

## **Job Announcement - City of Middleton, Library**

**Library Department Position:** Library Associate – Marketing

**Salary Range - \$11.75-\$15.00**

**Benefits:** This position is up to 19 hours per week, dependent on business need. This position is not eligible for benefits.

**Posted:** 10/12/17 and open until filled. Apply by sending an email with a cover letter, resume and three references to [klovan@mymiddletonlibrary.org](mailto:klovan@mymiddletonlibrary.org).

### **Responsibilities:**

The Library Associate – Marketing position is a part-time, professional position that creates and disseminates marketing materials, manages information across platforms, schedules use of library facilities and communicates the value of the library to the greater Middleton community. This is a dynamic, creative position that requires an energetic and ambitious person who is committed to promoting the library and our services.

This position is able to give input in the development of the schedule, and is ideal for a parent, student or other individual with consistent commitments that limit availability.

The Library Associate of Library Marketing reports to the Library Director.

### **Minimum Qualifications**

- A high school diploma, GED or equivalent
- Strong organizational skills and the ability to multi-task,
- Ability to implement our marketing plan with an extraordinary level of attention to detail
- Ability to work independently with little supervision
- Strong technology skills, with the ability to learn professional graphic design software
- Familiarity with and interest in data-driven decision making,
- Valid Idaho driver's license
- The ability to interact positively with our community at large and a diverse and growing group of partners

### **Qualifications Required for Promotions and Raises After Hire:**

This position is qualified at a MPL3 level, which requires an Associate's degree in Library Science or related field for promotion and increases in pay. The Middleton Public Library, in partnership with the Idaho Commission for Libraries has significant resources allocated to assisting employees in gaining education required for their positions.

### **Duties:**

- Use professional software (Adobe Suite, et. Cetera) to create marketing materials

- Consistently and accurately implement & add to our marketing plan
- Represent the Library in our community
- Coordinate the library calendar,
- Manage a marketing budget, maximizing services through efficient practices and partnerships
- Other duties as assigned.