

	Charles County Public Library		
	Open date: October 10, 2017 Close date: October 24, 2017 at 5:00 p.m.	Locations: Waldorf, MD	DISTRIBUTION: Internal and External Opportunity
	ISSUED BY: Jessica Cruse, Human Resources Specialist		
	SUBJECT: Public Service Associate Position		

Grade 9: \$21.14 (hourly) Full-time Non-Exempt; benefited (without LATI)

Grade 10: \$22.84 (hourly) Full-time Non-Exempt; benefited (with LATI)

Closing Date: October 24, 2017 at 5:00pm

Charles County Public Library is seeking a customer service oriented and experienced Public Service Associate to performs a variety of duties under the direction of the Reference Supervisor; provides basic reference and reader’s advisory services; assists/instructs customers in the use of library equipment and computers; performs circulation tasks; assists Programming Coordinator in planning and conducting a variety of programs and special events; makes suggestions for purchase of new materials; assists with overall maintenance of library collections, and performs routine administrative work as necessary.

Duties:

1. Provides reference and reader’s advisory assistance to customers in person, by phone, and online.
2. Provides technology assistance (including downloadable media) assistance and trouble-shooting to customers and staff.
3. Performs circulation tasks including checkouts, issuing cards, renewals, holds.
4. Assists with updating library social media and website content
5. Contributes to the collection maintenance of the branch
6. Develops and maintains displays
7. Monitors and maintains meeting room reservation system
8. Plans and conducts or assists with a variety of programs and special events
9. Assists with processing of new and repair of pre-existing items in the branch
10. Serves as Librarian-in-Charge when necessary
11. Attends meetings and participates in committees and organizations that further the Library’s mission and goals
12. Works with signage and digital signage

13. Creates, distributes, and maintains program flyers for the branch
14. Organizes and maintains the periodical and newspaper collections.
15. Shares knowledge gained in workshops, conferences, etc. with co-workers through presentations and/or training sessions.
16. Maintains records and statistics as required.
17. Professionally represents the library at community and organizational events that further the Library's missions and goals.
18. Keeps abreast of library developments by attending workshops and educational programs and reading periodicals and or specialized literature.
19. Performs other duties as assigned.

Requirements:

1. BA/BS Degree required including Bachelors in Library Science (BLS) or related field.
2. Library Associate Certificate must be acquired within two years of hire.
3. Level 9 is prior to the completion of Library Associate Certificate
4. Customer service and/or in a public library

Application Process

Interested current Charles County Public Library staff should submit a Request for Transfer/Promotion found on the Extranet, Resume and Cover Letter to Human Resources via email or interdepartmental mail by the closing date. External candidates should send application, resume and cover letter to Human Resources via email hr@ccplonline.org or mail to 2 Garrett Ave., La Plata, MD 20646 by the closing date. Applications and the full job description can be found on the Library's website at www.ccplonline.org.

Note: Incomplete applications and documents will not be considered.

Charles County Public Library is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status. Reasonable accommodations will be considered.