



JOB TITLE: Library Assistant/Associate - Information Services

FLSA CLASSIFICATION: Non Exempt

SUPERVISED BY: Director of Information 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: 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. Provides branch coverage when assigned staff are unavailable.

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 Robert Bell
apply@kentlib.org

DEADLINE: Applications accepted until February 28, 2025