

AVON LAKE PUBLIC LIBRARY

JOB POSTING

Position:	Substitute II (Adult and Children's Services)
Grade:	13 (non-exempt; hourly)
Hourly rate range:	\$13.26, DOQ/E
Application deadline:	November 1, 2022, 5 pm

PURPOSE: Performs the everyday duties of regular staff when substituting on public service desks in Adult and Children's Services.

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:

- 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.
- 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.

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.