

## **Calvert Library – Job Opening**

### **Public Services Librarian Calvert Library Prince Frederick**

Calvert Library is an organization that values lifelong learning, curiosity, teamwork and collaboration. We are committed to staff training and encourage personal growth. Excellent customer service is a core operating principle. For a more complete picture of our library, please visit our web page and read our Mission, Vision and Values. <http://calvert.lib.md.us/mission.html>

The person hired for this position will work for the Board of Library Trustees of Calvert Library. If hired, you may be required to work at any library in the county.

Part Time, 21 hours per week. Includes evening and weekend hours.

#### **Typical Schedule:**

Monday 9-5 (1 of 3)

Tuesday 1-9

Thursday 1-9

Saturday 9-5 (2 of 3)

\*Scheduling flexibility is a plus.

#### **The successful candidate will:**

Assist customers of all ages with borrowing materials, research, reader's advisory and other aspects of using the physical and digital library

Participate in library service teams which may involve curriculum development, marketing, recruiting presenters, hosting a public event, etc.

Present programs at schools and outside organizations

Have knowledge of current and emerging consumer technology

Have knowledge of the mission and vision of Calvert Library

Promote, and assist in maintaining, the branch's collection

Be comfortable using, and teaching customers how to use, various technology platforms and devices

Attend monthly all-staff meetings on third Fridays from 9-11am

Attend a variety of training throughout the year

Full job description and expectations are available at each branch or at

<https://calvertlibrary.info/about-us/library-info/work-here/>

#### **Required Education:**

Bachelor's Degree

The person hired for this position will be required to receive a Library Associate certificate within two years of date of hire. This is a 90-hour training program that is provided by the Maryland State Library.

Salary & Benefits:

Grade 19, Step 1, \$20.06/hr. (before LATI)

Grade 20 with a 6% raise after Library Associate training and two years with the library.

Medical Insurance provided with cost shared by employer and employee.

Maryland State Retirement System (Enrollment is required and the employee contribution is 7% of salary.)

Annual Leave – 6 days per year (42 hours)

Sick Leave – 6 days per year (42 hours)

During the 6 month probationary period, annual leave may not be used.

Documents to prove employment eligibility will be required to comply with the Immigration Reform Act.

A background check will be conducted.

Application Process: complete applications will include: 1) cover letter 2) resume 3) Calvert Library Application 4) KSA answers and should be sent to [calvsearch@calvertlibrary.info](mailto:calvsearch@calvertlibrary.info) by Thursday, August 16 at 4:00pm. Please indicate the job title in the subject line of your email.