



**BALTIMORE COUNTY
PUBLIC LIBRARY**

JOB OPPORTUNITY

Office Assistant II-Adult & Community Engagement

Administrative Offices - Towson MD

20-24 Hours Per week (Monday-Thursday between 8:30 and 5:00)
Some Evening & Weekends as needed

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 part-time **Office Assistant II-Adult & Community Engagement**.

Key Responsibilities

- Provides clerical support to the department, including maintaining files, and processing requests
- Coordinates a range of programming and engagement opportunities, both in branches and in a variety of venues throughout the community
- Assists in the distribution of supplies and materials to branches and outside organizations
- Responds to questions and concerns from staff by telephone and electronically
- Assembles, sorts, prepares and packages print materials for distribution to branches
- Understands and implements departmental, branch and system policies and procedures
- Maintains records and statistics for the department

Education/Experience Requirements

- Must have a High School Diploma or equivalent
- One year experience in an office environment
- Knowledge of Microsoft Word, Outlook, Access and Excel
- Must be able to work occasional evening and weekend hours
- Excellent verbal and written communication skills
- Physical ability to move throughout the building, lift up to 25 lbs. and push/pull a wheeled cart weighing up to 100 lbs., bend, kneel, crouch & stretch for up to 5 minutes at a time, and sit for extended periods of time
- Must pass a post offer criminal background check

Hourly Salary: \$11.39-\$15.32, commensurate with experience.

To apply:

Send an email to humres@bcpl.net and attach two documents: 1) a completed BCPL employment application which you can find on our website www.bcpl.jobs and 2) your cover letter and resume as one PDF document. Include your last name in the title of the documents. Indicate the job title **Office Assistant II: Adult & Community Engagement** in the subject line of your email.

Documents must be received no later than **March 27, 2018**.

Vacancy #: **2018-102**