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 [x] 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: ___________________________

Revised 8/08/2006