

POSITION ANNOUNCEMENT

PAGE (LIBRARY SORTER/SHELVER) PART TIME – 15 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:

The Medina Library is looking for a friendly team member to sort, shelve and process library materials for circulation and discharge. May assist in clerical, maintenance and housekeeping tasks as assigned. Must be able to work independently with little supervision; interact courteously with members answering simple questions, give direction to areas within the library, and provide basic assistance on self-check to members.

QUALIFICATIONS:

Must be 16 years of age or older. Ability to alphabetize and recognize sequences of numbers and letters. Ability to follow both written and oral instruction. 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 25 lbs. repetitively, with or without accommodation. Ability to use office equipment and perform light clerical duties. Ability to work a flexible schedule.

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| WAGE: | \$8.40 per hour |
| BENEFITS: | Public Employees Retirement System |
| HOURS: | Monday 3:30 pm – 8:30 pm Wednesday 3:30 pm – 8:30 pm Saturday 12:00 pm – 5:00 pm <i>(schedule subject to change based on needs of the Library)</i> |
| QUESTIONS: | Peggy at the Medina Library at (330) 725-0588, x2017 |
| SUBMIT APPLICATION TO: | Application available online at www.mc dl .info/employment Email to: human.resources@mc dl .info Human Resources Office Medina County District Library 210 S. Broadway Street Medina, OH 44256 FAX: (330) 722-2855 |
| DEADLINE FOR APPLICATION: | Friday, May 4, 2018 |

4/20/2018