

POSITION ANNOUNCEMENT

PAGE – PART TIME MAINTENANCE DEPARTMENT BUCKEYE LIBRARY

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:

Under supervision, pages sort and process library materials for circulation and discharge. May assist in clerical, maintenance and housekeeping tasks as assigned. May run errands for the department.

QUALIFICATIONS:

Must be 18 years of age or older. Ability to alphabetize and recognize sequences of numbers and letters. Aptitude for detailed work. Working conditions vary from standing, sitting, walking, lifting, carrying and moving materials by hand and on carts. **Ability to lift up to 50 lbs. repetitively, with or without accommodation.** Ability to drive library vehicles (non-CDL required) for general errands.

WAGE: \$ 9.15 per hour

BENEFITS: Public Employees Retirement System

HOURS: Part-time, year round; 25 hours per week, Monday through Friday.
No weekends, no evenings. *Schedule subject to change based on needs of the Library.*

QUESTIONS: Keith at the Buckeye Library at (330) 725-4415, x2640

SUBMIT APPLICATION: 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: Friday, May 19, 2017

5/8/2017