

Maranatha Baptist University
Job Description

Job Title: Public Services Assistant

Department:	Library	Supervisor:	Library Director
Employee Name:		Employee Classification:	S-2
Prepared by:	Kathleen Price	Date Updated:	5 May 2026

Summary

The Public Services Assistant is a part-time (28 hours per week) position responsible for the operation of the Circulation Desk, supervising and training library Student Staff, assessing and collecting fees and fines, managing library material circulation, administering the Testing Service, processing library mail and on-going serial subscriptions, and providing point-of-need reference service.

Essential Duties

General expectations include but are not limited to the following:

- Manages the Testing Service
- Serves as fees and fines clerk for library money transactions
- Handles the enforcement of public library policies, procedures, and customer complaints
- Oversees ID card services; supplies, creation, and distribution
- Responsible for placing, tracking, and receiving purchase orders for library material and office supplies
- Holds primary responsibility for handling and routing calls to appropriate personnel
- Reconciles library finances with business office each month and helps prepare financial reports
- Assists in preparing administrative reports for the Library Committee and the Board of Trustees
- Facilitates Inter-Library Loan with WISCAT and directly with other libraries as needed
- Supervises the Circulation and Testing areas and student staff as needed
- Functions as the general reference liaison
- Flexibility, team spirit, and willingness to work evenings and/or weekend hours as needed.
- As an employee of Maranatha, you are expected to help accomplish the mission in ways that include but are not limited to: leading students in prayer, giving Biblical advice, mentoring in spiritual matters, helping students develop Christian maturity, and teaching the Word of God. This leadership of students should be accomplished through direct communication with the students, and it must also be accomplished by the example you set in your personal life both at and away from the ministry.

Additional Duties

- Staff circulation desk as well as open and close the library as needed
- Occasional teaching of information literacy classes and/or conducting library tours
- Runs reports pertaining to various job responsibilities as needed
- Functions as a contact person for vendors in coordination with the Library Director
- Prepares cost analysis for necessary supplies for budgeting purposes
- Assists in other projects as needed

Qualification Requirements

Required

- A bachelor's degree (preferred)
- Excellent organizational, problem solving, and communication skills
- Ability to work independently on daily tasks and assigned projects
- Ability to work collegially in small groups and team environments
- Ability to place library materials in correct alphanumeric sequence

Preferred

- Master of Library and Information Science from an ALA accredited institution
- Three years related library experience and training with supervisory experience
- Strong teaching skills
- Excellent online searching skills
- Familiarity with EOS platform
- Familiarity with Microsoft's Office Suite, particularly Word, Excel, and Access
- Ability to type 35 GWPM
- Cash handling experience

Physical Demands

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 an individual with disabilities to perform the essential functions.

- Regularly required to stand, walk and climb; handle objects, tools, or controls; reach with hands and arms; talk or hear; and lift or move up to 10 pounds
- Frequently required to sit and stoop, kneel, crouch, or crawl; and lift or move up to 25 pounds,
- Occasionally lift or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Temperature and humidity-controlled environment
- Minimal noise levels
- Known and treated mold condition in building
- Dust from books and environment

Evaluation

Performance of this position will be evaluated under the provisions of this description and policies of the Maranatha Baptist University Staff Handbook by the *Library Director*.