

Position Description

EAST CLEVELAND PUBLIC LIBRARY

An Equal Opportunity Employer

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Job Title:	Substitute Library Associate
Immediate Supervisor:	Executive Director
Department:	Public Services
FLSA Status:	Non-Exempt
Grade:	20
Date:	6/2014

PURPOSE

Under general supervision, the Substitute Library Associate provides general library services to patrons. The Substitute Library Associate is called to fill in when other library employees are not available to work or when additional staff is needed.

ESSENTIAL JOB FUNCTIONS

1. Provides general reference services to patrons; responds to questions from patrons in person and over the telephone; retrieves requested materials for patrons.
2. Performs Reader's Advisory services and recommends materials to patrons
3. Enters reserve and interlibrary loan request for patrons, schools and organizations
4. Directs patrons to appropriate area of the library; assists patrons in using library equipment; compiles subject bibliographies; conducts library tours
5. Assists with maintaining the adult collection including weeding and shifting
6. Maintains knowledge of available material developments, trends and patron preferences
7. Assists with maintaining department files, records and indexes
8. Oversees processing of interlibrary loans
9. Prepares interlibrary loan reports; maintains interlibrary loan files
10. Performs additional duties and assignments as requested.

REQUIRED QUALIFICATIONS

Bachelor's degree and minimum of one (1) year of library experience or an equivalent combination of education, training and experience.

Ability to define problems, collect data, establish facts and draw valid conclusions; plan, schedule and organize work; prepare meaningful, concise and accurate reports;

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communicate effectively in written and oral form; develop good rapport with library patrons, supervisors and co-workers.

PREFERRED QUALIFICATIONS

Knowledge of library policies and procedures*; library science and technology; electronic information resources; automated systems; computer software*.

May be acquired after hire

PHYSICAL AND MENTAL DEMANDS

Work requires bending, standing, stooping and lifting, and reaching high bookshelves for long periods. Work may require pushing or pulling filled library carts and lifting up to 50 pounds of materials.

WORK CONDITIONS

An individual who poses a direct threat to the health and safety of other in the workplace will be deemed not qualified for this position.

CONTINGENT OFFER OF EMPLOYMENT

In the initial recruitment process you are advised that your acceptance of this position with the East Cleveland Public Library is with the understanding that the final appointment is contingent upon successful completion of a background investigation. We will contact you as soon as the background check process has been completed. Assuming successful completion of a background check your employment will remain in place and if discrepancies arise in the background check your employment will cease immediately.

Name: _____

Date: _____

Revised: June 18, 2014

