

Where you find it



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

VACANCY ANNOUNCEMENT

POSITION:

Librarian III – Grade 68
(Pay range scheduled to increase 2% effective January 1, 2010)

SALARY RANGE:

\$34,127 – \$52,890

LOCATION:

Branch to be determined

NATURE OF WORK:

Under the direction of the Library Manager and/or the Assistant Library Manager, a lead librarian works with both internal and external customers of diverse backgrounds. Performs essential librarian functions including but not limited to the following: Assists customers in finding answers to a broad range of questions through the use of print and electronic resources. Serves as a resource to others in answering the most difficult reference inquiries. Provides materials advisory service and guidance to customers in selecting appropriate materials for reading/viewing/listening for personal development and/or enrichment. Develops and maintains a portion of the library's collection. Plans and presents library-related programming and outreach services. Applies skills in the use of technologies to improve personal efficiency, branch efficiency and customer service. Supervises others. Serves as a resource when answering policy and procedural questions. Applies leadership and coaching skills in the training and development of others. Serves as librarian in charge, by handling complaints, addressing customer or building issues, communicating concerns, and supervising opening and/or closing procedures. Represents the branch at system-level meetings. Coordinates in-branch teams or branch projects. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college and successful completion of the Library Associate Training Institute or MLS from an ALA accredited school. Comprehensive knowledge of library operations normally acquired through two years of progressively increasing responsibility and work experience in a public library. Commitment to customer service and the ability to work with people of diverse backgrounds. Knowledge of print and electronic resources.

ESSENTIAL REQUIREMENTS OF THE JOB:

Demonstrated ability to perform essential librarian functions. Ability to communicate effectively with internal and external customers; proficient in oral and written skills. Ability to establish and maintain effective working relationships with library staff members, customers, and community groups. Demonstrates flexibility, initiative and creativity. Ability to work independently and as a member of a team. Broad reading background and interest in reading. Ability to plan and organize. Good problem solving skills. Must be able to work on a public service desk for long periods of time, move throughout the building, and use standard business equipment. Ability to stay calm under pressure. Knowledge of online information and tools.

CONDITIONS OF EMPLOYMENT:

Schedule includes days, evenings and weekends. Must be able to travel throughout the system and to outside meetings. Position is subject to system wide transfer. Membership in MLA is required. Must apply for membership in the Maryland State Teachers' Pension System contributory retirement plan. **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. **For immediate consideration, please apply by 5:00 p.m. on October 30, 2009.** Applications will be accepted until vacancy is filled. Fax: 410-887-3025. Email: human_resources@bcpl.net (MS Word attachments only). Applications may be submitted online at www.bcpl.jobs.

DATE ISSUED:

October 16, 1009
#2010-016

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.