

WORCESTER COUNTY LIBRARY – EMPLOYMENT OPPORTUNITY

We are now accepting applications for two part-time positions at the Ocean Pines Branch and one part-time position at the Snow Hill Branch. Each position is budgeted for 1040 hours per year, approximately 20 hours per week.

Job Title: Library Services Assistant I

Minimum pay for this position is County Pay Grade 6: \$11.02/hour. Actual starting pay will depend on qualifications and experience.

This job provides public service and support service in the branch library and reports to the Branch Manager and/or Assistant Manager. The schedule varies and will include some nights and weekends. This position may include temporary or substitute work at different branch libraries.

Duties and Responsibilities:

- Checks out library materials to customers; checks in returned materials; collects fines and fees
- Registers people who apply for library cards
- Returns library materials to shelves and display areas
- Helps customers use the library by providing directional assistance and instruction in the use of the computer catalog, equipment, copiers, etc.
- Helps customers answer questions by using the reference collection, online resources, and the circulating collection of materials
- Provides suggestions, when requested, about materials a customer may want to read, listen to or view
- May assist with programs for children, young adults, and adults
- Attends appropriate staff training to support library customer service goals
- Performs other clerical and customer service duties, as assigned

Qualifications and Skills

- Bachelor's degree, or associate degree (or two years of post-secondary education); or high school diploma and 1 year of experience working in public service
- Knowledge of or ability to learn the basic principles and practices of public library service
- Ability to become proficient in the use of the library's automation system
- Working knowledge or the ability to acquire a working knowledge of personal computers, including word processing software and Internet use
- Good communication skills and an aptitude for public service
- Ability to work as a team member and to be flexible and creative in a changing environment

To apply for either of these positions, please complete a library application form (available at any branch library and on the library's web site: www.WorcesterLibrary.org), along with a cover letter and resume, if you wish, and send to employment@worcesterlibrary.org or mail to

Employment

Worcester County Library
307 North Washington Street
Snow Hill, Maryland 21863

Applications received by Friday, September 1, 2017 will receive priority consideration.

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