



VACANCY ANNOUNCEMENT

1221-A Brass Mill Road □ Belcamp, Maryland 21017 □ www.HCPLonline.org

Harford County Public Library is committed to diversity in the workplace and is an Equal Opportunity Employer. The Library's policy is to treat all applicants equally without regard to race, color, religion, age, sex, national or ancestral origin, marital status, veteran's status, sexual orientation, or disability in accordance with applicable laws. If you need assistance with any aspect of the application process, please contact the Human Resources Department (410-273-5600).

VACANCY #: 12-35	POSITION: F&O Assistant
DATE OF NOTICE: January 6, 2012	CLOSING DATE: 12 PM on January 20, 2012
LOCATION*: Administrative Office *May be required to work anywhere within the library system.	RESUME REQUIRED: No
OPEN TO: Staff and Public	EFFECTIVE DATE: Immediately

STARTING PAY: \$12.18 per hour; Grade 4, Non-exempt.

WORK WEEK: 19 hours per week. Work hours include primarily morning hours (6 am – 12 pm) and some evening and weekend hours.

EFFECTIVE DATE: Immediate

NATURE OF WORK: Performs a variety of routine custodial tasks including but not limited to sweeping and mopping floors, stocking and cleaning restrooms, dusting, removing trash, disposing of recyclables, and vacuuming; assists in set up and breakdown of library events. May need to travel between branches.

- MINIMUM REQUIREMENTS:**
- Completion of 8th grade with the ability to read, write, and understand instructions;
 - Six months or more related experience;
 - Ability to provide documentation of valid driver's license with no more than 3 points, including current driving record;
 - Ability to obtain favorable criminal background report;
 - Ability to handle moderately heavy boxes, tools, equipment, and materials of up to 60 pounds.

APPLICANTS WHO MEET MINIMUM QUALIFICATIONS WILL BE FURTHER REVIEWED ON:
 Ability to perform minor repairs in library facilities; ability to safely operate a motor vehicle; ability to work outdoors; strong communication skills, both verbal and written; and basic math and skills.

NOTE: Selected candidate for the position will undergo criminal background check.

Applications for this position are completed and accepted via online submission only. PLEASE NOTE: The application cannot be saved and returned to at a later time. The application must be completed in its entirety prior to submitting. Do not state "refer to resume" on the application. Please hold Ctrl key and click on the link to complete the application for the position posted above:
<https://home.eease.com/recruit/?id=1137651>