



# POSITION ANNOUNCEMENT

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State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

## DIVISION OF CAREER AND COLLEGE READINESS JUVENILE SERVICES EDUCATION PROGRAM

October 9, 2009

- POSITION TITLE:** Librarian ( Media Specialist )
- SALARY:** Salary to be determined based on an institutional salary scale following assessment of the applicants educational credentials and experience.
- LOCATION:** Baltimore City Juvenile Justice Center  
Gay Street  
Baltimore, Maryland
- NATURE OF WORK:** These are professional positions responsible for managing a media center in a state juvenile facility.
- DUTIES AND RESPONSIBILITIES:** Manages the provision of media and information services in a state juvenile facility using current media practice; develops and manages collection; provides reference services and aids students in the development of information seeking and finding skills; coordinates media services with all curricular areas.
- MINIMUM QUALIFICATIONS:** **EDUCATION:** A Masters Degree or applicable 36 post baccalaureate credit hours which would include course work in Library Information Science, Library Media, and/or other specified fields from a college or university graduate program. A Masters Degree in Library Media from a program accredited by the American Library Association is preferred. Candidates must be eligible for or willing to obtain certification as a Library Media Specialist by the Maryland State Department of Education (MSDE).  
**EXPERIENCE:** One year of professional library experience.
- ESSENTIAL REQUIREMENTS:** Knowledge of current media center practices, telecommunications, and electronic technologies; skill in providing a variety of media services to a diverse customer base; skill in managing multiple tasks; ability to work as a team member; ability to communicate effectively, both orally and in writing; ability to lift and move materials and equipment.
- PROCEDURE FOR APPLICATION:** Applicants must include their resume/vitae and complete a Maryland State Department of Education (MSDE) Application for Employment indicating application for Positions Librarian/Media Specialists. The application, resume/vitae, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential requirements for the position. Completed Applications must be directed to the Staff Employment Section, Office of Human Resources, Maryland State Department of Education, 200 W. Baltimore Street, Baltimore, MD 21201 or faxed to 410.333.8950.  
For inquiries or MSDE Application, contact 410.767.0019 or TTY/TDD 410.333.3045, or visit our website - [www.marylandpublicschools.org/MSDE/aboutmsde/jobs](http://www.marylandpublicschools.org/MSDE/aboutmsde/jobs).

**CONDITIONS OF  
EMPLOYMENT:**

Employees in this classification are subject to Substance Abuse Testing in accordance with Code of Maryland Regulation 17.04.09, Testing for Illegal Use of Drugs. Applicants must consent to State Police Investigation as a routine procedure for all employees required to work in State juvenile facilities. Proof of eligibility to work in compliance with the Immigration Reform and Control Act is required.

If, once employed, it is determined that the incumbent does not qualify for at least a Conditional Certificate, the incumbent's employment will be terminated. Also, failure to obtain and maintain a Maryland Library Media Certificate will be the basis for termination of employment.

**CLOSING DATE:**

Open Until Filled