

POSITION ANNOUNCEMENT

(3) PAGES (LIBRARY SORTER/SHELVER) PART TIME – (1) 20 HOURS AND (2) 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:

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: 20 HRS. - Mon. – Fri. (8:30 am – 12:30 pm)

15 HRS. - Tues. (3:30 pm – 8:30 pm), Fri. (1:00 pm – 6:00 pm), Sat. (8:30 am – 1:30 pm)

15 HRS. - Tues. (3:30 pm – 8:30 pm), Thurs. (3:30 pm – 8:30 pm), Sat. (12:00 pm – 5:00 pm)

(Schedules subject to change based on needs of the Library)

QUESTIONS: Peggy at the Medina Library at (330) 725-0588, x2017

SUBMIT Application available online at www.mcld.info

APPLICATION: Email to: human.resources@mcld.info

Human Resources Office
Medina County District Library
210 S. Broadway Street
Medina, OH 44256
FAX: (330) 722-2855

DEADLINE FOR
APPLICATION: **Friday, October 6, 2017**

9/22/2017