



Revised 07/2021

JOB TITLE		DEPARTMENT	JOB LEVEL
Creative Specialist		Makery	VI
CLASSIFICATION	REPORTS TO	SUPERVISES	
Non-Exempt	Assistant Director	n/a	

JOB PURPOSE: To assist the public in using the makerspace and equipment. To create a hands-on learning environment and help users transform their ideas into reality.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsibilities will include some combination of the following:

- Provide excellent customer service to patrons of diverse ages and abilities.
- Assist patrons with Makery equipment.
- Assist patrons with creative projects.
- Complete 3D print requests.
- Promote the use of the Makery and the Library.
- Facilitate ongoing activities in the Makery.
- Teach technology and maker classes.
- Troubleshoot equipment and technology.
- Report technology problems.
- May perform basic maintenance on equipment in the Makery.
- Perform other duties as time and service levels permit.
- Works on special projects as assigned.
- Maintain up-to-date knowledge of technology offered at the Library.
- At least half of work time is spent standing or walking. Must work day, evening, and weekend shifts as scheduled.
- Commitment to creating a hands-on learning environment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Windows, Mac, Android, and iOS operating systems and software.
- Basic knowledge or ability to learn design/editing software including Adobe Creative Cloud.
- Aptitude with creative/maker technology software and equipment.
- Ability to handle a variety of situations using independent judgment.

- Experience providing group and one-on-one technology instruction.
- Ability to interact patiently and pleasantly with people of all ages.
- Ability to work independently and as a member of a team.
- Ability to read, write, and communicate effectively.
- Attention to detail, accuracy in work, and receptiveness to change.

PREFERRED:

- Experience in working with the public.
- Previous work experience at a Library.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Ability to operate technology, including computers; Work may include prolonged periods of standing; Ability to work scheduled hours, which may include days, evenings, and weekends, and meet general attendance requirements. Commitment and respect for diversity, equity and inclusiveness.

QUALIFICATIONS: High school diploma.

WILL TEACH: Makery polices/procedures and Library routines.

The Elmhurst Public Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Library will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENT

I have read and understand the essential duties, responsibilities and essential functions of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job duties and responsibilities may change as necessitated by the Library's operational demands.

Employee's Signature

Date