



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

VACANCY ANNOUNCEMENT

POSITION: Assistant Circulation Services Manager I
Grade 65

SALARY RANGE: \$27,192-\$41,034

LOCATIONS: Branch to be determined

NATURE OF WORK: Under the general direction of the Circulation Services Manager, assists in the overall operation of the Circulation Department in a library delivering circulation of up to 650,000 items per year. Works with internal/external customers of diverse backgrounds, assists customers at the public service desks and maintains a thorough knowledge of BCPL policies, procedures and software applications. Participates in the training, management and evaluation of staff members. May participate in the supervision of volunteers. Encourages staff development. Actively participates on library/systemwide committees and teams. Supports the Circulation Services Manager and the Library Manager. Promotes the library in the community. May handle security issues, disruptive behavior and emergency situations; may oversee building and equipment maintenance. Performs related duties as required.

MINIMUM QUALIFICATIONS: Graduation from high school or high school equivalency; college degree desirable. Comprehensive knowledge of library circulation operations normally acquired through three years of progressively increasing responsibility and work experience in a library environment.

ESSENTIAL REQUIREMENTS OF THE JOB: Thorough knowledge of the operation of a public library. Ability to manage a variety of circulation operations. Knowledge of the library's online circulation system and microcomputers. Commitment to customer service and the ability to work with people of diverse backgrounds. Ability to plan and organize the work of others. Excellent communication skills; ability to write and speak clearly, concisely and effectively. Leadership, initiative, good judgment, flexibility. Ability to work independently and as a member of a team. Physical ability to stand at a public service desk for lengthy periods of time, push carts and shelve materials. Physical ability to bend, lift up to 25 lbs. and push up to 50 lbs. Ability to use a telephone and computer keyboard.

CONDITIONS OF EMPLOYMENT: This position may involve working evenings and weekends. Regular job attendance and punctuality. Must be able to travel throughout the system and outside the system to attend meetings. This position is eligible for systemwide transfer. **This position requires a post-offer physical and drug screen.**

HOW TO APPLY: Applications and resumes should be submitted in writing to the Human Resources Department at 320 York Road, Towson, MD 21204 **no later than 5:00 p.m. August 19, 2008.** Fax: 410-887-3025; E-mail: human_resources@bcpl.net (MS Word attachments only). Applications may be submitted online at <http://www.bcpl.jobs>.

DATE ISSUED: July 21, 2008
#2009-005

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.