

Library Associate I (PT) – Public Services (Smithsburg Branch)

About the Position

The Washington County Free Library (WCFL) seeks a part-time Library Associate I with a strong public services commitment to work in the Smithsburg Branch. The successful candidate will provide general library services across all age groups, including circulation, reference, technology support, reader's advisory, and programming. The successful candidate will work regularly with patrons from diverse backgrounds and abilities, and must be team-minded, flexible, and adaptable in delivering services and programs as community needs evolve.

About WCFL

Located in Western Maryland, in the tri-state area where Maryland, West Virginia, and Pennsylvania meet, WCFL is a rapidly developing system dedicated to building a strong and vibrant community. By facilitating the public's freedom to explore, learn, and transform, WCFL connects people to ideas and resources and to each other, helping to foster individual and community growth.

Location: Smithsburg Branch (Smithsburg, MD) of the Washington County Free Library.

Hours: Part-time, 20 hours per week (non-exempt); varied schedule during WCFL's regular operating hours, including evenings and weekends; position subject to system-wide reassignment.

Typical Schedule:

- Monday: 10:00 a.m. – 6:00 p.m.
- Wednesday: 10:00 a.m. – 7:00 p.m.
- Saturday: 10:00 a.m. – 3:00 p.m.

Salary: Anticipated hiring rate will be \$22.11/hour; prorated benefits provided.

Essential Job Duties and Responsibilities

This list is representative and does not include all the duties this position entails:

- Assist patrons with circulation, reference, and reader's advisory questions.
- Provide support with library technology (computers, printers, devices, online resources).
- Explain WCFL policies and procedures to patrons.
- Assist with shelving, displays, and collection maintenance in assigned areas.
- Prepare and execute Infant Time program.
- Design and execute Saturday Story Time.
- Design and execute other programs to meet the goals of the library.
- Support and participate in outreach events as needed.
- Participate in system-wide programs, events, and committees as needed.

- May be in charge of the building on assigned shifts, serving as the point of contact for staff and patrons when the branch manager is not on site.
- Perform other related duties as assigned.

Skills and Abilities

- Working knowledge of public library practices and procedures.
- Knowledge of standard computer applications and devices, including tablets/mobile devices, software applications, and downloadable e-format materials.
- Ability to effectively access and utilize WCFL's computerized systems and the Internet, and to provide related instruction to patrons.
- Ability to design and execute required library programming.
- Ability to learn and integrate emerging technologies into library service.
- Ability to effectively organize work, determine priorities, and complete duties with minimal supervision.
- Ability to multi-task and manage time in a busy environment.
- Ability to demonstrate creativity, flexibility, a positive attitude, and good judgment.
- Ability to establish and maintain effective working relationships with patrons, co-workers, and community partners.
- Ability to work effectively as part of a team toward achievement of common goals.
- Ability to work independently to bring a project to completion.
- Strong verbal and written communication skills.

Qualifications & Requirements

- Degree Requirement: Bachelor's degree from a recognized college or university.
- Experience Requirement: Minimum 2 years of customer service experience working directly with the public; public library experience preferred.
- Certification Requirement: Must obtain Library Associate certification from the Maryland State Department of Education within 24 months of appointment.
- Previous experience working with children is preferred.

Total Compensation Package

WCFL offers an extensive compensation package to reflect how much we value our employees. The following is what you can expect as a part-time, benefited Washington County Free Library employee:

- Vacation Leave, prorated for part-time employees, based on hours worked and years of service.
- Paid Personal Days, prorated for part-time employees.
- Sick Leave (unlimited annual carryover), prorated for part-time employees.
- 14 paid holidays annually.
- State and employee-funded Defined Benefit Pension Plan (Maryland Teachers Retirement System).

- Vested after 10 years of service.
 - Credit for prior active military service and unused paid Sick Days.
- Eligibility to participate in a 457b Deferred Compensation Program.
- Eligibility for paid professional development and training opportunities.
- Public Service Loan Forgiveness (PSLF) eligible employer.
- Employee Assistance Program (EAP) offering work/life balance support.
- Ability to purchase books and media for personal use at a discounted rate.

To Apply

Email completed employment application to Admhr@washcolibrary.org. Application can be downloaded at <https://www.washcolibrary.org/>. Applications received by **Friday, October 31, 2025**, will be given first consideration.

The Washington County Free Library recognizes the principles of diversity, equity, and inclusion, and strives to ensure equal opportunities for its workforce, applicants, and community members. If you are a person who wants to make a difference, give back to your community, and be a voice for change, apply to the Washington County Free Library today.