



**BALTIMORE COUNTY  
PUBLIC LIBRARY**

**JOB OPPORTUNITY**

**Shelver - Cockeysville Branch**

Current Shifts Looking to Fill:

Monday: 5-9

Tuesday: 9-1

Wednesday: 5-9

Saturday: 1:5:30

Sunday (1/mo.): 1-5

Please note: all hours are subject to change to meet the needs of the branch. All staff must be able to work **year-round**, 5-9 Monday-Thursday, and be available to work Saturdays and Sundays.

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 **Shelver**.

**Key Responsibilities**

- Sorts and shelves library materials and keeps them in an orderly fashion on the shelves
- Empties the book drop and performs other Return Room duties
- Uses the computerized Integrated Library System (ILS) to check-in materials, reads messages on the computer to determine specific action for processing items, and ensures accurate processing of materials
- Assists with merchandising tasks and ensuring that public shelving areas are neat and organized
- Assists with opening and closing procedures
- Assists with other circulation duties as needed

**Education/Experience Requirements**

- Must be 16 years old or older (Must have a work permit if under age 18)
- Ability to quickly and accurately organize materials in alpha-numeric order
- Ability to effectively communicate information both verbally and in writing
- Ability to do basic math and operate a cash register
- Ability to work independently and as a member of a team
- Physical ability to stand for long periods of time, lift up to 25 lbs. and push/pull carts weighing up to 100 lbs.
- Physical ability to bend, kneel, crouch, and stretch for up to 5 minutes at a time
- Must be able to work a variety of shifts, including days, evenings and weekends
- Must pass a post offer criminal background check

Hourly Salary: \$9.70-\$11.65/hour, commensurate with experience.

**To apply:**

Send an email to [humres@bcpl.net](mailto:humres@bcpl.net) and attach two documents: 1) a completed BCPL employment application which you can find on our website [www.bcpl.jobs](http://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 **Shelver** in the subject line of your email.

Applications must be received no later than **February 26, 2018**.

Vacancy #: 2018-090