

Allegany County Library System
31 Washington Street
Cumberland, MD 21502
301-777-1200

VACANCY ANNOUNCEMENT

POSITION: Service Specialist – Part Time

SALARY RANGE: Grade 3 , \$12.93 - \$18.10 per hour

NATURE OF WORK: Provides direct service to library patrons. Work involves circulation desk functions such as circulating materials using an automated circulation system, shelf maintenance, periodicals maintenance, and keeping basic library statistics. Must be able to work flexible and varied days/hours depending on scheduling changes.

REQUIRED SKILLS AND ABILITIES: Must be able to communicate effectively, accept direction, follow instructions, and work well with others. Excellent customer service skills. Ability to learn the general rules and regulations of the library systems. Ability to make decisions in accordance with library policies and procedures. Experience with computers and other common office equipment

MINIMUM QUALIFICATIONS: Associates Degree. Two years of experience in related field or trade. Or a combination of suitable education and experience may be substituted. Reliable means to travel to varied work locations required.

CONDITIONS OF EMPLOYMENT: Physical capability to effectively use and operate various items and equipment related to successful performance of job. Evening and weekend work will be required. Significant standing, walking, moving, carrying, bending, reaching and handling, pushing, and pulling. Requires physical agility and strength to bend, reach, lift and carry (up to 25 lbs) over 60% of the time; and extensive use of a computer terminal. Ability to work with limited supervision. Ability to maintain composure in stressful work situations. This position may require the employee to work in multiple locations. Must be able to work flexible and varied days/hours depending on scheduling changes.

APPLICATION DEADLINE: Friday November 11th, 2022.

HOW TO APPLY: Submit a letter of application and resume with names and contact information for three (3) current references to Andrea Everett, Allegany County Library System, 31 Washington Street, Cumberland, MD 21502 or email: aeverett@alleganycountylibrary.info

Allegheny County Library System is an equal opportunity/affirmative action employer.