POSITION ANNOUNCEMENT

LIBRARY ASSOCIATE FLEX – PART TIME

LODI 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 serve and being THE place to gather and learn and have fun.

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:
Lodi Library is looking for a dynamic, creative, and flexible individual committed to providing quality customer service to members and staff. The Library Associate-Flex assists members at all Public Service points. Under general supervision, the Library Associate-Flex helps members find library materials and information, prepares and conducts programs, assists members with all types of technology from fax machines and computers to tablets and smart phones, helps with displays and in keeping library materials up to date and orderly, assists members with checking out materials, registering for library cards, and other clerical duties including handling money. This Associate-Flex will also be trained on how to execute passports.

QUALIFICATIONS:
Bachelor’s degree, a minimum of one (1) year experience working with the public and familiarity with technology. An equivalent combination of education, training and experience may be considered. Candidate must be a U.S. citizen, eligible to become a passport acceptance agent; have excellent communication and organizational skills, ability to plan and present programs, knowledge of a wide range of books and authors, familiarity with Microsoft Windows and the Internet, ability to learn and teach use of electronic library resources, use our computerized circulation system, and ability to work as a team member.

WAGE: $14.81 per hour
Grade 4

BENEFITS: Prorated sick leave, vacation and other benefits based on Union contract; Public Employees Retirement System

HOURS: Part-time; 20 hours per week; flexible schedule required including some evenings, Saturdays and Sundays (schedule subject to change based on needs of the library)

OTHER: Union position

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:
Application available online at www.mcdl.info/employment
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

MEDINA COUNTY DISTRICT LIBRARY is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

10/26/2019