



**BALTIMORE COUNTY
PUBLIC LIBRARY**

JOB OPPORTUNITY

Shelver- Cockeysville Branch

Multiple Vacancies

12-24 hours per week including days, nights and weekends.

(Please note: all hours are subject to change to meet the needs of the branch. All staff must be able to work **year-round**, 5-9 Monday-Thursday, and be available to work a minimum of two Saturdays and two Sundays per month.)

At Baltimore County Public Library, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, developing innovative learning environments, and creating gracious library spaces. We circulate over 11 million items and provide library services through our 19 branches, 4 mobile library vehicles, and a growing virtual online presence. If you are enthusiastic, self-motivated, and open to new ideas consider joining the Baltimore County Public Library team as a part-time **Shelver**.

Key Responsibilities

- Sorts and shelves library materials and keeps them in an orderly fashion on the shelves
- Empties the book drop and performs other Return Room duties
- Uses the computerized Integrated Library System (ILS) to check-in materials, reads messages on the computer to determine specific action for processing items, and ensures accurate processing of materials
- Assists with merchandising tasks and ensuring that public shelving areas are neat and organized
- Assists with opening and closing procedures
- Assists with other circulation duties as needed

Education/Experience Requirements

- Must be 16 years old or older (Must have a work permit if under age 18)
- Ability to quickly and accurately organize materials in alpha-numeric order
- Ability to effectively communicate information both verbally and in writing
- Ability to do basic math and operate a cash register
- Ability to work independently and as a member of a team
- Physical ability to stand for long periods of time, lift up to 25 lbs. and push/pull carts weighing up to 100 lbs.
- Physical ability to bend, kneel, crouch, and stretch for up to 5 minutes at a time
- Must be able to work a variety of shifts, including days, evenings and weekends
- Must pass a post offer criminal background check

Hourly Salary: \$9.51-\$11.42/hour, commensurate with experience.

To apply:

Go to www.bcpl.jobs and follow the directions to complete an application. Email your application to humres@bcpl.net. Only applications sent by email will be accepted. Clearly indicate the title **Shelver – Cockeysville Branch** on your application **and** in the subject line of your email.

Applications must be received no later than **May 3, 2017**.

Vacancy #: 2017-071