



10/2021

JOB TITLE		DEPARTMENT	JOB LEVEL
Library Specialist		Adult Services	VI
CLASSIFICATION	REPORTS TO		SUPERVISES
Part-time Non-Exempt	Head and Assistant Head of Adult Services		n/a

**JOB PURPOSE:** To assist the public in accessing Library services, materials and technologies in person, remotely and through Library programs.

**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.**

- Provides assistance to patrons with technology, including Library hardware and software (e.g. computers, copy machines, printers, scanners, creative studio equipment, etc.) and patrons' personal devices.
- Develops, leads and assists others with technology classes and other public programs.
- Assists patrons with finding library materials and basic information. In-depth questions or issues outside the scope of the Technology Assistant are referred to librarians.
- Works on special projects as assigned.
- Maintains up-to-date knowledge of technology offered at the Library.
- At least half of work time is spent standing or walking.
- Works day, evening, and weekend shifts as scheduled.
- Fosters a public service and staff workplace atmosphere that aligns with the mission, vision, values and culture statement of the Library.
- Actively participates in Department and Library-wide programs, services and initiatives.
- Incorporates or considers the impact of integrating principles of diversity, equity, inclusion, and accessibility in all work.
- Performs other duties as assigned, such as creating and implementing displays and other special projects.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Proficient knowledge of computers, mobile devices, creative technology, prevalent software (e.g. Windows, MacOS, Microsoft Office, Adobe), and the Internet.
- Ability to work independently.
- Attention to detail.

- Strong interpersonal skills, ability to interact pleasantly and with great patience with children and adults.
- Excellent verbal and written communication and social skills.
- Personal dedication to public service and strong customer service skills
- Commitment to patron access and confidentiality.
- Ability to:
  - effectively speak in public.
  - anticipate and creatively solve problems.
  - handle fast-paced, often multiple, inquiries from the public.
  - work independently.
  - collaborate constructively on group projects.
  - positively adjust to change.

**PREFERRED:**

- Experience working with the public.
- Experience facilitating group interactions/events
- Knowledge of basic library organization.

**ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS:**

- Work may include prolonged periods of sitting, computer use, standing, stooping, bending, reaching, lifting/transporting materials and walking.
- Maneuvering throughout library;
- Visual acuity sufficient to read fine print and numbers in order to read, find and shelve materials;
- Aural acuity sufficient to understand speech in person, on telephone and over the Internet;
- Ability to operate technology, including computers.
- Ability to read, write and communicate effectively.

**QUALIFICATIONS FOR APPOINTMENT:** High School Diploma.

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.

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**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.

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Employee's Signature

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Date