

Calvert Library – Job Opening

Public Services Librarian Fairview Branch

Calvert Library is an organization that values lifelong learning, 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 1-9
Tuesday 9-5
Wednesday 9-5 (1 of 3)
Saturday 9-5 (2 of 3)

*Scheduling flexibility is a plus.

Attendance at training and staff meetings is required. Staff meetings are held monthly from 9-11 am on third Fridays. Some travel outside of Calvert County is required.

Duties:

Perform a variety of duties to provide assistance to customers in a busy, varied position. Help customers with borrowing material, research, reader's advisory, and other aspects of using the physical and digital library. Participation in library service teams may involve curriculum development, marketing, recruiting presenters, hosting a public event, etc. Full job description and expectations are available at each branch or at <http://calvert.lib.md.us/workinghere.html>

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 Division of Library Development and Services of the Maryland Department of Education

Salary & Benefits:

Grade 19 to start, \$19.62 per hour.

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@somd.lib.md.us by Monday, March 27 at 12:00pm. Please indicate the job title in the subject line of your email.