



EMPLOYMENT OPPORTUNITY

JOB TITLE:	Library Clerk I - Branch Services
FLSA CLASSIFICATION:	Non Exempt
SUPERVISED BY:	Director of Branch Services
HOURS OF DUTY:	Generally Monday, Wednesday, and Friday, as scheduled, with additional weekday, Saturday, and evening hours, as needed. <u>September-May:</u> 20-25 hours/week; additional hours, as needed <u>June-August:</u> Must be available up to 40 hours/week, as needed
SALARY & BENEFITS:	\$13.50-\$15.00 per hour (dependent on experience & qualifications) Pro-rated PT benefits package
GENERAL SUMMARY:	Performs standard circulation duties and serves as a front-line customer service provider. Provides basic reference services and technology assistance for library users. Provides collection maintenance support. Regularly works at Rock Hall branch, but must be able to travel to and work at all KCPL locations.
QUALIFICATIONS:	High school diploma required; Associate's degree in any field preferred. Prior completion of or ability to enter the Maryland Library Associate Training Institute's Expanded Early Start Program within 6 months of hire. Customer service experience required; library experience preferred.
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 April 7, 2023.