



153 US Highway 5: : PO Box 137 Hartland, VT 05048

4/26/2021

Library Assistant II - Community Engagement Librarian
Part time 16 hours/week

Job Summary

Under the supervision of the library director, this position supports the overall mission of the library by effectively providing library services to customers and the community. This position is responsible for assisting the Library Director with adult programs, managing public relations and outreach, and coordinating the Library's Community Room and exhibit space. A strong customer service philosophy is essential.

Reports to the Library Director.

Time commitment is 16 hours per week, including Thursday evenings and one Saturday per month.

Principle Responsibilities and Duties

- In coordination with other staff, plans and implements the Library's adult programs.
- Manages public relations activities such as posts to local town listservs, e-newsletters, brochures, posters, advertisements, press releases, and all social media (website, Facebook, Twitter, Instagram, Pinterest)
- Coordinates the Library's Community Room and exhibit space.
- Works with the library director to develop and implement activities to meet strategic plan goals for outreach and community engagement.
- Assists patrons with information requests at the desk and on the phone.
- Creates book displays in the library.
- Ability to substitute for colleagues for vacations and absences.
- Serves as required at the circulation desk.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Demonstrates a working knowledge of library principles and practices.
- Understands computers and automated library systems.
- Exhibits strong written and oral communication skills, including comfort with public speaking
- Works in a friendly, pleasant and effective manner with customers, co-workers, and volunteers.

- Proficiency with social media and software including Mailchimp, Wordpress, Hootsuite, etc
- Organized and detail oriented
- Exhibits good telephone skills.
- General marketing experience, and experience with social media marketing strategies a plus

Education and Training

Bachelor's Degree and previous library experience preferred. Experience using social media required. Working knowledge of Canva, GSuite, and Microsoft Office preferred.

Physical Requirements

Frequently required to see, walk, sit, bend, stoop, kneel, crouch, stand, talk and hear.

Physical dexterity to reach shelves of various heights, push full carts and lift (up to 20 lbs)

Ability to read, write, and communicate fluently in English.

Dexterity to perform data entry on a computer, laptop, iPad or other electronic device.

Note: This job description describes a general category of jobs. In order to meet the needs of the Hartland Public Library or its departments, employees may be assigned other duties, in addition to or in lieu of those described above, and any duties are subject to change at any time.

The Hartland Public Library is an Equal Opportunity Employer and values diversity. The Hartland Library is committed to creating and maintaining an environment of diversity, inclusion, and respect both in our library systems and in all aspects of our community role.

In compliance with the Americans with Disabilities Act, the Library will review any reasonable request for accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Benefits Prorated paid vacation and sick time. No health insurance or retirement benefits.