

PARK RIDGE PUBLIC LIBRARY

JOB DESCRIPTION

Recognizing that formal job titles and job descriptions cannot define every employment situation nor be comprehensive in every case, and having the intent to provide the employee with the opportunity to expand his/her work experience while reserving flexibility to the Library to adapt to future needs, and with the aim that this document not be interpreted as restrictive in any way, the following job description is effective as of February 21, 2012.

The Park Ridge Public Library is an Equal Opportunity Employer and will make reasonable accommodations to disabled persons in performing his/her job responsibilities.

This description updates and supersedes all previous job descriptions of this position.

Department ADMINISTRATION

Job Title Library Assistant III - Information Coordinator

Job Title of Supervisor Library Director

Qualifications:

Education:	Bachelor's degree.
Experience:	Previous public relations or journalism experience preferred. Previous library experience is preferred. Knowledge of Microsoft Office Suite required.
Civil Service:	Exempt.
Fair Labor Standards Act:	Full-time positions are not exempt. Part-time positions are exempt.

Essential Functions:

1. Interacts positively with people of all ages and temperaments.
2. Coordinates the development and distribution of information regarding programs, services, activities, issues, policies and procedures of the Library.
3. Acts as the Library liaison and serves as library spokesperson with newspapers, community organizations and other public forums.
4. Prepares weekly news releases, special brochures and other materials.
5. Interviews individuals and attends events to obtain items for publication to verify facts and to clarify information.
6. Writes, or coordinates with other staff members, city information coordinator or other vendors to write newsletters, new releases, articles, reports, editorials or other materials.
7. Writes and posts Library news on the Library website.
8. Coordinates with staff artist to create layout, artwork and other visual materials for Library brochures, reports, website, etc.
9. Responsible for the production schedule and publication of timely news releases, reports, flyers, etc.
10. Educates and trains library staff to understand public relations to present a coordinated throughout the building.
11. Coordinates special events such as National Library Week, Holiday Open House, and Summer Event.

Additional Responsibilities:

1. Increase skills by attending appropriate workshops and seminars.
2. Participates on library committees.
3. Other duties as assigned by the supervisor, or necessary and proper to accomplish the foregoing.

Knowledge, Skills, and Abilities:

1. Ability to communicate effectively orally and in writing.
2. Ability to read printed materials from books and other resources to retrieve information.
3. Ability to type and enter data into computer accurately.
4. Ability to read and understand computer printouts and other printed and handwritten information and instructions; ability to read information on computer monitors.
5. Ability to coordinate and supervise projects.
6. Ability to speak before a group.
7. Ability to work effectively and pleasantly with people of all ages.
8. Ability to work independently, determining and adjusting work priorities as needed and completing tasks in an orderly and timely manner.
9. Ability to handle emergency situations in a calm, capable manner.
10. Ability to work effectively with other staff in the Department and throughout the Library.
11. Ability to work efficiently and calmly during busy periods and with frequent interruptions.
12. Ability to work in a supportive manner with management.

The Library reserves the right to modify this and every job description in whole or in part at any time.