



**Bullitt County Public Library**  
**Administrative Assistant (Public Relations) – Clerk 2**

**Department:** Library Administration  
**Reports to:** Public Relations Coordinator

**NATURE OF WORK**

The Administrative Assistant performs a variety of tasks in support of multiple members of the Library Administration to aid in the marketing, promotion, and general administrative functions of the Library. This position requires a flexible and collaborative working style, strong attention to detail, excellent verbal and written communication skills, familiarity with design fundamentals, and the ability to exercise good judgement and discretion when presenting the library to the public.

**CORE VALUES**

- Adaptability. We are outwardly focused, service oriented, and staffed by continuous learners.
- Equality. We welcome all with the same measure of respect, warmth, and acceptance.
- Accountability. We are an interdependent team holding ourselves mutually accountable for delivering results that are relevant to our community's needs.
- Integrity. We embody these values in every aspect of our operation, building personal and institutional bridges which facilitate productive, trusting relationships.

**ESSENTIAL POSITION FUNCTIONS**

- Assists with presenting the Library in a positive way to both external and internal customers.
- Assists the Public Relations Coordinator with monitoring for consistent branding at all locations, including following house style guides.
- Assists the Public Relations Coordinator with monitoring and updating the library's social media presence, website, e-mail subscription list, and staff wiki.
- Assists the Public Relations Coordinator in conducting and evaluating user experience studies.
- Assists the Public Relations Coordinator in generating and analyzing library statistical reports to be used for improving library services.
- Performs proof reading and copy editing.
- Assists in the creation of content for promotional materials, including text, graphics, photographs, and video content.
- Provides additional administrative support for the Library Administration as needed, including assistance in the coordination of activities and events.



- This job description does not necessarily reflect all aspects of the job functions.

## **JOB REQUIREMENTS**

- High school diploma or equivalent; some college preferred.
- Proficient in MS Office suite, particularly Publisher, e-mail, Internet.
- Experience with the maintenance of websites and social media, preferred.
- Familiarity with Adobe software, including Photoshop and Acrobat, preferred.
- Ability to read and speak English proficiently.
- Must be willing to work evenings and weekends as required.
- Requires availability for extended hours as needed.

## **SKILLS AND CHARACTERISTICS**

- Strong administrative skills.
- Ability to communicate effectively in written and oral expression.
- Analytical and problem solving skills.
- Strong design skills, including the ability to create attractive layouts, to follow information hierarchy principles, and to apply color judgment.
- Strong technical capacity, including work with computers and general office equipment.
- Ability to work on multiple projects simultaneously.
- Ability to work both independently and with staff in a team environment.
- Ability to read and write, including by hand or typing.
- Ability to understand and follow verbal and written directions.

## **PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee frequently is required to stand, walk, sit, stoop, kneel; use hands to handle or feel; reach with hands and arms; lift files, open filing cabinets, and bend or stand as necessary.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision requirements include the ability to see at close range.
- Fine hand manipulation (keyboarding).

## **WORK ENVIRONMENT**

- Internal office space. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## **WORK DEVICES**

- Computers and peripherals.



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- General office equipment.
- Telephones.

**Bullitt County Public Library is an AA, EEO and ADA employer**