

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 II

HOURS: Approximately 8-12 hours per week to be worked between the hours of 8:00 a.m.-5:00 p.m. Monday – Friday (schedule will be Tuesday 1:30 p.m.-5:00 p.m. and Friday 8:30 a.m.-5:00 p.m.)

SALARY RANGE: \$8.74 - \$10.60 per hour
Starting salary based on experience

LOCATION: Administrative Offices – Technology Support – Integrated Library Systems

NATURE OF WORK: This position works under the direct supervision of the ILS Supervisor. Responds to telephone calls, emails and written correspondence from customers and staff. Assists in providing support for branch and administrative office staff. Will be trained and expected to become proficient in running reports, system backups, printing, sorting, sending correspondence, troubleshooting hardware and software problems, in processing collection payments from customers, editing and maintaining customer accounts. Performs other related duties as assigned.

MINIMUM QUALIFICATION: Graduation from high school or high school equivalency preferred.

ESSENTIAL REQUIREMENTS OF THE JOB: Good verbal and written communication skills. Ability to follow detailed verbal and written instructions. Ability to remember multiple details. Ability to work independently. Physical ability to lift and carry items weighing up to 50 pounds. Physical ability to move around the computer room. Basic PC knowledge is helpful. Regular job attendance & punctuality. Reliability and commitment to good customer service. Trustworthiness. Dependability. Flexibility.

CONDITIONS OF EMPLOYMENT: The schedule is flexible and is dependent on the needs of the department. **This position requires a post-offer drug screen.**

HOW TO APPLY: Applications should be submitted in writing to Karrie Armetta, Baltimore County Public Library, Integrated Library Systems, 320 York Road, Towson, MD 21204-5179 **no later than 5:00 p.m. on November 13, 2008.** For further information call Karrie Armetta at 410-887-6181.

DATE ISSUED: November 6, 2008
#2009-021

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.