

TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

APPENDIX 10 (ALT) COMMUNITY RELATIONS COORDINATOR

JOB TITLE	COMMUNITY RELATIONS COORDINATOR/ADMINISTRATION
STATUS	PART TIME/HOURLY
SUPERVISION RECEIVED	Works independently in consultation with library director
SUPERVISION EXERCISED	Coordinates engagement with staff, oversees all public relations
REVISION HISTORY	10/2023

Position Overview

The Community Relations Coordinator works closely with the library director to guide the public relations functions of the library. While hired by and reporting directly to the director, the position could also report to the Board of Trustees on relevant projects. The Community Relations Coordinator also works in concert with the Friends of Tucker Free Library, providing administrative and programming support as needed.

Primary Duties:

1. Plans, organizes, directs and manages all aspects of library community outreach
2. Develops long and short-range communication plan
3. Identifies problems and issues related to community outreach, social media, or other communication avenues, recommending solutions to director
4. Keeping abreast of emerging technologies, social media, and communication strategies
5. Responsible for finding, applying for, overseeing work and contracts related to grants
6. Prepares press releases and other promotional literature
7. Works with director to complete annual report obligations on behalf of Board
8. Develops and promotes programs for the community which encourage the use of the library facilities and materials
9. Oversee programs, library tours, and other events

Community Outreach:

1. Serves as liaison to community organizations, educational institutions and Town departments
2. Stimulate interest in library facilities through an enthusiastic and positive image of the library
3. Serve as a liaison to community agencies

Board Relations & Reporting Duties

1. Collects statistics and submits as requested/required
2. Prepares materials for and attends meetings of the Board of Trustees
3. Participates in professional library organizations and attends meetings and workshops to remain current in the field.

Physical Demands

Requires standing for long periods of time, lifting and carrying materials, reaching for materials on top and bottom shelves and constant use of stairs. Physical agility and stamina to lift up to 50 pounds in weight. Must be able to communicate well with patrons both in person and via telephone and electronic media. Must be capable of getting to all areas of the physical plant.

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KNOWLEDGE, SKILLS AND DESIRABLE ABILITIES

1. Ability and desire to provide leadership
2. Ability to accept responsibility, to make decisions, to delegate responsibility and to motivate people toward a coordinated effort
3. Ability to act in a professional manner
4. Ability to establish priorities and maximize use of available resources and minimize expenditures of time, money, and energy
5. Comprehensive knowledge of library practices and procedures, policies, aims and service
6. Ability to establish standards of work performance
7. Ability to interact with employees in a fair and equitable manner
8. Ability to speak and write clearly and effectively
9. Ability to communicate effectively with staff, Board, and public
10. Commitment to excellence in public service

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

The Tucker Free Library is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.