

POSITION DESCRIPTION
CARNEGIE PUBLIC LIBRARY
An Equal Opportunity Employer
Page 1 of 2

Job Title: **PUBLIC SERVICES ASSISTANT I**

Immediate Supervisor: Head of Adult Services, Head of Children's Services
or Branch Supervisor

Positions Supervised: None

JOB RESPONSIBILITIES:

Under general supervision, the Public Services Assistant I assists customers at the circulation desk and answers simple requests for information..

QUALIFICATIONS:

- High school diploma or equivalent

WORKING CONDITIONS:

- Must be able to work a flexible schedule, including evenings and weekends
- Must be able to lift 10 lbs. regularly; 20 lbs. occasionally
- Must be able to shelve and retrieve materials from top and bottom shelves

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

Pay Grade: 9
Overtime:
Non-Exempt Exempt
Admin. Prof. Exec.

CARNEGIE PUBLIC LIBRARY

KNOWLEDGE OF:

- Library policies and procedures *
- Dewey Decimal Classification System *
- Library Automation System*
- Public use library equipment*
- Computer software*

SKILLS AND ABILITIES TO:

- Communicate courteously and clearly in writing, in person and on the telephone
- Interact and respond appropriately to patrons and staff
- Maintain confidentiality

* May be acquired after hire

% of Time

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)

90%

PUBLIC SERVICE

- * Provides general reference services to patrons
 - Responds to questions from patrons in person and over the telephone
 - Checks shelves for requested materials
- * Checks library materials in and out on computer system
- * Processes renewals
- * Reserves library materials for patrons
- * Assists patrons in the use of library equipment
- * Issues library cards
- * Empties book drop
- * Notifies patrons when library reserve materials are available or cancelled
 - Reserves equipment and schedules meeting room
 - Photocopies and faxes materials for patrons, as required
- * Collects and records fines and fees
- Registers voters and seniors for Golden Buckeye Card

10%

SHELF MAINTENANCE

- * Shelves library materials according to the proper filing order
- * Transports library materials from one location to another
 - Searches shelves for incorrect placement of library materials
 - Straightens shelves and shifts library materials
 - Assists in preparing displays and posters, as requested
 - Performs additional duties and assignments, as requested

* Denotes an essential function of the job

Employee Signature:

Date: