

Terrebonne Parish Library System
JOB VACANCY ANNOUNCEMENT

Position Classification: Public Relations/Programs Librarian

Salary: \$43,180 annually plus benefits

Description: See attached job description

Opening Date: April 22, 2021

Closing Date: May 12, 2021

General Requirements: Must have a Master's degree from an ALA accredited library school or near completion of degree. A bachelor's degree in public relations, marketing, writing, or related field with knowledge of public library services and/or library experience; must understand the basic routine of the library; must have excellent writing and organizational skills; must be public service oriented with good communication skills.

Applications: Employee applications can be obtained and returned to any library branch or the Main Library at 151 Library Drive, Houma, LA 70360 or on the library's website at <https://mytpl.org>.

Selection: A review of the applicants' qualifications will be made by the library director and assistant director to evaluate all candidates' experiences. Only applicants who meet the basic requirements will be considered for this position. Present employees' qualifications, as well as the qualification of outside applicants, will be considered simultaneously and the person most qualified will be chosen for the position.

Terrebonne Parish Library System is an Equal Opportunity Employee

Public Relations/Programs Librarian
Job Description

MINIMUM QUALIFICATIONS:

Must have a Master's degree from an ALA accredited library school or bachelor's degree in public relations or related field with knowledge of public library services and/or library experience

Must have ability to understand the basic routine of the library

Must have excellent writing and organizational skills

Must have excellent communication skills

Must have computer and database skills

PREFERRED QUALIFICATIONS:

Masters of Library and Information Science from an accredited university

At least two years of library experience

GOAL:

To implement, coordinate and/or assist with special projects, events, adult programming, grant writing, and promote the library system through all forms of media

SUPERVISOR:

Assistant Library Director

DUTIES:

1. To coordinate and/or assist with library projects, events, and special programs
2. To promote the library system through all forms of media: print, digital, radio, and television
3. To input activities on library's online calendar and design newsletters
4. To prepare newspaper, television, and radio announcements, captioned photography, etc. for library system to promote programs, activities, events, recognitions
5. To be a liaison with the Friends of the Terrebonne Library
6. To write, proofread, and assemble all library system activities
7. To implement and/or assist with special projects
8. To write and assist in obtaining grants
9. To participate in community meetings and activities
10. To follow policies and procedures in the library policy manual and personnel handbook
11. To work in cooperatively and in professional harmony with staff members, administration, and the community.
12. To participate in staff development through continuing education classes
13. To perform other library related duties as required by a superordinate