**Reddick Public Library District**

## JOB DESCRIPTION

### **TITLE:** Publicity & Outreach Services **SALARY REVIEW:** Annually

**CLASSIFICATION:** Full-time, Non-Exempt

**REPORTS TO:** Library Director

**Duties:**

* In cooperation with other staff, develops library’s internal and public calendars of events.
* In cooperation with other staff, coordinates marketing activities to promote and publicize library services, materials, and programs.
* Develops, designs, and produces publicity materials through all available media for library programs and events.
* Works with Technology Coordinator to maintain the library’s website and sustain its established visual identity.
* Orders and maintains supplies of tax forms for public.
* Assists library director with reports and record keeping.
* Manages details and any publicity for library’s off-site book groups and outreach activities.
* Provides circulation services as scheduled.
* Attends meetings and workshops as required.
* Cooperates as a team member with other management staff.
* Serves as person in charge of the building at designated times.
* Cooperates as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

**Qualifications:**

* Minimum associate’s degree.
* Knowledge of Word, Publisher, and other appropriate software applications.
* Ability to represent the library with professionalism and enthusiasm.
* Ability to communicate effectively in English, both orally and in writing.
* Ability to exercise tact, leadership and judgment and direct, coordinate, plan and administer for quality library service to the community.
* Ability to learn integrated library system and operate office equipment.
* Ability to relate to co-workers in a positive and responsive manner.
* Ability to remain calm under pressure.
* Pleasant and courteous manner, both in person and on the phone.
* Ability to work as schedule requires, including nights and weekends.