

Position Description – Staff

Title:	Adult Services Assistant
Department:	Adult Services
FLSA Status:	Nonexempt
Employment Status:	Full time or part time
Classification:	Assistant / Clerk II
Supervisor’s Title:	Adult Services Manager
Positions Supervised:	None
Fiscal Responsibility:	No
Last Revision:	September 2024

GENERAL SUMMARY

The Adult Services Assistant provides assistance with technology and access to Library resources, offers guidance on print and digital resources, and assists with adult programming,

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Skill in customer service.
2. Skill in public speaking and delivering presentations.
3. Ability to work independently and with co-workers in a wide variety of situations with minimal supervision.
4. Ability to plan and conduct programs for the department’s audiences.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Maintains respect for confidential information at all times.
2. Assists patrons and staff with use of the Library’s technology and equipment.
3. Provides reference and technology services to individuals, groups, and agencies within the Library system.
4. Develops and presents department and outreach programming as assigned.
5. Assists with weeding, setting up displays, and other projects as assigned.
6. Assists in the conduction of Library and Museum tours.
7. Makes recommendations for collection development.
8. Performs light housekeeping as necessary to maintain a clean and safe environment.
9. Supports the vision, advances the mission, and embodies the core values of **Integrity, Equality, Service, Innovation, and Teamwork** of the Sandusky Library.



- 10. Complies with Sandusky Library’s policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the position, including [but not limited to] work scheduling and attendance, customer service, use of Library property, technology use, personal conduct, and confidentiality.
- 11. Other duties as assigned.

POSITION QUALIFICATIONS

- Education: High School diploma or equivalent is required.
- Certifications or licensure: None.
- Years of relevant experience: Two or more years is preferred.
- Years of experience supervising: None.
- A valid driver's license, automobile insurance, and reliable personal transportation is not required.

COMPETENCIES – STAFF

1. Adaptability	5. Patron awareness
2. Communication	6. Organized
3. Customer service	7. Problem solving
4. Innovative	8. Teamwork

PHYSICAL DEMANDS AND WORKING CONDITIONS

- 1. The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
- 2. The noise level in the work environment is usually quiet.
- 3. This position is performed in an office setting although off-site meetings in various settings occur.
- 4. Lifting light objects up to 50 pounds and carrying them short distances [50 feet or less] is required. Pushing carts of library materials up to 150 pounds is required.
- 5. Working irregular hours, including evenings and weekends, is required.
- 6. No local travel by personal automobile is required. Occasional overnight travel may be required.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description. Reasonable accommodations will be made for persons with disabilities covered by the Americans with Disability Act [ADA] in accordance with its requirements.