**Position Title:** Administrative Assistant/Public Relations Coordinator

FSLA: Exempt

Reports To: Director

Work Hours: Flexible and Variable

**Position Summary:** Performs a wide variety of clerical and business support related to tasks in support of the administrative, outreach, and programing operations of the library

**Responsibilities include but are not limited to:**

Reasonable accommodations will be made for disabled persons, covered by the ADA, in accordance with its requirements.

1. Assists with/orders, distributes, and controls inventory of office supplies; compares vendors for item pricing.
2. Assists with obtaining proposals/quotes, contacts and schedules service providers for maintenance, repairs, and tests of electrical, plumbing, backflow prevention, fire extinguishers and other equipment, and tracks status thereof for the library building and Hill’s building. Maintains notebook of elevator service, testing, inspection/violation records, maintenance, and repairs to library, Hill’s building, and equipment. Responsible for filing appropriate forms accordingly.
3. Prepares and maintains copies of correspondence, records, reports, and other documentation regarding a program budget expenditure, contracts, check requests, tax documents, receipts, and program statistics; assists in the preparation of signs/posters as needed by management and programming staff.
4. Records and distributes staff meeting minutes.
5. Assists the director with scheduling and correspondence.
6. Serves as alternate representative to community agencies and organizations; maintains and increases knowledge and skills through attendance at meetings, conference, training seminars, and in-service training.
7. Coordinates the shared calendar, and stats of programs for Children’s Room, Young Adult, and Adults to be conducted by self, other programming staff, or outside presenters. Research, contacts, and negotiates with potential program presenters.
8. Coordinates room set up for programs.
9. Participates in library outreach efforts.
10. Assists patrons in the full use of the library and its digital and print resources, including reference and readers’ advisory service.
11. Assists patrons in technology-related issues. Troubleshoots problems and notifies appropriate staff of complex issues.
12. Responsible for library marketing, publicity, and display. Upload events onto social media accounts and website.
13. Engages in professional development relevant to library services.
14. Performs additional duties and assignments as assigned

**Knowledge, Skills and Abilities:**

**Knowledge of:** library rules, policies, procedures, goals and objectives; English grammar and spelling; safe work practices and procedures.

**Skill in:** operation of computers, copiers and other library/office equipment, typing: use of common software such as MS Office Suite including Word, PowerPoint and Excel; verbal and written communication; organization and records management; organization and records management; customer service and interpersonal relations

**Ability to:** understand and follow instructions; collect, analyze and interpret information and other data; respond to routine inquiries from the public; prepare accurate documentation; establish and maintain effective working relationships with library employees, patrons and the general public; maintain confidentiality of non-public and sensitive subject matter; exercise independent judgment and reliability; exhibit flexibility in work schedule and job tasks; adhere to Library policies, procedures, and standard practices; enjoy working with people of all ages.

**Education, Experience, and Training:**

An appropriate combination of education, training and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. Minimum 3 years outside public library experience. An Associate degree or equivalent course work is required. College degree in Library Science, Public Relations or related area highly preferred.

**Hazardous and Physically Demanding Working Conditions:**

The library environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations. Employees may be exposed to or work with chemicals/fumes found in an office environment.

The position involves some sitting, walking, bending, and reaching. Employee occasionally lifts varying weights when moving books, boxes, equipment, or supplies.

*This job description does not state or imply that these are the only duties and responsibilities to be performed by the employee, who will be required to follow instructions and perform any duties required by the employee’s supervisor or designee.*

**MANAGEMENT APPROVAL**

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Norwalk Public Library Director Date

**EMPLOYEE UNDERSTANDING AND AGREEMENT**

I have reviewed, understand, and will effectively perform the duties & requirements specified in this job description.

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Employee Signature Date