

Location: Caroline County Public Library

100 Market Street, Denton, MD 21629

Job Title: Library Associate I - Technology Specialist

Hours & Days of Duty: Full-time, 37.5 hours per week. Regular schedule includes daytime, evening, and rotating Saturdays.

The Caroline County Public Library seeks an enthusiastic, energetic, community-oriented individual to provide customer service and technology support at all locations.

Duties include reference and information services, circulation and clerical work, providing computer, electronic device, and technology assistance, and other projects and tasks as assigned. This position has a special focus on the maintenance and deployment of library technology as well as the documentation and resolution of library technology issues.

Personal responsibility and the ability to function independently as a self-starter are essential job standards. Applicants must be willing and able to quickly adapt to the changing needs of the community, library services, and technology.

Applicants must possess exceptional customer service skills and a strong desire to work with the public and with youth of all ages. Applicant must also possess a valid driver's license and reliable transportation. Employees are expected to work at all library locations and travel for outreach events, training, or workshops as necessary.

Requirements:

- High degree of computer literacy
- Interest in emerging technologies
- Excellent written and verbal communication skills
- Possess a Maryland Class "C" driver's license or an equivalent from another state

Preferred Qualifications:

- Bachelor's degree from an accredited college
- Experience in customer service
- Experience working with technology

- Library experience

Salary: Range of \$40,000 – 44,000. Benefits include health and dental insurance, and participation in the Maryland State Retirement System.

Application Process: Submit a cover letter, resume, and three professional references to employment@carolib.org. This position will be open until filled.

The Caroline County Public Library is an Equal Opportunity Employer and is committed to diversity in the workplace. The Library's policy is to treat all employees and applications equally and without regard to race, color, religion, age, sex, marital status, national or ancestral origin, sexual orientation, or disability in accordance with applicable laws. This policy applies to all aspects of employment, including recruitment, hiring, training, and promotions.

The Caroline County Public Library complies with the ADA. Applicants who require reasonable accommodation in the application and/or interview process should contact the Library Office Manager at 410-479-1343 before submitting an application or resume.

The Caroline County Public Library is a drug-free/smoke free facility.

View the complete job description at: www.carolib.org