



## Niles Public Library District

### Job Description

Job Title: Coordinator—Publicity and Graphic Design  
Department: Administration  
Reports To: Public Relations and Marketing Supervisor  
Classification: Grade 5  
Status: Non-exempt

#### **JOB SUMMARY**

Under the direction and supervision of the Public Relations and Marketing Supervisor, the Coordinator assists with the implementation of the Library's graphic design and publicity efforts.

#### **DUTIES AND RESPONSIBILITIES**

##### **A. Essential Functions**

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
5. Demonstrates a patron-centered attitude.
6. Supports Supervisor in planning major Library events, such as Super Sunday, National Library Week, Holiday Open House and the Summer Reading Clubs.
7. Helps with preparation of publicity throughout the Library, including the creation of posters and displays for programs, events, or other Library services and promotions.
8. Designs and edits the Library newsletter.
9. Responsible for timely updates of electronic outdoor sign.
10. Coordinates and updates website information and announcements. Creates and distributes monthly e-newsletters.
11. Attends networking and community meetings and events.
12. Available to work a flexible schedule that includes evenings and weekends.
13. Attends staff meetings, conferences, and educational opportunities as appropriate to the position and within the budget.

##### **B. Secondary Functions**

1. Performs other duties as assigned by the Public Relations and Marketing Supervisor.

#### **REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS**

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.

3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to demonstrate basic computer skills using Microsoft Office products.
5. Ability to be flexible and adaptable to new situations.
6. Ability to troubleshoot.
7. Ability to demonstrate entry level skills in writing and graphic arts.
8. Some experience in using desktop publishing equipment and software.
9. Ability to take photographs.
10. Ability to represent the Library in a professional manner.

### **PHYSICAL DEMANDS**

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds of materials.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

### **EDUCATION, EXPERIENCE, AND TRAINING**

1. Bachelor's Degree, with a major in Public Relations and Journalism preferred.
2. Any combination of education, experience, or training that satisfies the requirements of the position.

### **ADDITIONAL REQUIREMENTS**

1. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Niles Public Library District is an at-will employer. This means that employment can be terminated at-will by the Library or employee and such termination can be made with or without notice.