

## **LIBRARY ASSOCIATE FLEX – PART TIME SEVILLE LIBRARY**

Requisition ID: 1104

### **REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:**

The Medina County District Library is seeking a dynamic, creative individual committed to providing quality customer service to our patrons. Successful candidate will provide reference and reader's advisory services, prepare and conduct programs, assist patrons with the use of library resources and e-media, assist with collection maintenance, assist patrons in the check-out area, register patrons for library cards, and perform all duties relating to the processing of materials. Performs financial transactions relevant to department. Where applicable, educates passport applicants, processes and completes passport applications.

### **QUALIFICATIONS:**

Bachelor's degree and one year experience working with the public preferred. An equivalent combination of education, training and experience will be considered. Possess excellent customer service, communication and organizational skills, ability to plan and present programs, ability to prioritize workload, knowledge of a wide range of books and authors, familiarity with Microsoft Products and the Internet, ability to learn and teach use of electronic library resources and use our computerized circulation system, and ability to work both independently and as a team member. The candidate must be able to work with patrons and staff in a professional, courteous manner both in person and on the phone.

<b>WAGE:</b>	\$16.13 per hour; additional \$2.00 per hour Sunday premium; Grade 4
<b>BENEFITS:</b>	Vacation, sick leave, holidays and other benefits based on Union contract; Public Employees Retirement System
<b>HOURS:</b>	Part-time; 20 hours per week; flexible schedule required including some evenings, Saturdays and Sundays ( <i>schedule subject to change based on needs of the library</i> )
<b>OTHER:</b>	Union Position
<b>HOW TO APPLY:</b>	Internal Applicants - Via your ADP Account External Applicants - Via <a href="https://mcdl.info/employment">https://mcdl.info/employment</a>

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.

8/28/2023