

POSITION ANNOUNCEMENT

PAGE (LIBRARY SORTER/SHELVER) PART TIME – 20 HOURS 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:

The Highland Library is looking for a friendly team member to sort, shelve and process library materials for circulation and discharge. May assist in clerical, maintenance and housekeeping tasks as assigned. Must be able to work independently with little supervision; interact courteously with members answering simple questions, give direction to areas within the library, and provide basic assistance on self-check to members.

QUALIFICATIONS:

Must be 16 years of age or older. Ability to alphabetize and recognize sequences of numbers and letters. Ability to follow both written and oral instruction. Aptitude for detailed work. Working conditions vary from standing, 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 and perform light clerical duties. Ability to work a flexible schedule.

WAGE: \$ 8.40 per hour

BENEFITS: Public Employees Retirement System

HOURS: Part-time; 20 hours per week
Must be able to work a flexible schedule within the hours
of Mon-Thurs 10:00 – 8:00 pm and Fri-Sat 10:00 – 4:00
(Schedule subject to change based on needs of the library)

QUESTIONS: Annetherese at the Highland Library at (330) 278-4271

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

9/7/2018