

POSITION ANNOUNCEMENT

PAGE – PART TIME SEVILLE LIBRARY

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:

Under supervision, pages sort, shelve and process library materials for circulation and discharge. May assist in clerical, maintenance and housekeeping tasks as assigned. Interact courteously with members answering simple questions, giving 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.

- WAGE:** \$8.15 per hour
- BENEFITS:** Public Employees Retirement System
- HOURS:** Part-time; 15 hours per week
Tues., Wed., Thurs.: 9:30 am – 2:30 pm
(schedule subject to change based on needs of the Library)
- QUESTIONS:** Jamie at the Seville Library at (330) 769-2852
- SUBMIT APPLICATION:** Application available online at www.mcldl.info
Email to: human.resources@mcldl.info
Human Resources Office
Medina County District Library
210 S. Broadway Street
Medina, OH 44256
FAX: (330) 722-2855
- DEADLINE FOR APPLICATION:** **Friday, July 7, 2017**