

## POSITION ANNOUNCEMENT

### LIBRARY ASSOCIATE – PART TIME CHILDREN’S DEPARTMENT – MEDINA LIBRARY

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

Medina Library is looking for a friendly, energetic individual to join our vibrant Children's Department committed to public service! Successful candidate will provide direct library services such as reference and reader's advisory, plan and present programs and storytimes for children of all ages, process member requests, assist in collection maintenance, and other duties as assigned. This position will float to cover the Reference, Teen and Customer Service desks as needed.

#### **QUALIFICATIONS:**

Candidates must possess a Bachelor's degree and one year experience working with the public, excellent communication skills for presenting programs, knowledge of 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 children 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.mcdl.info">www.mcdl.info</a> Email to: <a href="mailto:human.resources@mcdl.info">human.resources@mcdl.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>Friday, May 12, 2017</b>

4/28/2017