

WORCESTER COUNTY LIBRARY – EMPLOYMENT OPPORTUNITY

We are now accepting applications for a part-time position (Bank Street Office, Snow Hill). The position is budgeted for 1040 hours per year, approximately 20 hours per week.

Job Title: Technical Services Assistant

Minimum pay for this position is County Pay Grade 10: \$16.24/hour.

This job provides support in the technical service department and reports to the Technical Services Manager. The schedule is typically Monday through Friday. This position may include temporary or substitute work at different branch libraries.

Duties and Responsibilities:

- Process books and other library materials for use in the branch libraries.
- Receive shipments, verify invoices, match items received to orders placed, as directed by Manager.
- Performs elementary descriptive cataloging using bibliographic database
- Performs bibliographic searching and downloading of records from OCLC database
- Fielding calls/messages/emails from the individual branches for Hotspot Activation and other help as needed
- Resolves routine problems in technical procedures; cover and mend materials as needed
- Ensures materials are labeled properly, troubleshoots delivery and return problems
- Processes ILL materials and paperwork for delivery of material to libraries
- Comply with safety programs, procedures, training, fire drills, COOP plans, etc.
- Cooperate as a team member with other library staff

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

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@worcesterlibrary.org or mail to:

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

Open until filled