**POSITION: Outreach Librarian DEPARTMENT: Lamb Library EFFECTIVE: January 1, 2023**

**Organization Group: Master Level: A**

**FLSA Status: Exempt**

This Job Description identifies the major responsibilities of this job.

•• I. **POSITION PURPOSE**

The purpose of the Outreach Librarian is to coordinate outreach programming, network with community agencies and organizations, provide library services, and act as a staff resource.

# .. 11. RELATIONSHIPS

The Outreach Librarian reports to the Branch Manager. The position also works closely with outside organizations and contractors to deliver programs and build partnerships. The position provides excellent customer service demonstrating the ability to communicate effectively with people regardless of age, race, sexual orientation, ability level, or background. This position will also assist the Branch Manager in oversight of the two satellite locations (Library @the Y and Beulah Satellite).

# •• 111. PRIMARY DUTIES AND RESPONSIBILITIES

40% - OUTREACH PROGRAMMING- Works with Branch Manager and Branch Librarian to identify relevant programs and outreach events; works in partnerships with outside agencies to promote the use of library services; uses project management and outcomes-based planning and evaluation tools to develop and access events that fulfill target audience needs and networks with community agencies and businesses. Delivers programs and training to audiences within the library district in person or via online tools. For youth focus: will present story times, outreach programs to schools, and coordinates library reading programs and other programs for children; provides outreach services to schools and daycares. For adult focus: will partner with outside organizations and businesses to meet the needs of the community; provide outreach services to senior living facilities and community service centers.

20%- COMMUNITY NETWORKING-Works with Branch Manager and Branch Librarian to identify priorities; participates in community organizations by attending meetings; sits on boards/committees/taskforces; and plans library programming to include literacy-related agencies, schools, business associations, and other community organizations with indirect or direct relationships with the library district in order to increase community awareness and demand for library services. Builds community partnerships and arranges programs for the public which promote the use of library materials and services.

20%- PATRON ASSISTANCE-Assists patrons in locating the information needed through the use of library resources and Internet sites; provides technology instruction for a diverse population of technology users with a priority on accessing library services and resources; stays informed as a reader's advisor; provides in-depth reference services and locates requested materials and

**POSITION: Outreach Librarian DEPARTMENT: Lamb Library EFFECTIVE: January 1, 2023**

**Organization Group: Master Level: A**

**FLSA Status: Exempt**

information sources in order to satisfy patron requests for library materials and information; and assists patrons with circulation functions which include, but are not limited to, issuing and updating library cards, checking-out and renewing materials, placing holds, and addressing account problems.

5% - COLLECTION MAINTENANCE-Assists Branch Manager and Branch Librarian in maintaining the collection at the Lamb Library as well as the two satellites (Library@ the Y and Beulah) by recommending additions to the collection and notifying Technical Services of discarded/weeded items in order to keep collection appealing, current, and useful.

5% - STAFF RESOURCE - Collaborates with Branch Manager to identify opportunities based on community conversations. Acts as a resource for staff by providing in-depth reference assistance, reference consultation, mentoring, and training of staff in providing reference and reader's advisory services in order to provide dynamic services to patrons. Sharing information learned through community conversations.

10% - OTHER DUTIES - Writes grants, creates displays, bibliographies, and biogs, recommends budgets, requests equipment and supply purchases; may assist Library Manager with librarian duties; and assists Supervisor with projects in order to ensure the smooth operation of the department. Prepares reports regarding programs as requested by the Branch Manager.

Participates in regularly scheduled department meetings. Attends All Staff Development Days and other training sessions to acquire new skills and to stay current on all information that is pertinent to PCCLD.

Reads daily organizational communications from intranet, e-mail, newsletters and print announcements. Stays current on all library services, programs and events throughout the district. Regularly accesses electronic time keeping, payroll and personnel employee access systems. Performs other duties as needed.

**POSITION: Outreach Librarian DEPARTMENT: Lamb Library EFFECTIVE: January 1, 2023**

**Organization Group: Master Level: A**

**FLSA Status: Exempt**

■■ **IV. QUALIFICATIONS**

Education and Experience: Master's Degree in Library Science from a college or university accredited by the American Library Association. One year of library experience is preferred.

Skills and Abilities: The position requires knowledge of books and collection development as well as excellent planning and program presentation skills for children and adults. Expertise in building community partnerships through outreach efforts is essential. A passion for working with children with a desire to promote children's library experiences through dynamic and innovative programming. Ability to conduct complex reference interviews, to analyze requests and to apply research skills to locate specialized information or provide customers with alternative sources. Demonstrates courtesy and interest in providing high quality service to customers and displays a positive image. Participates willingly as a team member: builds and maintains positive working relationships and contributes to a productive working environment. Ability to function under flexible and changing conditions. Thorough knowledge of print and electronic reference tools and research techniques. Ability to use Internet and electronic databases. Ability to understand, accurately use, and teach the use of a variety of software programs, including various databases and the library's computer system. Public speaking skills: comfortable speaking to a variety of audiences and age levels. Possesses leadership and supervisory skills and an ability to oversee branch operations.

Physical Requirements: Must be able to lift objects weighing up to 50 pounds and push /pull a fully loaded book cart weighing up to 200 pounds.

Other Requirements: Must be able to work a flexible schedule including days, evenings and weekends. Must submit to and successfully pass a criminal background investigation.

Equal Opportunity Employer.