

Prospect Heights Public Library District

JOB DESCRIPTION

April, 2018

I. JOB TITLE:

Community Services Assistant

II. JOB CLASSIFICATION:

Library Assistant II

III. JOB SUMMARY:

The Community Services Assistant is responsible for planning, coordinating, implementing, and hosting 3-4 programs each month, including our incredibly popular Reaching for the Heights concert series featuring young local performers. This involves extensive contact with the public, ability to access, input, and retrieve data from a computer, use the phone effectively and communicate effectively both verbally and in written form. This position also includes graphic and print work and various other duties associated with Library publicity, both print and online.

IV. LISTING OF DUTIES AND RESPONSIBILITIES

1. Plan, coordinate, implement, host, and evaluate 3-4 programs per month.
2. Assists in creating flyers, posters, bookmarks, signs and literature for programs, events and displays.
3. Create messages for the electronic sign shared by the Library and Park District.
5. Create input for the "Adult Programs" eNewsletter.
6. Update blogs that feed the Library's website.
7. Various other duties as assigned

V. THE RELATIONSHIPS AND REQUIREMENTS OF THE POSITION:

1. Able to use MS Word, Excel & Publisher to create flyers, posters, bookmarks and library literature. Experience using Adobe Dreamweaver, InDesign, Illustrator and/or Photoshop are a plus.
2. Deal with performers, programmers, artists, exhibitors and co-workers in a professional manner.
3. Deal effectively with public needs.
4. Work with staff in various departments on monthly projects as well as special projects.
5. Reports to the Head of Community Services

VI. PHYSICAL REQUIREMENTS OF THE POSITION:

1. Ability to communicate effectively with all the above
2. Ability to operate office equipment such as computers, phones, and printers/copiers.
3. Frequently required to walk, sit, bend, kneel, stand and crouch.
4. Ability to read different sized print, including terminal screen, and manipulate data on paper or computer.
5. Ability to lift up to 25 lbs.