

ADAMS COUNTY PUBLIC LIBRARY

SECTION 2.812 – COMMUNICATIONS ASSISTANT (adopted 1/01/2000)

A communications assistant performs a variety of tasks dealing primarily with the composition, production, duplication and distribution of print and electronic materials related to library policies, operations, programs and public relations.

Qualifications/Demonstrated Knowledge, Skills and Abilities:

- High school diploma or equivalent with some postsecondary training preferred.
- Formal training in communications and computer skills.
- Three to five years experience in a full-time position related to communications.
- Competencies in word processing, database, spreadsheet, and desktop publishing.
- Ability to express thoughts clearly and simply in oral, written or graphic formats.
- Ability to work independently, conceptualize projects and manage multiple priorities.
- Creativity, initiative, good judgment and ability to maintain emotional balance.
- Ability to operate office and automated equipment and keyboard at 30 words per minute.
- Have or obtain valid Ohio driver's license and have reliable transportation available.
- Mobility and dexterity sufficient to perform duties of the position.

Responsibilities/Duties

- Maintains a working knowledge of the library system and its processes.
- Organizes and maintains information files in print and electronic format.
- Maintains print handbooks of board information, library policies, plans, procedures and forms.
- Responds to central office inquiries by phone, fax, e-mail, letter or in person.
- Gathers information necessary for construction of reports and other information requests.
- Assists in the preparation of all types of reports, including statistical and narrative.
- Assists director and other staff in the preparation of publicity and news releases.
- Refers media inquiries to the executive director and other staff when appropriate.
- Prepares brochures and other types of materials for distribution at library agencies.
- Assists in the preparation of meeting agendas and committee reports.
- Prepares visuals in print or electronic format for staff presentations or library displays.
- Assists staff in the development of grant and project proposals.
- Participates in continuing education activities to foster professional and personal development.
- Performs other duties as assigned by the director.

Supervision received: Executive Director

Job classification: Paraprofessional; hourly; nonexempt

Schedule of hours: Hours vary and may include evening and weekend hours

The above statements are intended to describe the general nature and level of work which is to be performed by personnel classified as communication assistants. The statements are not intended to be an exhaustive list of all responsibilities and duties that might be required of persons assigned to this position.