

POSITION ANNOUNCEMENT

**LIBRARY ASSOCIATE – PART TIME
ADULT SERVICES DEPARTMENT – 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 service and being THE place to gather and learn and have fun.

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:

Medina Library is looking for a vibrant, congenial individual to join our team to provide service to members of all ages including reference, reader's advisory, and request processing. Candidate must establish and maintain effective working relationships with library staff and the public; plan and present informational programs to complement our library services and collections; have knowledge of a wide range of books and authors; assist in collection development; and other duties as assigned. Experience working with children preferred as this position will float to cover our Children's and Teen desks as needed.

QUALIFICATIONS:

Candidate must possess a Bachelor's degree and one year experience working with the public, have excellent communication and customer service skills, and the ability to learn and teach the use of electronic library resources. Strong computer skills necessary.

- WAGE:** \$14.81 per hour
Grade 4
- BENEFITS:** Prorated sick leave, vacation and other benefits based on Union contract; Public Employees Retirement System
- HOURS:** Part-time; 20 hours per week; flexible schedule required including some evenings, Saturdays and Sundays (*schedule subject to change based on needs of the library*)
- OTHER:** Union position
- SUBMIT COVER LETTER, RESUME AND APPLICATION TO:** Application available online at www.mc dl.info/employment
Email to: human.resources@mc dl.info
Human Resources Office
Medina County District Library
210 S. Broadway Street
Medina, OH 44256
FAX: (330) 722-2855
- DEADLINE FOR APPLICATION:** **Friday, November 9, 2018**

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.

10/26/2018