

Where you find it



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

### VACANCY ANNOUNCEMENT

POSITION: Circulation Assistant III – Grade 63 –Multiple positions - Positions are a result of the expansion of the Perry Hall Library

SALARY RANGE: \$23,945 - \$35,542

LOCATION: Branches to be determined

NATURE OF WORK: Under the general direction of the Circulation Services Manager, works with internal/external customers of diverse backgrounds. Assists customers at public service desks; maintains thorough knowledge of circulation policies, procedures and software applications. Performs routine circulation functions and designated library tasks. Develops and applies skills in the use of technology. Takes part in the training of staff and volunteers; participates on teams and committees at the library and system level; performs general support duties and handles a variety of circulation duties as assigned.

MINIMUM QUALIFICATIONS: Graduation from high school or high school equivalency. General circulation and customer services skills normally acquired through six months of work experience in public service.

ESSENTIAL REQUIREMENTS OF THE JOB: Ability to communicate effectively; proficient in oral and written skills. Commitment to customer service; ability to work with people of diverse backgrounds. Ability to use a telephone; knowledge of math, spelling and grammar; basic knowledge of computers. Good organizational skills and the ability to remember and follow through on multiple details. Should be flexible, dependable and have the ability to use good judgment. Physical ability to stand at a public service desk for lengthy periods of time, push book carts and shelve library materials. Physical ability to bend, lift up to 25 lbs. and push up to 50 lbs. Ability to work independently and as a member of a team.

CONDITIONS OF EMPLOYMENT: This position involves working two nights per week, every other Saturday and schedule may also include Sundays. Must be able to travel throughout the system and to outside meetings. Position subject to system-wide transfer. **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.

DATE ISSUED: November 5, 2008  
#2009-019

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.