

POSITION ANNOUNCEMENT

PAGE - PART TIME COMMUNITY ENGAGEMENT – 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:

Under supervision, page assists in trimming, laminating, cutting and distribution of promotional materials, and assembly of vinyl signs and magnets. May assist in clerical, maintenance and housekeeping tasks as assigned.

QUALIFICATIONS:

Must be 16 years of age or older. Experience with word processing software, ability to communicate effectively, interact and respond appropriately to members, staff, community and vendors; and be a team member. Ability to follow both written and oral instruction; along with aptitude for detailed work. Working conditions vary from standing, sitting, walking, lifting, carrying and moving materials by hand and on carts. Ability to lift up to 25 lbs. repetitively, with or without accommodation. Ability to use office equipment.

WAGE: \$8.40 per hour

BENEFITS: Public Employees Retirement System

HOURS: Part-time; 20 hours per week (flexible schedule including occasional evenings or weekends to staff community events). *Schedule subject to change based on needs of the library.*

SUBMIT APPLICATION TO: Application available online at www.mcld.info/employment
Email to: human.resources@mcld.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.

10/5/2018