



**BALTIMORE COUNTY
PUBLIC LIBRARY**

JOB OPPORTUNITY

Part-time Librarian – Arbutus Branch

**Monday and Wednesday: 5-9 pm
Every Other Saturday: 9 am-5:30 pm
Every Other Sunday: 1-5 pm
(Subject to Change)**

At BCPL, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 11 million items and provides library services through its 19 branches, 4 mobile library vehicles, and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL as a **Part-time Librarian**.

Key Responsibilities

- Assist customers in finding answers to a broad range of questions through use of print and electronic resources
- Guide customers in selecting appropriate materials for reading/viewing/listening either for personal pleasure or professional development
- Commitment to customer service and the ability to work with people of diverse backgrounds
- May develop and maintain a portion of the Library's collection
- May plan and present Library-related programs and outreach services
- Understand and apply technological skills and use online tools to improve efficiency and assist customers
- May serve on teams and committees within the branch and system-wide
- Maintain professional growth and development through a variety of continuing educational resources

Education/Experience Requirements

- MLS from an accredited ALA school or completion of Library Associate Training Institute, or a bachelor's degree and six months of related experience
- Knowledge of Library organization and operation
- Knowledge of print, electronic and online information resources
- Ability to establish and maintain relationships with customers, community groups and co-workers
- Ability to plan, organize and present a variety of activities and presentations
- Ability to demonstrate written and verbal communication skills
- Ability to work on a public service desk for long periods of time and move throughout the building
- Must pass a post offer criminal background check

Hourly salary: \$18.59-\$24.41/hour, commensurate with experience.

To apply:

Send an email to humres@bcpl.net and attach two documents: 1) a completed BCPL employment application which you can find on our website www.bcpl.jobs and 2) your cover letter and resume as one PDF document. Include your last name in the title of the documents. Indicate the job title **Part-Time Librarian – Arbutus** in the subject line of your email.

Documents must be received no later than **December 15, 2017**

Vacancy #: 2018-066