

POSITION ANNOUNCEMENT

LIBRARY ASSOCIATE – PART TIME ADULT SERVICES DEPARTMENT – MEDINA LIBRARY

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 <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.mcld.info 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:	Friday, June 9, 2017

5/26/2017