

**COUNTY OF DOOR**  
**invites applications for the position of:**

**Community Relations Library Assistant**

Door County Library seeks full time candidate responsible for informing patrons and residents services provided by the library. The ideal candidate should have strong marketing and graphic design skills. Bachelor's degree or equivalent training & experience preferred; customer services skills and ability to assist others with computers, tablets, reading devices, and websites.

Door County offers a generous benefit package with a wage of: \$17.06.

Apply on-line [www.co.door.wi.gov](http://www.co.door.wi.gov).

Deadline: November 17, 2017, 4:30 p.m. EOE

**Community Relations Library Assistant**

Salary

\$17.06 - \$19.50 Hourly

Location

Sturgeon Bay, WI

Job Type

Full Time

Department

Library

Job Number

00112

Closing

11/17/2017 4:30 PM Central

General Summary of Position

This position is responsible for informing patrons and residents of services and programs provided by the library and provides direct circulation and reference service to library customers. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

## Essential & General Job Functions

### ***Essential Job Functions***

1. Develops plans and implements community relations goals and strategies for the library for approval by Library Director.
2. Prepares press releases and public service announcements; develops positive working relationship with media.
3. Writes designs and edits service brochures, newspaper column, program posters, bookmarks, fliers, etc.
4. Creates and distributes Summer Reading Program calendar.
5. Maintains monthly event calendar board at the Sturgeon Bay Library.
6. Keeps Library Director regularly informed of projects, challenges and successes related to assigned areas of responsibility.
7. Coordinates public display cases at Sturgeon Bay Library.
8. Assists with media equipment set-up and take down.

### ***General Job Functions***

1. Works at circulation desk; uses available systems for circulation and reference assistance to customers.
2. Other duties as assigned.

## Training, Experience, Knowledge, Skills & Abilities

### ***Training and Experience***

1. Bachelor's Degree or equivalent training and experience strongly preferred.
2. One (1) or more years' experience in the use and operation of personal computer, preferably with Microsoft© Office software and ability to learn library software. Skill in using and instructing tablets and reading devices, and websites.
3. One (1) or more years' experience working with the public preferred.

### ***Knowledge, Skills and Abilities Required***

1. Knowledge of library procedures and practices.
2. Knowledge of Microsoft Office© software and library software. Skill in using and /instructing patrons with electronic tablets and reading devices.
3. Knowledge of design and desktop publishing. Good graphic arts skills.
4. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.

5. Ability to deal with variety and change and ability to manage multiple projects simultaneously.
6. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

#### Physical & Working Conditions

Intermittent sitting, standing, walking, bending, stooping and climbing during the shift. Ability to lift 40 lb.; pushing/pulling up to 25 lb. on an intermittent basis throughout the shift. Reaching, handling, fingering, feeling. Vision: near/far. Speaking, hearing.

Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone is continuously encountered.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties.