JOB POSTING
March 11, 2022

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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 the Adult Services manager, 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, March 25, 2022

EQUAL OPPORTUNITY EMPLOYER

Questions regarding any open position should be directed to Human Resources at (440) 250-5452.
For your convenience, applications are available at the Reception Desk or on our website: www.westlakelibrary.org.