

POSITION DESCRIPTION
CLARK COUNTY PUBLIC LIBRARY

An Equal Opportunity Employer

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Job Title:	MAKERSPACE SPECIALIST
Department:	Branch
Immediate Supervisor:	Branch Manager
Positions Supervised:	None
Work Coordinator For:	Library Assistant - Branch, as assigned
FLSA Status:	Non-Exempt

JOB RESPONSIBILITIES:

Under general supervision, the *Makerspace Specialist* provides prompt, accurate assistance for patrons in utilizing library resources and services. Helps manage, develop, and deliver innovative maker programming for all ages in a creative environment.

QUALIFICATIONS:

- Associate's degree, STEAM-related field preferred
- Strong customer service orientation; one year of experience serving the public preferred
- Proficiency with PCs, electronic devices, and MS Office software
- One year of library, Makerspace, or technology instruction experience preferred
- or
- An equivalent combination of education, training, and experience at the discretion of the Director and/or the Board of Trustees

WORKING CONDITIONS:

- Must be able to work a flexible schedule, including evenings and weekends
- May occasionally be required to work overtime

PHYSICAL REQUIREMENTS

- Job requires physical strength and flexibility necessary for the job. Ability to operate tools, controls, and various Makerspace equipment, walk, reach, sit, see at close range and distance, talk, hear, bend, reach, and stoop in order to perform job duties. Frequent computer usage. Occasionally lift or move objects up to 25 pounds and transport objects (assisted) up to 50 pounds, such as equipment or supplies. Stand or walk for extended periods of time. Occasional travel for training and outside programs. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions and/or for the interview process.

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

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KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> • Makerspace equipment, software, and processes* • How to assess patron research needs and provide readers advisory • PCs, electronic devices, MS Office software • Current and emerging DIY technology and trends • Instruction techniques for the use of various forms of technology, including digital devices* • Library resources and services • Library policies and procedures • Dewey Decimal Classification System • Wide range of books and authors • Integrated automation system • Supervisory methods* • Weeding methods* 	<ul style="list-style-type: none"> • Operate computer, electronic resources, and Makerspace equipment, applications and software • Consistently present Clark County Public Library in a positive and professional manner and adhere to CCPL guidelines and procedures • Communicate effectively in written and oral form • Interact and respond appropriately to patrons • Maintain effective working relationships with supervisor and co-workers; contribute to a team environment • Maintain confidentiality • Prioritize, plan, schedule, and organize multiple tasks • Search internet and databases efficiently • Obtain new skills and knowledge of library technologies • Maintain regular and reliable attendance • Observe a flexible schedule as needed

* May be acquired after hire

% of Time	ILLUSTRATIVE DUTIES: <i>(The duties listed below are not all-inclusive. Rather, they illustrate the type of work assigned to a position incumbent. All essential functions of the job are noted by ★. The percentage of time allocated to each group of duties is approximate.)</i>
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60% PUBLIC SERVICE – MAKERSPACE

- ★ Actively promotes and markets the use of the library and library resources/programs
 - Trains and demonstrates Makerspace technology to staff and patrons
 - Prepares and obtains training materials
 - Applies customer service skills to enhance the level of user satisfaction
- ★ Designs, initiates, plans, hosts, and conducts various programs and activities to use the Makerspace by children, teens, and adults
 - Works with various Makerspace equipment, software, and processes, including 3D printers, heat press, burn table, etc.
- ★ Maintains and troubleshoots the library's Makerspace technology, peripherals, devices, and networks
 - Informs staff of updates or changes to equipment and/or procedures
 - Logs issues with appropriate staff
 - Orders and maintains necessary supplies
 - Develops and updates training materials and procedure manuals for Makerspace technology
- ★ Maintains and increases knowledge of current and emerging technology and trends through attendance at meetings, conferences, and in-service training sessions

30% PUBLIC SERVICE – GENERAL ASSISTANCE

- ★ Exhibits commitment to positive customer service when working with all library patrons
- ★ Performs circulation and reference services to patrons
 - Responds to questions from patrons in person and over the telephone
 - Assists patrons in locating library materials and in using library equipment

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% of Time	ILLUSTRATIVE DUTIES: <i>(The duties listed below are not all-inclusive. Rather, they illustrate the type of work assigned to a position incumbent. All essential functions of the job are noted by ★. The percentage of time allocated to each group of duties is approximate.)</i>
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PUBLIC SERVICE – GENERAL ASSISTANCE (Con’t.)

- Maintains knowledge of available materials and patron reading preferences, reads reviews and recommends materials to patrons
- Checks library materials in and out and maintains computerized patron accounts
- Enters library material information into computer system
- Notifies patrons when library materials are available; transfers reserves
- Collects fees, counts money, and prepares deposits
- Prepares and issues library cards
- Assists with opening and closing the library
- Processes reserve requests and interlibrary loans
- ★ Assists with library programs, reference, and outreach, including the use of the Online Public Access Catalog children’s computer stations, digital devices, gaming systems, and the internet
 - Assists with library tours and school and community visits
 - Assists with preparing and conducting programs for children and adults
- ★ Maintains shelves, organizes library materials, displays, shelves and furniture as assigned
 - Shelves library materials, transports library materials from one location to another, weeds and shifts materials
 - Reviews materials on order, tracks orders and follows up, if necessary
 - Recommends new and replacement materials, orders and processes new materials
- ★ Collaborates with other departments as necessary
- ★ Participates on library committees

5% SUPERVISORY SUPPORT

- ★ Supervises the work of the Library Assistant – Branch, as assigned
- ★ Assists supervisor in developing cooperation and teamwork within the department; keeps lines of communication
 - Provides on-the-job training
 - Monitors the work of employees, as assigned
 - Ensures compliance with policies and procedures
- ★ Assists with maintaining department files, records, and indexes

5% MISCELLANEOUS

- Performs additional duties and assignments, as requested

★ *Denotes an essential function of the job*

Employee Signature

Date