

**LIBRARY ASSOCIATE – PART TIME
FAMILY HISTORY & LEARNING CENTER – MEDINA LIBRARY**

We are Medina County District Library.

We are working together in an environment of respect, kindness, and integrity to enrich the quality of life county-wide. Through innovation, collaboration, and inclusion, we create community connections. We inspire greatness in each other and the communities we serve.

We find joy in our work and our colleagues. The library is strengthened by our unique personalities, ideas, and experiences. We recognize the importance of encouraging a healthy work/life balance.

We inspire the public and each other to be lifelong learners. We strive to create an engaging library environment which is welcoming to all.

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:

Medina Library is looking for a vibrant, congenial individual to join the Family History & Learning Center team to provide service to members of all ages. Candidate must establish and maintain effective working relationships with library staff and the public; plan and present informational programs to complement our digital lab services and genealogy collections; provide digital lab-related and makerspace-related customer service and training for the public and staff; assist in collection development and digitization project planning; and other duties as assigned. Experience with genealogical research resources and methods, as well as best practices for digitization projects, is required.

QUALIFICATIONS:

Bachelor's degree and one year experience working with the public. An equivalent combination of education, training and experience may be considered. Must 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 vacation, sick leave 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.mccl.info/employment Email to: human.resources@mccl.info
DEADLINE FOR APPLICATION:	Thursday, May 6, 2021

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.

4/26/2021