



JOB TITLE: Library Assistant/Associate - Branch Services

FLSA CLASSIFICATION: Non Exempt

SUPERVISED BY: Director of Branch Services

HOURS OF DUTY: 37.5 hours per week
As scheduled, with Saturday and evening hours as needed, including youth programs and outreach events.

SALARY & BENEFITS: \$15-\$18 per hour (dependent on qualifications and experience)
Comprehensive benefits package includes: health insurance with 100% premium coverage after 6 month probationary period; paid annual, sick, and personal leave; participation in state pension system; educational assistance for qualified programs; paid staff development opportunities.

GENERAL SUMMARY: Assists branch manager in planning and implementing all activities related to the general operation and management of branch library locations, including circulation, reference, technology assistance, collection development, programming, and facilities management. Performs technical services tasks related to branch collections. Acts as person in charge at the branch locations, as needed.

QUALIFICATIONS: High school diploma required; Bachelor'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 Robert Bell
apply@kentlib.org

DEADLINE: Applications accepted until February 28, 2025