

## **PAGE (LIBRARY SORTER/SHELVER) SUPERVISOR – FULL TIME BRUNSWICK LIBRARY**

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

The Medina County District Library is seeking a vibrant, personable and flexible team member to supervise the Page (Shelving) employees, which involves scheduling, hiring, training, and monitoring and evaluating performance. This position supports the Customer Service Department, working closely with the Customer Service Department Supervisor in organizing and directing the customer service operations of the library. This includes providing excellent customer service, handling patron accounts, checking library materials in and out, handling cash transactions, and processing passport applications. The Page Supervisor assists with department banking, passport operations and is responsible for all department functions including scheduling, interviewing, training, and evaluation of Customer Service Department Clerks. Reports to the Branch Manager. Will need to become a certified passport acceptance agent.

### **QUALIFICATIONS:**

Bachelor's degree and minimum of two (2) years' library experience and supervisory experience preferred. An equivalent combination of education, training and experience will be considered. A strong background in customer service and excellent communication skills to effectively lead a team are desired. The ability to embrace change, strategize, and possess a high degree of proficiency in Microsoft Office suite including Excel, Word, and PowerPoint are desired. Must meet eligibility to become a passport agent; at least 18 years of age, US citizen or US nationals.

<b>SALARY:</b>	\$18.73 per hour or commensurate with experience and qualifications
<b>BENEFITS:</b>	22 vacation days, sick leave, holidays, and group health benefits available; Public Employees Retirement System
<b>HOURS:</b>	Full-time; 37.5 hours per week. Must be able to work a flexible schedule that includes some evenings, Saturdays, and Sundays ( <i>schedule subject to change based on needs of the library</i> )
<b>HOW TO APPLY:</b>	Internal Applicants – Via ADP Account External Applicants – Via <a href="https://mcdl.info/employment">https://mcdl.info/employment</a>
<b>DEADLINE FOR APPLICATION:</b>	Open until filled; cover letter submission required

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.

3/25/2024