

JOB TITLE: Public Service Assistant
CLASSIFICATION: Grade 9 (part-time)
GENERAL DESCRIPTION: Performs a variety of functions and tasks associated with Circulation, Computer, and Reference services under professional guidance from the managers of the respective service areas and formal supervision under the Public Service Supervisor.

EXAMPLES OF WORK:

- Registers library cards, checking in, checking out, checking patron accounts
- Processes Interlibrary Loan requests and items received
- Helps patrons with logins and procedures for computer area
- Helps patrons with photocopier, fax machine, and other equipment
- Assists with magazines, newspapers, and Business Reference materials
- Helps patrons with searching Polaris and finding materials
- Helps patrons with auto repair manuals and the Mitchell software database
- Helps patrons with using wi-fi and e-resources
- Answers basic informational and directional questions
- Assists with creating and promoting library's events and services
- May assist with one-on-one computer training
- May assist with readers' advisory and collection development
- May assist with other ILL processes and statistics gathering
- May assist with maker space area when needed
- Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Basic knowledge of modern principles and practices of library organization, procedure, policy, materials, aims and services; knowledge of technical library and database management tasks; good judgment; orderliness; accuracy; tact; adaptability; ability to get along well with others; ability to communicate pleasantly and effectively with general public and library staff.

MINIMUM QUALIFICATIONS:

1. High school diploma required. Some training past high school preferred
2. Proficiency with computers required
3. Some subject knowledge developed through work experience
4. Evening and weekend work required
5. Kansas driver's license
6. Good health

PHYSICAL DEMANDS OF POSITION:

Lifts and carries up to 25 lbs.

Pushes up to 60 lbs. of books on carts

Sitting, standing, walking, climbing, and stooping

Bending, twisting, and reaching

Talking and hearing

Handling, processing, picking up, and shelving of books and materials

Keyboarding, writing, filing, and sorting paperwork

EQUIPMENT USED: Typewriter, cash register, desktop computer, laptop computer, telephone, fax machine, photocopier, paper cutter, audio/video devices, data projector, book scanner, image scanner, color printer

01/08/2019