

Avon Lake Public Library
JOB POSTING

Position: **Public Services Substitute II-Adult / Children's Departments**
Grade: 13 [non-exempt, non-bargaining, hourly, no set schedule]
Hourly rate: \$12.63
Deadline: 5/6/2019, 5 pm

PURPOSE

- Performs the everyday duties of regular staff when substituting on public service desks in the Adult or Children's departments.

ESSENTIAL JOB FUNCTIONS

- Assist patrons in the use of the Library, including its technology.
- 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 shelf-reading, collection shifting, 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, including library collections and services.
- 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.
- Proficient technology skills, including use of the Internet, word processing and ability to learn the Library's automated system and digital resources.
- 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