

POSITION ANNOUNCEMENT

LIBRARY ASSOCIATE – FULL TIME MEDINA LIBRARY – TEEN DEPARTMENT

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:

Medina Teen Department is looking for a vibrant, congenial individual to join our team to provide to members of all ages, but with a focus on teens, direct library services such as reference, reader's advisory, request processing, and some e-media troubleshooting. Candidate must establish and maintain effective working relationships with library staff and the public; plan and present informational programs for teens to complement our library services and collections; have knowledge of a wide range of books and authors, some knowledge of Young Adult Literature; assist in collection development; and other duties as assigned.

QUALIFICATIONS:

Candidate must possess a Bachelor's degree and one year experience working with the public (working with teens is a bonus), have excellent communication and customer service skills, and the ability to learn and teach the use of electronic library resources. Strong computer experience, including Office 2010, E-Media, IOS and Android products required.

WAGE:

\$14.81 per hour
Grade 4

BENEFITS:

Vacation, sick, and holidays; group health benefits available; Public Employees Retirement System

HOURS:

Full-time, 37.5 hours per week, must be able to work a flexible schedule including some days, evenings and weekends (including Sundays). *Schedule subject to change based on needs of the library.*

OTHER:

Union position

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

Application available online at www.mcldl.info
Email to: human.resources@mcldl.info
Human Resources Office
Medina County District Library
210 S. Broadway Street
Medina, OH 44256
FAX: (330) 722-2855

DEADLINE FOR APPLICATION:

Friday, March 31, 2017

3/17/2017