

JOB DESCRIPTION PUEBLO CITY-COUNTY LIBRARY DISTRICT

POSITION: Outreach Librarian **Organization Level:** Master
DEPARTMENT: Public Service **Group:** B
EFFECTIVE: January 1, 2026 **FLSA Status:** Exempt

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 for district employees who conduct outreach activities.

RELATIONSHIPS

The Outreach Librarian reports to the Rawlings Manager II. 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. Partnership locations for outreach activities will be determined by strategic and operational goals and objectives.

PRIMARY DUTIES AND RESPONSIBILITIES

This position is designed to be flexible and responsive to the evolving outreach goals of PCCLD. As the district's strategic focus guides future priorities, the Outreach Librarian will play an active role in shaping, implementing, and adapting outreach initiatives to meet community needs.

40% Outreach Programming

Works with Rawlings Manager II, district Public Service Managers, and district Program & Outreach Coordinators 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.

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30% Community Networking

Works with Rawlings Manager II, Branch Managers and Branch Librarians 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.

30% Staff Resource

Acts as a resource for staff by serving as a standing member of the Outreach Committee, for the duration that one exists at the library district, and may serve as Chair of the Outreach Committee as needed or directed.

The Outreach Librarian will develop tools that bring consistency and best practices to all district outreach efforts, and provide mentoring and training for staff who conduct outreach activities to maximize community impact.

Writes grants, creates outreach kits, recommends budgets, requests equipment and supply purchases.

Prepares reports regarding programs as requested and collaborates with the Rawlings Manager II to identify opportunities based on community conversations. Shares information learned through community conversations and gathers outreach data to inform planning and decision-making.

Works with Rawlings Manager II and Associate Director of Public Services to explore and integrate alternate service models into district outreach efforts.

This position will be assigned the role of Person in Charge (PIC) at the Rawlings Library on a regular basis to respond to any escalated customer service, emergency, or security issues and will work closely with the security officer on duty.

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.

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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 core library services, 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 patrons of all ages with a desire to promote impactful 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 skills and an ability to oversee outreach operations.

Physical and Environmental Requirements: This position operates in a professional office and community environment. The employee routinely uses standard office equipment such as computers and phones, and occasionally transports outreach materials to off-site locations. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to travel to various community sites and locations throughout the district.
- Must be able to transport library materials and equipment as needed for outreach events.
- Work involves frequent standing, walking, and interacting with the public, as well as occasional lifting, carrying, or moving of materials and equipment.

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- Ability to set up and take down displays or event materials with or without accommodation.
- Work may be performed in a variety of indoor and outdoor environments and may require evening or weekend hours.
- Use of personal or library vehicle may be required for travel between sites.

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.

As an **Equal Opportunity Employer**, Pueblo City-County Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender orientation, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library district reserves the right to hire more than one person per advertised vacancy.