

# Employment Opportunities

## Employment Opportunities

### SALARIED EMPLOYMENT OPPORTUNITIES

[BUILDING AND GROUNDSKEEPER](#) [1]

[LIBRARY DATA ANALYST](#) [2]

[TECHNOLOGY ASSISTANT](#) [3]

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[Click here for information on the Temporary Hourly Positions located in our Branches](#)

[Click here for information about Seasonal/Summer Positions](#)

The mission of the Prince George's County Memorial Library System is to promote and make available library resources that will fill the lifelong learning needs of individuals and groups in Prince George's County. To accomplish this, we look for enthusiastic, customer service oriented employees to join our staff. We offer a very comprehensive [benefits package](#) [5] - even to our part-time salaried employees - and a casual but professional work environment. Our System consists of [19 community branch libraries](#) [6] of different sizes throughout Prince George's County, Maryland which allow opportunities for information staff to work either in an age-level specialty (such as an adult, teen or children's department) or serve all age groups (a generalist branch). We have over 300 salaried positions - enough to have room for development, change and potential advancement but small enough to allow for input from all staff members. We are committed to the spirit and intent of [EEO law](#). Join our group of dedicated professionals providing a critical service to the public.

Candidates may only apply for positions approved for external hiring which are listed [here](#) on the Library's web page; unsolicited resumes and applications will not be considered. Specific information regarding how to apply for a position or eligibility list is provided in the job announcement and must be followed in order to be considered for the position. Library Employment Applications for salaried positions must be obtained from and returned to the Library's Human Resources office. Applicants who do not meet the minimum qualification requirements for the position will not be considered. Individuals who have applied in the past six (6) months for a position may not reapply for the same position.

Individuals selected for employment are hired as System employees. **Branch employees are scheduled to work some evening and Saturday hours, including 20 and 30 hour/week employees.** Salaried employees are required to enroll in the Pension System of the State of Maryland upon hire. Individuals covered under the collective bargaining agreement are required to become members of the Municipal & County Government Employees Organization/United Food and Commercial Workers Union Local 1994, AFL-CIO within thirty days of completion of their probationary period or pay a service fee. All new appointments of salaried staff are probationary for six (6) months.

## Special Requirements:

If a position requires a degree, you will be required to have your college or university send a certified copy of your transcript to Human Resources if you are selected for a position or an eligibility list. The institution must be accredited. If the position requires Maryland State certification (all librarian positions), you are required to provide a copy of your certification or submit an application and pay any fee by your first day. If the position requires a driver's license in good standing, you must provide a certified driving record and a copy of your driving license by your first day. All offers of employment are contingent upon receiving required documentation in a timely manner. After hire, the Library pays the fees associated with recertification for

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information professionals and to obtain annual driving records.

Any applicant who received his/her degree from outside the United States must submit a certified Education Credential Evaluation along with the completed Employment Application verifying the degree meets the standards for the education requirements of the position. Employment Applications submitted without this documentation will not be considered. Any fees are the responsibility of the applicant.

## Temporary Hourly Positions in Branches

### Temporary Hourly Opportunities

**Available temporary hourly positions for Clerical Aides and Pages in our Branches are posted at the Branch Library where the vacancy occurs; the green job posting announcement poster is usually at the Circulation Desk (check out desk) and includes the work schedule and deadline date for submission of Employment Applications. An Employment Application packet must be obtained from and returned to that Branch. Applicants who do not meet the minimum qualification requirements for the position will not be considered. Individuals who have applied in the past six (6) months for a position may not reapply for the same position.**

To find out what hourly positions are available you must call the branch you are interested in working in and ask *specifically* if they have any Clerical Aide or Page vacancies. If you simply ask for "employment" you will be directed back to this web page. For a list of all branches [click here](#) [6]. [6]

### Rate of Pay

The rate of pay is \$10.76 per hour for Clerical Aides and \$7.43 per hour for Pages. Clerical Aides and Pages are paid only for hours worked - holidays, sick days, vacation or other time off is not covered. No benefits other than those required by law are provided by the Library for these part-time positions.

### Examples of Duties for Clerical Aide (12 hours per week, Monday through Saturday)

Primarily customer service/desk duty:

- providing quality customer service at the check-in and check-out desks, following Library policies and procedures, including accurately and efficiently handling money and using a cash register;
- professionally and courteously answering the telephone (may include the switchboard).

Other clerical duties when needed:

- accurately shelving books and other materials alphabetically or numerically at a rate of 100 per hour;
- accurately and efficiently putting books and other materials in order on carts, shelves, in drawers, etc.;
- accurately and efficiently sorting and packing materials for distribution to branches or storage;
- accurately and efficiently performing data entry on a computer;
- efficiently clearing tables and helping to keep the branch neat and clean;
- efficiently emptying book drop;
- accurately and efficiently processing overdue and reserved materials and performing other clerical duties;
- other related work as assigned.
- **Work requires extensive standing; reaching, stooping, bending, grasping, lifting and moving objects; walking; and use of a telephone, computer and cash register.**

### Qualifications and Requirements for Clerical Aide

Applicants for Clerical Aide positions must have:

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- a demonstrated ability to deal tactfully and efficiently with a diverse public and staff;
- customer service experience and the ability to clearly and professionally communicate orally and in writing;
- cash handling ability (cash register);
- familiarity with a computer keyboard and mouse;
- the ability to accurately follow oral and written instructions and quickly learn detailed procedures;
- the ability to consistently accurately file books and other materials alphabetically and numerically at a required minimum rate of 100 per hour.

### Examples of Duties for Page (12 hours per week, Monday through Saturday)

- Clerical duties as described above; no customer service or desk duty.
- **Work requires extensive walking, standing, reaching, stooping, bending, grasping, lifting and moving objects.**

### Qualifications and Requirements for Page

Applicants for Page positions must have:

- a demonstrated ability to deal tactfully and efficiently with a diverse public and staff;
- the ability to work independently or as part of a team;
- the ability to accurately follow oral and written instructions and quickly learn routine procedures;
- the ability to consistently accurately file books and other materials alphabetically and numerically at a required minimum rate of 100 per hour.

### Work Schedule

- All Clerical Aides and Pages must be able to work on an on-going basis (these are NOT summer or holiday positions).
- Clerical Aides and Pages must be able to work Saturdays and evenings, if part of the schedule.
- Clerical Aides and Pages must be scheduled to work 12 hours per week, Monday through Saturday.
- Regular and prompt attendance is required for all Clerical Aide and Page positions; individuals must report to their assigned work stations according to their schedule. If *occasionally* unable to arrive on time or report to work, the staff member must call and speak directly with the supervisor or person in charge within one-half hour of their scheduled start time.
- Those who wish to terminate their employment should submit a written resignation to their supervisor using the Library's Resignation form which is available from Human Resources or the supervisor; the Library requests at least two (2) weeks notice.

### Training/Evaluation

Clerical Aides and Pages receive and sign for a Clerical Aide & Page Handbook and are required to comply with the Handbook, as well as other Library policies and procedures. Clerical Aides and Pages receive orientation and on-the-job training at the branch where assigned. Performance is measured, on a regular basis, against predetermined Library System task requirements. Employees are required to meet performance and attendance standards or be subject to termination.

### Application Process

- Fully completed paperwork must be submitted to the branch where the vacancy is advertised (incomplete paperwork will not be considered, including Applications submitted which do not have the posted schedule listed on them).
- Individuals most closely fitting our current needs will be selected for an interview.
- Offers will be extended from the Human Resources office only.
- If hired, employees will be required to present certain documents, including an Employment Eligibility Verification Form and a State of Maryland Work Permit for Minor Form, for individuals 17 years of age or younger.

### Seasonal/Summer Positions

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The Prince George's County Memorial Library System does not hire seasonal workers (such as for the summer or for Christmas or Easter).

### Equal Employment Opportunity Statement

Qualified individuals are considered for employment, and employees are treated during employment, without regard to race, color, ancestry or national origin, sex, religion, age, marital status, disability or perceived disability, occupation, political opinion, personal appearance, sexual orientation, genetic information, or any other prohibited basis. Any reasonable request for employment information in an alternative format will be accommodated; these requests should be directed to Human Resources: Voice 301-699-3500 x 229; TTY 301-808-2061; email [HR@pgcmls.info](mailto:HR@pgcmls.info) [7]. The Library System is a drug-free and smoke-free workplace.

Attachment	Size
<a href="#">Library Data Analyst.pdf</a> [2]	17.45 KB
<a href="#">Technology Assistant.pdf</a> [3]	48.34 KB
<a href="#">B&amp;G.pdf</a> [1]	18.39 KB

**Source URL:** <http://www.pgcmls.info/Employment>

### Links:

- [1] [http://www.pgcmls.info/sites/default/files/B&G\\_0.pdf](http://www.pgcmls.info/sites/default/files/B&G_0.pdf)
- [2] [http://www.pgcmls.info/sites/default/files/Library Data Analyst\\_0.pdf](http://www.pgcmls.info/sites/default/files/Library Data Analyst_0.pdf)
- [3] <http://www.pgcmls.info/sites/default/files/Technology Assistant.pdf>
- [4] <http://www.pgcmls.info/sites/default/files/EmploymentApplicationSalaried.pdf>
- [5] <http://www.pgcmls.info/sites/default/files/18 - Benefits Summary.pdf>
- [6] <http://www.pgcmls.info/map/node>
- [7] <mailto:HR@pgcmls.info>