

[Go Back](#)**NASSAU COUNTY****Title : LIBRARY PROGRAMS AND
PROJECT COORDINATOR****SCHOOL DISTRICTS****Code: 310035 NLP****CLASS SPECIFICATION****Page : 1 of 1****Competitive****GENERAL STATEMENT OF DUTIES**

Selects, arranges, and publicizes library programs and projects; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties involve the use of independent judgment, initiative and creativity.

TYPICAL DUTIES

1. Selects, directs, and promotes adult programs.
2. Plans and implements such special projects as the community directory.
3. Prepares newsletter.
4. Sends publicity and press releases to appropriate newspapers.
5. Plans and develops library exhibits.
6. Selects, arranges, and accompanies bus trips.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of public relations techniques.
2. Ability to select and develop programs and projects within budgetary limitations.
3. Ability to initiate activities to stimulate interest in the library.
4. Ability to express ideas clearly and concisely, both orally and in writing.
5. Ability to plan and prepare exhibits appropriate to the library.

MINIMUM QUALIFICATIONS**Training and Experience**

Bachelor's degree from a regionally accredited or New York State registered college or university.

12/11/84

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