**Location:** Prince George's County Memorial Library (PGCMLS)

**Job Title:** Librarian I

**Responsibilities:** PGCMLS is looking for an enthusiastic librarian with bilingual fluency in both English and Spanish. The successful candidate will enjoy readers’ advisory, technology, programming for different age groups, developing community partnerships, and providing high quality customer service to a diverse community in Temple Hills, Maryland.

**Job Duties:** Provides reference, reader’s advisory, and computer assistance to library customers and provides instruction on the use of library catalog and databases. Plans and implements programming for library customers. Manages customer relations and resolves any escalated customer issues and conflicts via in person, phone and email. Participates in the maintenance and development of the library collection by weeding assigned areas and identifying library materials in need of replacement. Develops and maintains library display areas and posts community notices. Prepares and maintains library book lists as needed. Assists with the inter library loan program as needed. Assists with circulation desk duties as needed. Assists with special projects as required. Performs other duties as assigned.

**Requirements:** Possession of a Master's Degree in Library Science from an ALA accredited program. Maryland Professional Public Librarian certificate; ability to secure certification within six-months of hire. One year of reference work in a public library setting preferred. Team leadership or supervisory experience a plus. Considerable knowledge of literature, reference and information materials, publishers, and periodicals preferred. Knowledge of public library reference tools, including web and database searching. Strong communication and customer service skills. Strong organization and problem-solving skills.

**Salary Range:** $56k. PGCMLS offers an attractive benefits package, including multiple health insurance options, paid time off, retirement plans, and a variety of professional development opportunities.

**Application Process:** Visit us on the web at: www.pgcmls.info/Employment.

**Special Requests:** This position will be open until filled.