



**BALTIMORE COUNTY
PUBLIC LIBRARY**

Baltimore County Public Library

Circulation Assistant II/Driver – Mobile Library Services

North Point Location

Part Time

Tues. & Thurs. 8 am-4:30 pm week one and one 1-9 pm shift week two

Must be available for occasional evening and weekend shifts

At BCPL, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 11 million items and provides library services through its 19 branches, 5 mobile library vehicles, and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining **Mobile Library Services** as a part time **Circulation Assistant II /Driver.**

Key Responsibilities

- Drives the Read Rover and Library On The Go bookmobiles to licensed day care homes, day care centers, institutions, and other sites throughout Baltimore County.
- Checks materials in and out for customers, shelves materials and keeps daily circulation records.
- Explains policies and procedures to customers.
- Provides circulation services to users of varied ages, cultures and skill levels.
- Develops and applies skills in the use of technology to improve personal efficiency.
- Processes, sorts, shelves and maintains library materials on the shelves.

Education/Experience Requirements

- Valid drivers' license in good standing
- High School Graduate or High School equivalency preferred
- One year of customer service experience
- Ability to sort materials in alpha & numerical order, process basic math transactions, follow instructions, work effectively under minimal supervision, communicate effectively, and exercise sound judgment
- Basic computer skills demonstrated through use of Microsoft Office applications and email
- Physical ability to lift up to 25 lbs., push/pull carts weighing up to 100 lbs., and read small print
- Physical ability to climb in and out of a truck
- Physical ability to move throughout the truck and to sit and operate a vehicle for up to two hours at a time.
- Must be able to work a variety of shifts that may include evenings and weekends
- Must pass a post offer criminal background check

Hourly Salary: \$11.39 - \$15.32, commensurate with experience.

To apply:

Go to www.bcpl.jobs and follow the directions to complete an application. Email your application and resume to humres@bcpl.net. (Only documents sent by email will be accepted.) Clearly indicate the title and location: **Circulation Assistant II Driver – MLS** on your application **and** in the subject line of your email.

Open Until Filled

Vacancy #: 2018-020