOUNCEMENT

POSITION: Circulation Assistant I

HOURS: 8 - 12 hours per week

SALARY RANGE: \$7.25 - \$10.16 per hour

LOCATION: Hereford

NATURE OF WORK: Under the general direction of the Circulation Services Manager or designated staff member, works with internal and external customers of diverse backgrounds; sorts and shelves library materials; maintains materials in an orderly manner on the shelves. Answers telephones and routes calls to the proper person or department. May retrieve periodicals and assist with collection maintenance. May provide service at the Circulation Desk, Computer Center and/or Information Desk as defined by library guidelines. Performs other tasks as assigned.

ESSENTIAL REQUIREMENTS
OF THE JOB:

Ability to communicate effectively with customers and staff. Commitment to customer service and the ability to work with people of diverse backgrounds. Ability to work quickly and accurately. Ability to arrange items alphabetically and numerically. Ability to remember and follow through on multiple details. Ability to work independently and as a member of a team. Physical ability to bend, lift up to 25 lbs. and push/transport up to 50 lbs. Willingness to accept a wide range of duties. Regular job attendance and punctuality.

MINIMUM QUALIFICATION: Must be age 14 or over (under 18 must obtain work permit).

CONDITIONS OF EMPLOYMENT: May be required to work evenings and weekends. **Must pass a pre-employment drug screen.**

DATE AVAILABLE: Immediately

HOW TO APPLY: Applications should be submitted in writing to Cheryl Young/Rachael Medina at the Hereford Library, 16940 York Road, Monkton, MD 21111 **no later than 5:00 p.m. November 20, 2009.** For further information call Cheryl Young/Rachael Medina at 410-887-1919.

DATE ISSUED: November 6, 2009
#2010-017

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.