



Creative Services Department Assistant

DEPARTMENT:	Creative Services
GRADE:	48
CLASS CODE:	2000
FLSA STATUS:	Non-Exempt
UNION STATUS:	Represented
REVISED DATE:	June 2019

Summary:

Performs a variety of detail-oriented and deadline-driven clerical functions in support of the Creative Services department.

Reporting Relationships and Team Work:

Receives daily direction from the Communications Coordinator. This position is supervised by and reports to the Operations Manager.

Essential Duties and Responsibilities:

Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Organizes the production and distribution of brochures, posters, and/or other marketing materials within tight deadlines.
2. Maintains and creates informational materials for the District, including directories, activities calendars, and/or training materials.
3. Outlines the District's newsletters, collecting information and articles from other departments and drafting content for district-wide projects.
4. Proofreads documentation and/or publicity materials prepared by assigned departments; monitoring for proper layout, grammatical composition, accuracy, and clarity.
5. Trains library staff on the event calendar software, publicity request system and proper submission of request forms.
6. Obtains purchase orders, processes invoices, and tracks departmental spending. Interacts with vendors and maintains departmental supply inventories; processes purchase requests, receives deliveries, and distributes items ordered.



7. Answers incoming calls and responds to inquiries from library staff, media contacts, and other relevant parties regarding departmental operations; relays decisions and information to department stakeholders.
8. Provides clerical support including the preparation of correspondence, memoranda, forms, schedules, and agendas. Compiles data, prepares, assembles, distributes, and maintains a variety of reports for area of assignment; may provide assistance with drafting reports as required.
9. Establishes and maintains files, records, reports, and databases for area of assignment; maintains archival materials; updates and purges filed materials and electronic information.
10. Performs other duties as assigned or required.

Core Skills and Qualities:

Complete definitions are included on the TRL evaluation form. Employees are expected to demonstrate the following qualities at all times:

1. Establish and maintain effective working relationships with internal staff, outside organizations, and the general public.
2. Positively reflect TRL's mission, vision and values to the staff and public.
3. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
4. Communicate effectively verbally and in writing.
5. Demonstrate quality customer service.
6. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
7. Demonstrate a positive attitude and flexibility.
8. Work well with others, show respect, contribute to the team.

Required Knowledge, Skills, and Abilities:

Employees are expected to perform and possess the following:

1. English grammar, punctuation and spelling including strong proofreading skills.
2. Publishing and standard computer software applications.
3. Standards for maintaining electronic records and databases.
4. Skill in coordinating and performing a variety of administrative functions to provide assistance for marketing, branding and other creative services.
5. Customer service standards and procedures.
6. Critical thinking and problem solving in meeting the needs of customers.
7. Skill in data gathering and information compilation for statistical reporting.



8. Ability to work independently and innovatively in a variety of situations.
9. Ability to maintain financial and statistical records; and to circulate instructional information according to established procedures.

Technology Requirements:

Required:

- Use of standard office equipment, including but not limited to Personal Computer and related software packages to perform analysis, information retrieval and tracking.
- Intermediate keyboard and data entry skills.
- Ability to navigate, search and use web functions and software applications (i.e., time and attendance systems, performance reviews).
- Intermediate Microsoft Office Suite skills (e.g., Outlook, Word, Excel) to satisfactorily complete job responsibilities.

Desired:

- Intermediate experience using SharePoint
- Experience with Xerox equipment and Fiery software.
- Graphic design file types
- Basic Web content management knowledge (Drupal preferred).

Education and Experience:

Associate's degree in Business, Communications, Marketing or a related field and a minimum of three years of recent directly related experience; OR any combination of education and experience which would provide the required knowledge and skills and allows successful performance of the job.

Licenses, Certifications, and Special Requirements:

- A valid Washington State Driver's License.
- Must pass and maintain a criminal background check.

Physical and Environmental Conditions:

- Work is performed in a standard office environment,
- Subject to sitting, standing, walking, bending, reaching and lifting objects up to 30 pounds.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.



This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer.