

J O B P O S T I N G
Avon Lake Public Library

Position: **Adult Page Substitute** (non-exempt)
 Hours - as needed
Grade: 11
Hourly rate: \$8.55
Application deadline: May 30, 2019

PURPOSE

- Performs the everyday duties of regular paging staff when substituting as a Page.

ESSENTIAL JOB FUNCTIONS

1. Shelf library materials, accurately and efficiently.
2. Monitor book drop and transport library materials to the Circulation desk. When time permits, check these materials for loose papers, damage, etc.
3. When shelving, monitor library materials and casings for damage; give damaged materials to Circulation.
4. Shelf-read to assure library materials are in their proper order.
5. Prior to closing and when time permits, circulate throughout the Library, performing basic housekeeping duties, e.g., trash disposal, returning chairs to tables, etc.
6. Assist patrons with directional information; when responding to informational requests, direct patrons to Circulation staff for appropriate referral.
7. At closing, lock doors and adjust hours of operation sign.

QUALIFICATIONS

Knowledge / Skills / Abilities / Personal Characteristics

- Demonstrated physical agility and stamina to lift, bend, stand and walk.
- Demonstrated ability to manipulate book carts, weighing up to 100 pounds, and to grasp library materials and reach top shelving.
- Basic reading, writing and math skills.
- Demonstrated initiative; ability to work effectively without close supervision.
- Demonstrated attention to detail, regarding accuracy and consistency.

Education, Training and/or Experience

- Entry-level position.

Send letter, stating interest and qualifications to:
HR@avonlake.lib.oh.us