



# BELLAIRE PUBLIC LIBRARY

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## Programming, Publicity, and Grant Writing Position

### Core responsibilities include:

- Works with staff to collaboratively create, plan, promote, and implement programming for adults, teens, and children.
- Creates promotional materials such as brochures, posters, etc. for library programs, services, and in-house promotional exhibits.
- Establishes working relationship with media outlets and partnering organizations to promote the library, our services, programs, offerings, etc.
- Fosters a positive working relationship with community members and partnering organizations to assess local community needs and wishes.
- Maintains a healthy social media presence, creatively promoting library services and programs.
- Update Wordpress website with events, news items, and descriptive content for services, virtual offerings, programs, etc. HTML and video production experience a plus.
- Seeks out grant opportunities and does necessary research to apply for and submit grants, including budgeting for necessary labor/materials/equipment and project timelines as well as overseeing the implementation and tracking of progress for grant reports. Works with Fiscal Officer on the distribution of funds from received grants.
- Keeps current on the use of the automated library management system, statistical analytic systems, and offered library databases.
- Keeps statistics, reports, and records as necessary.
- Performs outreach to schools (Bellaire Area Schools, Indian Run/Head Start, St. John's Academy) and establishes relationships with administrators and educators to assess the needs of the students and the schools.
- Spearheads and coordinates the annual Summer Reading Program.
- Assists director, as requested, with special projects such as documentation, statistics, outreach, research, and other duties.
- Attends various meetings and conferences as a representative of the library as needed.
- Performs day-to-day library tasks as needed such as circulation, reference, shelving, etc.
- Other duties as assigned/needed.

**Qualifications:** Liberal Art Baccalaureate degree. Some proven prior library experience preferred. Must be service and detail oriented with excellent interpersonal skills and public service manners for modeling customer service expectations. Must possess good communication skills, oral and written, and direct and supervise staff in a way that fosters teamwork. Must be able to work independently, organize and prioritize work, respond to varied/changing work demands. Must be digitally literate with broad experience in current technologies and software. Prior management or supervisory experience is a plus. Valid driver's license and reliable transportation a must. Qualified candidates will be subject to a background check prior to hiring.

Salary is commensurate with experience. Benefits include health insurance and retirement. The position is covered by the Ohio Public Employees Retirement System (OPERS).