

Librarian Responsibilities

Assist library visitors in conducting research and locating resources in the library or on the computer.

Organize all library resources so they are easy to locate.

Coordinate and create community programs that increase library awareness for different age groups (includes summer reading program).

Evaluate library inventory needs and place orders.

Identify technology needs and make recommendations.

Oversee the work of other employees and provide feedback.

Read publication announcements to get new texts.

Create various education opportunities targeting different age groups.

Maintain a clean and safe place for all visitors.

Assistant City Clerk Responsibilities

Accept water bills and log them in and know how to accept credit card payments.

Know how to send out water and trash bills.

Know how to handle permitting procedures and be able to answer permit related questions.

Be able to help citizens open accounts, deal with city problems and answer questions from citizens.

Assist the city clerk in any projects that need extra assistance.

Public Information Officer Duties & Responsibilities

Communicate critical information effectively to the public via Facebook, web page, all call telephone system.

Be the face of a government organization in the absence of an elected leader.

Help maintain and uphold a certain image and identity for government officials or organizations.

Take photographs of city events and post them on social media outlets such as Facebook, Instagram and Twitter.

Post happenings, events and pictures on the city webpage and keep all information up to date.