

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: _____

Business Unit Number: _____

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update		May require Commissioners Court approval
Position Reclassification		May require Commissioners Court approval
New Position Request		Requires Commissioners Court approval
Is computer usage < 25%?	Yes No	Does not require annual Cybersecurity training if "Yes"

SECTION II – REASON FOR REQUEST

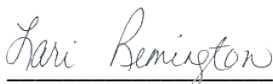
--

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	_____	Date must be the beginning of a pay period. For requests requiring Commissioners Court approval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From: _____ To: _____	

SECTION IV – POSITION DATA

Current <i>Use "Pos_List_File" (PCN Download) to complete all fields</i>		Proposed <i>Complete all fields for a new position or change appropriate field(s) for existing position.</i>	
		Number of Positions	
Position Title		Position Title (30 Spaces Maximum)	
Job Code Number		Job Code Number	
Job Code Description		Job Code Description	
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	
Business Unit		Business Unit	
Home Department ID Number		Home Department ID Number	
Location		Location	
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	
Budgeted Hours		Budgeted Hours	
Salary Range Maximum		Salary Range Maximum	
FLSA Code		FLSA Code	
Reports To Position Number		Reports To Position Number	
Fund Code		Fund Code	
Funding Department ID Number		Funding Department ID Number	
Account (<i>Same for all Business Units</i>)	510010	Account (<i>Same for all Business Units</i>)	510010
Business Unit PC (<i>Projects or Grants only</i>)		Business Unit PC (<i>Projects or Grants only</i>)	
Project/Grant (<i>Projects or Grants only</i>)		Project/Grant (<i>Projects or Grants only</i>)	
Activity ID (<i>Projects or Grants only</i>)		Activity ID (<i>Projects or Grants only</i>)	



Lori Remington, Division Director of Human Resources

Business Unit Approval (Business Unit Head or Designee)

Date

SPECIALIST II – CONTENT PRODUCTION

Job Code:	FLSA Status:	Job Division:
000333	Non-Exempt	Harris County Public Library
Job Business Unit:	Functional Title:	Report To:
Library - 28500	Specialist II- Content Production	Manager IV, Design & Communication
Pay Grade:	PCN	Date Created
012	10006277	April 2025

GENERAL SUMMARY

The position is responsible for working with the Marketing, Outreach, and Program Managers on producing visual content for social media platforms such as Instagram and YouTube.

DUTIES & RESPONSIBILITIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Responsible for aiding in the production and design of visual media and editing digital content, including marketing collateral for use in social media and digital marketing.
- Responsible for collecting new content assets or photographs at events to complete content; travel to/from work sites
- Serves as a member of the Program, Partnerships & Outreach (PPO) division team and works with team members to support library programming
- Support the communications team with daily administrative tasks
- Help organize marketing events
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent communication skills (verbal & written) and attention to detail.
- Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook) and modern technology
- Ability to work independently, and in a team environment, good time management skills
- Familiarity with Content Management Systems such as WordPress, Sprout Social, etc.
- Well-versed in various Social media platforms such as Facebook, Instagram, TikTok
- Visual or photography skills or previous experience in photographing events
- Demonstrated experience in Design or editing software or apps such as Adobe Creative Suite
- Must use your personal mobile device for our Multifactor Authentication process

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Driving: Available and reliable transportation for work-related duties
- Office Equipment: Daily use of a computer, keyboard, copier, scanner, printer, calculator, phone (desk and cell). Daily use of software programs including Microsoft Office Suite, Outlook, Word, Excel, and GPS.
- Physical Activities: Sits for long periods; light physical activity that may include walking, sitting, standing, stooping, bending, reaching, lifting, and carrying
- Lifting: Ability to lift, carry, and exert up to 25 pounds. Occasionally lifts, carries, and exerts up to 40 pounds
- Vision and Hearing: Must have visual acuity to see and read paper and electronic documents. Must be able to answer telephones, communicate conversation, and respond to verbal inquiries.
- Exposure to Environmental Conditions: The position generally works in an office setting with overhead lighting and long periods of screen time.

POSITION TYPE AND TYPICAL HOURS OF WORK
Position generally scheduled Monday-Saturday; occasionally weekend work. May require attendance at evening meetings, or after-hour events and off-site meetings. Possible work in an outdoor environment with exposure to inclement weather or various temperature changes.

MINIMUM QUALIFICATIONS
<ul style="list-style-type: none">• Bachelor's degree in any field from an accredited college or university and• One (1) year of customer service experience• Three (3) months of producing graphic or video content for public communications experience• Three (3) months of editing or producing website content for public communications experience OR <ul style="list-style-type: none">• Associate degree in any field or 60 hours of secondary education credits from an accredited college or university and• One (3) years of customer service experience• Three (3) months of producing graphic or video content for public communications experience• Three (3) months of editing or producing website content for public communications experience OR <ul style="list-style-type: none">• High school diploma or G.E.D. equivalent and• One (5) years of customer service experience• Three (3) months of producing graphic or video content for public communications experience• Three (3) months of editing or producing website content for public communications experience

PREFERRED QUALIFICATIONS
-Bilingual Preferred

OTHER DUTIES
This Job Description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time.

REPORTING RELATIONSHIPS
Reports to Position: Design & Communications Manager Supervises Positions: None

EQUAL OPPORTUNITY STATEMENT
Harris County is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, sexual orientation, gender identity or any other protected class in accordance with applicable federal and state laws.

JOB DESCRIPTION APPROVAL

This Job Description has been approved by the appropriate levels of management.

Approver**Signature****Date**

Manager _____

Date: _____

HR Rep. _____

Date: _____

The employee signature below constitutes the employee's understanding of the requirements, essential duties, and responsibilities of the position.

Employee _____

Date: _____