

Job Title:	Makerspace Assistant II	Job Classification:	Assistant II
Department/Group:	Customer Services	Job #:	597
Location:	Indian Creek	Position Type:	12.5 hours/week average
Level/Salary Range:	\$17.19/hour	Schedule:	Every 3 rd Sun. 1:00pm – 5:00 pm Monday 5:30 pm – 8:30 pm Tuesday 5:30 pm – 8:30 pm Wednesday 5:30 pm – 8:30 pm Every 3 rd Sat. 10:am-5:00pm
HR Contact:	Leslie Ellsworth	Date posted:	June 21, 2019
Posting url:	http://www.olathelibrary.com/employment		
Application Deadline:			
FAX OR E-MAIL: (913) 971-6839 or ellsworth@Olathelibrary.org Subject Line: Attention: HR Department/Makerspace Assist II #597		MAIL: Leslie Ellsworth Olathe Public Library 201 E. Park St. Olathe, KS 66061	
Job Description			
<p>SUMMARY</p> <p>The makerspace at our new Indian Creek location is opening soon! Would you like to be part of building the best makerspace Olathe has to offer? If helping library customers use technology such as computers, 3D printers, laser cutters, vinyl printers, CNC machines and more sounds fun, then this could be a great job for you. Applicants should be very technologically inclined, familiar with maker activities and culture, and willing to learn and to teach about all the library has to offer.</p> <p>We need personnel to oversee the makerspace and facilitate maker activities and workshops. This position will require regular evening and weekend hours, and extensive interaction with and provision of assistance to library customers.</p> <p>Some of the activities you will be involved in:</p> <ul style="list-style-type: none"> • 3D Modeling and Fabrication • Laser Cutter • CNC Machine • Vinyl Printer/Cutter • Robotics • Automation • Computer Programming • Other STEM/STEAM activities (Science, Technology, Education, Arts, and Math) • Audio Visual production (including the creation of video and music content) • Teen gaming spaces • Other activities <p>ROLE AND RESPONSIBILITIES</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Know and explain library service available to customers • Assist library customers in the location and use of library materials, equipment and service technology. • Maintain effective courteous working relationships with all library customers and staff. 			

- Works as a team member with other staff and volunteers.
- Participates in the library planning process.
- Participates in library staff meetings and training directly related to their area of responsibility.
- Knows and enforces library policies in area of responsibility.
- Provides clerical assistance as needed within assigned department
- Consults with other staff to pool knowledge for the benefit of the user
- Develops and implements service and programming ideas under direct supervision.
- Begins troubleshooting equipment problems and reports to the appropriate staff

Specific Duties:

- Promote the use of the Makerspace.
- Assists customers in the use of tools, equipment, material, and software in the Makerspace
- Assists with implementing new and emerging technology, services and projects for the library’s makerspaces
- Perform basic maintenance on technology in the makerspace
- Provide basic instruction in makerspace software and hardware
- Ensure the cleanliness and safety of the makerspace, as well as the safety of the patrons and makerspace equipment
- Maintain materials inventory
- Demonstrates technology outside of the library at community events, including participation in local Maker gatherings.
- Duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

This position requires excellent written and verbal communication skills, the ability to work in a team environment, a “whatever it takes” work ethic, and an excellent customer service attitude.

Physical Requirements:

Work involves lifting or maneuvering up to 50 lbs. Standing and/or walking 50% of the time. Exposure to temperatures, fumes and/or chemicals, and loud noises.

Education and Experience:

At least 60 hours of college undergraduate credit and/or two years’ experience at the Assistant I level. Experience working with technology or makerspace activities in an educational setting.

PREFERRED SKILLS

Prefer at least one year of library, public service or related experience. Prefer candidates that have excellent technology troubleshooting skills and problem solving abilities. Prefer candidates who are knowledgeable of current and emerging digital and maker technologies.

Last Updated By:	Leslie Ellsworth	Date/Time:	6/17/2019
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