

Employment Opportunity

City of St. Helena, California

Library Program/Marketing Assistant

Casual Worker III Classification

Part-Time, Permanent

Salary Range: \$18.86 - \$21.80 hourly



ABOUT THE CITY

The City of St. Helena is located in the center of the premier Napa Valley wine-making region of California approximately 60 miles north of the San Francisco Bay Area. The City has a population of approximately 6,000 and is a full service city with its own Police Department, Public Library, Building Department, Water and Sewer Departments and Part-Time Fire Department.

Application Deadline:

Open Until Filled with First Review

March 22, 2019 at 5:00 pm.

The City of St. Helena has an exciting opportunity to fill a part-time position in the Library. This is a great opportunity to become part of a team of dedicated individuals that take pride in serving the local community.

Distinguishing Characteristics: The **Library Program/Marketing Assistant** is a part time permanent position with the St. Helena Public Library. As a part of the library's programming team, this person will work with the outreach services librarian, the library director, and other staff to develop and implement a regular schedule of programs and events for St. Helena's population. This position assists in the set-up and clean-up of the library's programs, which involves moving furniture and setting up of the sound system. Responsibilities include assisting with services connected with programs and performing other clerical duties as assigned. Additionally, the person in this position is responsible for assisting in coordinating the physical and virtual distribution of promotional materials and information about library programs and services to staff and to the public. Total hours will be around 12 hours per week. This position requires evening hours. Candidate must be able to commit to evening shifts that match up with the library's program schedule (currently Tuesdays and Thursdays). Hours that are not connected with program responsibilities are flexible.

Duties and Responsibilities:

- ◆ Assist in obtaining and preparing all necessary promotional materials (for example newsletters and flyers).
- ◆ Assist in the set-up and clean-up of program space.
- ◆ Assist presenter(s); and ensure that the presenter(s) and audience have a pleasant experience.
- ◆ Assist in engaging community partners, volunteers, library users, and staff in the promotion of library programs; assisting in the physical and virtual distribution of promotional materials and information about library programs and services to the public.
- ◆ Identify, track and meet deadlines for providing press releases and other information to local media outlets.
- ◆ Track deadlines for submitting program information to various media and online outlets.
- ◆ Position requires prolonged sitting, walking, kneeling, squatting and stooping in the performance of daily activities.
- ◆ Ability to lift, drag and push tools and equipment up to 25 pounds is also required.

Ability to:

- ◆ Ability to communicate effectively and to accurately follow directions.
- ◆ Ability to work in harmony with others and provide assistance to staff, children and adults.
- ◆ Good oral and written communication.
- ◆ Good organizational skills.
- ◆ Good attendance and punctuality required.
- ◆ Technical proficiency with office equipment, use of the Internet, and MS Office products.

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Contact:

City of St. Helena Human Resources Department
1480 Main Street, St. Helena CA 94574
Telephone: (707) 968-2649 | www.cityofstheleena.org

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Library Program/Marketing Assistant**. An Associates Degree is required., however, consideration will be given to candidates with lesser educational qualifications who have significant related experience. Marketing experience is preferred, along with prior knowledge of operating a sound system.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license.

Application and Selection Procedure:

To apply for this position please submit the following documents and forms on CalOpps by March 22, 2019, 5:00 PM:

- ◆ Cover Letter
- ◆ Detailed resume
- ◆ City application form

All resumes will be reviewed to select those applicants whose training and experience most closely match the requirements of this position. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which may include interviews, written exercises, or simulated work problems. Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.

There is a no smoking policy in effect within the City offices and vehicles. St. Helena is an equal opportunity employer. The City of St. Helena will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire.

Compliance with Americans with Disabilities Act (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make every attempt to offer reasonable accommodations for qualified applicants and employees with disabilities.