

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Community Relations and Marketing Support Technician**

Dept: **Graphics and Printing**

Job Code Number: **10478**

Reports to: **Graphics Supervisor**

Grade Number: **3, Represented**

Effective Date: **Revised January 2019**

FLSA Status: **Non-exempt**

General Position Summary:

The Community Relations and Marketing Support Technician performs a variety of bindery duties for the Graphics department and assist the Community Relations Department as needed, to contribute to efficient and effective library services.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Prepare all printed materials for distribution to KCLS Libraries and Service Center by cutting, folding, binding, counting quantities, packing and labeling for shipping.
2. Operate bindery and printing machinery such as Baumfold and Formax paper folders, Challenge electronic paper cutter, rotary paper cutter, GBC comb binder, laminator, heavy-duty stapler and 3-hole drill.
3. Fill paper/reprint orders from branches and Service Center and keep paper stocked and organized in storage area.
4. Perform other related duties as required or assigned.

Core Competencies:

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

Ethics, Values, and Judgment

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional & Technical Knowledge

Demonstrates proficiency in professional and technical skills/ and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

Approachability

Listens more than they talk; allows appropriate time for interactions; purposely builds rapport, sets positive tone and exhibits confidence by body language and speech. Maintains boundaries.

Work Quality

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

Teamwork/Collaborating

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member's strengths and differences.

DESIRED MINIMUM QUALIFICATION:

Education and Experience:

- Any combination of education and experience, which allows the successful performance of the job.

SPECIAL REQUIREMENTS

None.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands to grasp objects and lift individual books, frequently required to stand and walk and reach at all levels with hands and arms, frequently repetitive to shelve books and up to frequently will bend. The employee will frequently lift/carry 3 pounds, occasionally up to 20 pounds and seldom up to 35 pounds. Will occasionally push/pull carts using moderate force and frequently push/pulls with light force to straighten books.

WORK ENVIRONMENT

Work is performed indoors. Almost all tasks involve continuous standing. Work is performed near moving mechanical parts. There may be risk of electrical shock, exposure to photographic and printing chemicals, loud noises and sharp objects.

Advancement Possibilities:

Open depending on education and training

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR