Location: Carroll County Public Library
Job Title: Library Associate II - Assistant Outreach Manager

Responsibilities:
37.5 hours per week
Must be able to work daytimes hours and occasional evening and weekend hours. This position ensures CCPL customers have the best experience possible no matter how they choose to contact us or what service they require. We take customer service seriously and this position is essential to our success. Candidate is responsible for providing excellent customer experiences through programs, technology assistance, access to information, and circulation; oversees outreach collection; supervises the work of Senior Services Specialist and Detention Center Services Specialist; supervises the work of Library Associate substitutes and schedules them as necessary; coordinates outreach volunteer program; operates mobile library vehicles, and performs other duties as assigned.

Requirements:
1. Bachelor's Degree;
2. Requires 90 contact hours of approved in-service training through Library Associate Training Institute (LATI) within first 2 years of employment or 9 hours of formal academic course work in library science; and
3. Valid class C driver's license and a clean driving record.

Salary Range: $45,825 annually plus benefits

Application Process: To apply and to see a full job description, please visit our website https://library.carr.org/employment.asp.

Closing Date: 9/12/2023