

Where you find it



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

VACANCY ANNOUNCEMENT

POSITION: Librarian III – Grade 68 – Position is a result of the expansion of the Perry Hall Library

SALARY RANGE: \$34,127 – \$52,890

LOCATION: Branch to be determined

NATURE OF WORK: Under the direction of the Library Manager and/or the Assistant Library Manager, works with both internal and external customers of diverse backgrounds. Performs essential librarian functions, including provision of information and readers advisory services, collection maintenance, and programming and outreach services. Supervises other staff. Routinely serves as librarian in charge of the branch. Understands and implements use of current technology. Actively participates on teams and committees at the branch and system levels. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college and successful completion of the Library Associate Training Program or MLS from an ALA accredited school. Requires comprehensive knowledge of library operations normally acquired through two years of progressively increasing responsibility and work experience in a public library.

ESSENTIAL REQUIREMENTS OF THE JOB: Demonstrated ability to perform essential librarian functions. 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 staff members. Flexibility. Initiative. Ability to work independently and as a member of a team. Knowledge of print and electronic resources. Good reading background and interest in reading. Ability to organize and plan. Creativity. 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 a telephone and a computer keyboard. Ability to stay calm under pressure. Regular job attendance and punctuality.

CONDITIONS OF EMPLOYMENT: Schedule includes days, evenings and weekends. Must be able to travel throughout the system and to outside meetings. Position is subject to systemwide transfer. Membership in MLA is required. Must apply for membership in the Maryland State Teachers' Pension System contributory retirement plan. **This position requires 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 **no later than 5:00 p.m. December 3, 2008.** Fax: 410-887-3025. Email: human_resources@bcpl.net (MS Word attachments only). Applications may be submitted online at www.bcpl.jobs.

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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.