JOB OPENING

avon lake PUBLIC LIBRARY

Title:	Student Page
Grade:	11 (non-exempt; hourly)
Hourly rate range:	$11.10 – 14.25, DOQ/E
Hours per week:	Minimum 8 hours per week Schedule will include evening and weekend hours.
Description:	Shelves library materials, provides assistance with program preparation and meeting room set-up, and serves as the greeter in DiscoveryWorks. *See attachment for a complete job description.*
Qualifications:	Demonstrated physical agility and stamina to lift, bend, stand and walk, including ability to manipulate book carts, weighing up to 100 pounds. Ability to work effectively without close supervision.

To apply:	Send cover letter and resume to hr@avonlake.lib.oh.us
Application deadline:	Until filled

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

JOB DESCRIPTION

Job Title: **Student Page**
Grade: 11

FLSA Status: Non-exempt / Hourly
Date: 06.15.2023

PURPOSE

- Shelves library materials in an accurate and timely fashion.
- Serves as the greeter in DiscoveryWorks.

ESSENTIAL JOB FUNCTIONS

- Shelves library materials, accurately and efficiently.
- Provides assistance with collection maintenance.
- Greets and directs visitors on the purpose and proper use of DiscoveryWorks.
- Maintains DiscoveryWorks exhibit area, including housekeeping duties.
- Provides assistance with program preparation and meeting room set-up.
- Assesses situations and troubleshoots to identify effective solutions.
- Promotes and maintains a thorough knowledge of library services and programs.
- 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 / 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.
- Demonstrated initiative; ability to work effectively without close supervision.
- Demonstrated interpersonal skills, including the ability to communicate and work effectively with others, including all types and ages of people.
- Demonstrated attention to detail, regarding accuracy and consistency.
- Demonstrated problem-solving and organizational skills.
- Willingness and ability to acquire knowledge of library operations and procedures.
- 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 basic computer skills, including online resources, and ability to learn new technology.

- Flexibility in scheduling to meet the needs of the Library.

Education, Training and/or Experience

- Entry-level position

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 my manager/supervisor.

_____ _____
Employee Date

_____ _____
Manager/Supervisor Date