

Library Program & Publicity Assistant Job Description

SUMMARY

The Library Program & Publicity Assistant supports and works collaboratively with the Library Program & Publicity Manager in all aspects of library programming and publicity relating to the Library district. All appointments to positions at Trails Regional Library shall be for a probationary period of six months.

HOURS OF WORK (40-hour position)

The Library Program & Publicity Assistant is a full-time, non-exempt position with a maximum of 40 hours per week, typically 8:00 to 5:00, Monday through Friday. Work schedule is subject to change according to the needs of the library system, including evening or weekend hours.

EDUCATION AND EXPERIENCE REQUIREMENTS

Minimum of a High School diploma or equivalent required, some college preferred. Excellent written, verbal communication and customer service skills are essential. Must be able to work independently and collaboratively and meet deadlines on multiple projects simultaneously. Previous library and library programming experience preferred but not required.

ESSENTIAL DUTIES

In addition to any other duties as assigned, the Library Program & Publicity Assistant has these specific responsibilities:

1. Supports the district's policies, procedures, long-range goals, and objectives.
2. Understands and promotes the district's collections, services, and programs.
3. Assist with making and distributing marketing flyers and communication
4. Manage day to day functions for programming and marketing included, but not limited to, calendar, requests & fulfillment of programming supplies, written, oral, and electronic communication with various employees and agencies in the library district.
5. Will work closely and collaboratively with the Library Program and Public Services Manager in many aspects of the department including, but not limited to, maintaining the Library's collection of print and digital images of library events and programs, preparing monthly, quarterly, and annual reports.
6. Will fill-in as needed at branches for circulation
7. Assist Manager with SRP planning, and traveling for performances.
8. Will assist in maintaining positive relationships with local agencies and all media outlets when representing the Library or department
9. Will work with the Manager to maintain up to date records and statistics for all library programming.

CONDITIONS OF EMPLOYMENT

1. Regular attendance as scheduled and performing tasks as assigned are essential job functions
2. Work well with other staff of varying cultures, ages, and abilities
3. Work at varying paces to respond to the needs of patrons and staff members
4. Occasional travel to branch libraries and mandatory training is required
5. Have the ability to operate personal computers and all basic office equipment.
6. Position requires some stooping, bending, squatting, reaching, stretching, pushing and lifting up to 40lbs.

SKILLS OR KNOWLEDGE REQUIRED

1. Enthusiasm for working with the public and a wide variety of people.
2. Good language, spelling, writing and organizational skills.
3. Well organized and able to effectively prioritize.
4. Knowledge of Windows, Excel, Word, Internet browsers, and email.
5. Knowledge of Canva.
6. Knowledge of Apple products (iPad, MacBook, etc.).
7. Work without direct supervision.

PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

1. Operate personal computers, printers and copy machines.
2. Communicate with patrons and staff in person, in writing and on the telephone in English
3. Stand for up to 4 hours without sitting while presenting or assisting
4. Sit for up to 4 hours while doing work on the computer
5. Drive to branch locations or other locations for workshops etc.

COMPENSATION AND BENEFITS

1. Salary Track: D
2. Reports to: Library Program & Publicity Manager
3. Benefits: This position will receive the following paid benefits as detailed in the library's Personnel Policies: holidays, annual leave, sick leave, insurance (health, life, short- and long-term disability), and retirement. The library offers optional dependent health insurance, vision, dental, voluntary life insurance and AFLAC plans at the employee's cost.

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