

LIBRARY ASSOCIATE – PART TIME TEEN DEPARTMENT – MEDINA LIBRARY

REQUISITION ID: 1182

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 direct library services to patrons of all ages, from babies to seniors, with a focus on teens and young adults. Responsibilities include reference, reader's advisory, and request processing; planning and presenting programs for all ages with a focus on teens; provide training sessions for our patrons on the use of our computer technology to access information; assisting in collection maintenance; maintaining and updating files and indexes; and other duties as assigned.

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.

WAGE:	\$16.13 per hour; additional \$2.00 per hour Sunday premium Grade 4
BENEFITS:	Vacation, sick leave, personal days, 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, Saturdays and Sundays (<i>schedule subject to change based on needs of the library</i>)
OTHER:	Union Position
HOW TO APPLY:	Internal Applicants - Via your ADP Account External Applicants - Via https://mcdl.info/employment
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.

10/21/2024