JOB POSTING  
October 12, 2020

<table>
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<th>Position Title</th>
<th>Associate – 20 Hrs. (Adult Services)</th>
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QUALIFICATIONS  
- Ability to work with the public  
- Strong computer skills  
- Flexibility on hours  
- Bachelor’s Degree or equivalent experience required  
- Library experience preferred

BRIEF JOB DESCRIPTION  
Under supervision of Adult Services managers, assists patrons in locating materials or information, assists with library computer and other equipment and processes. Plans and implements programs for patrons. Creates and stocks displays. Compiles booklists, bibliographies, etc., as requested. Responsible for providing excellent customer service.

HOURS  
20 hours per week. Daytime, evening and weekend hours required

JOB CLASSIFICATION  
Associate, Salary Grade 300, Range - $13.60 to $18.40, Non-Exempt

DEADLINE  
Friday, October 23, 2020

EQUAL OPPORTUNITY EMPLOYER  

Questions regarding any open position should be directed to Human Resources at (440) 250-5453. For your convenience, applications are available at the Reception Desk or on our website: www.westlakelibrary.org.