

NORTH TEXAS REGIONAL LIBRARY SYSTEM (NTRLS)

JOB TITLE: Volunteer Data Input Specialist

POSITION FUNCTION: Under the general supervision of the Assistant Director, provides administrative support to the Continuing Education project. Under the general supervision of the Executive Director, provides administrative support for Development Activities.

DUTIES:

Assignments with NTRLS Office

1. Assists Assistant Director with the administration of the Continuing Education program.
2. Assists Executive Director with Development Activities.
3. Assists with System Assembly Meetings, regional meetings and conferences.
4. Answers telephone, transfers calls, and takes messages for System staff
4. Other duties may be assigned.

EDUCATION and EXPERIENCE: The volunteer must have an Associate degree (A.A.) or equivalent from two-year college or technical school; or two to three years of related experience and/or training; or equivalent combination of education and experience.

SPECIAL QUALIFICATIONS: The volunteer must have a valid Texas driver's license, proof of liability of insurance and have access to a motor vehicle.

TYPICAL MENTAL DEMANDS: While performing this job, the volunteer is regularly required to communicate, use interpersonal skills, and coordinate. The volunteer is frequently required to analyze, compile, evaluate, synthesize, compute and negotiate. The volunteer is required to compose material written for the purpose of library promotion, and to design public relations materials.

COMPUTER SKILLS: The volunteer must have basic computer skills.

PHYSICAL DEMANDS: While performing the duties of this job, the volunteer is regularly required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the volunteer works in an open, reception area, where traffic is not excessive. The noise level in this environment is moderate.