Identification

Position Title: Library Aide

Job Title: Public Relations Aide

Department: Community and Access Services

Division: Library

Immediate Supervisor: Community and Access Services Coordinator

Job Summary
Under supervision of the Public Relations Specialist, posts Library event information on community websites and social media sites. Creates routine content for Library digital signs. Assists with Library events in the community.

Essential Job Duties and Responsibilities
POSTS Library event information on Cultural Corridor and online calendar websites.

POSTS information on Library social media accounts based on established social media calendar.

CREATES routine content for Library digital signs.

ASSISTS with Library events in the community.

DISTRIBUTES print flyers to offsite locations.

ASSISTS in photographing library staff and library events.

HELPS create and maintain library displays.

IMPLEMENTS established policies and procedures regarding the safety and security of patrons and fellow staff members.

CONDUCTS self in a manner which PROMOTES and SUPPORTS diversity and inclusivity in the community.

PERFORMS other duties as assigned.

Physical and Environmental Conditions
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk and hear. The employee frequently is required to walk, sit, and reach with hands and arms. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 10 pounds. This position must have the ability to apply up to 30 pounds of force
to move or push a book cart. Specific vision abilities required by this job include close vision, color vision, and depth perception. The noise level in the work environment is usually moderate.

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Education, Experience, and Certification**
High school diploma. Familiarity with social media and online calendars.

**Preferred Education, Experience, and Certification**
One year of experience in public relations, marketing, or communications preferred. Experience with social media preferred. One year working with the public preferred.

**Knowledge, Skills, and Abilities**
Knowledge of social media and online communication. Good data entry skills required. Knowledge of photographic techniques and skill in operating 35mm SLR and digital cameras. Skill in operating computers and related equipment. Ability to communicate effectively over the telephone, in writing, and in person. Ability to work independently and in a team environment to deliver library services. Ability to consistently deliver excellent customer service.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*