

# Kent County Public Library

## EMPLOYMENT OPPORTUNITY

<b>JOB TITLE:</b>	<b>Library Clerk I - Branch Services</b>
<b>FLSA CLASSIFICATION:</b>	Non Exempt
<b>SUPERVISED BY:</b>	Director of Branch Services
<b>HOURS OF DUTY:</b>	Generally Tuesday, Thursday, 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 37.5 hours/week, as needed
<b>SALARY &amp; BENEFITS:</b>	\$15.00 per hour Pro-rated PT benefits package
<b>GENERAL SUMMARY:</b>	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 North County and Rock Hall branches, but must be able to travel to and work at all KCPL locations, as well as offsite locations.
<b>QUALIFICATIONS:</b>	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.
<b>SUBMISSION:</b>	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
<b>DEADLINE:</b>	<b>Applications accepted until position is filled.</b>  Applications will be reviewed every two weeks starting December 21, 2023. Anticipated start date: January 26, 2024.