



EMPLOYMENT OPPORTUNITY

JOB TITLE:	Library Clerk I – Information Services
FLSA CLASSIFICATION:	Non-Exempt
SUPERVISED BY:	Information Services Director
HOURS OF DUTY:	As scheduled, with Saturday and evening hours
SALARY:	\$12.50 per hour (dependent on experience) Pro-rated benefits package
GENERAL SUMMARY:	Responsible for performing standard circulation and reference desk duties, including implementing operating procedures and system policies. Understanding of Library’s automated system circulation and public access modules. Assisting patrons with computer use and maintaining currency with applicable library technology. Assisting in collection maintenance.
QUALIFICATIONS:	High school diploma required. Associate’s degree preferred. Valid driver’s license.
SUBMISSION:	Please submit 1) KCPL application, 2) cover letter, and 3) resume. Submissions may be made by email, postal mail, or hand-delivery. Attention: Executive Director Arnessa Dowell adowell@kent.lib.md.us
DEADLINE:	Applications accepted until position is filled. Applications will be reviewed every two weeks starting Friday, November 12, 2021.