Adult Public Services Assistant Substitute

Hours: Vary depending on need: Mornings, Afternoons, Evenings, and some Saturday/Sundays.

Salary: $13.00 per hour

The Wickliffe Public Library, an award winning library, is looking for an individual with a cooperative, flexible, optimistic, and positive attitude to work with staff and the public.

Responsibilities & Knowledge:

- Provides direct library service such as reference, programming, reader’s advisory, outreach, emerging technologies, and material selection at the adult reference desk.
- Broad reading background, particularly in the area of adult literature.
- Strong communication, interpersonal, public speaking skills, and superior customer service skills.

Qualifications/Knowledge:

- Must have a genuine passion for working with people and the community.
- College graduate, preferred, but not required.
- Experience working in a public library preferred, but not required.
- Proficient in the use of computers and emerging technologies preferred.
- Familiarity with Clevnet a plus, but not required.

Deadline: Friday, November 8, 2019, 6:00 pm
Submit a **letter of interest** to Monica Gregory, Adult Public Services Manager, and Wickliffe Public Library, 1713 Lincoln Road, Wickliffe OH 44092 or jobs@wickliffe.lib.oh.us.

Our job description may be found at: [http://wickliffepl.org/employment/](http://wickliffepl.org/employment/)