



LIBRARY ASSOCIATE I or II

Vacancy # 18-22 – Part-time (30hours per week), Non-Exempt Bel Air Branch (Children’s Services)

APPLICATION PERIOD:	Posted: February 26, 2018, Closing Date: March 12, 2018
STARTING PAY:	Commensurate with experience; Grade 7 for Library Associate I or Grade 8 for Library Associate II. Pro-rated benefits package includes paid leave, health/dental/vision/drug program, deferred compensation program, pension program and other voluntary benefits.
ABOUT HCPL:	Harford County Public Library provides progressive and innovative library service and is an integral part of the economic, educational and social fabric of Harford County. The Library is a 3 time recipient of the <i>The Daily Record's Innovator of the Year Award</i> and a 7-time <i>Library Journal Star Library</i> . HCPL has eleven branches, one administrative office and two outreach vehicles serving over 185,000 registered borrowers of all ages and has an annual circulation of over 3.7 million.
NATURE OF WORK:	Provides a variety of services to customers to include information, reader’s advisory, computer instruction, training, in-house programming and community outreach, collection development and other related tasks. Works collaboratively with staff in a team approach to public service; plans and implements programs for children’s groups and audiences; and works on reference desk. Meets minimum public service hours as defined by Library Administration.
REQUIREMENTS:	<p>LIBRARY ASSOCIATE I:</p> <ul style="list-style-type: none"> • Bachelor’s degree. • Computer experience including Internet, databases, online services, and downloading digital library materials to a personal device. • Good interpersonal skills with 1 year of direct customer/public service experience. • Ability to work a variety of day, evening, and weekend hours. • Complete the Library Associate Training Institute within 2 years of hire date. <p>LIBRARY ASSOCIATE II:</p> <ul style="list-style-type: none"> • Requirements listed above, however, must have completed the Library Associate Training Institute or 9 hours of formal academic course work in library science. Will be asked to provide documentation. <p>APPLICANTS WHO MEET MINIMUM REQUIREMENTS WILL BE FURTHER REVIEWED ON: Knowledge of children's and reference materials; Programming and collection development experience for children's services, a plus; Must possess strong customer service skills & reference interview techniques; Ability to work well with people & good interpersonal relations; Organizational and planning skills.</p>
HOW TO APPLY:	<p>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. A resume is required for this position; however, a resume will not be accepted in lieu of the online employment application. Do not state “refer to resume” on the application. Please click on the link below to complete the application for this position:</p> <p>https://workforcenow.adp.com/jobs/apply/posting.html?client=harcoupubl&jobId=237839&lang=en_US&source=CC3</p>
OPEN TO:	Public and Staff

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).