



# JOB POSTING

## CLINTON-MACOMB PUBLIC LIBRARY

### PART-TIME COMMUNITY RELATIONS ASSISTANT

**Position:** Part-time Community Relations Assistant

This person supports the Head of Community Relations, Marketing and Development in promoting library programs, services and events, monitoring and managing social media channels, cultivating community partnerships, fundraising and event planning.

**Salary:** \$19.21 per hour (\$23.99 current maximum based on a 10-step scale)

**Schedule:** 22.5 hours a week, includes evening and weekend hours

**Benefits:** Pro-rated benefits (short and long-term disability, life insurance, 3 weeks of vacation, sick leave, standard holidays, 401A defined compensation retirement plan after one year; eligible to purchase medical/dental/vision insurance at own expense).

Optional: 457B retirement plan and flexible spending account.

#### Primary Job Duties:

- Graphic design work, including designing logos, program flyers and brochures
- Solicits funds, goods and services for library fundraising endeavors
- Contacts local businesses for donations to support programs as necessary
- Event planning and facilitation
- Cultivates partnerships for joint community projects as needed
- Assistance in monitoring the website for accessibility
- Monitoring and managing social media
- Assistance with social media content creation, including video and podcast production
- Proofreading, writing and editing skills
- Assistance with outreach events
- Performs related duties as required

#### Required Qualifications:

- High school diploma, equivalent or higher; college preferred
- Knowledge, skill and ability in Adobe Design Suite
- Familiarity with Microsoft Office
- Ability to express self clearly and concisely in both written and oral form
- Ability to manage multiple projects and deadlines effectively
- Graphic design and video content creation preferred
- Social media posting and monitoring experience
- Knowledge of html or WordPress is preferred
- Enthusiastic, solution-oriented collaborator
- Ability to establish and maintain effective working relationships
- Ability to prioritize duties and tasks and work independently
- Strong speaking, listening and written communication skills

#### Mental Requirements:

- Is accurate
- Able to maintain confidentiality of library records and administrative matters

- Is flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with customers, supervisors, co-workers and volunteers
- Able to make managerial decisions and interpret policies and guidelines
- Uses good organizational skills

**Physical Requirements:**

- Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt
- Standing or sitting for periods of time
- Writing or typing to complete work forms
- Manual dexterity for operating small tools such as scissors, glue sticks, rulers, art supplies and digital cameras

**Process:** Deadline for applications: February 27, 2019 at 5 p.m.  
 Interviews anticipated: Week of March 4, 2019  
 Decision anticipated by: March 8, 2019  
 Start date: March 18, 2019

**Apply to:** Jamie Morris, Head of Community Relations, Marketing and Development  
 Clinton-Macomb Public Library  
 40900 Romeo Plank Road  
 Clinton Township, MI 48038-2955  
 (586) 226-5013 / [jmorris@cmpl.org](mailto:jmorris@cmpl.org)

**Items to submit (in a single PDF file):**

1. Cover letter
2. Resume
3. Graphic design samples (3)
4. Writing sample
5. CMPL Job application (attached to this posting)

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. This is an at-will position.

The Clinton-Macomb Public Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual's race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.

**APPLICATION FOR EMPLOYMENT**  
**Clinton-Macomb Public Library**  
**AN EQUAL OPPORTUNITY EMPLOYER**

**INSTRUCTIONS:** Please type the requested information in the spaces provided below.

Date of Application: \_\_\_\_\_ Date available to begin work: \_\_\_\_\_

**PERSONAL INFORMATION**

Last Name	First	Middle	Driver's License Number
Other Last Name	Other first	Other Middle	Daytime Telephone
Street Address			Other Telephone
City, State, Zip			Email
Are you legally eligible for employment in the U.S.? <sup>*</sup>		Yes    No	Are you 18 years or older?    Yes    No
If related to anyone in our employ or current trustee, state name and relationship to you. _____			
Have you ever been convicted of a crime? A criminal conviction record will not necessarily prohibit you from being employed. If YES, please list date, place and nature of offense. _____			<input type="checkbox"/> YES (explain) <input type="checkbox"/> NO
Are there any felony charges presently pending against you? _____ _____			<input type="checkbox"/> YES (explain) <input type="checkbox"/> NO
Can you perform the essential duties of the job in which you wish to be employed, with or without accommodation?    YES    NO			

\* The Clinton-Macomb Public Library conforms to the Immigration Reform and Control Act of 1986 which requires you to furnish documentation showing your identity and legal authorization to work in the United States once you have been offered employment.

**EMPLOYMENT DESIRED**

POSITION(S) APPLIED FOR: _____	PAY/SALARY DESIRED: _____
Will you accept part-time work? _____	
Have you ever worked for another organization similar to the Clinton-Macomb Public Library? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, Position: _____	
Reason for Leaving: _____ _____	
Do you have any special training skills, qualifications, licenses, certifications or other experiences that relate to the position(s) applied for? _____ _____	

## EDUCATION

EDUCATION	Name and Location of School	No. of Years Completed	Subjects Studied	Degrees Earned	G.P.A.
High School					
College/ University					
Vocational/ Trade/Graduate School					

## PHYSICAL RECORD

In case of emergency, notify:		
Name	Address	Telephone
Number		
<p>Medical Examination. In accordance with applicable legal requirements, the Clinton-Macomb Public Library may require job applicants to undergo a medical examination after an offer of employment has been made and prior to the commencement of employment duties, and may condition the offer of employment on the results of such examination</p>		
<p>I HEREBY CERTIFY THAT I AM NOT CURRENTLY ENGAGED IN THE ILLEGAL USE OF DRUGS. I understand that as a condition of employment, I may be required to take a pre-employment drug test for the illegal use of drugs which may include the collection of urine samples from my person, or the use of other testing methods. I agree that the results of this test may be submitted to the Clinton-Macomb Public Library or its authorized representative, and I expressly release the collection agency and the testing laboratory from any and all liability for performing the requested test, and for communicating the results to the Library. I understand that if the results of any pre-employment drug test are positive, it will be cause for rejection of my application or, if I am hired, that my employment with the Library may be immediately terminated.</p>		
Applicant's Signature _____		

## EMPLOYMENT INFORMATION

Have you ever been discharged or requested to resign any job?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, please explain circumstances _____			
_____			
_____			
Are you presently employed?		<input type="checkbox"/> YES	<input type="checkbox"/> NO

## REFERENCES

Please give the names of 3 persons, not related to you, whom you have known for over a year.

NAME	ADDRESS	TELEPHONE	BUSINESS	YEARS KNOWN

## FORMER EMPLOYERS

Please give an accurate, complete, full-time and part-time employment record for the past ten years. Start with present or most recent employer. Use additional sheet(s) if necessary.

Please Print All Information

1	Library/Company Name	Telephone
	Address <span style="float: right;">City/State</span>	Employed (List Month and Year) From <span style="float: right;">To</span>
	Supervisor's Name	Reason for Leaving
	List Your Job Title and Responsibilities	

2	Library/Company Name	Telephone
	Address <span style="float: right;">City/State</span>	Employed (List Month and Year) From <span style="float: right;">To</span>
	Supervisor's Name	Reason for Leaving
	List Your Job Title and Responsibilities	

3	Library/Company Name	Telephone
	Address <span style="float: right;">City/State</span>	Employed (List Month and Year) From <span style="float: right;">To</span>
	Supervisor's Name	Reason for Leaving
	List Your Job Title and Responsibilities	

Please indicate if you would prefer that we not contact any of the listed employers, and briefly explain your reason:

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\* \* \* \* \*

Do you have any commitment to another employer that might affect your employment with us?

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**SIGNATURE**  
**(Read Carefully Before Signing)**

- I certify that the answers and information given by me in this application are true, correct and complete without qualification. I understand that the Library has the right to refuse to hire or immediately discharge me, at any time, if it discovers that I have provided incomplete, untrue, or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.
- I hereby authorize the Library to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by the Library to release to the Library any information they have regarding me without providing written notice to me.
- I authorize the Library to use any information in its possession concerning me for any purpose it deems appropriate, including disclosure of information to any third party, future employer or prospective future employer without notification to me of such disclosure, and I release the Library from any liability in connection with such use or disclosure.
- If I am hired by the Library, I understand and agree that I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment of the Library, as they are from time-to-time changed, with or without notice.
- If I am hired by the Library, I understand that I have the right to terminate my employment at any time and for any reason, with or without notice. I further understand that the Library can terminate the employment relationship at any time for any lawful reason, with or without cause, with or without notice. This at-will employment relationship exists regardless of any other written statements or policies or any other Library document or any verbal statements to the contrary. No one except the Library's director can enter into any kind of employment relationship or agreement which is contrary to the above. To be enforceable, any employment relationship or agreement which is contrary to the above must be in writing and personally signed by the Library's director and myself.
- Except when there is a shorter filing period, I agree not to file any action or claim relating to my application for or employment with Clinton-Macomb Public Library more than six (6) months after the date of the challenged action, and to **waive any longer statute of limitations period.**

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return completed application to **Clinton-Macomb Public Library**  
**40900 Romeo Plank Road**  
**Clinton Township, MI 48038**