

*The Monticello-Union Township Public Library is a service institution that seeks to inform, educate, entertain, and culturally enrich the community.*

### **Monticello-Union Township Public Library Job Description**

**Title:** Publicity and Programs Assistant  
**Status:** Hourly  
**Supervision:** Adult Services Manager  
**Job Summary:** Responsible for assisting in adult programming and publicity  
**Hours:** Part-time 24 hours per week/flexible schedule

---

#### **Position Specific Duties:**

- Assist in marketing library materials, programs, and services
- Assist in designing and producing promotional materials, bibliographies, bookmarks, and reader's advisory lists
- Promote library events and initiatives
- Assist as requested in library programs and events
- Embody professional, helpful customer service attitude
- Remain community-minded, while working within library policies and procedures
- Participate in the departments collection evaluation program
- Assist in marketing children and teen materials and programs
- Assist with creating attractive and educational displays of materials throughout the library
- Remain willing to learn new technologies, including, but not limited to knowledge of all equipment used in duties
- Attend work-related conferences and library training workshops
- Support and contribute to library mission and goals
- Work to accomplish individual annual goals
- Complete internal controls training on an annual basis
- Adhere to Staff Code of Ethics/Conduct
- Other duties as assigned

#### **Education, Experience, and Skills Required for Job:**

- High school diploma (required)
- Excellent Communication Skills
- Basic keyboarding and computer skills
- Desktop publishing skills
- Interest in library programs and services
- Organizational skills with the ability to effectively handle multiple projects
- Ability to work independently and in detail
- Knowledge of and ability to use basic computer programs
- Honest, punctual, accurate, able to maintain confidentiality
- Ability to perform physical tasks include lifting, bending and standing for long periods of time
- Bilingual a plus