



## **BCPL Baltimore County Public Library**

### **JOB OPPORTUNITY**

### **Librarian II – Woodlawn Branch**

At BCPL, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 11 million items and provides library services through its 19 branches, 4 mobile library vehicles, and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL as a full-time **Librarian II.**

#### **Key Responsibilities**

- Assists customers in finding answers to a broad range of questions by using appropriate resources.
- Uses technology to serve customers and to streamline workflow. Provides technology-related instruction.
- Guides customers in selecting appropriate materials for reading/viewing/listening.
- Understands and implements departmental, branch and system policies and procedures.
- Merchandises and maintains the library's shared collection.
- Plans and presents library-related programs to all age levels.
- May build and maintain relationships with diverse community partners, government agencies and businesses.
- As needed, serves as Librarian in Charge by handling customer concerns and resolving facilities issues.
- May serve on branch and system-wide teams.
- Supports innovation by embracing change, being flexible and taking measured risks.
- Demonstrates initiative by being a self-starter, rethinking processes and effectively solving problems.
- Demonstrates a commitment to teamwork by being an effective communicator and engaging in respectful and productive work relationships.

#### **Education and Other Requirements**

- Bachelor's degree from an accredited college. Must be able to complete the Library Associates Training Institute (LATI) program or obtain an MLS from an ALA accredited school within two years of date of hire.
- Knowledge of public library services and operations, with at least six months of work experience in a library.
- Must be proficient using E-readers, cloud technology, and computer applications such as Microsoft Office, Google Drive and others.
- Ability to establish and maintain relationships with customers and co-workers of diverse backgrounds.
- Ability to plan, organize and present a variety of activities and presentations.
- Ability to demonstrate effective written and verbal communication skills.
- Ability to stand and or walk for up to 2 hours at a time.
- Ability to bend, kneel, crouch and stretch for up to 5 minutes at a time to merchandize and pull materials.
- Ability to lift 25 lbs. and push/pull a wheeled cart weighing up to 100 lbs.
- Willingness and ability to travel throughout the system, work a variety of schedules that include evenings and weekends and accept system-wide transfers.

We offer an excellent benefit package that includes 4 weeks of vacation and other paid leave, a variety of subsidized health care options, pension eligibility, and related benefits. Annualized Salary: \$39,132 - \$52,457 commensurate with experience.

#### **To apply:**

Email your cover letter and resume as one PDF document to [humres@bcpl.net](mailto:humres@bcpl.net). If you are an external candidate you must also include a separate PDF document listing three professional references and your salary history. Clearly indicate the job title: **Librarian II – Woodlawn Branch** in the subject line of your email

Documents must be received by: **March 24, 2017.**

Vacancy #:2017-060