

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> LB027 Library Event Specialist
<b>POSITION #/TITLE:</b> Library Event Specialist	<b>Adopted:</b>
	<b>Revised:</b>

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Cedar Rapids Public Library	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> LIB/Bargaining Unit	<b>Salary Grade:</b> 18
<b>Reports To Position #/Job Code #/JC Title:</b> 12579/NB052/Community Relations Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b>	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> N/A
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Under the direction of the Community Relations Manager, coordinates the public use of the meeting rooms and oversees special events in the library.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative.

<b>Examples of Essential Work (Illustrative Only)</b>
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Assists with the coordination of the meeting room spaces both internally and with the public;  
 Works closely as part of the Community Relations team to develop effective strategies for room management and oversee public use of the spaces;  
 Works as part of the Community Relations team to coordinate special events in the library and in the community;  
 Serves as a liaison between the library and the community, cultivating mission-based strategic programs and special events;  
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
 Attends work regularly at the designated place and time;  
 Supports continuous process improvement initiatives;  
 Performs related work as required.

<b>Required Knowledge and Abilities</b>
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Skill in interpersonal relations as applied to the public and co-workers;  
 Flexibility in scheduling to meet event demand, including frequent nights and weekends;  
 Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
 Excellent written and verbal communication skills with the ability to manage multiple projects simultaneously, prioritize effectively, adapt flexibly to changing priorities, and meet deadlines with a high-speed environment;  
 Ability to make decisions independently when necessary;  
 Understanding of the library's mission and strategic initiatives;

Good knowledge of Microsoft Office suite, social media and expert searching capabilities for Internet tools;  
Ability to work cooperatively and maintain effective work relationship to accomplish job responsibilities;  
Ability to communicate both verbally and in writing;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor's Degree in Communications or English or related subject; or  
Two-years' experience in customer service or communications field and some experience in library related work; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Essential Physical Abilities**

Requires the following with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to prepare and read a wide variety of materials;  
Sufficient manual dexterity, which permits the employee to operate a computer keyboard and other equipment;  
Sufficient personal mobility, which permits the employee to complete various activities.