

**FRIENDS OF THE DAVIS PUBLIC LIBRARY**

**JOB DESCRIPTION  
May 2017**

**TITLE:**     **Website Coordinator**

**TERM:**     Appointed for 1 term annually

**DUTIES:**

- Update the website continuously
  - Information Posted:
    - Friends meeting minutes
    - Friends by-laws and officers
    - Library news from Yolo County
    - Miscellaneous events or stories
    - Relevant Logos Bookstore news