

**Avon Lake Public Library**  
**JOB POSTING**

Position: **Public Services Substitute I – DiscoveryWorks**  
Grade: 12 [non-exempt, non-bargaining, hourly, no set schedule]  
Hourly rate: \$11.11  
Deadline: 5/6/2019, 5 pm

---

**PURPOSE**

- Performs the everyday duties of regular staff when substituting in DiscoveryWorks.

**ESSENTIAL JOB FUNCTIONS**

- Assist patrons in the use materials specific to DiscoveryWorks.
- Perform the list of daily duties specific to the department, as instructed by the department manager and/or support staff.
- Use patron-free time to the best of ability, including straightening up, organizing displays, clerical jobs, craft and program preparation, etc.
- Adhere to the policies and procedures of the Library.

**QUALIFICATIONS**

- Superior customer service skills.
- Willingness and ability to acquire knowledge of library operations, organization and procedures.
- Demonstrated interpersonal skills, including the ability to communicate and work effectively with others, including all types and ages of people.
- Demonstrated flexibility and adaptability, suitable to substituting in various departments.
- Previous work experience in a public sector service or similar commercial setting, e.g, a book store.

Email HR, stating your interest in the job and your qualifications:

**HR@avonlake.lib.oh.us**