



## POSITION DESCRIPTION

### Instructor & Research Specialist

Part-time; \$20.55-36.04/hourly

#### RESPONSIBILITY

- Positions Howard County Library System (HCLS) as a major component of public education for all ages
- Effectively lives the Seven Pillars of HCLS' strategic plan (Authentic Values, Strategic Vocabulary, Everyone a Leader, Winning Teamwork, Community Partnerships, The Power of Us, and Fiercely Loyal Customers), motivating others to do so as well
- Fully embraces HCLS' educational mission, effectively communicating our curriculum, which comprises Three Pillars (Self-Directed Education, Research Assistance & Instruction, Instructive & Enlightening Experiences)

#### ESSENTIAL FUNCTIONS

- Teaches classes in STEM education
- Develops course curriculum for adult education classes
- Plans, teaches, and facilitates public events, seminars, workshops, and classes which reflect the educational goals of the system
- Visits schools to teach A+ Partners in Education classes, including book promotions, and provide instruction resources for high school and college students and staff
- A+ Partnership Liaison as assigned
- Regularly participates in collection maintenance and shelf-reading assignments
- Delivers research assistance to the public
- Works at any HCLS Customer Service or Research Desk
- Passport acceptance agent as assigned
- Hosts HCLS Branch tours

- Participates in special events in the community as assigned
- Enchanted Garden facilitator as assigned
- Includes duties related to events that fall outside HCLS operating hours
- Performs other duties and projects, as assigned
- Assists with closing and building security as assigned
- Participates in professional training and development
- Maintains regular and predictable attendance
- Adheres to all policies and procedures

#### EDUCATION, EXPERIENCE AND SKILLS

- Four-year college degree
- People skills – ability to work effectively with others and enjoy it
- Teaching talents
- Exemplifies extraordinary customer service skills
- Demonstrated ability to be positive, adaptable, and forward thinking
- Demonstrated ability to use sound judgment and exercise diplomacy
- Demonstrated ability to develop and maintain effective, collaborative working relationships
- Demonstrated passion for working with the public
- Demonstrated ability to handle multiple projects and meet deadlines
- Teaching talents
- Demonstrated ability to analyze and solve problems, to develop new processes and procedures in response to changing customer expectations and system-wide goals
- Excellent communication skills, both written and oral

- Knowledge of the community and current events
- Tech savvy – ability to use and teach an array of current technology
- Current valid driver's license

### **PHYSICAL STANDARDS**

- Job allows for some variance in work routine and considerable amounts of standing, walking, bending, reaching, pushing, pulling and sitting
- In addition, strenuous activity is required, such as carrying bags or boxes of books (weighing up to 30 lbs.) or arranging rooms for classes and events

### **ADDITIONAL DETAILS**

- Grade 8; position currently located at the East Columbia Branch
- Works under the supervision of the Assistant Branch Manager
- Part-time: 20 hours per week, Monday – Saturday, including two nights per week, alternating Fridays and Saturdays, and a maximum of three Sundays out of four; evenings and weekends required for HCLS signature events
- May be required to participate in LATI

### **INTERESTED?**

To apply for this position, please fill out an application [bit.ly/HCLS\\_JobApp](http://bit.ly/HCLS_JobApp) available at [www.HCLLibrary.org](http://www.HCLLibrary.org) (click on Employment at the bottom of the page).

- Applications must be **received by Friday, July 6, 2018**
- Please deliver your application via email to [jobs@hcllibrary.org](mailto:jobs@hcllibrary.org) or mail to:

HCLS Administrative Branch  
9411 Frederick Road  
Ellicott City, MD 21042

*Howard County Library System takes pride in providing equal employment opportunities.*