

POSITION ANNOUNCEMENT

PAGE – COLLECTION RESOURCES (Library Inventory Processor) PART TIME – 20 HOURS MEDINA 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:

This employee is assigned to the Collection Resources Department. Tasks require manual dexterity, great attention to detail, ability to lift up to 25 lbs. repetitively, with or without accommodation. Must be able to interpret Excel spreadsheets for pulling materials off the shelves, be able to follow instructions, and work with little supervision. Ability to alphabetize and recognize sequences of numbers and letters. Duties are repetitive and follow a fixed routine. Personal transportation is required to travel to all branches on a regular basis to perform job duties.

WAGE:	\$8.15 per hour
BENEFITS:	Public Employees Retirement System
HOURS:	Part time; 20 hours per week (Mon. – Fri.) <i>(schedule subject to change based on needs of the Library)</i>
QUESTIONS:	Chris at Medina Library at (330) 722-6235, x2940
SUBMIT COVER LETTER, RESUME AND APPLICATION TO:	Application available online at www.mcdl.info Email to: human.resources@mcdl.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

7/28/2017