

Department: System-wide
Level Two
Full-Time: 37.5 HPW
Salary: \$11.51 – \$17.26

Supervisor: Director
Schedule: Mon-Fri; May require evenings/weekends
Non-Exempt/Hourly
Date Written/Revised: 3/2025

Job Summary:

The Administrative & Publicity Assistant will perform a wide range of tasks including secretarial functions to support the various departments of the Holmes County District Public Library. This position will also create print and digital content and displays to promote the library's programs and services.

Principle Duties:

- Maintains forms, schedules, and records on the staff intranet
- Reviews forms and records and keeps information current or recommends updates
- Regularly reviews library's website and updates as needed
- Develops and maintains files and electronic databases, spreadsheets and word processing records
- Organizes and maintains supplies inventory. Monitors use of supplies and restocks in a timely manner.
- Orders supplies for departmental use and may assist in the research of products. Obtains prices from multiple vendors
- Maintains public bulletin boards
- Provides publicity services including: newsletter preparation, promotional signs, content creation for library's Facebook page, website, and digital displays and other such tasks as assigned
- Maintains postings and displays throughout the building to promote library programs and services
- Schedules the meeting rooms and manages their usage by staff and the public
- Distributes incoming mail and packages daily and prepares out-going mail for pickup. May deliver or pick-up mail at the post office; as needed
- Makes duplicate copies of documents, files and distributes as appropriate
- Answers telephone and responds to inquiries
- May provide staff support and maintain complete records for meetings of Library Board, staff meetings and misc. meetings as assigned. Prepares agendas and support documents, mails materials, prepares and distributes meeting minutes; communicates with Board and staff relative to library matters, and other related duties as assigned
- May participate in community events and library programs to promote the library
- Organizes, cleans, and maintains common staff areas such as storage rooms and breakroom
- Composes, types, proofreads and/or edits and distributes correspondence as assigned
- Assists with orientation of new hires
- Performs a variety of other tasks, as assigned

Qualifications, Skills and Abilities:

- Demonstrated excellent administrative, secretarial and office management skills required. This includes fast and accurate word processing (40 wpm) and ability to proofread
- Experience with software applications including spreadsheets, word processing, email, and publishing or

content creation programs

- Demonstrated ability or aptitude to learn basic website content creation
- Willingness to learn and understand the scope of library operations to perform duties effectively within the organizational structure
- Strong internet skills
- Strong oral and written communication skills required
- Superior organizational skills and precise attention to detail required
- Tact and cooperation in dealing with other staff, donors, volunteers and the general public required
- Ability to demonstrate excellent judgment while working independently and responsibly with general direction
- Ability to use copiers and other office equipment necessary to complete job duties
- Ability to work effectively under pressure, given workload fluctuations inherent in the position and department
- Requires physical agility and strength to bend, reach, lift and carry up to 40 lbs. less than 5% of the time; and extensive use of a computer terminal
- Valid Ohio Driver's License and a clean drivers abstract

Education/Certification/Demonstrated Skill Requirements:

- Minimum High School Diploma with at least 2 years' experience in a related position OR any equivalent combination of training and/or experience that provides the required knowledge, skills and abilities as approved by the Director

Working Conditions:

- Climate controlled environment

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

Employee Signature

Date