

PROSPECT HEIGHTS PUBLIC LIBRARY

- I. JOB TITLE:
Adult Services Assistant
- II. JOB CLASSIFICATION:
Library Assistant III
- III. JOB SUMMARY:
Selects, and maintains a multilanguage collection. Creates programs for multilanguage community. Provide high quality reference service to all patrons. Assist other librarians with projects as needed.
- IV. DUTIES AND RESPONSIBILITIES:
 - A. MAJOR DUTIES
 1. Selects and maintains the language collection (Polish, Russian, Korean and Spanish)
 2. Creates programs to support the libraries language collection
 3. Assist patrons in using Library resources.
 4. Act as a passport acceptance agent.
 - B. MINOR DUTIES
 1. Perform minor computer troubleshooting
 2. Attend workshops and meetings if possible
 3. Perform other duties as assigned
- V. THE RELATIONSHIPS AND REQUIREMENTS OF THE POSITION:
 - A. Reports to the Head of Adult Services.
 - B. Works extensively with the public.
 - C. Coordinates with other library departments.
 - D. Previous Library experience required. LTA or MLS or equivalent preferred.
 - E. Ability to effectively use the Internet as a reference tool.
 - F. Competency with computers and Microsoft Office.
 - G. Able to work a flexible schedule, including mornings, afternoons, evenings and weekends.
- VI. PHYSICAL REQUIREMENTS OF THE POSITION:
 - A. Ability to read different sizes print on books and online.
 - B. Ability to stand and walk for extended periods of time. Frequent kneeling or crouching required.
 - C. Ability to effectively communicate both in writing and verbally.
 - D. Ability to move freely (with or without assistance) and to reach materials on shelves.
 - E. Ability to lift up to 25 lbs of books and push a cart of up to 100lbs of books.
 - F. Ability to legally operate a passenger vehicle.