

WORCESTER COUNTY LIBRARY – EMPLOYMENT OPPORTUNITY

We are now accepting applications for two part-time positions (Ocean City and Ocean Pines branches).

Job Title: Library Services Assistant

Minimum pay for this position is County Pay Grade 10/Step 4: \$18.67/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
- Ensures confidentiality of information and records and complies with the record retention schedule.
- Adheres to the Worcester County Government and Library Personnel Rules & Regulations.
- Complies with safety programs, procedures, training, fire drills, COOP plans, etc.

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
- Ability to pass a criminal background check.
- Ability to work days, evenings, and weekends

Working Conditions

Physical demands of position include:

- Sitting, standing, walking, climbing, and stooping
- Bending/twisting and reaching
- Talking and hearing; use of the telephone
- Far vision at 20 feet or further; near vision at 20 inches or less
- Lifting and carrying: 50 pounds or less
- Handling: processing, picking up and shelving books and materials
- Fingering: typing, writing, filing, sorting, shelving and processing
- Pushing and pulling: objects weighing 60-80 pounds on wheels

- Mobility: travel to meetings outside library

Mental demands of position include:

- Communication skills: effectively communicate ideas and information both in written and oral form
- Reading ability: effectively read and understand information contained in memoranda, reports, and bulletins, etc.
- Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
- Time management: follows priorities set by supervisor, communicates if/when adjustments are necessary

To apply, please complete a library application form (available at any branch library and on the library's website: www.WorcesterLibrary.org), along with a cover letter and resume, if you wish, and send to employment@worcestertibrary.org or mail to

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

Open until filled.