

POSITION ANNOUNCEMENT

LIBRARY ASSOCIATE/DRIVER – PART TIME OUTREACH SERVICES - BUCKEYE 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:

The Outreach Services Department is looking for a friendly, energetic and adaptable individual to join our team that is committed to serving our members in outlying areas and those who are unable to visit the library. The successful candidate will work directly with the public providing reader's advisory, story times to preschoolers and programming predominantly for older adults, as well as drive and stock the Bookmobile and/or Outreach van.

QUALIFICATIONS:

Candidate must possess a Bachelor's degree and one year experience working with the public, excellent communication skills, knowledge of wide range of books and authors, familiarity with Microsoft Windows and the Internet, ability to learn use of the computerized automation system and electronic library resources, ability and willingness to work effectively with children, older adults and individuals with disabilities, and ability to work both independently and as a team member. An Ohio Commercial Driver's License (CDL) is preferred; while the successful candidate must have or be able to acquire a CDL within six months of hire. CDL training is provided. Position is subject to DOT required alcohol/drug testing. Physical demands include the ability to lift up to 25 pounds of material on occasion, sit, kneel, climb and move in other ways to engage with preschool children and caregivers. Must be comfortable working in a moving vehicle.

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 (<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.mcld.info Email to: 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

9/22/17