

Location: Caroline County Public Library

100 Market Street, Denton, MD 21629

Job Title: Library Associate I - Public Services Specialist

HOURS & DAYS OF DUTY: Part-time, up to 29 hours per week. Regular schedule includes daytime, evening, and rotating Saturdays.

The Caroline County Public Library seeks an enthusiastic, innovative, community-oriented individual to join our team as a Library Associate I – Public Services Specialist in the Circulation and Reference Department.

The ideal candidate will be able to provide excellent customer service at all three (3) of our locations to a highly engaged community with diverse needs.

Personal responsibility and the ability to function independently as a self-starter are essential job standards. Applicants must be willing and able to quickly adapt to the changing needs of the community, library services and technology.

Applicant must possess a valid driver's license and reliable transportation. Employees are expected to work at all library locations and travel for outreach events, training or workshops as necessary.

Requirements:

- High degree of computer literacy.
- Excellent attention to detail.
- Desire to work closely with people of all ages.
- Excellent written and verbal communication skills.
- Possess a Maryland Class "C" driver's license or an equivalent from another state.

Preferred Qualifications:

- Bachelor's degree from an accredited college.
- Experience in customer service.
- Some library experience.

Additional Details:

No one candidate will be perfect for this position. The skills and experience needed to be successful in this position exist on a spectrum. Frequently cited statistics show that

candidates with disabilities, BIPOC candidates, women, and members of marginalized and/or systematically excluded groups apply to jobs only if they meet 100% of the qualifications. Caroline County Public Library is happy to leave that statistic in the past. No one ever meets 100% of the qualifications. Please just apply.

Salary: \$17.00 - \$20.35

Application Process: Submit a cover letter, resume, and three professional references to employment@carolib.org. This position will be open until filled.

The Caroline County Public Library is an Equal Opportunity Employer and is committed to diversity in the workplace. The Library's policy is to treat all employees and applications equally and without regard to race, color, religion, age, sex, marital status, national or ancestral origin, sexual orientation, or disability in accordance with applicable laws. This policy is applicable to all aspects of employment, including recruitment, hiring, training, and promotions.

The Caroline County Public Library complies with the ADA. Applicants who require reasonable accommodation in the application and/or interview process should contact the Library Office Manager at 410-479-1343 prior to submitting an application or resume.

The Caroline County Public Library is a drug free/smoke free facility.

View complete job description at: www.carolib.org