

Job Title: Support Specialist (Seasonal)	Salary Grade Level: 1B	FLSA Status: Non-Exempt
Reports To: Public Services Manager	Part-Time	Team: Public Services

Eckhart Public Library provides opportunities for access, creativity, and discovery at all stages of life while being progressive and proactive to serve their community's evolving needs.

Eckhart Public Library strives to provide an impartial environment in which individuals and their interests are brought together with ideas and information spanning the spectrum of knowledge and opinions. The library collection contains materials which provide the community with equitable access to information and materials for lifelong learning, enrichment, and recreational reading.

Job Overview

The Support Specialist assists in ensuring that Eckhart Public Library collections are orderly, clean, and well-maintained, and that items get returned to shelves promptly and properly. The Support Specialist may be assigned to a specific team depending on organizational need.

Essential Functions – What you will do at Eckhart Public Library

- Cleans and shelves items
- Checks in items from exterior and interior book drops
- Unpacks incoming deliveries and prepares outgoing deliveries
- Transitions items around the Library campus
- Checks that shelves are in the proper order and items are in good condition
- Physical processing of materials to prepare them for the shelf
- Works at public service desks across Library campus
- Gives lunch breaks and substitutes on public service desks
- Promotes the library by the practice of good public relations; works and communicates effectively with the public and other staff members
- Performs other duties as assigned

Education and Experience Required – What you need

- High school diploma or equivalent
- Fluent in English, both oral and written
- Ability to alphabetize and understand alpha-numeric arrangement classification such as the Dewey Decimal System

Preferred:

- Experience in a public library setting

Knowledge, Skills, and Abilities – What you have

- Current knowledge of library trends, materials, practices, techniques and technology; exhibit a willingness to learn other applications as needed
- Knowledge of standard office software such as Microsoft Office applications, including Word, Excel, and PowerPoint
- Excellent organizational skills with a high degree of attention to detail
- Willingness to initiate and adapt to innovative practices

- Commitment to customer service
- Physical ability to operate computer and mobile technology devices.
- Physical ability to lift 30 pounds and push 60 pounds on wheels.

Eckhart Public Library – Who we are

Eckhart Public Library is a team. All Eckhart Public Library staff members are expected to be professional and respectful with colleagues, and to provide great customer service to our patrons. Staff members must be flexible and ready to adapt to change, passionate about our community and our patrons, able to respectfully and effectively communicate with coworkers, and enthusiastic about taking risks and learning.

All Eckhart Public Library staff members are expected to have a desire and demonstrated ability to serve the public and work with fellow staff members and volunteers with friendliness, tact, and diplomacy. Eckhart Public Library staff must be open to training opportunities by other staff members, and be willing to train others, including staff, volunteers, and patrons.

Eckhart Public Library takes patron privacy very seriously. All staff members of Eckhart Public Library must have a commitment to handling confidential and sensitive information appropriately.

All Eckhart Public Library staff members are expected to abide by the library's mission, vision, and staff values; staff handbook; and policies approved by the Eckhart Public Library Board of Trustees.

Work Environment

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and abilities required. Eckhart Public Library provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all responsibilities and qualifications required of the job.

Date Created: August 2, 2021

Date Approved: August 11, 2021