

## POSITION ANNOUNCEMENT

### LIBRARY ASSOCIATE – PART TIME HIGHLAND LIBRARY

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

Highland Library is looking for a dynamic, creative, and flexible individual committed to providing quality customer service to members and staff. The successful candidate will provide direct library services to members of all ages from both the reference and customer service desks. Responsibilities include reference, reader's advisory, and request processing; planning and presenting programs for all ages; assisting in collection maintenance; maintaining and updating files; operating the computer for circulation of materials, assisting members with the use of check out stations, registering members for library cards, collecting fines and fees, preparing and making bank deposits, processing holds, and other duties as assigned. It is essential that the candidate possess the ability to adjust to scheduling needs and adapt to both reference and circulation roles. Ability to lift up to 25 pounds of material on occasion, with or without accommodation.

#### **QUALIFICATIONS:**

Candidate must possess a Bachelor's degree and one year experience working directly with the public is required, however, two years is preferred; excellent customer service, communication and organizational skills, ability to plan and present programs, ability to prioritize workload, 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 use our computerized circulation system, and ability to work both independently and as a team member. The candidate must be able to work with members and staff in a professional, courteous manner both in person and on the phone.

#### **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 evenings, Saturdays and 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.mcld.info](http://www.mcld.info)  
Email to: [human.resources@mcld.info](mailto: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:**

**Open Until Filled**  
**Review of Resumes begins May 26, 2017**

5/12/2017