**JOB DESCRIPTION**

**JOB TITLE:**

Communications Coordinator

LEVEL IV

**QUALIFICATIONS:**

1. Associate’s degree or equivalent in experience and education.
2. Establish and maintain effective relationships with co-workers and library patrons.
3. Ability to exercise initiative, tact, leadership and judgment.
4. Typing and filing skills.
5. Good computer skills.
6. Good communication skills.
7. Ability to understand and follow oral or written instructions.
8. Good organizational skills.

**RESPONSIBILITIES AND DUTIES:**

The communications coordinator is responsible to the assistant director for the following activities:

1. Writes newspaper releases.
2. Provides a weekly radio program.
3. Provides local newspapers with photos and articles to promote library services.
4. Prepares promotional displays and brochures.
5. Maintains good public relations.
6. Prepares and mails newsletters to all library residents.
7. Prepares monthly new editions.
8. Prepares the online calendar of events.
9. Prepares daily and monthly calendar of events for Circulation Office.
10. Creates a calendar of events for all departments.
11. Responsible for coordinating the meeting room.
12. Creates and coordinates display of library boulevard banners.
13. Prepares READ posters.
14. Assists the Board PR Committee as requested.
15. Creates presentations for the display on the front counter.
16. Attends Interdepartmental and staff meetings.
17. Participates in community events representing the library with a positive, friendly and accessible nature.
18. Creates and maintains good working relationship with schools.
19. Distributes library information to all village halls in the district for distribution to new residents.
20. Cooperates as a team member with the library staff in performing duties assigned or essential to the achievement of efficient library operations.