



SUBSTITUTE ADULT SERVICES ASSISTANT

2 OPENINGS

Application Deadline: Applications received by August 31, 2018 will receive first consideration.
Position open till filled.

Position Title: Substitute Adult Services Assistant
Classification: Library Assistant III
Hours /FLSA status: As needed, non-exempt
Location: All Library Locations
Starting Hourly Wage: **\$13.89 hourly**
Reports to: Head of Adult Services/Assistant Manager

Position Summary: Provides direct reference and reader's advisory service to the public, and contributes to Adult Services support activities, including replenishing materials in displays and registering patrons for library programs. Provides assistance to the public on e-content and devices.

Essential Job Functions: *This list is illustrative, but not exhaustive for this position.*

- Provides direct reference, instruction, and reader's advisory service to the public.
- Provide direct research assistance to the public in person, by phone, and online using print and digital sources.
- Help public locate library materials to read, listen to, or view.
- Instruct the public in use of library resources, including but not limited to training to use the library catalog, internet, computers, databases, digital services, and e-content devices.
- Request materials for patrons from sources outside GCPL system.
- Replenishing materials in library displays, registering patrons for library programs, and other duties as assigned.

Minimum Knowledge, Skills, Abilities and Other Characteristics:

- General knowledge of the library and literature.
- Strong competence in computer skills and online resources, and the ability to learn and work with a variety of new technologies.
- Excellent customer service and communication skills.
- Able to work with people of all ages, including staff, volunteers, and the general public.
- Ability to teach adult learners in a one-on-one setting.
- Willingness and adaptability to work in a changing work environment.

Minimum Education, Experience, and Licensing Requirements:

- Bachelor's Degree
- Reliable transportation to work and job related functions.
- Availability to work when needed, sometimes on short notice.

Physical Requirements:

- Able to use hands and fingers, grasp, handle, feel, or operate objects, tools, or controls - including computers, phones, and office equipment.
- This position requires alternate standing, sitting, and walking.
- Must be able to bend, reach, and have the ability to lift up to 10 pounds routinely and 40 pounds or more occasionally.
- Able to read computer screens and print materials, and hearing sufficient to listen to and understand patrons in person and one the phone.

If interested provide: Resume, work references and Geauga County Public Library application.
Application available online at: <http://divi.geaugalibrary.net/28458-2/career-opportunities/>

Apply Online: **GCPL.recruiting@geaugalibrary.net**

Gauga County Public Library – Administrative Center

12701 Ravenwood Drive, Chardon, OH 44024

posting date 8/20/2018