

POSITION ANNOUNCEMENT

COLLECTION RESOURCES PROCESSING CLERK – PART TIME MEDINA LIBRARY

Medina County District Library is a mid-sized library system renowned for its great customer service, books and e-media, technology, and innovative events for all ages. We believe in giving back to the communities we serve and being THE place to gather and learn and have fun.

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:

Assists in processing orders and holds for library materials; receives and inventories materials; updates status of materials in system network catalog and provides clerical support in the Collection Resources Department.

QUALIFICATIONS:

Candidate must possess a high school degree or equivalent and a minimum of 1 year general office experience, data entry and familiarity with Microsoft Windows and Microsoft Office products, including Excel. Experience with SirsiDynix WorkFlows ILS software a plus. Ability to lift up to 25 lbs. of material on occasion, with or without accommodation. Candidate must provide courteous and friendly customer service and interact well with vendors and staff.

WAGE:	\$11.07 per hour Grade 2
BENEFITS:	Prorated sick leave, vacation and other benefits based on Union contract; Public Employees Retirement System
HOURS:	Part time; 20 hours per week; daytime Monday-Friday
OTHER:	Union position
SUBMIT COVER LETTER, RESUME AND APPLICATION TO:	Application available online at www.mcdl.info/employment Email to: human.resources@mcdl.info Human Resources Office Medina County District Library 210 S. Broadway Street Medina, OH 44256 FAX: (330) 722-2855
DEADLINE FOR APPLICATION:	Open Until Filled

MEDINA COUNTY DISTRICT LIBRARY is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.