

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

VACANCY ANNOUNCEMENT

POSITION: Service Specialist - PART-TIME- South - 28 hours a week.

The South Cumberland Service Specialist will work the following schedule:

**Tuesday- 7 hr shift**

**Thursday- 7 hr shift**

**Friday- 7 hr shift**

**Saturday- 7 hr shift**

SALARY RANGE: Grade 2 , \$15.45 - \$21.63 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. When needed the Service Specialist may be needed to cover at another branch due to staffing constraints; sometimes on short notice.

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: High School Diploma. 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. When

needed the Service Specialist may be needed to cover at another branch due to staffing constraints; sometimes on short notice.

APPLICATION DEADLINE: Monday June 9th, 2025.

HOW TO APPLY: Submit a letter of interest and resume to Andrea Everett, Allegany County Library System, 31 Washington Street, Cumberland, MD 21502 or email: [aeverett@alleganycountylibrary.info](mailto:aeverett@alleganycountylibrary.info)

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