

## LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	<b>Library Aide</b>
<b>Department:</b>	<b>Communications</b>
<b>Focus:</b>	<b>Communications</b>
<b>Reports to:</b>	<b>Communications Supervisor</b>
<b>Position(s) Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Salary Grade:</b>	<b>1</b>
<b>Union Status:</b>	<b>Eligible for representation</b>
<b>Effective Date:</b>	<b>10/14/2023</b>

### Position Summary

The Communications Aide will assist in raising awareness about the many programs and services LA Law Library has to offer through print and digital vehicles, including flyers, social media, website and external publications. Duties include administrative tasks, outreach, delivery and distribution of event information and press releases in hard copy and digitally, managing and maintaining contact lists, data collection and event staffing.

### Responsibilities and Duties

#### Administrative Duties:

- Maintain hard copy files
- Faxing
- Email
- Updates and maintains contact lists
- Organizes and maintains Communications supplies
- Communicate with vendors and receive quotes as needed

#### Promotions:

- Inputs classes, workshops and events on external community, events and legal community calendars.
- Monitors digital media presence and reports monthly stats to team.
- Assists with creation of social media posts
- Monitors promotional material in main, branch and local courthouse locations  
Includes replenishing promotion materials, providing input on material locations, copying and mailing as needed.
- Provides input regarding messaging and outreach.

- Some photography or videography may be required

Participates in the achievement of division and departmental goals:

- Supports compliance with Library policies and procedures and suggests changes that would benefit Communications and other departments.
- Communicates with supervisor, employees, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve challenges;

Participates in Library Signature Events

- Assists with promotion of signature events.
- Assists with coordinating staff and volunteers
- Assists with guest registration and display maintenance
- Assists with other duties as needed

## Position Qualifications

Required

- AA or higher degree or degree in in progress
- Candidate must be flexible with scheduling and be willing to work some evenings and weekends as needed.
- Able to think and work independently and be a self-starter.
- Able to understand and follow-through with job tasks as assigned, manage interruptions and competing priorities, and organize workload according to established priorities.
- Ability to provide quality customer service through effective oral and written communication and interpersonal skills which demonstrate ordinary courtesy, respect, and tact. Ability to work on team projects when appropriate.
- Must be able to communicate and be understood in order to provide Communications services for Library including communicating with elected official staff, library staff, patrons, media and others.
- Must be able to correctly organize materials, use a personal computer and understand, retain, and recall instructions. Ability to concentrate and pay close attention to detail for extended periods in order to ensure accuracy.
- Knowledge of Microsoft Office
- Internet research

Preferred:

- Higher educational degree
- Social Media proficient
- Some knowledge of Adobe Creative suite
- Prior work experience in Communications or marketing

- Knowledge of a foreign language
- Previous experience in customer service

### Work Environment

Will be working in a busy office environment open to the public including a large reading room, general office environment and open and closed book stacks.

### Physical Abilities Required

- Requires the ability to lift, push, and pull up to 25 lbs .
- Must be able to sit for long periods of time
- May require physical activities such as bending, stooping, reaching, twisting and crawling.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Must be able to move to, and work in, different areas of the library as needed

### Approvals

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

### Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Distribution: Original - Human Resources, Copies - Supervisor, Employee