

## POSITION ANNOUNCEMENT

### MANAGER – FAMILY HISTORY & LEARNING CENTER – FULL TIME MEDINA LIBRARY

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

Medina County District Library is looking for an energetic, friendly, progressive and dynamic genealogy librarian to help us expand our genealogy and local history services into the new Virginia Wheeler Martin Family History and Learning Center. Set to open in 2018, this approximate 2500 square foot space combines genealogical research and family learning in a fun, “maker space” environment with the latest technological tools, equipment and databases. We’re seeking a person who shares our enthusiasm to make the Family History and Learning Center a source of pride for Medina County residents. Under direction, the Center Manager assists the Director and Assistant Director with planning, monitoring and evaluating the Center’s needs, goals, services and programs, as well as overseeing the daily operations, activities, programs and maintenance of the Center. Candidate will have responsibility for the system-wide focus on family history/genealogy and discovery and learning through resources and technology in the center. Candidate must be committed to providing high quality, charismatic customer service. Genealogy, local history, archives and digitization skills and experience desired. Genealogy certification is a plus. Successful candidate will actively engage and establish relationships with county community agencies with an interest in genealogy and/or local history, including giving talks to community groups in and outside the library.

Medina County District Library has a commitment to be a vital, essential part of the communities we service. We believe in partnerships with community groups, businesses, schools, and government officials and working together to improve the quality of life in Medina County.

#### **QUALIFICATIONS:**

Candidate must possess a Master’s degree in Library Science or a Master’s degree in a related field, and a minimum of three (3) years professional experience with progressive levels of responsibility; excellent communication and organizational skills; demonstrated knowledge and skills in genealogy/local history services, knowledge of conservation and preservation practices and techniques, experience with creation and management of digital content, collection maintenance, electronic information resources and event planning.

<b>SALARY:</b>	\$47,476 – commensurate with experience and in accordance with specified salary schedule Grade 11
<b>BENEFITS:</b>	22 days vacation; sick leave, holidays, group health benefits; Public Employees Retirement System
<b>HOURS:</b>	Full-time; 37.5 hours per week including some evenings and weekends
<b>SUBMIT COVER LETTER, RESUME AND APPLICATION TO:</b>	Application available online at <a href="http://www.mcld.info">www.mcld.info</a> Email to: <a href="mailto:human.resources@mcld.info">human.resources@mcld.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>

8/25/2017