

POSITION ANNOUNCEMENT

LIBRARY ASSOCIATE/CUSTOMER SERVICE CLERK – PART TIME HIGHLAND 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:

Highland Library is looking for a dynamic, creative, and flexible individual committed to providing quality customer service to members and staff. The successful candidate will provide direct library services to members of all ages at all service points. Responsibilities include reference, reader's advisory, and request processing; planning and presenting programs for all ages; assisting in collection maintenance; maintaining and updating files; operating the computer for circulation of materials, assisting members with the use of check out stations, registering members for library cards, collecting fines and fees, preparing and making bank deposits, processing holds, and other duties as assigned. It is essential that the candidate possess the ability to adjust to scheduling needs and adapt to both reference and customer service roles.

QUALIFICATIONS:

Candidate must possess a Bachelor's degree and one year experience working directly with the public; excellent communication and organizational skills, ability to plan and present programs, knowledge of a wide range of books and authors, familiarity with Microsoft Windows and the Internet, ability to learn and teach use of electronic library resources and use our computerized circulation system, and ability to work as a team member.

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 (<i>schedule subject to change based on needs of the library</i>)
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.

12/28/2018