

Deerfield Public Library

Job Description

Collaborative Workspace Assistant

Part Time / 25 Hours Per Week / Starting at \$16.66 Per Hour

4-5 shifts per week including evenings and weekends.

Schedule may change to accomodate maker space usage.

Job Summary

The Collaborative Workspace Assistant is responsible for various day to day operations of the makerspace including equipment maintenance, planned activities and programming. You provide consistent and friendly service to patrons of all ages and abilities within the space while maintaining an atmosphere conducive to learning and collaborating through technology.

Essential Job Functions

- Design and lead diverse programming and activities within the makerspace for patrons of all ages and abilities.
- Train patrons on and provide support for makerspace related equipment and activities
- Operate and maintain makerspace equipment
- Track and create reports based on makerspace usage, establish performance benchmarks, gather and analyze statistics
- Write procedure manuals and guidelines for makerspace equipment and activities
- Maintain inventory and supplies within the makerspace
- Works with the IT department to assist in all aspects of the daily operation and use of the makerspace
- Other duties and projects as assigned

Interactions

The Collaborative Workspace Assistant interacts heavily with the staff of the Information Technology Department, other Library departments, managers, patrons, residents, vendors and professional colleagues.

Scheduling

This position will have an established schedule with occasional and requires working during any of the hours that the Library is open, including evenings and weekends.

Requirements

- Sit or stand for periods of time up to 3 hours
- Paying attention to detail for periods up to 3 hours
- Strong interpersonal and communication skills (oral and written)
- Moving freely to reach materials on shelves, with or without assistance
- Safely pushing carts loaded with up to 100 lbs. of materials and safely lifting boxes of up to 40 lbs. of Library materials and supplies, with or without assistance

- Quickly and accurately placing items in alphabetical or numerical order
- Typing accurately and rapidly
- Looking at a computer screen and retrieving and processing information for periods up to 3 hours
- Climbing on ladders and working within ductwork

Qualifications

- Associates degree in related field or equivalent experience
- Robust computer and technology skills
- Demonstrated familiarity with makerspaces and related technologies
- Experience in planning and leading programming or classes
- Strong customer service skills

Disclaimer

This description is not a complete list of specific duties and responsibilities. It does not limit or modify the right of the Library Director to assign, direct, and control the work of the Collaborative Workspace Assistant.

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