

POSITION ANNOUNCEMENT

LIBRARY ASSOCIATE – PART TIME HIGHLAND LIBRARY

Medina County District Library is a mid-sized library system renowned for its great customer service, books and e-media, technology, and innovative events for all ages. We believe in giving back to the communities we service and being THE place to gather and learn and have fun.

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:

Highland 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; provide training sessions for our members on the use of our computer technology to access information; 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 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 Products 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 vacation, sick, holidays based on Union contract; Public Employees Retirement System
HOURS:	Part-time; 20 hours per week; flexible schedule required including 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 Email to: human.resources@mccl.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

8/18/2017