



COMMUNITY RELATIONS ASSISTANT Position Description

Pickaway County Library
Last updated 9/2025

DEPARTMENT: Community Relations

REPORTS TO: Community Relations Manager

FLSA: Non-Exempt

RANGE: 1

POSITION SUMMARY

Under general supervision, assists with the library's marketing and public relations efforts and the successful branding and distribution of library promotional materials.

DUTIES

Duties listed are meant to illustrate the type of work performed; omission of a duty on this list does not exclude its inclusion in assigned tasks.

1. Provides support to the community relations manager in all aspects of the library's marketing and public relations efforts.
2. Supports library efforts for the successful implementation and maintenance of the library website, social media, and web presence as assigned.
3. Tracks new and emerging social media services to engage with the Pickaway County community; assists with research and creation of social media content.
4. Assists with branding, design, and maintenance of internal signage.
5. Represents the library at community meetings and events; helps to establish, maintain, and expand collaborations with community agencies including schools, local civic organizations, and government agencies to promote library services and community partnerships.
6. Assists with coordination, setup, and cleanup of community events at the library.
7. Assists with the reservation and use of library public meeting spaces, including the online calendar tool.
8. Manages budget items as assigned.
9. Exhibits working knowledge of library policies, procedures, and operations.
10. Utilizes e-mail, voicemail and other library technology to maintain open channels of communication.
11. Demonstrates a positive attitude and supports library goals and objectives.
12. Performs additional duties as assigned, including serving on internal committees, task forces, etc.

MINIMUM QUALIFICATIONS

- High school diploma or GED
- Working knowledge of and experience using social media tools
- Ability to handle confidential information with discretion and to remain calm in stressful situations
- Proficiency in the use of common computer software programs such as Microsoft Office Suite
- Ability to speak before groups and work effectively with staff, community groups, and media

PREFERRED QUALIFICATIONS

- Bachelor's degree or coursework in communications, marketing, public relations, or other relevant field OR relevant experience in a marketing, communications, or library position
- Experience working in a public library, museum, or nonprofit setting
- Ability to utilize design and content creation tools such as Canva, Adobe Express, etc.
- Experience managing social media presence and creating social media content

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Ability to operate standard office equipment, daily
- Ability to lift and move up to forty (40) pounds, occasionally
- Ability to push book trucks with up to 150 pounds of materials on them, occasionally
- Ability to perform repeated reaching, bending, climbing and squatting, daily
- Ability to work in a team environment
- Requires availability for extended hours as needed
- Requires evenings and weekends as needed
- Requires regular participation and attendance at events and trainings
- Requires ability to regularly travel to off-site locations

By signing below, I signify that I understand the responsibilities of the position, meet the minimum qualifications, and am capable of meeting the required duties:

Employee Signature

Date

Pickaway County Library is an Equal Opportunity Employer. In addition, reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.