

JOB POSTING
Avon Lake Public Library

Position: **Adult Page** (part-time M/W/F, 1-5 pm)
Grade: 11 (non-exempt; hourly)
Hourly rate range: \$9.25/hr, DOQ/E
Application deadline: September 26, 2021, 5 pm

Essential job functions:

- Shelves library materials in an accurate and timely fashion.

ADDITIONAL 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. Weed multiple copies of popular fiction, as directed.
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 the appropriate staff.
7. At closing, lock doors and adjust hours of operation sign.
8. Serve as a member of the Circulation Services team, providing assistance, as needed, in Circulation (and, occasionally, in Technical Services).
9. Participate in training of Library staff. Serve as a paging resource to Library staff.
10. Uphold the Library's mission and, at all times, impart a positive impression of the Library.
11. Be familiar with and facilitate the Library's policies and procedures.
12. Be familiar with and promote the Library's collections, services and programs.

To apply:

Send cover letter and resume to: hr@avonlake.lib.oh.us

Avon Lake Public Library is an affirmative action/equal opportunity
employer and public service agency.