



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 - Positions are a result of the expansion of the Perry Hall Library
- 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. Works with both internal and external customers of diverse backgrounds. Provides information services and readers advisory service to customers. Maintains and develops a portion of the library collection. Plans and presents library-related programming and outreach services. Develops and applies skills in the use of technology 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 systemwide. Performs other related duties as assigned.
Librarian I: Actively participates in the Library Associate Training Program.
Librarian II: Occasionally serves as librarian in charge.
- 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.
Librarian II: Bachelor's degree from an accredited college and successful completion of the Library Associate Training Program or MLS from an ALA accredited school. Will consider candidates that will complete MLS program within three months.
- ESSENTIAL REQUIREMENTS OF THE JOB: Ability to communicate effectively with internal and external customers both on the phone and in person. Good reading background. Ability to communicate effectively in writing. Flexibility. Ability to organize and plan. Must be able to work on a public service desk for long periods of time, move throughout the building, and use a telephone and computer keyboard. Creativity. Good problem solving skills. Ability to stay calm under pressure. Regular job attendance and punctuality. Must be able to travel throughout the system and to outside meetings.
Librarian I: Knowledge of online information retrieval helpful. Basic computer skills required.
Librarian II: Must be a member of MLA.
- CONDITIONS OF EMPLOYMENT: Position is subject to systemwide transfer. These positions involve working two nights per week, every other Saturday and occasional Sundays. Must apply for membership in the Maryland State Teachers' Pension System contributory retirement plan. **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 **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.
- DATE ISSUED: November 5, 2008
#2009-018

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
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.