



# Peter White Public Library – Job Description

## Adult Services Assistant

AFCME Classification: Non-Supervisory, Public Desk Staff – Adult Services

Supervisor Title: Adult Services Department Head

Weekly Hours: 20-24/week

FLSA Status: Non-Exempt

Benefits: PTO and Paid Holidays

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### **Position Purpose:**

Provide reference services by answering inquiries and providing instruction in the use of library resources. Organize and maintain collections as assigned.

### **Education and/or Experiences Qualifications:**

To perform this job successfully, an individual must have the following education and/or experience:

- Bachelor's degree or significant related experience.
- A minimum of two years of related experience required.
- Excellent oral and written communication skills.
- Experience with standard word processing and spreadsheet software.
- Experience using library computer application and Internet resources including databases and online catalogs.
- Ability to work independently and with a team of co-workers.
- Demonstrated ability to use good judgment in all situations.
- Possess a proactive public service philosophy.

### **Position Essential Functions and Responsibilities:**

- Provide reference assistance to patrons of all ages and abilities in person, by phone, mail, e-mail, or chat under the general direction of the Adult Services Librarian utilizing resources in a variety of formats.
- Work regularly scheduled hours at reference desk.
- Assists in maintenance with supervisor.
- Provide technology troubleshooting and one-on-one computer instruction to patrons. This includes but is not limited to the use of information resources, including computers, computer software, informational databases, printers, laptops, tablets, smartphones, microfilm reader-printers, photocopier, and other devices. Must be able to adapt to emerging technologies.
- Compile indexes, bibliographies, inventories, and other records to assist in the use of various library collections.
- May run or assist in running library programs for adults.
- Make suggestions to patrons for reading and research materials including researching topics of interest to create monthly book displays.
- Explain library policies and procedures to patrons in a manner that ensures positive customer relations.
- Meet US Department of State requirements to become an authorized Passport Agent, and process passport applications for library patrons.
- Record and maintain various user statistics and other department records.
- Collect service fees as appropriate.
- Create posters, bookmarks, flyers, and press releases for upcoming events sponsored by the Adult Services Department.



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- Utilize the PWPL microfilm and/or UPLINK collections to write a month's worth of Superiorland Yesterdays for the Mining Journal, as assigned.
- Schedule proctored exams for students requesting this service.

### **Workplace Cultural Expectations**

The Peter White Public Library strives to make its employees feel safe, respected, valued, and trusted. Since employees play a vital role in determining the library's culture, employees are expected to demonstrate a commitment to the following standards:

Workplace Cultural Expectations – (<https://pwpl.info/wp-content/uploads/2021/04/Workplace-Cultural-Expectations-2020.pdf>)

ALA Bill of Rights - (<http://www.ala.org/advocacy/intfreedom/librarybill>)

ALA Code of Ethics - (<http://www.ala.org/tools/ethics>)

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee frequently is required to:
  - Stand, walk, and sit
  - Use hands and fingers to handle books, paper, and technology
  - Speak and listen to others
  - See and read
  - Reach with hands and arms
  - Stoop, kneel, crouch, or crawl
- The employee must be able to lift and/or carry objects weighing up to 25 pounds.
- The employee must frequently push, pull, and maneuver full book carts.