

## POSITION ANNOUNCEMENT

### LIBRARY ASSOCIATE – PART TIME BUCKEYE LIBRARY

#### **REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:**

Buckeye Library is looking for a dynamic, creative individual committed to providing quality customer service to our members. Successful candidate will provide direct library services to members of all ages, from babies to seniors. Responsibilities include reference, reader's advisory, and request processing; planning and presenting programs for all ages; assisting in collection maintenance; maintaining and updating files and indexes; and other duties as assigned.

#### **QUALIFICATIONS:**

Candidate must possess a Bachelor's degree and one year experience working directly with the public, excellent communication and organizational skills, ability to plan and present programs, knowledge of a wide range of books and authors, familiarity with Microsoft Windows and the Internet, ability to learn and teach use of electronic library resources, and ability to work as a team member. **Experience in programming and working with teens strongly preferred.**

<b>WAGE:</b>	\$14.81 per hour Grade 4
<b>BENEFITS:</b>	Prorated sick leave, vacation and other benefits based on Union contract; Public Employees Retirement System
<b>HOURS:</b>	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>
<b>OTHER:</b>	Union position
<b>SUBMIT COVER LETTER, RESUME AND APPLICATION TO:</b>	Application available online at <a href="http://www.mccl.info">www.mccl.info</a> Email to: <a href="mailto:human.resources@mccl.info">human.resources@mccl.info</a> Human Resources Office Medina County District Library 210 S. Broadway Street Medina, OH 44256 FAX: (330) 722-2855
<b>DEADLINE FOR APPLICATION:</b>	<b>Open Until Filled</b>

6/2/2017