

LIBRARY ASSOCIATE FLEX – PART TIME OUTREACH SERVICES - BUCKEYE LIBRARY

Requisition ID: 1005

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:

The Outreach Services Department is looking for a friendly, energetic and adaptable individual to join our team that is committed to serving our members in outlying areas and those who are unable to visit the library. The successful candidate will work directly with the public delivering materials to those who are unable to reach the library. This position will require you to drive library vehicles including the bookmobile. Duties may include but are not limited to scheduling Professional Resource Collection materials, providing reader's advisory, story times for preschoolers, programming for all ages, working on and driving the bookmobile, delivering materials to home or senior living communities, registering new members, collecting monies, preparing and making bank deposits, resolving problems for members, processing library materials, answering telephones and other tasks as assigned.

QUALIFICATIONS:

Bachelor's degree preferred, 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 have excellent communication skills, knowledge of wide range of books and authors, familiarity with Microsoft Windows and the Internet, ability to learn use of the computerized automation system and electronic library resources, ability and willingness to work effectively with children, older adults and individuals with disabilities, and ability to work both independently and as a team member. Physical demands include the ability to lift up to 40 pounds of material on occasion, sit, kneel, climb and move in other ways to engage with preschool children and caregivers. Must be comfortable driving a 34 foot vehicle.

WAGE: \$16.55 per hour. Sundays \$17.55 per hour which includes \$1.00 per hour Sunday premium.
Grade 4

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

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

OTHER: Union position

HOW TO APPLY: Internal Applicants - Via your ADP Account
External Applicants - Via <https://mccl.info/employment>

DEADLINE: 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.

4/25/2022