

LIBRARIAN – FAMILY HISTORY & LEARNING CENTER – FULL-TIME MEDINA LIBRARY

Requisition ID: 1220

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:

The Medina County District Library is seeking a friendly, energetic Librarian to join our Family History & Learning Center (FHLC) committed to public service. Successful candidates will be able to provide reference services including Genealogy and Local History, Digital Lab, and Makerspace services to patrons; assist patrons with the use of library resources and e-media; plan, prepare and conduct programs; assist with development and maintenance of the branch collection, including archival collections; assist with digitization and other projects. The librarian will also assist FHLC Manager and branch administration and coordinate FHLC volunteers. May serve as person in charge of the building.

QUALIFICATIONS:

Master's degree in library science from an accredited American Library Association institution or be within six (6) hours and six (6) months of graduation required. A strong background in customer service and excellent communication skills are desired. Previous experience with local/family history resources/methodology, digitization equipment and best practices, and/or Makerspace technologies preferred.

WAGE:	Pay range is \$21.19 - \$30.55 per hour commensurate with experience, education, and qualifications
BENEFITS:	22 days vacation, sick leave, personal days, holidays, group health benefits; Public Employees Retirement System
HOURS:	Full-time; 37.5 hours per week; flexible schedule required including some evenings, Saturdays and Sundays <i>(schedule subject to change based on needs of the library)</i>
HOW TO APPLY:	External applicants: www.mcdl.employment Internal applicants: via ADP account
DEADLINE FOR APPLICATION:	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.

6/30/2025