

Position Profile



Delaware
County District
Library

Delaware • Ostrander • Powell • Orange

**Non Exempt
Pay Range: 103**

Communications Specialist

Summary of Job Responsibilities:

- Works with the Communications Manager to increase the positive perception of the library in the community. Assists with programs, events, and services.

Minimum Qualifications:

- Bachelor's degree in public relations, communications, marketing or related field.
- Valid Ohio driver's license and acceptable driving record.
- Availability to work evenings and weekends (and some holidays) as needed for community events.

Knowledge, Skills and Abilities:

- Working knowledge of internal and external public relations programs.
- Strong technology skills, including website content management, graphic design, social media, and proficiency in current relevant hardware and software.
- Basic photography knowledge
- Strong written and oral communication skills.
- Creative and innovative.
- Flexibility and adaptability.
- Problem solving skills.
- Attention to detail.
- Ability to organize, plan and make decisions.
- Works well individually and as part of a team.

Duties and Responsibilities:

- Performs tasks essential to daily Communication Department operations.
- Oversees daily operations of the library's social media accounts.
- Assists in organizing and planning library events.
- Creates promotional materials for the library and staff.
- Communicates with media via press releases and at events.
- Attends regular staff meetings as assigned.
- Supports and implements the Library's Mission Statement.
- Supports and implements the Library's Customer Service Expectations

Note: The tasks listed above are illustrative, but not exhaustive, of the tasks performed by persons in this classification.

Working Conditions:

- All library positions require constant physical activity, including standing, walking, reaching and grasping.
- Employees should be able to lift 10 lbs. consistently and 50 lbs. occasionally.

Employee Acknowledgement: I have read this job description and had the opportunity to ask questions.

_____ Employee
Date

