

AVON LAKE PUBLIC LIBRARY

Job Description

Job Title: Public Services Substitute II	FLSA Status: Non-exempt / Hourly
Reports to: Assistant Director or Dept. Manager	Date Approved: 12 July 2007
Department: Adult / Young Adult / Children's	Last Revision: 4 August 2011
Grade: 13	Incumbent:

PURPOSE

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

ESSENTIAL JOB FUNCTIONS

1. Assist patrons in the use of the Library, including its technology.
2. Perform the list of daily duties specific to the department, as instructed by the department manager and/or support staff.
3. Use patron-free time to the best of ability, including shelf-reading, collection shifting, clerical jobs, craft and program preparation, etc.
4. Adhere to the policies and procedures of the Library.

QUALIFICATIONS

Knowledge / Skills / Abilities / Personal Characteristics

- 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 computer and data entry skills, including use of the Internet, word processing and ability to learn the Library's automated system.
- Superior customer service skills.

Education, Training and/or Experience

- Previous work experience in a public sector service or similar commercial setting, e.g, a book store.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Avon Lake Public Library. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job will also be considered part of the job holder's responsibility.

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