



Logan County Public Library

JOB TITLE: Radon Program Assistant

REPORTS TO: Director

STATUS: Non-Exempt

PRINCIPAL PURPOSE OF JOB: Assists with promoting and delivering the “Radon on the RADAR” program, a partnership between the library and the University of Kentucky to inform communities about the presence and danger of radon, and ensuring access to free testing equipment.

LEVEL OF AUTHORITY: Performs duties with moderate supervision from the Site Principal Investigator and Site Program Coordinator.

WORK ENVIRONMENT: Work is performed primarily in an indoor office setting with potential exposure to dusty atmosphere and exposure to airborne pathogens. Attendance at community events, including outdoor events, is also required.

ESSENTIAL JOB FUNCTIONS

1. Inform community members about the health risks posed by exposure to radon gas and the importance of testing the home (using one-on-one conversations and small group and large group presentations).
2. Locate and coordinate opportunities to speak or set up an information booth with different groups, agencies, and community events.
3. Track statistics of radon device checkouts through the library loan program.

QUALIFICATIONS

Technical

1. Must have excellent communication skills, including the ability to speak clearly, persuasively, and effectively in one-on-one situations as well as formal presentations to groups of all sizes.
2. Must be able to understand and convey scientific information related to radon, health risks, testing, etc.

Physical

1. Ability to sit and use computer workstation, including keyboard and visual display terminal, for extended periods of time.

2. Ability to transport and set up items (including but not limited to folding tables, promotional materials, and retractable banners, totaling approximately 50 pounds) at remote locations.
3. Must be able to, at minimum, effectively communicate in both verbal and written English.

Other

1. Attention to detail and accuracy.
2. Ability to communicate effectively, patiently, and courteously with co-workers and the public.
3. Must possess valid driver's license.

USE OF TOOLS AND EQUIPMENT

Office equipment, including but not limited to: computer, printer, paper cutter, copier, telephone, and laminator. Computer programs such as MS Office and G-Suite will be used frequently, along with internet browsers and other programs.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise to balance the work load.

Last reviewed and updated by Library Director on 09/22/2023