



## VACANCY ANNOUNCEMENT

### **Collection Development Assistant**

Full Time – Administrative Offices - Towson MD

Baltimore County Public Library is dedicated to providing innovative and quality services to our diverse communities. We do this by creating welcoming spaces, offering excellent resources, promoting early childhood literacy and encouraging a lifelong love of reading. In 2011, we circulated over 10.5 million items and exceeded 957,000 PC uses. We are seeking a candidate for a full-time Collection Development Assistant position to join our talented staff.

#### **Key Responsibilities**

- Performs clerical support related to acquisition of materials
- Verifies & approves confirmations for ordered materials
- Communicates with vendors regarding ordering, invoice inconsistencies, defective materials & cancellations
- Produces abbreviated catalog records
- Prepares orders for release to vendors using online resources and the Integrated Library System (ILS)
- Checks & forwards materials requests from customers & sends responses
- Maintains publisher catalog files
- Creates correspondence & other office documents
- Answers telephone & performs general office clerical duties such as photocopying, faxing, & department mail distribution
- May assist shipping room staff with unpacking & receiving of materials

#### **Job Requirements**

- High school graduate or high school equivalency
- One year experience in an office environment preferred
- Proficient with Microsoft Office Products
- Must be able to sit at a desk and work on a computer for extended periods of time
- Ability to communicate effectively both verbally & in writing
- Must be able to lift up to 35 pounds, & push/pull a cart weighing up to 185 pounds
- Commitment to customer service and the ability to work with people of diverse backgrounds
- Drug screen and physical

We offer an excellent benefit package that includes 4 weeks of vacation and other paid leave, a variety of subsidized health care options, pension benefits and other valuable individual options. Annualized Salary Range: \$23,427-\$34,679, commensurate with experience.

To apply:

Go to [www.bcpl.jobs/#apply](http://www.bcpl.jobs/#apply) and follow the directions to complete an application. Email your application and resume to [humres@bcpl.net](mailto:humres@bcpl.net). (Only applications and resumes sent by email will be accepted.) Clearly indicate the title: **Collection Development Assistant** on your application and in the subject line of your email.

Applications must be received no later than **February 17, 2012**.

EOE

Vacancy #: 2012-042