

JOB POSTING

May 6, 2024

Position Title	Associate – 20 hrs. (Adult Services) two positions available
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QUALIFICATIONS

- Ability to work with the public
- Strong computer skills
- Knowledge and understanding of technology and ability to learn about new technologies
- Flexibility on hours
- Bachelor's Degree or equivalent experience required
- Library experience preferred

BRIEF JOB DESCRIPTION

Under supervision of the Adult Services Assistant Manager, assists patrons in locating materials and information, assists with library computers and other equipment and technology. 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 - \$13.80 to \$19.48
Non-Exempt

DEADLINE

Monday, May 20, 2024

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/wppljobs.