City of Escanaba Job Opportunity
Library Assistant II

The City of Escanaba is seeking applicants for the part-time position of Library Assistant II in the Escanaba Public Library. The ideal candidate will provide essential service desk functions, promote library events and services to the public through marketing, programming, and outreach.

Minimum qualifications include a high school diploma or equivalent (though college work is desirable), previous customer service and library experience is preferred. The ideal candidate should have excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers and co-workers. Proficiency in using computers and related software, the ability to learn and adapt to new and emerging technologies. Candidate must have the willingness and availability to work evenings and weekends. Residency within 20 radius miles of the Escanaba City limits is required.

Starting pay is $13.79 per hour. Before applying, applicants are required to review the complete job description at www.escanaba.org/jobopenings. Applications are available at the Human Resources Department at City Hall or at www.escanaba.org, and can be submitted via email to hr@escanaba.org, or postal mail to HR Director, P.O. Box 948, Escanaba, MI 49829. Applications will be accepted until 4:00 p.m. on Friday, February 21, 2020.
CITY OF ESCANABA
JOB DESCRIPTION
LIBRARY ASSISTANT II

Title: Library Assistant II – Marketing and Programming
Department: Library
Classification: Non-union, Non-exempt, At Will
Salary: $13.79/hr
Revision Date: February 7, 2020

GENERAL PURPOSE
In addition to providing essential service desk functions, this position will promote library events and services to the public through marketing, programming and outreach.

SUPERVISION RECEIVED
Work is performed under the supervision of the Library Director and Adult Services Librarian.

SUPERVISION EXERCISED
Limited

ESSENTIAL FUNCTIONS
An employee in this position may be called upon to perform any of the essential functions listed below. Examples below do not include all of the duties which the employee may be expected to perform.

- Performs all essential public service desk functions; provides direct assistance with library resources.
- Coordinates marketing efforts around all library programming, including print media, radio, library website, direct and electronic mailings, newsletters, online calendars and social media.
- Coordinates distribution and delivery of promotional materials to community locations.
- Collaborates with library staff to plan and execute a variety of programs for adults, children and families.
- Identifies and attends various community outreach events to promote library services.
- Plans and coordinates special promotional activities, such as contests, games, recognitions.
- Plans and coordinates display case exhibitions and bulletin boards.
- Serves on workgroups/committees and participates in library initiatives as assigned.
- Coordinates various projects as directed by Library Director.

MINIMUM QUALIFICATIONS
Minimum qualifications include a high school diploma, willingness to work evenings and weekends. Library experience is desirable.
NECESSARY KNOWLEDGE, SKILLS AND ABILITIES
Strong oral and written communication skills. Strong organizational skills. Ability to think creatively and critically about marketing and promoting the library. Excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers and co-workers. Working knowledge of common computer applications including Microsoft Office, Wordpress, Publisher, Adobe and social media platforms. Ability to troubleshoot mobile devices, such as smart phones, tablets, laptops and Kindles.

SELECTION GUIDELINES
Candidate selection is based on education, experience, interview and reference check, job-related aptitude tests may be used in the selection process.

TOOLS AND EQUIPMENT USED
Computer, phone, microfilm equipment, library automation systems

PHYSICAL DEMANDS
The employee is regularly required to sit, stand, walk, talk, see, hear, touch, feel, and reach. The employee is occasionally required to lift up to 40 lbs, stoop, crouch and bend.

WORK ENVIRONMENT
The noise level in this office work environment is quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Escanaba is an Equal Opportunity Employer