

JOB TITLE: Makerspace Assistant

DEPARTMENT: Administration

REPORTS TO: Assistant Director

CLASSIFICATION: Group 4

STATUS: Non-Exempt

**OBJECTIVE:**

To provide technology assistance and instruction to patrons in the Library's Makerspace and Media Lab. To assist in the day-to-day operations of the Makerspace and Media Lab by troubleshooting equipment and assisting with the organization and maintenance of the Makerspace.

**DUTIES:**

1. Understands and carries out the Library's policies and procedures.
2. Instructs patrons on the use of Makerspace equipment through classes, one-on-one instruction, and through responding to drop-in questions.
3. Assists patrons with apps and software related to Makerspace and Media Lab equipment.
4. Perform basic troubleshooting and routine maintenance on equipment.
5. Assists with developing and leading maker programs and activities.
6. Assists with stocking, inventory, cleaning, and organization in the Makerspace.
7. Stays current on the latest technology trends in makerspaces including emerging technology.
8. Understands and enforces the Library's policies and procedures, while safeguarding confidential and restricted information.
9. Provides uniformly gracious and friendly service to all users and staff.
10. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. High school diploma.
2. Familiarity with makerspace equipment.
3. Two years of library experience or retail customer service experience.
4. Available to work evenings and weekends.

## KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to establish and maintain effective working relationships with staff and patrons.
2. Ability to perform excellent customer service and to communicate Library policies and procedures to staff and the general public.
3. Ability to work as a member of a team.
4. Ability to work independently.
5. Ability to handle multiple and simultaneous tasks.
6. Ability to remain calm in difficult situations.
7. Ability to troubleshoot minor problems with computers and equipment.
8. Knowledge of the makerspace equipment, software, and emerging technologies.
9. Willingness to learn new skills.

## TOOLS/EQUIPMENT USED:

1. Adobe Creative Cloud
2. Media creation and editing software
3. Apple apps
4. Windows, Mac OS, Office 365
5. Sewing and embroidery machines, heat presses, sublimation printers, die-cutting machines, laser cutters, 3D printers, other relevant equipment, and associated software.

## PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any

essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 11/21/2024

Revised and Approved 05/15/2025