

**JOB OPENING**

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<b>Title:</b>	Public Services Associate
<b>Grade:</b>	14 (non-exempt; hourly; bargaining unit)
<b>Hourly rate range:</b>	\$15.50 – 24.23, DOQ/E
<b>Hours per week:</b>	37.5 hours per week Schedule will include daytime, evening, and weekend hours.
<b>Description:</b>	Performs a variety of clerical and paraprofessional duties. Contributes to programming activities and collection development. <i>See attachment for a complete job description.</i>
<b>Area of focus:</b>	Technical Services
<b>Qualifications:</b>	High school education or equivalent and related experience or any equivalent combination of experience and training. Bachelor's degree preferred. Experience in a science-related field desired.
<b>Benefits:</b>	Includes paid vacation and sick leave. Eligible for healthcare coverage.

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**To apply:** Send cover letter and resume to [hr@avonlake.lib.oh.us](mailto:hr@avonlake.lib.oh.us)

**Application deadline:** May 23, 2026

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

## **JOB DESCRIPTION**

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Job Title: **Public Services Associate**  
Grade: 14

FLSA Status: Non-exempt / Hourly  
Date: 05.13.2026

### PURPOSE

- Performs a variety of clerical and paraprofessional duties.
- Contributes to programming activities and collection development.

### ESSENTIAL JOB FUNCTIONS

- Performs clerical and paraprofessional duties at the public service desks.
- Contributes to collection development and maintenance.
- Contributes to programming activities, including design, preparation, and set-up.
- Assesses situations and troubleshoots to identify effective solutions.
- Promotes and maintains a thorough knowledge of library services and programs.
- Monitors and suggests corrections to the online catalog.
- Attends meetings, workshops, and training events and serves on committees.
- Assists with the preparation of displays.
- Assists with training new staff.
- Performs a variety of special projects, in various departments, as needed.
- Provides concise, timely, and accurate information, internally and externally, among all organizational levels and with all appropriate people through both verbal and written methods.
- Upholds the Library's mission and imparts a positive impression of the Library.

### QUALIFICATIONS

#### **Knowledge, Skills, and Abilities:**

- Willingness and ability to acquire knowledge of library operations 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, including the willingness and ability to learn techniques and methods and to follow instructions and implement directives.
- Demonstrated general understanding of computer skills, including online resources, and ability to learn new technology.
- Superior customer service skills and ability to work collaboratively with others to achieve organizational goals and objectives.
- Demonstrated attention to detail, regarding accuracy and consistency.
- Flexibility in scheduling to meet the needs of the Library.

#### **Education, Training and Experience:**

- Requires a high school education or equivalent.
- Bachelor's degree preferred.

*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.*

**EMPLOYEE ACKNOWLEDGEMENT**

I have read this job description and discussed it with the manager/supervisor.

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Employee

\_\_\_\_\_

Date

\_\_\_\_\_

Manager/Supervisor

\_\_\_\_\_

Date